

AMPNEY CRUCIS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 14 MARCH 2016 IN THE VILLAGE HALL, AMPNEY CRUCIS.

Present: Councillors Rosanna Armitage, Doug Crook, David Hardy, Neil Holt, Simon Holt and Tony Williams
 Presiding: Councillor Neil Holt
 Clerk: Jayne Webster

Also present: County Councillor Shaun Parsons, District Councillor David Fowles, Janet Campbell, Harold Stevens, Gerald Gaden, Andrew Raphael and four members of the Curtis family.

	ACTION
<p>1. Apologies for absence None</p>	
<p>2. Declaration of Interest None</p>	
<p>3. Minutes of the meeting held on 11 January 2016 Resolution 08/16 <i>The Chairman proposed and the Council resolved that the minutes of the meeting held on 11 January 2016, be signed and adopted.</i></p>	
<p>4. Matters arising from the meeting held on 11 January 2016 4.1 With the resignation of Councillor Toby, a Notice of Vacancy was posted on the notice board and CDC advised that no requests for an election were received and the Parish Council is free to co-opt a new Councillor. The Chairman advised that the matter would be dealt with at the end of the meeting, see item 13. 4.2 Letters of thanks have been sent to all three contributors for their very generous donation towards the cost of the two new dog waste bins which have been installed along Allotment Lane and Butchers Arms Lane. 4.3 The Chairman reported that the Parish Council has completed the process of automatic pension enrolment and the Declaration of Compliance has been completed.</p>	
<p>5. Reports from County and District Councillors County Councillor Parsons mentioned the proposal to create new unitary authorities and asked the Parish Council if they had any comments or required clarification. He advised that the functions of GCC were very different to those of CDC and the idea was in the very early stages of discussion, with no timescales in place. Councillor Parsons also explained that Devolution, whereby GCC would be given greater control by the government, is going forward but he felt that the unitary proposal had come at the wrong time with the Devolution process and the imminent EU referendum. He clarified that the initiative was being led by West Oxfordshire District Council. District Councillor Fowles outlined the four options currently under review: to continue with no change, Gloucestershire to form a unitary authority, CDC to combine services with Cheltenham and Tewkesbury Borough Councils or for CDC to form a unitary authority with West Oxfordshire District Council. The Chairman asked if the number of ward Councillors would be reduced. Councillor Parsons thought the workload would increase if the County and District services were combined. Councillor Fowles also advised that CDC were hoping to have a new Local Plan in place by Autumn 2016 but clarified that planning decisions are currently based on the existing plan and no weight is given to the emerging plan. He explained that the lack of car parking in Cirencester continued to be a problem and CDC is looking at various ideas to alleviate the situation including looking for land which could be used as temporary parking and decked parking at Station or Waterloo car parks. CDC would be interested to hear of suitable plots of land, Councillor Crook suggested the stretch of land from Cirencester Rugby Club to the roundabout. He also asked Councillor Fowles how GCC's contractor Amey were remunerated for works repairing potholes, Councillor Fowles agreed to make enquiries.</p>	
<p>6. Questions for the Public Mr Stevens complained about the number of potholes around the village. Councillor Armitage advised that all potholes should be reported to GCC via their website at http://www.gloucestershire.gov.uk/reportit/potholes or by telephoning 08000 514 514. Mr Stevens also asked when the bench, he has repaired, will be installed in the Burial Ground. Councillor Crook to liaise with Mr Stevens.</p>	DC
<p>Mr Gaden advised that the waste collectors knew nothing about the bins despite confirmation from Ubico/CDC that the bins would be emptied. The Clerk agreed to contact Ubico.</p>	JW
<p>7. Planning matters 7.1 Decisions 692 15/03609/FUL Ampney Manor Proposed front porch extension, new windows, replacement of concrete render with natural</p>	

693	15/04269/FUL	Old Park House	stone and new entrance gateway –CDC permit Proposed single storey rear extension - no comment Application removed from CDC system	
696	15/04832/FUL	Delamere	Renovation & refurbishment of existing cottage - CDC permit	
Revised plans were submitted to CDC regarding the materials to be used and the Parish Council withdrew their objection.				
698	15/04905/LBC	The Old Post Office	Positioning of intruder alarm – CDC permit	
699	15/05411/FUL	The Old Rectory	Internal refurbishment, external alterations and new glass link to house and outbuilding – CDC permit	
700	15/05223/LBC	The Old Rectory	Listed building consent for 15/05411/FUL – CDC permit	
701	15/05598/FUL	The Old Mortar Mill	Erection of detached dwelling – CDC refused	
A letter was sent objecting to the planning application 15/05598/FUL, on the grounds of loss of village character, difficulty with access, close proximity to other dwellings and planning policy conflict.				
707	16/00608/COMPLY	Ampney Brook House	Compliance order for boundary wall – info only - CDC permit	
7.2 Outstanding applications				
703	16/00219/FUL	36 Ampney Crucis	Erection of single story timber conservatory to Rear and external door – no comment	
704	16/00220/LBC	36 Ampney Crucis	Listed building consent for 16/00219/FUL – no comment	
706	16/00417/FUL	Ampney Knowle Farm	Extension and alterations – no comment	
708	15/05356/FUL	Ampney House	Erect timber treehouse (revised scheme) Retrospective. See 15/01246/FUL	
The Parish Council has no objection with the revised plans for the tree house at Ampney House, planning application 15/05356/FUL, but has advised CDC of their concerns regarding the zip wire platforms, use of which would still provide intrusive views into the neighbouring property and do not form part of this revised application.				
709	16/00140/FUL	Fern Bank	Erection of first floor extension – Object	
The Parish Council objects to the proposed extension, planning application 16/00140/FUL, mainly due to the intrusion and reduced amenity to neighbouring properties. A copy of the letter sent to the Planning Department at CDC is shown on p.1342 of the minutes.				
710	16/00592/FUL	Waterton Bungalow	Proposed side & rear extension & Alterations – No objection	JW
711	16/00584/FUL	Ampney Knowle Farm	Extending single storey wing of main dwelling	
The Parish Council has no objection to planning application 16/00584/FUL, however, the Chairman will contact CDC to reinforce the need to keep and use stone tiles on the roof and also to be mindful of the listed building nearby.				
712	16/00521/FUL	Land south of Back Lane	Demolition of stables, construction of 2 bed Single storey dwelling – No objection	
The Parish Council has no objection to planning application 16/00521/FUL. However, in reaching that decision Councillors commented upon aspects of this application that differentiate it from other application. Also, similar applications in the future would need careful consideration with regard to their impact on the characteristics of the village and their potential detrimental effect to neighbouring properties and congestion within the village.				
713	16/00713/FUL	10 Ampney Crucis	Alterations & extensions to cottage & new garage – Object	
The Parish Council has no objection to planning application 16/00713/FUL with regard to the proposed extension of the house but agreed that the proposed garage is out of proportion with the cottage and the proposed location will have a detrimental effect on the surrounding listed buildings. For that reason, the Parish Council would object to the overall application.				
714	16/00776/LBC	Wych Elm	New windows and door – No objection	JW
7.3 Tree works				
702	16/00244/TCONR	The Ridge	Remove dead branch of maple tree – No objection	
705	16/00467/TCONR	Ampney Burial Ground	Remove Prunus – No objection	

Resolution 09/16 *The Chairman proposed and the Council resolved that Councillor Simon Holt will act on behalf of Ampney Crucis Parish Council in all planning matters, including communication with the Planning Department at Cotswold District Council. This role will devolve to Councillors Crook and Hardy in Councillor S. Holt's absence.*

8. Financial matters

8.1 Current financial position

Resolution 10/16 *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 26 February 2016.*

The Clerk confirmed that Lloyds Bank has now amended the signing arrangements for the Imprest Account. However, a cheque for £18.50 to the British Legion was presented twice and deducted from the Imprest Account twice. Lloyds Bank have refunded the second £18.50 and also credited £55 to the Imprest Account as a goodwill gesture (£50 for inconvenience and £5 for telephone calls).

8.2 Transfer of payments

Resolution 11/16 *The Chairman proposed and the Council resolved that £200.00 be transferred from the Lloyds Treasurers account to Imprest account.*

JW

8.3 Agreement of payments

Clerk's expenses (£16.36) and Cotswold District Council – supply and installation of two dog waste bins (£504.00 including VAT)

JW

Resolution 12/16 *The Chairman proposed and the Council resolved that the above amounts, totalling £520.36, be paid.*

8.4 Update and review Assets Register and Risk Management documents

The Clerk advised that both the Assets Register and the Risk Assessment document have been updated to show the addition of the two new dog waste bins. In addition, the Risk Assessment Review document was noted.

Resolution 13/16 *The Chairman proposed and the Council resolved that the revised Assets Register shown on page 1344 of the minutes be adopted.*

Resolution 14/16 *The Chairman proposed and the Council resolved that the revised Risk Assessment document and Review document shown on pages 1346 – 1352 of the minutes be adopted.*

8.5 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.

1. 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?

2. 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.

3. Competence

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

4. 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

5. 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 13 July 2015. See minutes, page 1302 – 04	None.
Financial regulations	Last agreed on 13 July 2016. See minutes p.1296 - 1300	None.
Risk assessment	Last agreed on 14 March 2016. See minutes page 1346–51.	Annually review
Assets register	Last agreed on 14 March 2016. See minutes page 1344.	Annually review
Burial fees and conditions	Last agreed in Jan 2014. See min p.1171.	Next review November 2017

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

Resolution 15/16 *The Chairman proposed and the Council resolved that the audit plan, as shown above, be adopted.*

Resolution 16/16 *The Chairman proposed and the Council resolved 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.*

8.6 Appointment of the Internal Auditor

Resolution 17/16 *The Chairman proposed and the Council resolved that Bill Young be asked to undertake the internal audit.*

9. Burial ground matters

9.1 The Parish Council discussed the reservation of burial plots and agreed that in future a letter would be sent upon payment confirming reservation, and asking that if circumstances changed and the burial plot would no longer be required, the Parish Council should be advised.

9.2 CDC have approved the application to remove the Prunus tree and Councillor Williams will send details of quotes for felling the tree to the Clerk.

9.3 Councillor Crook reported that the Lych Gate required some repairs to the wood and will liaise with Mr Stevens.

10. Village Update

10.1 Playground

Councillor S. Holt reported that he had met with the Playground Committee and a list of repairs to the Playground has been agreed. Councillor S. Holt will forward a copy to the Clerk, together with a copy of the inspection.

JW

TW

DC

SH

10.2 Ampney Times

The Clerk reported that the Ampney Times reserves at 26th February 2016 were £320.31 and there is £124.64 remaining in the budget allocation.

10.3 Footpaths

Councillor Hardy reported that the footpaths behind Durncourt Cottages have now been marked. Also the stile along BAC2 is in the process of being repaired and incorporated into the stone wall. The north end of BAC3 has not been marked but Councillor Hardy will contact Jon Dearsley, the agent for Crucis Park Farm. Councillor Hardy will also contact Chris Huck, from Waterton Farm regarding hedge cutting.

DH

Councillor Crook reported that part of the hedge along the path from the Crown of Crucis to School Lane had not been cut. The Chairman agreed to contact Amey regarding the reinstatement of the footpath and mention that kerb stones would be required.

NH

10.4 Preaching/ Praying Cross

The Chairman advised that two of the trees, surrounding the Cross are on Parish Council land and he will contact the owner of the third tree.

NH

10.5 Installation of dog waste bins

The Chairman reported that two dog waste bins have been installed along Allotment Lane and Butchers Arms Lane and both are covered by the Parish Council's public liability insurance cover.

10.6 Provision of village community defibrillators

The Chairman reported that South Western Ambulance Service offered a fully supportive package for £1800 plus VAT on a four year agreement and he proposed that the Parish Council should proceed with this package. A villager has very kindly agreed to donate the cost of a defibrillator and is in full agree with this arrangement. The Ambulance Service will loan a defibrillator, provide all the support to maintain it including electrodes and batteries, offer annual awareness courses within the community, offer a debriefing service should the device be used, list the device on the 999 computer, provide a cabinet, replace faulty, lost or stolen equipment and provide a second defibrillator at a reduced price. The Parish Council agreed to take up the support package. The Chairman and Clerk will liaise with South Western Ambulance Service.

NH
JW

10.7 Neighbourhood Coordination Group

The Clerk has been advised by PCSO Butcher that the March meeting was for Lechlade residents only and the Parish Council would be invited to the next meeting.

10.8 Village Clear Up

The Parish Council agreed that the village was looking very litter free and tidy at the moment and the worst area for litter was along the A417. The Chairman agreed to contact CDC regarding the main road but the Council agreed the best way forward was to encourage villagers to pick up litter on a daily/weekly basis. The Chairman agreed to write a piece for The Ampney Times.

NH

10.9 Queen's Birthday celebrations

The Parish Council agreed that a low key event such as a BBQ or bring your own picnic should take place on 12th June to mark the Queen's 90th birthday. Councillor S. Holt agreed to talk to the school regarding the use of the school playing field.

SH

11. Highways

Update on outstanding matters:

- **Footpath between The Crown and Mill Cottages (eastbound on A417)**
The hedge by Mill House has been cut and Amey are due to cut back and reinstate the path in the Spring. The Chairman will contact Paul Swift at Amey.
- **Footpath between The Crown and the entrance to Ampney Park (westbound on A417)**
The Chairman will contact GCC regarding a price for clearing and resurfacing for consideration under the Community Initiative or confirmation that GCC would consider cutting back the verge of the existing footpath in the same way as the east bound stretch.
- **Traffic calming measures on A417 between Crown of Crucis and the entrance to Ampney Park**
Still waiting for GCC to install the new chevron sign.
- **Signage on A417 at each end of Ampney Crucis.**
The Chairman to contact GCC/Amey regarding confirmation of the full price of the signs including the installations costs.
- **Drainage at Butchers Arms Lane**
GCC have cleared the blockage between the new (blocked) drain and the working drain at the end of The Lannocks and currently the system is working well. The situation will continue to be monitored.
- **Drainage at Ridings Lane**

Blocked drain was reported to Amey in February along Ridings Lane, next to the field gate opposite Little Court. Paul Swift inspected the gully and reported that the water from the gully was running into the cover beside it. He thought the system was working well and the gully was collecting the water running off the field and the road was dry when visited.

The Chairman and Clerk will continue to liaise with GCC and Amey.

NH/JW

12. Correspondence received

12.1 Email from Eight20 regarding the drainage strategy at Ampney St Peter in conjunction with Thames Water. Councillor Crook will represent Ampney Crucis Parish Council at a meeting on 31st March.

DC

12.2 Email from Fairford Air Tattoo regarding information evening. Councillors Crook and Simon Holt to attend.

12.3 Email from Cotswold AONB regarding current available funding. Noted by the Council.

DC/SH

12.4 Letter from Mr Grimmer opposing the proposed installation of a further dog waste bin by the entrance to the cricket ground. Noted by the Council.

12.5 Emails from Cotswold District Council regarding the proposal to create new unitary Councils. Noted by the Council after previous discussion, see item 5.

13. Any Other Business

Following on from item 4.1, Mr Andrew Raphael confirmed that he wished to be considered by the Parish Council as a new member of the Council. The Clerk agreed to advise CDC.

Resolution 18/16 *The Chairman proposed, Councillor S. Holt seconded and the Parish Council agreed that Andrew Raphael should be co-opted as a new member of Ampney Crucis Parish Council.*

JW

14. Date, time and place of next meeting

Monday, 16 May at 7.00pm in the village hall.

The meeting closed at 10.05 pm