

AMPNEY CRUCIS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 10 MARCH 2014 IN THE VILLAGE HALL, AMPNEY CRUCIS.

Present: Councillors Rosanna Armitage, Barry Dent, Gerald Gaden, Adrian Grazebrook, Simon Holt, Alan Lewis and David Vessey.
 Presiding: Councillor Barry Dent
 Clerk: Jayne Webster

Also present: District Councillor Sir Edward Horsfall, Janet Campbell, Harold Stevens and Mr Hamilton

	ACTION																												
<p>1. Apologies for absence None.</p>																													
<p>2. Minutes of the meeting held on 13 January 2014 Resolution 14/14 <i>The Chairman proposed and the Council resolved that the minutes of the meeting held on 13 January 2014, be signed and adopted.</i></p>																													
<p>3. Minutes of the meeting held on 6 February 2014 Resolution 15/14 <i>The Chairman proposed and the Council resolved that the minutes of the meeting held on 6 February 2014, be signed and adopted.</i></p>																													
<p>4. Matters arising from the meeting held on 13 January 2014 4.1 Hedge at The Pleydells – Paul Swift from GCC has been busy with the weather/floods but will contact Bromfords on the Council’s behalf in due course. However, in the meantime the hedge has been cut back and an invoice sent to the Council, although no request was made to cut the hedge. The Council agreed to settle the invoice and the Chairman will contact Tony Williams to talk about future cuts of the hedge.</p>	BD																												
<p>Resolution 16/14 <i>The Chairman proposed and the Council resolved that the invoice from Tony Williams for cutting the hedge at The Pleydells, for £70 plus vat, should be paid from the general Contingency Fund.</i></p>	JW																												
<p>5. Reports from County and District Councillors District Councillor Sir Edward Horsfall reported that CDC would be cutting their share of local resident’s Council Tax payment by 3% for 2014–15; this follows a 5% cut last year. This has been achieved with no loss to front line services but through joint working with West Oxfordshire District Council and private contractors taking over the running of leisure services. GCC are not increasing their share but the Police are increasing their share by 1.99%. CDC has a budget of £25,000 to commemorate the start of World War I; Councillor Horsfall has £200 for Ampney Crucis, the Chairman asked the Council to think about suggestions for using the money. In addition, using the Youth Fund, Councillor Holt is to go ahead and ordered a set of football goals for the playground. There is still £800 available for the summer. With regard to the planning application in School Lane, which has been withdrawn, Councillor Horsfall said that his personal view was that some housing was still needed in the villages.</p>																													
<p>6. Questions from the Public Mr Hamilton, from The Lannoeks, showed the Council photographs of the building site at Park Corner Cottage which has been ongoing for 3 years. Councillor Vessey agreed to contact the planning department at CDC.</p>	DV																												
<p>7. Planning matters 7.1 Decisions</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">612</td> <td style="width: 20%;">13/03573/FUL</td> <td style="width: 40%;">Old House</td> <td style="width: 35%;">CDC permit</td> </tr> <tr> <td>613</td> <td>13/03617/LBC</td> <td>Old House</td> <td>CDC permit</td> </tr> <tr> <td>621</td> <td>13/05034/FUL</td> <td>Land parcel at School Lane</td> <td>Withdrawn</td> </tr> <tr> <td>622</td> <td>13/05196/LBC</td> <td>Hilcot House</td> <td>CDC permit</td> </tr> <tr> <td>625</td> <td>13/05404/FUL</td> <td>Malt House</td> <td>CDC permit</td> </tr> </table> <p>ACPC 621 – The Council’s response to the planning application was sent to CDC. The application went before the Planning Committee at CDC on 12 February and a site visit was arranged, however, the application has been withdrawn.</p> <p>7.2 Outstanding applications</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">627</td> <td style="width: 20%;">14/00372/LBC</td> <td style="width: 40%;">The Lodge</td> <td style="width: 35%;">No comment</td> </tr> <tr> <td>628</td> <td>14/00373/FUL</td> <td>The Lodge</td> <td>No comment</td> </tr> </table>	612	13/03573/FUL	Old House	CDC permit	613	13/03617/LBC	Old House	CDC permit	621	13/05034/FUL	Land parcel at School Lane	Withdrawn	622	13/05196/LBC	Hilcot House	CDC permit	625	13/05404/FUL	Malt House	CDC permit	627	14/00372/LBC	The Lodge	No comment	628	14/00373/FUL	The Lodge	No comment	
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629	14/00311/FUL	Crucis Park Farm	No comment
630	14/00581/FUL	Crucis Park Farm	No comment
630	14/00699/FUL	Crucis Park Farm	No comment
631	14/00699/FUL	Litchmead House	No comment

7.3 Tree works

For information only

623	13/05400/TCONR	The Lodge	No objection
624	14/00043/TCONR	Mead House	No objection
626	14/000157/TCONR	Ash House	No objection

A discussion followed regarding whether the Council should form a plan regarding future development. It was agreed that this should be done but not until the new Local Plan is finalised and the definition of sustainability is formalised.

8. **Financial matters**

8.1 Current financial position

Resolution 17 /14 *The Chairman proposed and the Council resolved that the financial statements prepared by the Responsible Financial Officer should be adopted by the Council as an accurate reflection of the Council's financial position on 28 February 2014.*

The clerk reported that HMRC will now only accept payments by electronic transfer. The Council agreed that on line banking should be considered in the future.

The Council signed bank forms for Councillor Armitage to be added to the list of signatories for the Lloyds Bank Treasurers account and a letter was signed to change the clerk's salary standing order.

RA
JW

8.2 Transfer of funds

Resolution 18/14 *The Chairman proposed and the Council resolved that £300 be transferred to the imprest account.*

JW

8.3 Agreement of payments

Clerk's expenses (£39.87)

Resolution 19/14 *The Chairman proposed and the Council resolved that the above amounts, totalling £39.87, be paid.*

JW

8.4 Effectiveness of the Internal Audit

The Council was reminded that the effectiveness of the internal audit needed to be reviewed. The following 5 standards should be included in the internal auditor's letter of appointment.

Scope of internal audit

The council agreed that the scope and coverage of the work to be carried out by internal audit will be in accordance with proper practices guidance. Guidance suggests that the following items should be covered within the internal audit:

Internal Control	Suggested testing
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced?
a) standing orders and financial regulations adopted and applied; and b) payments controls	<ul style="list-style-type: none"> • Has the council formally adopted standing orders and financial regulations? • Has a Responsible Financial Officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is S 137 expenditure separately recorded and within statutory limits?

Risk management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate?
Budgetary Controls	<ul style="list-style-type: none"> • Has the council prepared an annual budget in support of it precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from budget?
Petty cash procedures	<ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each council meeting? • Is petty cash reimbursement carried out regularly?
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment with clear terms and conditions? • Do salaries paid agree with those approved by the council? • Are other payments to employees reasonable and approved by the council? • Have PAYE/NIC been properly operated by the council as an employer?
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority's notification? • Are security controls over cash and near-cash adequate and effective?
Assets controls	<ul style="list-style-type: none"> • Does the council maintain a register of all material assets owned or in its care? • Are the assets and Investments registers up to date? • Do asset insurance valuations agree with those in the asset register?
Bank Reconciliation	<ul style="list-style-type: none"> • Is there bank reconciliation for each account? • Is bank reconciliation carried out regularly and in a timely fashion? • Are there any unexplained balancing entries in any reconciliation? • Is the value of investments held summarised on the reconciliation?
Year-end procedures	<ul style="list-style-type: none"> • Are year end accounts prepared on the correct accounting basis (Receipts and payments or Income and Expenditure) • Do accounts agree with the cashbook? • Is there an audit trail from underlying financial records to the accounts? • Where appropriate, have debtors and creditors been properly recorded?

Independence

- The internal auditor should be allowed direct access to the Council, through the Chairman when thought necessary by the auditor.
- It was confirmed that the internal auditor has no other role within the Council.
- The internal auditor's report should be made in his/her own name and addressed to the Council.

Competence

- The Council is satisfied that the internal auditor is competent to carry out the work

Relationships

The responsibilities of the Clerk and the internal auditor should be defined in relation to risk management, internal control and fraud and corruption matters. The Chairman should be contacted in the event of any query.

- Councillors are clear on their responsibilities of the 'protection of the public purse' and within the internal audit framework.

- The Council has a duty to draft and consider an annual internal audit plan

Audit planning and reporting

- There should be an annual audit plan. The audit plan should refer to the processes the Council follows to ensure clear and accountable procedure.
- The Council should approve the plan

Further details discussed in relation to the audit plan are shown below.

Process to be reviewed	Current position	Action necessary
Agreement of financial activity at each meeting	Resolutions passed at each meeting	None
Agreement of bank reconciliation	Resolution passed at each meeting	None
Budget and precept process	Raised in November, agreed at January meeting	None
Standing orders	Last agreed on 12 November 2012. See minutes, page 1091 – 96.	None.
Financial regulations	Last agreed on 20 September 2011. See minutes p.1028 - 1031	None.
Risk assessment	Last agreed on 11 Nov 2013. See minutes page 1150–7.	The insurance values will be reviewed when the details are received from the Insurer in September. Annual review each September.
Assets register	Last agreed on 9 Sept 2013. See minutes page 1142.	The asset register will be reviewed when the insurance values are received from the Insurer in September. Annual review each September.
Burial fees and conditions	Last agreed in Jan 2014. See mins p.1171.	None. Review November 2017

The completion of the audit plan and the issues arising from it ensures that the review process has been completed.

Resolution 19/14 *The Chairman proposed and the Council resolved that the audit plan, as shown above, be adopted.*

Resolution 20/14 *The Chairman proposed and the Council resolved that to agree that all five standards of the review process have been completed. By this process the effectiveness of the internal audit has been reviewed.*

8.5 Appointment of the internal audit

Resolution 21/14 *The Chairman proposed and the Council resolved that Neil Holt be asked to undertake the internal audit.*

9. Burial Ground matters

Councillor Vessey advised that Mr Kingsley would like the boundary of the Burial Ground extension to be redrawn in line with the School Lane plot. In addition, the Environment Agency (EA) has withdrawn their request for a water table assessment and Councillor Vessey will contact them to ascertain their revised requirements regarding an inspection pit to assess the water table level. Councillor Vessey has drawn up new plans which include a 10m margin adjacent to the School Lane boundary. The Council agreed that Councillor Vessey should arrange for a

JW

DV

small area to be dug at the proposed central entrance, to the new extension, to see if this would be a viable option.

10. Village Update

10.1 Playground

Councillor Holt reported that the Playground Committee were working through the recommendations. The clerk advised that George Ponsonby, who farms at Crucis Park Farm will arrange for the hedges to be cut in the summer when the ground is firmer.

SH

10.2 Ampney Times

The Chairman is still liaising with the editorial team and the PCC to come to some arrangement for future postage.

BD

10.3 Footpaths

Councillor Grazebrook advised that work was continuing on Crucis Park Farm land and confirmed that as far as he was aware there were no footpaths across the Solar Farm.

10.4 Village Clear Up

The village clear up took place on 8th March and was very successful. The Chairman thanked Councillors Lewis and Gaden for organising the event.

10.5 Drainage issues in the village

Photographs, taken by Mr Heudebourck, of Riding Lane were circulated and noted by the Council. The Chairman advised that the real problem was along Village Street between The Lakes and The Pleydells, the situation was helped by Mr Kingsley of Ampney House regularly clearing out the ditch.

10.6 Community Trust

The Chairman and Councillor Vessey have had problems setting up a new bank account. The Chairman advised that the first meeting had taken place and the Declaration of Trust had been approved. This needs to be sent to the Charities Commission for charitable status to be authorised. The existing Trustees will stand down in May and new Trustees appointed. The Chairman advised that Sun Edison were due to complete in 3 to 4 weeks.

BD

10.7 Bench

The Council suggested that the Taylor family bench could replace the existing bench at the entrance to The Donkey Field and add the original dedication to the back of the bench. Clerk to contact the Taylor family.

JW

10.8 Village Hall

Councillor Gaden advised the Council that the Village Hall Committee were hoping to renew the windows and would require planning consent. There was some doubt whether the village hall was in the conservation area and Councillor Vessey agreed to check with CDC.

DV

11. Highways

The traffic survey took place just before Christmas and the findings were circulated via email in January.

Below is a summary of results below from GCC, however the Quarry house (site 10016) should read as west and Waterton Farm (site 10017) as east.

More vehicles appear to 'speed' travelling to Cirencester (westbound) as they pass the Crown of Crucis and the turning from the village, they then appear to slow down, as they reach Quarry House, especially between midnight and 02.00am and at 06.00am.

Summary of Results

	Site 10016_Ampney Crucis (east) Quarry House		
	E/b	W/b	Combined
Mean speed (mph)	42.7	42.4	42.5
85 th %ile speed (mph)	48	47	48

Average Mon-Fri Volume	3695	3757	7452
Average Mon-Sun Volume	3306	3366	6673
	Site 10017_Ampney Crucis (west) Waterton Farm		
	E/b	W/b	Combined
Mean speed (mph)	41.5	47.6	44.6
85 th %ile speed (mph)	47	53	51
Average Mon-Fri Volume	3711	3755	7466
Average Mon-Sun Volume	3323	3365	6688

Speeds

- The speed limit at both sites is 50mph. Speed limits are based on Department for Transport (DfT) guidelines – DfT Circular 01/2006 – Setting Local Speed Limits. In simple terms, the DLTR criteria state that the mean speeds should be comparable to the existing/proposed speed limit.

- The mean speeds at both sites are within the appropriate range for the posted speed limit.

Traffic volume

- These traffic volumes are an average calculated from one week of measurement. In general, traffic volumes are higher during the week than at the weekend.

The Council discussed the results. The yellow backed, double bend sign has been installed by GCC. The clerk agreed to thank GCC. The lining will be carried out in the spring/summer 2014. The school has very kindly agreed to design an emblem for the village entrance sign. Clerk to liaise with GCC.

JW

JW

12. Community Emergency Plan

The Council approved the Community Emergency plan.

13. Correspondence received

13.1 Local Government Boundary Commission: copy of letter sent to CDC regarding the draft recommendations has been circulated. The report and the interactive map are available at consultation.lgbce.org.uk. Noted by Council.

13.2 CDC: application for street trading. No objection from Council.

14. Matters outstanding

Councillor Lewis reported that he had investigated the damage done to the grass verge at Dudley Farm but had inconclusive information regarding the vehicle that had damaged the grass.

15. Date, time and place of next meeting

Monday, 12 May 2014 at 7.30pm in the village hall

The meeting closed at 9.25pm