

## AMPNEY CRUCIS PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY 11 MAY 2015 IN THE VILLAGE HALL, AMPNEY CRUCIS.

Present: Councillors Rosanna Armitage, Doug Crook, David Hardy, Simon Holt, Eleanor Toby and Tony Williams.

Presiding: Councillor Doug Crook

Clerk: Jayne Webster

The meeting commenced at 8.10pm.

	ACTION
<p><b>1. Apologies for absence</b> Councillor Neil Holt</p>	
<p><b>2. First business of the Annual Meeting of the Council</b> 2.1 Correspondence from the Returning Officer, CDC and Election of Chairman The retiring Chairman, Barry Dent took the chair. Firstly, he advised that CDC confirmed all seven positions on the Parish Council were filled. All councillors signed a Declaration of Acceptance of Office form. Councillor Holt had previously signed his form. Nominations were then called for Chairman. The clerk distributed Register of Members' Interest forms for completion by those Councillors new to the Council. Councillor Holt was given a form prior to the meeting.</p>	
<p><b>Resolution 18/15</b> <i>Councillor Armitage proposed, Councillor Toby seconded and the Parish Council agreed that Councillor Neil Holt be elected Chairman.</i></p>	
<p>2.2 Election of Vice Chairman The retiring Chairman then took nominations for Vice Chairman.</p>	
<p><b>Resolution 19/15</b> <i>Councillor Simon Holt proposed, Councillor Armitage seconded and the Parish Council agreed that Councillor Crook be elected Vice Chairman. Councillor Crook signed his Declaration of Office form and took the Chair.</i></p>	
<p>The Council agreed that the names and telephone numbers of the new Parish Council should be published in The Ampney Times. Clerk to write.</p>	JW
<p>2.3 Appointment of representatives for the Robert Pleydell Educational Charity, Community Council and the Village Hall Charity The Parish Council agreed that retiring Councillor, David Vessey, should continue as the Parish Council's representative on the Robert Pleydell Charity. Mr Vessey has previously indicated that he was happy to continue. Councillor Armitage will continue to represent the Parish Council on the Community Council and Councillor Toby will be the Parish Council's representative on the Village Hall Committee.</p>	
<p>2.4 Consideration of annual subscriptions <b>Resolution 20/15</b> <i>The Vice Chairman proposed and the Parish Council resolved to renew the Parish Council's annual subscription for £148.30 to the Gloucestershire Association of Parish and Town Councils.</i></p>	JW
<p><b>3. Minutes of the meeting held on 9 March 2015</b> <b>Resolution 21 /15</b> <i>The Vice Chairman proposed and the Parish Council resolved that the minutes of the meeting held on 9 March 2015 be signed and adopted.</i></p>	
<p><b>4. Matters arising from the meeting held on 9 March 2015</b> 4.1 Dog waste bins – GCC have approved proposed sites at Allotment Lane, Butcher's Arms Lane and Riding Lane. GCC, Public Rights of Way Officer has advised that he has no objection to the proposed site of Pig Lane. Councillor Crook felt that the Parish Council should not have to pay for the bins and the clerk agreed to contact CDC. 4.2 Burnt out Barn – the landowner has advised that there are no plans to repair or replace the barn. Barry Dent sought advice from Jon Dearsley, at Smithsgore, regarding the responsibilities of landowners to the local community when cutting back roadside hedges and the debris left on the highway. Councillor Hardy agreed to liaise with the landowner when appropriate over the coming year. 4.3 The village Clear up was a great success and the Parish Council would like to thank everyone who helped.</p>	JW
<p><b>5. Matters arising from the Annual Parish Meeting</b> Councillor Crook raised the issue of the footpath adjacent to Ampney Park, following on from the discussion regarding the safety issues along the A417. A discussion followed and the Parish Council agreed that the clerk should contact the Highways Department requesting that the footpath be reinstated. It was felt that a more defined</p>	

footpath would result in drivers slowing down.

JW

## 6. Reports from County and District Councillors

County Councillor Parson gave a report at the Annual Parish meeting.

## 7. Questions from the Public

None.

## 8. Responsibilities and Roles of the Councillors

The Parish Councillors have collectively reviewed specific and ongoing Council tasks and responsibilities and have agreed an initial allocation, which will be kept under review.

## 9. Planning matters

### 9.1 Decisions

650	14/02266/FUL	Village Hall	Replacement of existing windows to UPVC windows Permitted by CDC
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### 9.2 Outstanding applications

663	14/05595/FUL	Birch House	Proposed external swimming pool and pavilion
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The Parish Council sent a letter of objection to CDC. A copy of the letter is attached to the minutes see p.1266. Councillor Simon Holt advised that the application is due to be heard before the planning committee at CDC in June. He will attend if he can, if not he will ask David Vessey.

SH

666	15/01158/LBC	Birch House	New doorway to replace existing window No comment
667	15/01534/LBC	8 Ampney Crucis	Internal alterations

Councillor Simon Holt agreed to contact the Planning Department at CDC regarding concerns relating to access to the property.

SH

### 9.3 Tree works

665	15/01222/TCONR	Pippins	No objection from County
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With regard to the proposed planning application for a solar farm at Preston. The Parish Council wrote to CDC in September 2014 outlining the Council's concerns and CDC confirmed that Ampney Crucis Parish Council would be notified. The Council agreed to wait for the planning application before commenting. Councillor Simon Holt asked the clerk to contact Preston Parish Council and offer his assistance.

JW

## 10. Financial matters

### 10.1 Formal adoption of the accounts for the year ending 31 March 2015

**Resolution 22/15** *The Vice 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 2015.*

### 10.2 Current financial position

**Resolution 23/15** *The Vice 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 2015.*

The clerk reported that Barclays Bank would close the Community Account (33745627) set up to manage receipts and payments for the Diamond Jubilee celebrations if no payment was made on the account by 6 July, the Council agreed no action should be taken and allow Barclays to close the account.

### 10.3 Transfer of payments

**Resolution 24/15** *The Vice Chairman proposed and the Council resolved that £100.00 be transferred from the Lloyds Treasurers account to Imprest account.*

JW

### 10.4 Agreement of payments

Clerk's expenses (£26.96), Wells Masonry (£1436.40 including vat, see resolution 29/15), Cottage Garden Services (£207.36 including vat) and GAPTC (£3.09). Prior to the meeting the clerk purchased a birthday card from the petty cash (£2.60).

The Parish Council agreed that the booklet 'Good Councillor Guide' ordered by Councillor Toby should be paid for by the Council. It was agreed that the clerk should send payment from the imprest account.

JW

**Resolution 25/15** *The Vice Chairman proposed and the Council resolved that the above amounts, totalling £1676.41, be paid.*

In addition, Prior to the meeting payment was made to Playdale, for the new playground equipment using the Active Together grant from GCC.

**Resolution 26/15** *The Council agreed retrospectively to approve the payment of £2999.36 to Playdale for new playground equipment using the Active Together grant from GCC. This amount will come from the Playground Capital Expenditure fund.*

#### 10.5 Review of the Financial regulations and Standing Orders

The Council agreed to review both documents at the July meeting. Clerk to send copies of the documents with the minutes.

#### 10.6 Allocation of Reserves

**Resolution 27/15** *The Vice Chairman proposed and the Council resolved that the reserves (for the year ending 31 March 2015) as shown on p.1272 of the minutes be adopted.*

#### 10.7 Audit for the year ending, 31 March 2015

The internal audit has been completed and section 4 of the Annual Return signed. The accounts were in good order, however, the auditor recommended that, with relation to the Playground, once the Council had considered the report from the inspection company, the Parish Council should attached an 'Action List', referencing all actions and listing the decisions for the Parish Council and the Playground Committee regarding their adoption.

**Resolution 28/15** *The Vice Chairman proposed and the Council resolved that Section 1 and 2 of the Annual Return as required by the external auditors be agreed and signed.*

### 11. Burial ground matters

The land donated by Mr and Mrs Kingsley has been transferred to the Parish Council and the clerk advised that Adrian Grazebrook has applied for registration of the transfer. A letter has been sent to Mr and Mrs Kingsley's solicitor confirming reservation of their burial plots.

Preparation of the new burial ground site is progressing, Councillors Crook, N. Holt and Williams to liaise with David Vessey regarding the burial extension.

### 12. Village Update

#### 12.1 Playground

Two new items of play equipment have been purchased using GCC's Active Together Grant. Councillor Armitage reported that the second instalment is due at the end of May.

#### 12.2 Ampney Times

The reserves are £138.31 as at 28 April 2015. Plus £77 which was allocated from the 2014-15 budget for postage for the same period.

#### 12.3 Footpaths

With regard to footpath BAC2, Jon Dearsley, Crucis Park Farm agent, has advised that an external contractor has cleared part of the footpath which runs through the spinney. In addition, the clerk has requested that the footpath through the maize and oilseed rape field across the field off Butcher's Arms Lane be cleared. Councillor N. Holt had received complaints regarding the horses owned by Can Court in a field off Butcher's Arms Lane, however, these have now been removed.

#### 12.4 Benches at The Pleydells and Burial Ground

Councillor Crook reported that the bench in the Burial Ground is not repairable and the plaque has been returned to the family. The Council agreed to install the repaired bench, originally in The Pleydells, in the Burial Ground. All the plaques from the benches in The Pleydells have been removed and will be secured to the bench when it is installed in the Burial Ground.

#### 12.5 War memorial

Wells Masonry have completed the cleaning and repairs. Since the initial inspection another small area was found to be in need of repair, at an additional cost of £280 plus vat. The original estimate was £917 plus vat. It was agreed prior to the meeting that this work should be completed at the same time. Wells Masonry advised that the War Memorial should be cleaned annually with a mild bleach solution to help prevent further damage.

**Resolution 29/15** *The Council agreed retrospectively to approve the addition work required to the War Memorial at an additional cost of £280 plus vat. The Council agreed to pay Wells Masonry a total of £1197 plus vat for cleaning and repairs to the War Memorial, this amount will be taken from the War Memorial fund.*

JW

**12.6 Praying Cross**

Councillor Crook advised that the trees surrounding the cross should be cleared and the situation needs monitoring.

**DC****12.7 Photos and details of village men in WW1**

Councillor Crook has the book and will look into printing options.

**DC****12.8 Birthday celebrations**

The Parish Council noted that Wing Commander John Beresford will be 100 years old in June and wished him very many happy returns.

**13. Highways**

A meeting took place between Richard Gray from GCC, Paul Swift from Amey, Councillors Armitage and S Holt and the clerk. The proposed entry sign designs were discussed and the following points raised:

- a. Could the colours of the image be bolder to make more of an impact, with the border around the circle in red or green?
- b. Could the background be a high visibility reflective yellow?
- c. Will the image suffer of resolution when printed at full size?

GCC's sign makers have altered the design, in accordance with the above points. The Parish Council discussed the design and were happy with it. Councillor S. Holt's only concern was that the artwork needed re-aligning but he would contact the sign makers directly.

**SH**

At the site meeting Richard Gray, confirmed that GCC would pay half of the costs via the Community Fund Initiative. Once the final layout is approved and the Parish Council decide whether or not to go ahead, he will be able to produce a definite cost but thought the Parish Council's contribution would be £250 per sign. The Council asked the clerk to confirm with GCC, if the cost per sign was for a single side of the sign, which will consist of two different parts before any further action is taken.

**JW**

At the same meeting Paul Swift, from Amey, advised he had asked for the gully to be replaced at Butcher's Arms Lane to help with drainage.

A417 – this matter was discussed during the Annual Parish meeting.

The Council discussed the drainage problems at the bottom of Riding Lane and the clerk agreed to contact the Highways Department to establish if anything could be done to alleviate the problem.

**JW****14. Correspondence received**

14.1 Email from Prof Stoward regarding the postal service. This was noted by the Council, but it was agreed that since the collection times are Royal Mail policy no further action would be taken. Clerk to reply.

14.2 Email from GCC, Democratic Services – invitation for a representative from the Parish Council to attend the Lord Lieutenant's visit to the RDA's Talland Group at Dairy Farm, Ampney Knowle on 9<sup>th</sup> June. Prof Barry Dent will attend. .

14.3 Letter from Citizen's Advice Bureau requesting a donation. This was noted by the Council and no further action will be taken.

**JW****15. Matters outstanding****16. Date, time and place of next meeting**

Monday, 13 July at 7.15pm in the village hall.

The meeting closed at 10.40 pm