Crudwell Parish Council

Minutes of the Meeting of Crudwell Parish Council held in Crudwell Village Hall on 29 September 2026 at 7:00pm

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Present: Councillors: R Hamilton-Lambley (Chair), P Gilchriest, N Bailey, C Bullock, S Butcher, , T Kaner, S Thomson, I Warner.

Also Present: T Edge (Clerk), Wilts Cllr C Berry.

CPC/26/113 To receive apologies and record absences
Apologies were received from Cllr Hughes.

CPC/26/114 To receive declarations of interests
Cllr Thomson declared a pecuniary interest in planning application PL/2026/05440, being the Applicant.
Cllr Bailey declared a prejudicial interest in planning application PL/2026/05440, being the owner of a neighbouring property intending to submit a personal representation to the principal authority.
Cllr Kaner declared a pecuniary interest in planning application PL/2026/05436, being the Applicant.

CPC/26/115 To receive public questions and comments
There were no members of the public present.

CPC/26/116 To approve and sign minutes of the Parish Council meeting held on 25 August 2026
Resolution: The Parish Council unanimously approved the minutes of the Parish Council meeting held on 25 August 2026 and authorised the Chair to sign the minutes.

CPC/26/117 To receive updates on the progress of items from previous minutes and outstanding items not requiring further decisions

Person responsible	Action	Notes
Cllr Hamilton-Lambley	Provide instructions to contractor to scope layout for upgrading of footpath and two bridges at Church Commissioners land.	Paused pending agreement of arrangements with Diocese and obtaining funding.
Cllr Kaner	Arrange meeting with the Diocese to discuss arrangements for upgrading the footpath and two bridges at the Church Commissioners land.	Paused pending agreement of arrangements with Diocese and obtaining funding.
Cllr Hamilton-Lambley & Cllr Thomson	Arrange meeting with landowner to discuss proposed change of use for a section of the allotments to community orchards.	Completed.
Cllr Hamilton-Lambley & Cllr Thomson	Finalise MoU between landowner and Parish Council for Parish Council consideration regarding use of a section of the allotments as a community orchard and piping of water.	
Cllr Butcher & Warner	Liaise to resolve the Tuners Lane sign issue Cllr repair to Tuners Lane sign not possible. Cllr Butcher will follow up with Wilts Signs team.	Wiltshire Council have removed the sign and will repair in due course.
Cllr Bullock, Cllr Hamilton-Lambley & Cllr Gilchriest	Review Emergency Plan revisions with revised wording, particularly in relation to wardens and finalise.	Revisions ongoing
Cllr Thomson	Attend People's Emergency Briefing event in September to observe.	Completed
Parish Clerk	Populate Scribe with current year transactions and historic transactions as necessary.	Ongoing

Cllr Butcher & Cllr Berry	Progress LHFIG discussions regarding a potential 40mph transition zone on the A429 approaching Crudwell. Traffic surveys to be conducted, location of metro counts yet to be agreed. Cllrs Butcher and Berry to progress.	Ongoing
Parish Clerk	Implementation of internal audit recommendations.	Ongoing
Parish Clerk	Inform Auditing Solutions Ltd of Parish Council's decision to refuse payment of invoice A9464 for invalid additional time charged for the 2025-26 internal audit.	Completed
Cllr Gilchriest/ Cllr Thomson	Mount and install the solar panel for the device on pole next to the Parish Council's Speed Indicator Device (SID).	Assembled and ready to be installed by working group of Cllrs Gilchriest, Thomson and Warner. Pete, Ian and Scotty to get together.
Clerk/ Cllr Gilchriest	Purchase replacement batter for the Parish Council's Speed Indicator Device (SID).	Cllr Gilchriest to provide specifications to Clerk to order.
Cllr Hamilton-Lambley & Cllr Hughes	Cllr Hughes will top the long grass in the Glebe Field since no response received from the Diocese following the Council's request for it to be cut. Cllr Lambley to notify Diocese	Completed.
Cllr Hamilton-Lambley	Neighbourhood Plan - Circulate the confidential draft report from Community First to Councillors.	Completed.
Cllr Bullock/ Parish Clerk	Populate new website with essential documents to enable launch	Ongoing
Cllr Bullock	Parish Council requested that the notice about the People's Emergency Briefing event be removed from the Parish Council website	Completed.
Cllr Butcher, Bullock & Hamilton-Lambley	Upload and approve bank payments approved at August meeting	Completed
Cllr Hamilton-Lambley & Cllr Thomson	Remove wooden structure from Butts stream and re-profile bank on Kingsmeadow side.	Completed.
Cllr Bailey	Review the annual inspection document for Crudwell playpark and list actions recommended along with proposed management responses to enable priorities to be discussed and agreed at September Council meeting.	On agenda
Cllr Hughes, Bailey, Warner, Butcher & Kaner. Parish Clerk	Cllr Hughes carrying out an initial review of policies en bloc. Individual policies to review have been divided between councillors. Parish Clerk to assist with providing NALC model policies (starting with statutory ones) to appropriate councillor for second stage of review, before bringing back to the Full Council for approval.	Ongoing
Cllr Hamilton-Lambley	To circulate the terms of reference for the Aura Solar Park grant scheme to the Parish Councillors	Completed.
Parish Clerk	Obtain quotes for carrying out a tree survey of trees on the Green opposite the school	Carried over

CPC/26/118 To receive and approve bank reconciliation for August 2026

Resolution: The Parish Council unanimously approved the bank reconciliation for August 2026.

CPC/26/119 To approve the following payments and appoint councillors to authorise:

Payee	Invoice No.	Details	£ Net	£ VAT	£ Total
Countrywide Grounds Maintenance Ltd	706781	Grounds maintenance Aug 2026	134.42	26.88	161.30
Starboard Systems Ltd	21592	Scribe subscription Sep 2026	33.00	6.60	39.60
Vision Planning Ltd	VISINV-0883	Neighbourhood planning work Aug-Sep 2026	550.00	110.00	660.00
Wiltshire Association of Local Councils	WALC-1343	Training – Councillor fundamentals - C Bullock	40.00	8.00	48.00
Busy Fingers Printing Ltd	Z250926GS11	WOIC Newsletter Oct 2026	134.16	-	134.16
PATA Payroll	26/0131/PPS	Payroll with pension service Jul-Sep 2026	51.30	-	51.30
Parish Clerk		Salary and allowances Sep 2026	510.11	-	510.11
NEST Pensions		Employer and employee pension contributions Sep 2026	45.50	-	45.50
Allbuild – Building and Landscaping Services	3693	Replacement wooden swing posts and fixings	1,442.62	288.52	1,731.14
Broadbean Digital		Microsoft 365 Business subscription 2026/27	117.60	23.52	141.12
			3,058.71	**463.52**	**3,522.23**

Resolution: The Parish Council unanimously approved the payment schedule for September 2026 and instructed the clerk to upload the payments for authorisation.

Resolution: The Parish Council unanimously resolved that Cllr Bailey be added as a bank signatory and be given online banking access in her capacity as councillor responsible for finance and instructed the clerk to facilitate.

CPC/26/120 To consider planning applications received:

Reference	Address	Proposal	Closing
PL/2026/05440	Brook House, Tuners Lane, Crudwell, Malmesbury, SN16 9EH	Full planning permission - Change of Use of Residential Annexe to Holiday Let (Retrospective)	15/10/2026
PL/2026/05436	Land to rear of Crudwell House, Crudwell, Malmesbury, SN16 9EW	Full planning permission - Change of use of land from paddock to residential and erection of a solar array.	8/10/2026
PL/2026/05054	Jacks Cottage, 2 West Crudwell Cottages, Crudwell, Malmesbury, SN16 9EF	Full planning permission - Amalgamation of 2 semi-detached dwellinghouses to form a single dwellinghouse, including the erection of a two-storey rear extension	30/09/2026
PL/2026/04882	The Great Barn, Eastcourt, Malmesbury, SN16 9HN	Householder planning permission - Installation of an Andersen A2 electric vehicle (EV) charging point on the existing stone wall adjacent to the back door of the barn, in the area currently used for vehicle parking.	22/10/2026
PL/2026/06038	The Great Barn, Eastcourt, Malmesbury, SN16 9HN	Listed building consent (Alt/Ext) - Householder planning permission - Installation of an Andersen A2 electric vehicle (EV) charging point on the existing stone wall adjacent to the back door of the barn, in the area currently used for vehicle parking.	22/10/2026

PL/2026/05440 - Brook House, Tuners Lane, Crudwell, Malmesbury, SN16 9EH - Full planning permission - Change of Use of Residential Annexe to Holiday Let (Retrospective)

Cllr Bailey left the meeting. Cllr Thomson, as Applicant, provided an overview of the application, information about the property and its use as a holiday let. Cllr Thomson left and Cllr Bailey returned to the meeting. Cllr Bailey read a statement outlining her objection to the application on the basis of its adverse impact on her residential amenity as owner of an adjoining property. Cllr Bailey left the meeting.

Resolution: The Parish Council unanimously resolved to object to PL/2026/05440 on the basis that it considers there to be no argument to support removing the condition that the Parish Council understands was established in 2003 restricting the property from being used for commercial purposes. Should the planning officer be minded to approve this application, the Parish Council strongly recommends that the residential annex be tied to the main dwelling with a s106 and that restrictions be imposed to safeguard the amenity of neighbouring properties and their right to quiet enjoyment.
Cllrs Thomson and Bailey returned to the meeting.

PL/2026/05436 – Land to rear of Crudwell House, Crudwell, Malmesbury, SN16 9EW - Full planning permission - Change of use of land from paddock to residential and erection of a solar array.

Cllr Kaner, as Applicant, provided an overview of the application. Cllr Kaner left the meeting.

Resolution: The Parish Council unanimously resolved to make no comment to PL/2026/05436.
Cllr Kaner returned to the meeting.

PL/2026/05054 - Jacks Cottage, 2 West Crudwell Cottages, Crudwell, Malmesbury, SN16 9EF - Full planning permission - Amalgamation of 2 semi-detached dwellinghouses to form a single dwellinghouse, including the erection of a two-storey rear extension
The Parish Council noted its concerns to the original application on the basis of the housing stock being reduced, before it was withdrawn and considered additional information outlining the circumstances for the applicant doing so.
Resolution: The Parish Council unanimously resolved to make no comment to PL/2026/05054.

PL/2026/04882 - The Great Barn, Eastcourt, Malmesbury, SN16 9HN - Householder planning permission - Installation of an Andersen A2 electric vehicle (EV) charging point on the existing stone wall adjacent to the back door of the barn, in the area currently used for vehicle parking.
Resolution: The Parish Council unanimously resolved to make no comment to PL/2026/04882.

PL/2026/04882 - The Great Barn, Eastcourt, Malmesbury, SN16 9HN - Listed building consent (Alt/Ext) Householder planning permission - Installation of an Andersen A2 electric vehicle (EV) charging point on the existing stone wall adjacent to the back door of the barn, in the area currently used for vehicle parking.
Resolution: The Parish Council unanimously resolved to make no comment to PL/2026/04882.

CPC/26/121 To adopt the NJC Local Government Pay Scales effective from 1 April 2026
Resolution: The Parish Council unanimously resolved to adopt the NJC Local Government 2026/27 national pay settlement effective from 1 April 2026 and instructed the Clerk to facilitate the relevant payroll arrangements including back payment.

CPC/26/122 To consider revised Neighbourhood Plan FY 2026/27 forecast and associated funding allocation
This item was incorporated into the report on neighbourhood planning.

CPC/26/123 To consider provision for a skip at Crudwell allotments for removal of legacy rubbish
Resolution: The Parish Council unanimously resolved to hire a skip to remove historical rubbish from the Parish Council's allotment and approved expenditure of up to £258.00 and instructed Cllr Thomson and the Clerk to facilitate.

CPC/26/124 To consider the Crudwell Play Area 2026 annual inspection action plan and assignment of responsibility
The Parish Council received a report on the status of remedial actions to be implemented in response to the 2026 annual inspection report for Crudwell Play Area and noted that items identified as medium risk and above had been addressed.

Resolution: The Parish Council unanimously resolved to delegate responsibility to Cllr Gilchriest to develop and implement a maintenance plan for Crudwell Play Area to address unaddressed low risk items identified from the 2026 annual inspection report.

CPC/26/125 To consider arrangements for relocating storage of Parish Council records to Crudwell Village Hall
Resolution: The Parish Council unanimously resolved to relocate Parish Council records to be stored securely in the Treasury Room at Crudwell Village Hall and instructed Cllrs Hamilton-Lambley and Gilchriest to facilitate.

CPC/26/126 To receive a report from Wiltshire Council
Wilts Cllr Berry reported that the National Scheme of Delegation for Planning (NSD) takes effect from 31 October 2026, removing the ability for Wiltshire Councillors to call in planning applications to be determined by a planning committee. Councillors will be able to speak with planning officers about individual concerns if requested by parish councils. Financial constraints within Wiltshire Council are affecting the breadth of road maintenance requirements that can be addressed.

CPC/26/127 To receive a report on flood management and Crudwell Flood Action Group (FLAG)
Members of the FLAG alongside Cllr Thomson cleared the wooden structure from the Butts stream. Exercise Resilient Swill Brook, facilitated by the Environment Agency will be held on 7 October at Pettfiers Hotel to work through emergency scenarios with representatives from external stakeholders. Representatives from neighbouring parish councils are being invited to attend. The MP for South Cotswolds is facilitating a flooding meeting on 23 October at Crudwell Village Hall to bring together residents and the organisations involved in managing our roads, rivers and water infrastructure to talk about flooding across the South Cotswolds.

CPC/26/128 To receive a report on neighbourhood planning
See report at Appendix 1. Further expenditure allocated to neighbourhood planning will be reviewed as part of the 2027/28 budget setting process.

CPC/26/129 To receive a community report and update on school parking progress
Crudwell Primary School received the findings of its recent OFSTED report which determined that expected standards had been met across all elements. The Board of Governors were pleased with this outcome.

CPC/26/130 To note correspondence for councillor information
Correspondence was received from Scottish and Southern Electricity Networks (SSEN) offering to present on community resilience initiatives and the Clerk was instructed to facilitate arrangements for an upcoming Parish Council meeting.

CPC/26/131 To receive reports on parish matters:
Local Highway and Footway Improvement Group (LHFIG) - The next meeting on 13 October will consider: 1) proposed speed limit extension including requests for traffic speed surveys approaching Crudwell Primary School, at the The Street past Tetbury Lane in the village centre and outside Murcott Farm Shop 2) Pay Yat speed mitigation request. Options are being considered in response to resident requests for a Speed Indicator Device at Eastcourt and to address speeding around Chelworth in the evenings. The broken Hankerton signpost in Crudwell has been raised with Wiltshire Council.
Parish Steward - The Parish Steward will be requested to undertake bramble cutting on Tuners Lane and strimming at the Wheatsheaf bus stop on their next visit.
Parish Emergency Assistance Scheme (PEAS) - The Parish Council noted that the scheme will finish in March 2027. Grit and gel sacks require replenishment.
Poors Charity dissolution - A Memorandum of Association from the investment representatives is being sought to progress the process.
Aura Solar Farm - The Community Benefit Fund is expected to be launched imminently.
New website - Covered earlier in meeting.

CPC/26/132 Exchange of information
There was no exchange of information.
Meeting closed 21:49

Person responsible	Action	Notes
Cllr Hamilton-Lambley & Cllr Thomson	Finalise draft MoU between landowner and Parish Council for Parish Council consideration regarding use of a section of the allotments as a community orchard and piping of water.	
Parish Clerk	Issue allotment invoices for new plot holders	
Cllr Bullock, Cllr Hamilton-Lambley & Cllr Gilchriest	Review Emergency Plan revisions with revised wording, particularly in relation to wardens and finalise.	Revisions ongoing
Parish Clerk	Populate Scribe with current year transactions and historic transactions as necessary.	Ongoing
Cllr Butcher & Cllr Berry	Progress LHFIG discussions regarding a potential 40mph transition zone on the A429 approaching Crudwell. Traffic surveys to be conducted, location of metro counts yet to be agreed. Cllrs Butcher and Berry to progress.	Ongoing
Parish Clerk	Implementation of internal audit recommendations.	Ongoing
Cllr Gilchriest/ Cllr Thomson	Mount and install the solar panel for the device on pole next to the Parish Council's Speed Indicator Device (SID).	Assembled and ready to be installed by working group of Cllrs Gilchriest, Thomson and Warner. Pete, Ian and Scotty to get together.
Clerk/ Cllr Gilchriest	Purchase replacement batter for the Parish Council's Speed Indicator Device (SID).	Cllr Gilchriest to provide specifications to Clerk to order.
Cllr Bullock/ Parish Clerk	Populate new website with essential documents to enable launch	Ongoing
Parish Clerk	Obtain quotes for carrying out a tree survey of trees on the Green opposite the school	Carried over
Parish Clerk	Set up standing order for Scribe subscription	
Parish Clerk	Set up Cllr Bailey as bank signatory, including online banking access.	
Parish Clerk	Submit representations for planning applications considered.	
Parish Clerk	Instruct PATA to apply NJC 2026/27 national salary award and back-payment	
Cllr Thomson	Follow-up request for quote for an allotments skip with AC Nurden. Arrange for delivery of skip by cheapest provider.	
Cllr Gilchriest	Develop and implement a maintenance plan to address remaining recommendations from 2026 annual inspection report.	
Cllrs Hamilton-Lambley & Gilchriest	Make arrangements to transfer Parish Council records to Crudwell Village Hall and store securely.	
Cllr Bullock, Parish Clerk	Circulate details of upcoming flood events on 7 October and 23 October for councillor and community information.	

Parish Clerk	Invite Scottish and Southern Electricity Networks (SSEN) to upcoming Parish Council meeting to present on community resilience initiatives.	
Parish Clerk	Write to Alvan Blanch on behalf of the Parish Council raising speeding concerns involving employees at the Chelworth site.	
Cllr Butcher	Contact Eastcourt resident to request submission of Highways Improvement Request for Speed Indicator Device (SID)	
Cllr Butcher	Request Parish Steward undertake bramble cutting on Tuners Lane and strimming at Wheatsheaf bus stop	

Neighbourhood Plan report for PC September 2026

2021 Neighbourhood Plan

News on the development of the Tuners Lane site is awaited from the agent., this development once commenced will deliver approx. £50k in CIL.

2038 Neighbourhood Plan Review

Regulation 14 Public Consultation

Issues Raised by Wiltshire Council

Wiltshire Council's formal representation raised several significant issues. These were discussed with Wiltshire Council Planning Officers at a meeting on 3 August.

- **Housing requirement:** Further to Wiltshire Council's requirement and the discussion at our August meeting the Steering Group has been asked to approve the commissioning of a new Housing Needs Assessment from the available budget. As reported at the August meeting our consultant has quoted three days' work for this, at a cost of £1,650 plus VAT.
- **Local Nature Recovery Strategy:** New legal compliance requirements relating to the Local Nature Recovery Strategy (LNRS) may affect the plan. Officers suggested that the five proposed Crudwell sites could potentially serve as a case study, particularly as the site south of Tetbury Lane is an LNRS site. We have had no update from Wiltshire Council to date.
- **Affordable housing:** Wiltshire policy requires at least 40% affordable housing. Two of the proposed allocations offer 50%, which Wiltshire Council's representation had refused. Officers stated that viability would need to be demonstrated and that the Housing Needs Assessment would be sufficient to evidence the need for 50% affordable housing, the Agents have been asked to confirm that the 50% Affordable Housing proposed is viable.
- **Strategic Environmental Assessment:** Two new sites were offered through the Regulation 14 representations, creating a requirement to revise the Strategic Environmental Assessment. The original assessment was provided free of charge through the Government Locality Framework, which is no longer available. The parish must therefore fund this work. AECOM, the SEA authors, have been asked to provide a quotation, this has not yet been provided.

Financial Review

Cllr. Bailey has provided an update on the NP expenditure as follows:

Neighbourhood Plan Funding			
		Expense	**Balance**
Reserve 2026/7	£7,000.00		
Budget 2026/7	£1,000.00		
Total	£8,000.00		£8,000.00
Expense to date			
Vision 22/5/26		£ 825.00	£7,175.00

Vision 27/5/26		£1,100.00	£6,075.00
Vision 26/6/26		£ 574.85	£5,500.15
Vision August		£ 825.00	£4,675.15
Planned expense			
Vision Housing Needs Ass'nt		£1,650.00	£3,025.15
Community First Survey		£1,240.00	£1,785.15
Vision x11 days in 2026/7		£6,050.00	-£4,264.85
Vision x8 days in 2027/8		£4,400.00	-£8,664.85

This clarifies that funding for the new Housing Needs Assessment is available from the current budget together with the committed cost of the Community First survey and report and the current invoice from Vision Planning.

We are currently reviewing options for proceeding, hopefully without the SEA, and are developing a plan to determine the possible best cost options for continuing the Plans development and will report this together with a risk assessment at the October meeting.

Given the uncertainty and delayed progress with Wiltshire Council it is not anticipated that much additional expenditure will be required in 2026, a decision to progress the plan or not can therefore be made at the time of reviewing the precept requirement for 2027/8.

In the interim period the completed Reg 14 and a new Housing Needs Assessment will give us some protection from developments.

Roy F Hamilton-Lambley, Chairman, Neighbourhood Plan Steering Group