

AMPNEY CRUCIS PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON MONDAY 12 MAY 2014 IN THE VILLAGE HALL, AMPNEY CRUCIS.

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

Also present: 7 villagers and District Councillor Sir Edward Horsfall
The meeting commenced at 8.05pm.

ACTION

1. Apologies for absence

Councillors Grazebrook and Lewis, County Councillor Shaun Parsons

2. First business of the Annual Meeting

2.1 Election of Chairman and completion of the Chairman's Declaration of Office

The clerk asked for nominations:

Resolution 22/14 *Councillor Armitage proposed, Councillor Gaden seconded and the Council agreed that Councillor Dent be elected Chairman. Councillor Dent signed his declaration of office and took the Chair.*

2.2 Election of Vice Chairman

Resolution 23/14 *Councillor Holt proposed, Councillor Armitage seconded and the Council agreed that Councillor Vessey be elected Vice Chairman. Councillor Vessey signed his declaration of office.*

2.3 Consideration of annual subscriptions

Resolution 24/14 *The Chairman proposed and the Council resolved to renew the Council's annual subscription (£136.23) to the Gloucestershire Association of Parish and Town Councils.*

JW

3. Minutes of the meeting held on 10 March 2014

Resolution 25/14 *The Chairman proposed and the Council resolved that the minutes of the meeting held on 10 March, 2014 be signed and adopted.*

4. Matters arising from the meeting held on 10 March 2014

4.1 Correspondence has been received from Lloyds Bank confirming that Councillor Armitage has been added to the list of signatories for the Treasurers Account.

4.2 The Chairman confirmed that he had spoken to Tony Williams regarding the cutting of The Pleydells hedge.

5. Matters arising from the Annual Meeting

None

6. Reports from County and District Councillors

District Councillor Sir Edward Horsfall advised CDC has reduced council tax by 3% for the current financial year, which added to last year's reduction of 5%, making 8% over the last 2 years. These decreases have been achieved through efficiencies, joint working with other Councils and outsourcing Leisure Services. He advised that there was to be a change in the number of wards next year and he would be standing down. The new Conservative candidate would be David Fowles.

7. Questions from the Public

These were dealt with under item 9.

8. Future structure of Council

The roles remain the same as last year, with the inclusion of a Highways:

- Finance – to act as the Council's internal auditor and to check that the accounts presented to the Council each month are in order. To agree with the Clerk the Assets Register, Risk Assessment and Insurance Policy. To sign the annual accounts. **Chairman**

- Planning – to advise the Council on all planning issues affecting the village, to be the recipient of all planning applications and to advise the Council on the best response and to write all letters of objection.

Councillors Vessey and Holt

- Footpaths – to be responsible for maintaining the footpath map, to be responsible for ensuring that all footpaths are walked once a year and to act as the focal point for footpath problems and for liaising with Glos PROW office. **Councillor Grazebrook**
- Burial Ground – to act as a deputy to the Clerk in time of illness or holiday. To ensure that the grass cutting contract is fulfilled correctly and for organising the regular Clean Up days. **Councillor Gaden**
- Playground – to be responsible for liaising with the Friends of the School over the use of the playground and to be responsible for ensuring that the annual inspection is organised by the Friends and for ensuring that any repairs necessary are carried out by the Friends. Ensuring that the memorandum of understanding is followed up and agreed by the Friends of the school. **Councillor Holt**
- Assets register – to be responsible for the inspection of all the Council’s insurable assets and for arranging any maintenance or repairs to be carried out. The Clerk to produce a list of the Council’s assets to be inspected. **Councillor Gaden**
- Spring Clean – to be responsible for the Annual Spring Clean. **Councillor Lewis**
- Highways – to liaise with GCC over matters such as potholes, grass verges and signage. **Councillor Armitage**

9. Planning matters

9.1 Decisions

| | | | |
|-----|----------------|----------------------------|------------|
| 621 | 13/05034/FUL | Land parcel at School Lane | Withdrawn |
| 627 | 14/00372/LBC | The Lodge | CDC permit |
| 628 | 14/00373/FUL | The Lodge | CDC permit |
| 629 | 14/00311/FUL | Crucis Park Farm | CDC permit |
| 630 | 14/00581/FUL | Crucis Park Farm | CDC permit |
| 631 | 14/00699/FUL | Litchmead House | CDC permit |
| 632 | 14/00885/FUL | The Lodge | Withdrawn |
| 633 | 14/00884/LBC | The Lodge | Withdrawn |
| 634 | 14/01065/CLEUD | Glebe Farm | CDC permit |
| 635 | 14/01060/CLEUD | Glebe Farm | CDC permit |

9.2 Outstanding applications

| | | | |
|-----|--------------|----------------------------|------------|
| 638 | 14/01161/FUL | 47 Dudley Farm | No comment |
| 639 | 14/01460/FUL | Agri. Building, Backs Lane | See below |
| 640 | 14/01430/FUL | Ampney House | No comment |

ACPC 639 – this is an application for change of use from general storage to B1.

Councillor Vessey advised that a recent Government ruling enabled landowners with suitable areas of land with agricultural consent to change to B1 status without much investigation but the land had to be in agricultural use on 3 July 2012. The land in question was not and hence the amended application which is now regarded as a full planning application. The land in question was given planning consent for agricultural use in 1984. This followed on from the “eviction” of Ken Hicks from the Dudley Farm site when the site was redeveloped. Ken was given the field and building at the top end of the Lannocks as compensation, so that he could continue working for the Estate.

Ken died and the land fell into disuse and is now a general dumping ground. This was a breach of the planning consent but was not acted upon at the time. The choice of package treatment plant versus a septic tank for the handling of effluent is seen as appropriate for houses or small businesses. The package treatment plant is more robust and probably more suitable for a B1 site, where the eventual use is unknown. The installation is subject to specific building regulations and, possibly, Environment Agency involvement as well. There is not much that can be done about an untidy site within the guidelines of planning consent. If it is hazardous, it is an environmental issue. If it is a traffic hindrance, it is a highways issue. The conditions attached will be those implicit in B1 use plus any that CDC feels they should apply (or any that we ask them to apply and they agree).

Councillor Vessey advised that in his view, the traffic issue remains possibly the only issue where there might be grounds for objection. In the SHLAA assessment, two adjacent sites (the grain dryer and land at Park Close) were rejected for possible housing development on the grounds of poor site access and road infrastructure.

A discussion followed and a letter from Mr Mike Bryan was considered. District Councillor Horsfall advised that the planning officer was inclined to recommend that the application should be permitted. The Council

agreed, that this was probably the case, but would write to CDC outlining the concerns raised by the village. The main concerns include the fact that there have been two refusals for change of use in the past, traffic issues, the state of the site and previous enforcements not being completed and concern that the neighbouring land would be completely inaccessible and this may automatically be incorporated into the B1 site or given automatic change of use in the future.

Resolution 26/14 *The Parish Council gave permission for the Chairman and Councillor Vessey to send a letter to the Planning Officer, Helen Donnelly at CDC outlining the Council's concerns.*

A copy of the letter appears on pages 1186 - 1188 of the minutes and will be posted on the village website.

9.3 Tree works

For information only

| | | | |
|-----|----------------|------------------|--------------|
| 636 | 14/01093/TCONR | Ampney Park | No objection |
| 637 | 14/01657/TCONR | Cumberland House | No objection |

10. Financial matters

10.1 Formal adoption of the accounts for the year ending 31 March, 2014

Resolution 27/14 *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 31 March, 2014 (see pages 1189 – 1204 of the minutes).*

10.2 Current financial position

Resolution 28/14 *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 April 2014.*

The Clerk reported that for the past year PAYE had been reported in Real Time to HMRC and the Final Submission for the year ending 31 March 2014 had been completed. Also NALC has produced new draft model for Financial Regulations, which includes a clause regarding electronic banking. GAPTC has advised that the new regulations are not prescriptive and not to rush into any decisions regarding electronic banking until the provenance and efficacy of procedures has been investigated.

In addition, all employers with at least one worker are required to register with the pension regulator within 4 months of their staging date, even if they do not have any employee duties. The Parish Council's staging date is January 2016.

Councillor Armitage advised that the village marquee should pay for itself within the next 3 years.

JW

10.3 Transfer of payments

Resolution 29/14 *The Chairman proposed and the Council resolved that £200.00 be transferred from the Lloyds Treasurers account to Imprest account.*

10.4 Agreement of payments

Cottage Garden Services (£335.04), Clerk' expenses (£15.38).

JW

Resolution 30/14 *The Chairman proposed and the Council resolved that the above amounts, totalling £350.42, be paid.*

JW

Resolution 31/14 *The Chairman proposed and the Council resolved that £128.60 be paid to Mr Harold Stevens for expenses incurred in the making of the Burial Ground Gates, namely, concrete, sharp sand, varnish and hinges. This amount will be taken from the Burial Ground reserve fund.*

10.5 Allocation of reserves

Resolution 32/14 *The Chairman proposed and the Council resolved that the reserves (for the year ending 31 March 2014) as shown on pages 1203 and 1204 of the minutes be adopted.*

JW

10.6 Audit for the year ending 31 March, 2014

The internal audit has been completed. The council noted the auditor's comments.

The Clerk explained that parts 1 and 2 of the annual return required agreement. Part 1 is the summary accounts; part 2 is the governance statement.

Resolution 33/14 *The Chairman proposed and the Council resolved that Sections 1 and 2 of the Annual Return as required by the external auditors be agreed and signed.*

DV

11 Burial ground matters

Councillor Vessey advised that an inspection pit had been dug and there was no water in it. Pictures will be sent to the Environment Agency and if they give the all clear, the Council will go ahead with the Tier 1 Assessment and reinstate the Planning Application.

Resolution 34/14 *The Chairman proposed and the Council resolved that, subject to a positive response from the Environment Agency, the Council will go ahead with the Tier 1 Assessment at a cost of £950.00 and the Planning Application will be reinstated, at no further charge. The amount will be taken from the Burial Ground Reserve fund.*

12 Village Update

12.1 Playground

Councillor Holt reported that he had looked at the rubber matting under the swings and had decided that it would make more of a mess to take it up and would leave as it is. He also advised that the goals had been purchased and were ready to be installed.

12.2 Ampney Times

The Council noted that Mrs Sharon Buckley is the new Editor.

JW

12.3 Footpaths

Councillor Gaden reported that the footpaths from Dudley Corner Farm across to Hilcot End and Ampney St Mary had not been marked. The Clerk agreed to write to Mr Chris Huck at Waterton Farm requesting that the necessary work is completed. In addition Councillor Grazebrook advised that Crucis Park Farm had not carried out the remedial work on footpaths BAC 2 and 3 as promised during the winter. The Clerk agreed to email Jon Dearsley, at Smithsgore.

12.4 Community Trust

The Chairman advised that the Trust had been set up but whilst the majority of the work to the Solar Farm had been completed, the final connection date had not yet been confirmed by Sun Edison.

Resolution 35/14 *Councillor Vessey proposed and the Chairman seconded that Councillor Armitage is the Parish Council appointed representative on the Community Trust.*

12.5 Memorial Bench

GCC have given permission for the bench to be erected at the Donkey Field, the family are in the process of liaising with a Highways approved contractor regarding the installation.

13. Highways

In January the yellow backed bend sign was installed by GCC. The Chairman and Clerk met with representatives from the Highways Department at GCC to discuss further proposals for signage and road markings on the A417. It was agreed not to go ahead with the red paint at the Crown of Crucis crossroads but have two 'slow' signs: one on the eastbound carriageway just before the entrance to Ampney Park and the second on the westbound carriageway at Waterton Farm. In addition, the road markings will be renewed at the crossroads. There will also be two new entry signs with an emblem designed by the school. Parish Councils are expected to pay for entry signs but the Council is waiting to hear from GCC as to whether or not they will make a contribution.

14. Drainage

Drainage was also discussed at the meeting with Highways. They are looking at the drainage problems from Butcher's Arms Lane down to The Pound but the Council has no timescales at present. The Burial Ground was also discussed, new sets have been laid at the entrance to the Burial Ground and these should keep out most of the water. However, the Council is still negotiating with GCC over renewing the bitumen between the new sets and the road.

15. Correspondence received

15.1 Email from A417 NAG: information from the action group working to reduce noise on A417/419. Noted by the Council.

15.2 Letter from CDC: regarding further community engagement in the Cotswold District Local Plan 2011-2013: Local Green Spaces. Parish Council are able to designate Local Green Spaces using a tool kit

SH

from CDC which provides an explanation of the policy background, the process for designation and the criteria for designation. Councillor Holt to investigate further.

JW

16. Matters outstanding

The Chairman would like to revisit the Community Emergence Plan, towards the end of the year but for the time being a copy of the Plan, approved at the last meeting, will appear on the website village and also be sent to CDC.

Mr John Ducker had an invitation from the Lord Lieutenant for Gloucestershire regarding a service, to be held in Gloucester Cathedral, to mark the outbreak of WW1. Representatives from all villages have been asked to bring the names of those who had died in the war. It was agreed that a piece should appear in the Ampney Times asking if anyone in the village would like to present the names.

17. Date, time and place of next meeting

Monday 7 July 2014, 7.15pm in the Village Hall.

The meeting closed at 9.50pm