

AMPNEY CRUCIS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 11 JANUARY 2016 IN THE VILLAGE HALL, AMPNEY CRUCIS.

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

Presiding: Councillor Neil Holt

Clerk: Jayne Webster

Also present: County Councillor Shaun Parsons and Janet Campbell

				ACTION
1. Apologies for absence				
None				
2. Declaration of Interests				
Councillor S Holt declared a prejudicial interest in a planning application at The Old Mortar Mill, which he anticipated would be received shortly.				
3. Minutes of the meeting held on 9 November 2015				
Resolution 01/16 <i>The Chairman proposed and the Parish Council resolved that the minutes of the meeting held on 9 November 2015, be signed and adopted.</i>				
4. Matters arising from the meeting held on 9 November 2015				
4.1 Transparency funding from GAPTC has been received, this will enable the Parish Council to comply with the Government's Transparency Code. See item 8.6 for further details.				
4.2 Drain cover opposite Dunn Building – The Chairman has received confirmation from GCC that the installed drainage grid is of the standard type, it has been properly orientated and no further work is possible.				
5. Reports from County and District Councillors				
County Councillor Parsons reported there will be an increase in the County part of the Council Tax by 1.99%. There has been no increase for 6 years. The Government has agreed to a further 2% increase in respect of the adult social care budget and Councillor Parsons was interested in the Parish Council's views. They were in agreement with the proposed increase in the adult social care budget but stressed that it may have been prudent for the County Council to have foreseen the rise in an ageing population and made provision to increase the budget over the last few years.				
With regard to highways issues, Councillor Parsons agreed to chase the planned work due to be completed on the drainage systems at Butchers Arms Lane and Riding Lane, if not completed by the end of the Spring 2016. Councillor Crook commented on the poor standard of repairs carried out by Amey, GCC's contractor, and Councillor Parsons noted and advised that he is always grateful for feedback. The Chairman reported that Swindon Council has an 'App' for reporting potholes and Councillor Parsons was interested in the idea.				
6. Questions from the Public				
None				
7. Planning matters				
7.1 Decisions				
689	15/03908/FUL	Leaholme	Amendment to 15/02961/FUL increase depth to 900mm - CDC permit	
690	15/03946/FUL	Ampney Brook House	Extension to existing boundary wall – CDC permit	
691	15/03947/LBC	Ampney Brook House	Listed building consent for 15/03947/ FUL -CDC permit	
7.2 Outstanding applications				
675	15/02532/OUT	Land at Siddington Park	Extension to retirement community – letter sent	
692	15/03609/FUL	Ampney Manor	Proposed front porch extension, new windows, replacement of concrete render with natural stone and new entrance gateway – letter sent	
New details have been received regarding the proposed entrance gates for planning application 15/03609/FUL, which more than doubles the access area to 7 metres. The Parish Council agrees with the amendments and will withdraw their objection.				
693	15/04269/FUL	Old Park House	Proposed single storey rear extension – no comment	
696	15/04832/FUL	Delamere	Renovation & refurbishment of existing cottage – object	

A letter has been sent to CDC objecting to planning application 15/04832/FUL, the Parish Council is concerned that the proposed materials do not reflect the fact that the property is within the Conservation Area. A copy of the letter appears on page 1332 of the minutes.

697	15/05169/FUL	Ampney Manor	Part retrospective installation of pond – no comment
698	15/04905/LBC	The Old Post Office	Positioning of intruder alarm – no comment
699	15/05411/FUL	The Old Rectory	Internal refurbishment, external alterations & new Glass link to house & outbuilding – no comment
700	15/05223/LBC	The Old Rectory	Listed Building Consent for 15/05411/FUL – no comment

With regard to planning application 15/05223/LBC, Councillor S. Holt will contact the Conservation Officer at CDC to reaffirm the plans are appropriate for the building.

SH

7.3 Tree works

694	15/04943/TCONR	Birch House	Reduce height of maple & remove branch from Conifer. No objection (County)
695	15/05312/TCONR	Berkeley Cottage	Blue Atlas Cedar – reduce height. No objection (County)

The Chairman and Councillor Crook attended a consultation event run by CDC regarding the draft Local Plan. They were both concerned about how seriously CDC would act upon responses from the public. However, three individual responses had been submitted by members of the Parish Council. A discussion followed regarding the merits of a Neighbourhood Plan. The Chairman commented that the development of a Neighbourhood Plan would be very involved for all members of the Parish Council and everyone needed to be aware of this before any decision is made.

8. Financial matters

8.1 Current financial position

Resolution 02/16 *The Chairman proposed and the Parish 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 December 2015.*

8.2 Transfer of payments

Not required

8.3 Agreement of payments

Clerk's expenses (£1.24),

Resolution 03/16 *The Chairman proposed and the Parish Council resolved that the above amounts, totalling £1.24, be paid.*

Prior to the meeting payment was made to Cottage Garden Services for the March 2015 cut (£103.68 including VAT). The original invoice has not been received by the Parish Council. Payment has now been made against a reissued invoice.

8.4 External audit arrangements from 2017

From 2017 smaller authorities with a turnover of less than £25,000 will still be required to complete and publish an Annual Return but will be exempt from having to submit for audit. However, they will still need to have an external auditor appointed in case there are questions from electors to be resolved. The Smaller Authorities' Audit Appointment Authority Ltd is being created to procure the automatic appointment of external auditors for all smaller authorities 'opted in' to the new arrangements. As a smaller authority, Ampney Crucis Parish Council will be automatically 'opted in'. The Parish Council agreed to remain automatically 'opted in'.

Resolution 04/16 *The Parish Council considered whether to 'opt out' of the new arrangements for appointing an external auditor. It was agreed unanimously that Ampney Crucis Parish Council should remain automatically 'opted in' and an external auditor be appointed by The Smaller Authorities' Audit Appointment Authority Ltd.*

8.5 Budget 2016-17

The budget for 2016 -17 is shown below:

Staff costs:	£4,885.99
Councillor training:	£ 380.00
Village maintenance & improvement:	£3,676.00
Burial Ground:	£1,250.00
Village Communications:	£ 298.00
Administration:	£ 977.00
Other:	£ 175.00

<p>TOTAL £11,641.99</p>	
<p>Resolution 05/16 <i>The Chairman proposed and the Parish Council resolved unanimously that the above be approved and the precept request for £11,642.00 is sent to CDC:</i></p> <ol style="list-style-type: none"> 1. <i>The Parish Council agreed that authorisation of expenses detailed in the budget (especially administration, Councillor training, Remembrance Service costs, Ampney Times expenses, website hosting) be approved.</i> 2. <i>The Parish Council agreed that provision should be made for Burial Ground works, Lych Gate and Praying Cross maintenance, dog waste bins, road signs and notice boards in the 2016 -17 budget.</i> 	JW
<p>8.6 Review of Clerk's hours and automatic pension enrolment In order to comply with the Transparency Code, funding has been made available from GAPTC for implementing the code.</p>	
<p>Resolution 06/16 <i>The Chairman proposed and the Parish Council resolved that the Clerk should be paid a total of £252.51 from the GAPTC grant for extra hours and costs to be incurred in complying with the new Transparency Code. This included:</i></p> <ol style="list-style-type: none"> 1. <i>19 extra hours from September 2015 to March 2016 at £10.527 per hour, making a total of £200.01</i> 2. <i>Internet costs from September 2015 to March 2016 totalling £52.50.</i> 	
<p>In addition, there are remaining funds available from the grant for internet expenses until August 2016.</p>	
<p>The Parish Council also agreed to increase the Clerk's hours to 8.5 per week from April 2016.</p>	JW
<p>Resolution 07/16 <i>The Chairman proposed and the Parish Council resolved to increase the Clerk's hours to 8.5 per week from 1st April 2016.</i></p>	JW
<p>Automatic Pension Enrolment - The Parish Council has written to staff outlining the details of automatic enrolment. The next stage is to complete the Declaration of Compliance, Clerk to complete on line. It should be noted that the Clerk is not eligible for automatic enrolment and has not requested that the Parish Council provide a pension.</p>	JW
<p>9. Burial Ground</p> <p>9.1 The Parish Council have decided to postpone the second clear up until later in the Winter. Councillor Williams advised that the tree to be felled is a prunus. Clerk to submit planning application for its removal to CDC. Councillor Williams to obtain quotes for felling the tree.</p> <p>9.2 Councillor Crook reported that the two gullies at the entrance to the Burial Ground have been raised but the drainage situation needs continually monitoring.</p>	JW TW
<p>10. Village Update</p> <p>10.1 Playground Councillor S. Holt advised the action list for repairs highlighted by the inspection is still in the process of being drawn up. Copies to be circulated to the Playground Committee and the Clerk.</p>	SH
<p>10.2 Ampney Times The total reserves are £320.31 as at 28 December 2015. There is £124.64 remaining in the budget allocation.</p>	
<p>10.3 Footpaths The stiles along BAC 2 and 20 are in the process of being repaired.</p>	
<p>10.4 Praying Cross Councillors Crook and Williams are still in the process of assessing the tree work required within the Praying Cross boundary.</p>	DC TW
<p>10.5 Provision of dog waste bins Councillor Armitage wished to thank Mrs Charlotte Holt and the Siren Sisters for their contribution to the dog waste bin fund and also the Playground Committee. Mr Grazebrook has also very kindly donated to the fund. Clerk to write letters of thanks. The Parish Council agreed to initially provide two green dog waste bins for Butchers Arms Lane and Allotment Lane. Clerk to organise purchase from CDC/Ubico and installation. Clerk to contact GCC to discuss siting a further bin near the cricket ground. Councillor Armitage to write a piece regarding the provision of dog bins for the Ampney Times.</p>	RA JW
<p>10.6 Provision of village defibrillator The Chairman reported that the British Heart Foundation has been supplying defibrillators but funding is no longer available. The Parish Council agreed to the idea of a village defibrillator, but it was pointed out there</p>	

would be maintenance responsibilities and a resident training requirement. The Chairman agreed to write a piece for The Ampney Times. The Chairman agreed to approach Rev Swanton regarding siting a cabinet at the school, Councillor Toby agreed to talk to the village hall committee and Councillor S. Holt agreed to talk to the Conservation Officer at CDC regarding location. The Parish Council wants to be in a position to apply for funding quickly if and when it becomes available.

NH
ET
RA

10.7 Neighbourhood Coordination Group (NCG)

PSCO Butcher has confirmed that Ampney Crucis is linked to the Fairford and Lechlade NCG and the next meeting will be held in February or March and the Parish Council will receive an invite.

10.8 Village clear up

The Chairman reported that there is a national initiative in coordination with the Queen's 90th birthday to tidy Britain at the beginning of March and suggested that the village clear up should coincide with this national event on Saturday 5th March. The Chairman agreed to advertise in The Ampney Times.

NH

11. Highways

The Chairman met with Richard Gray (GCC) and Paul Swift (Amey) and the following matters were discussed:

- **Footpath between The Crown and Mill Cottages (eastbound on A417)**
Amey agreed to cut back and reinstate the path in Spring 2016. Councillor S. Holt agreed to contact the owner of Mill House as the hedge needs to be cut back by February, before nesting starts, in order to facilitate the later works.
- **Footpath between The Crown and the entrance to Ampney Park (westbound on A417)**
Amey will provide a price for clearing and resurfacing this footpath for consideration under the Community Initiative. The Chairman has asked if, as an alternative to resurfacing, the existing footpath could be cut back like the eastbound stretch.
- **Traffic calming measures on A417 between The Crown and entrance to Ampney Park**
The new chevrons still need to be installed.
- **Signage on A417 at each end of Ampney Crucis.**
The Chairman has asked GCC for confirmation of the full price of the sign including the installation costs.
- **Drainage at Butchers Arms Lane**
GCC agreed to put a camera through the stretch of drain between the new (blocked) drain and the working drain at the end of The Lannoeks. If the blockage is due to roots, GCC will put a root cutter through, if not the road will need to be dug up to resolve the problem. GCC have confirmed that any remedial work will be unlikely to commence until Spring 2016.

SH

The Chairman and Clerk agreed to chase outstanding works.

NH
JW

12. Correspondence received

12.1 Letter from Fairford Town Council regarding consultation of their Neighbourhood Plan. This was noted by the Parish Council and no action will be taken.

12.2 Village Network link. GCC are currently preparing their 2016-17 budget and welcome comments from residents. This was noted by the Parish Council and Councillors were invited to comment on an individual basis.

13. Any Other Business

Councillor Toby advised she wished to stand down from the Parish Council with immediate effect. The Clerk advised of the process to be followed and confirmed that she would take all necessary action.

JW

A further discussion followed regarding the merits of the Parish Council producing a Neighbourhood Plan. Councillor Armitage suggested that it may be prudent to wait for a planning application and gauge residents' views. Councillor S. Holt felt that it would be interesting to see how representative the consultation process for the Local Plan is and if CDC's policies and regulations are not robust enough to deal with contentious planning applications it might then be wise to develop a Neighbourhood Plan. The Chairman proposed and Councillors agreed to revisit this matter after publication of the agreed CDC Local Plan.

14. Date, time and place of next meeting

Monday 14th March 2016 at 7.15pm in the village hall.

The meeting closed at 10.00pm