

## AMPNEY CRUCIS PARISH COUNCIL

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

Present: Councillors Rosanna Armitage, Doug Crook, David Hardy, Neil Holt, Simon Holt, Andrew Raphael and Tony Williams.

Presiding: Councillor Neil Holt

Clerk: Jayne Webster

Also present: District Councillor David Fowles (arrived at 8.20 pm) and Janet Campbell.

	ACTION
<p><b>1. Apologies for absence</b> Councillor Parsons</p>	
<p><b>2. Declaration of Interests and gifts or hospitality given or received</b> Councillor Raphael declared an interest with item 7.2 and the discussion surrounding the revised plans which the owners of Fernbank anticipate submitting to CDC.</p>	
<p><b>3. Minutes of the meeting held on 12 September 2016</b> <b>Resolution 40/16</b> <i>The Chairman proposed and the Parish Council resolved that the minutes of the meeting held on 12 September 2016, be signed and adopted.</i></p>	
<p><b>4. Matters arising from the meeting held on 12 September 2016</b></p> <p>4.1 A letter of thanks was sent to Mr Frank Skinner regarding the work he carried out clearing the shrubs around the new village sign close to his property.</p> <p>4.2 The Chairman advised that the Parish Council's insurance brokers, Came and Company, have commented that insurance cover with regard to the village marquee would include the following restrictions:</p> <ul style="list-style-type: none"> <li>a) Loss of, or Accidental damage to the Marquee would be covered while on hire.</li> <li>b) Injury to anyone hiring the marquee or their guests would not be included under the Hiscox Policy arranged on behalf of the Parish Council and the third parties hiring the Marquee should have their own Public Liability insurance in place for the event they are holding.</li> <li>c) Unless the Marquee is being erected or dismantled by a volunteer or employee of the Parish Council this will not be covered and any third parties doing this should have their insurance arrangements in place.</li> <li>d) Subsequently, if the person erecting or dismantling the marquee doesn't do so properly only a volunteer or employee of the Parish Council would be covered.</li> <li>e) With regard to the new Marquee if the Parish Council does not own and have an insurable interest in this item it cannot be covered under the Hiscox Policy.</li> <li>f) If that new Marquee becomes the property of the Parish Council then they would have an insurable interest in it in the event of a loss and in those circumstances would be able to include it under the Hiscox Policy.</li> </ul>	
<p>In view of the above the Chairman has drafted a Hire Agreement, shown on page 1402 of the minutes, which will be used with immediate effect.</p>	NH/RA
<p>4.3 Councillor Crook reported that a new Transport Plan has been issued by GCC and there have been some changes to the bus services.</p>	
<p><b>5. Reports from County and District Councillors</b> The Chairman suggested that since Councillor Parsons was unable to attend the three items the Council wished to raise with Councillor Parsons should be taken forward to the next meeting. With regard to the erosion of grass verges, particularly along the Village Street outside Fernbank and Ridge Cottage, Councillor Simon Holt suggested that the car park next to Durncourt Cottages could be reconfigured thus providing more spaces for daytime use by school employees, or for short term use by parents at peak times. Councillor S. Holt agreed to contact the Head Teacher at the School and request that parents are more considerate to the village environment when dropping off and collecting children.</p>	SH NH

He will also raise the issue of speeding.

The Chairman agreed to talk to Richard Gray from GCC regarding whether stone setts could be installed along the grass verges along the village street between Allotment Lane and Durncourt Cottages, and in the area around the School.

District Councillor Fowles advised that he had asked a question at Cabinet regarding the Parish Council's concerns that the community infrastructure required to support new developments appeared to be neglected by CDC. He had specifically asked for details of Section 106 agreements and whether any of these had been completed. He will report back when he has a response.

With regard to complaints received by him from village residents regarding commercial waste and skips in the village, Councillor Fowles confirmed that the Enforcement Officer would be dealing. He also mentioned that the road closure at Tank Lane was necessary due to the unsafe bridge, however, GCC do not have the resources available to complete the repairs until February 2017.

With regard to the reconfiguration of the centre of Cirencester, Councillor Fowles reported that the work is due to be completed by the end of November. He went on to report that CDC now acknowledges that Cirencester does have a problem with the lack of car parking spaces. There have been a number of proposals: in the short term conditions attached to use of season tickets may be changed, also office workers are being encouraged to park away from the centre and walk in. The long term solution would be the construction of a decked car park at the Waterloo or Station car parks, however, this will require public/private funding.

Councillor Hardy raised concerns regarding the quality of Gigaclear's reinstatement of the roads and verges. The Chairman offered to raise this with Richard Gray from GCC, as they would otherwise bear the cost of making good any poor quality repairs or reinstatement.

Councillor Fowles asked Councillor Simon Holt about the status of the Youth Project Scheme within the village and suggested that resources could be pooled between villages. Councillor Fowles agreed to follow up regarding Councillor S. Holt's difficulty with the bureaucracy of the scheme.

The Chairman advised Councillor Fowles that the Parish Council was being asked by CDC to participate in too many consultation processes, the contents of which are so great that to expect effective responses requires Councillor time inputs that are unreasonable. This fundamentally devalues the principle of consultation as a tool of effective local government.

## 6. Questions from the Public

None.

## 7. Planning matters

### 7.1 Decisions

713	16/00713/FUL	10 Ampney Crucis	Alterations & extensions to cottage & new garage	CDC Permit
720	16/01611/FUL	The Cart Shed	Extension to existing building for 1 bed tourist Unit	CDC Permit
726	16/02276/FUL	Little Oak	Two storey pitched roof extension & single storey Porch, new windows	CDC Permit
727	16/02277/LBC	Little Oak	Listed Building Consent for 16/02276/FUL	CDC Permit
728	16/02471/FUL	Wiggold, Abbey Home Farm	Conversion of existing barn to 2 residential units	CDC Permit
729	16/02221/FUL	The Old Post Office	Proposed remodelling & extension	CDC Permit
730	16/02222/LBC	The Old Post Office	Listed Building Consent for 16/02221/FUL	CDC Permit
733	16/03160/FUL	The Lodge	Relocation & replacement of garage	CDC Permit
734	16/03161/LBC	The Lodge	Listed Building Consent for 16/03160/FUL	CDC Permit

DF

NH

DF

## 7.2 Outstanding applications

Applications previously discussed but still pending with CDC:			
724	16/01986/FUL	Crown Field	Retrospective application for horse boxes
731	16/02860/OUT	The Old Pump House, Siddington	Erection of 18 assisted living units and associated works
732	16/03241/FUL	Ampney Manor	Erection of new entrance gates and piers
New and revised applications:			
738	16/03767/FUL	Ampney Knowle Farm	Variation of condition 2 of application 16/00584/FUL – no comment

Councillor Crook met with the owners of Fernbank, who may be submitting revised plans to CDC to vary the permission recently granted.

## 7.3 Tree Applications

736	16/03728/TCONR	The Ridge	Pussy Willow – remove dead branches – No objection
737	16/03729/TCONR	The Ridge	Reduce Sycamore, Maple & Ash – No objection
739	16/04516/TPO	The Coach House	Works to trees with TPO –fell Fir and prune Yew
740	16/04366/TCONR	Dudley Farm House	Reduce Willow – No Objection

Councillor Williams agreed to cut back the lower branches of the tree on the grass island at the junction of School Lane and the Village Street. In addition, Councillor Crook will approach the owners of a cottage at the bottom of School Lane regarding overhanging branches.

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## 7.4 Email from Geoffrey Clifton-Brown regarding Neighbourhood Plans

The Chairman advised that he had responded to the email and asked that more resources are made available to Parish Councils for the production of Neighbourhood Plans that include appropriate and reasonable local consultation.

Councillor Simon Holt suggested that while a Neighbourhood Plan involves a huge amount of time and effort it may be beneficial for the Parish Council to make a start and therefore would be in a better position regarding potential planning issues in the years to come.

## 8. Highways Matters

The Chairman reported that the Police Crime & Commissioner's Fund for Safe and Social Driving in Gloucestershire has granted funding for three portable vehicle activated signs.

The following conditions apply:

- a) Responsibility and liability and ongoing maintenance costs lie with the Parish Council,
- b) The Parish Council will be required to agree with GCC siting and guidance on how a mobile device should be displayed at a given site,
- c) If the signs are sold within two years of purchase, then the sale proceeds will be returned to the Office of Police and Crime Commissioner,
- d) The Parish Council is required to report quarterly on the progress of the project for 12 months from installation of the signs.

The Chairman is meeting Richard Gray from GCC and Andrew Parker-Mowbray from Gloucestershire Road Safety Partnership regarding the location and use of the mobile signs and additional safety concerns relating to the A417.

The Council discussed the content of the signs which will alert motorists to the hazards of the road such as the double bend and adverse camber rather than the actual speed of vehicles.

Councillor Crook advised that at a meeting with the Police Neighbourhood Coordination Group, the

NH

Police advised that they are also very willing to train villagers to carry out a Community Speed Watch.

## 9. Financial Matters

### 9.1 Current financial position

**Resolution 41/16** *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 October 2016.*

AR

Bank signatory forms were completed by the Chairman and Councillor Raphael to add Councillor Raphael as a bank signatory and remove Mrs Eleanor Toby from the Lloyds Bank mandate. Councillor Raphael will take the completed forms and all necessary identification to Lloyds Bank to complete the process.

JW

### 9.2 Transfer of payments

**Resolution 42/16** *The Chairman proposed and the Parish Council resolved that £300.00 be transferred from the Lloyds Treasurers Account to the Imprest Account.*

JWJW

### 9.3 Approval of payments

Clerk's expenses (£8.12), Cottage Garden Services – October cut (£207.36 including VAT), Grant Thornton (£120.00 including VAT), The Play Inspection Company (£75 including VAT) and Fairford PCC – The Ampney Times printing costs (£128.77).

**Resolution 43/16** *The Chairman proposed and the Parish Council resolved that the above amounts, totalling £539.25, be approved and paid.*

As part of the Transparency Fund, the Parish Council received funding for the Clerk's internet costs for the period September 2015 to August 2016 (inclusive). The Clerk has already been reimbursed for the period from September 2015 to March 2016 (see Resolution 06/16 page 1330 of the minutes). The remaining costs from April 2016 to August 2016 are £37.50.

**Resolution 44/16** *The Chairman proposed and the Parish Council resolved that the remaining funds available from the Transparency Fund for the Clerk's internet expenses from April 2016 to August 2016 amounting to £37.50 should be paid. This will be paid from the Contingency Fund.*

JW

### 9.4 External audit for the year ending, 31 March 2016

The Clerk advised that the Notice of Conclusion of Audit has been displayed on the village hall notice board and the village website. In addition, all the necessary documents have been published on the website.

Two areas were noted by the external auditor, Grant Thornton:

Firstly, a mistake appeared on the Notice of Appointment of date for the Exercise of Elector's Rights – it should have read Friday 3<sup>rd</sup> July instead of Friday 3<sup>rd</sup> June.

Secondly, the Annual Governance Statement and the Accounting Statements were approved on the same day and under the same minute reference. In future, the Parish Council should ensure that the minute references clearly demonstrate that the Annual Governance Statement was considered, approved and signed before the Accounting Statements.

After some discussion, the Parish Council agreed that the actual impact of the first area of note was minimal, as all required notices had been posted, and while the date had been incorrectly stated, the actual intent had been clear. As regards the second area of note, this was agreed as good practice, going forward.

JW

### 9.5 The Ampney Times Budget

Details of the budget provided by The Ampney Times production team were circulated to Councillors prior to the meeting. In view of the uncertainty regarding outstanding printing costs, it was agreed to keep the budget consideration for the production of The Ampney Times at the same level as last year.

### 9.6 Agreement of items for 2017 -18 Budget

Prior to the meeting the Chairman had circulated proposed items for inclusion in the 2017 -18 budget. It was agreed that the Council would consider further projects for the next financial year and advise the Chairman and the Clerk by the end of December, to allow inclusion in the draft budget for discussion and agreement at the January meeting.

ALL

One new item discussed was the funding of a new village notice board at the entrance to the Cricket Club, providing space for public notices and other occasional notices.

Councillor Williams agreed to contact the Cricket Club to discuss the proposal.

### **9.7 Review Risk Assessment Document**

It was agreed to review this item at the January 2017 meeting.

TW

### **9.8 Review Assets Register**

It was agreed to review this item at the January 2017 meeting.

### **9.9 Review Grass Cutting Contract**

The three year contract ends in March 2017. The Parish Council agreed the scope of a new contract, with revisions to the areas covered, this is shown on pages 1404 -1406 of the minutes. Councillor Simon Holt agreed to produce a map of the areas to be covered by the proposed contract.

The Clerk agreed to advertise the new contract for tender on the village notice boards and the village website by the end of November 2016. Details will also be included in the next issue of The Ampney Times. Tenders will be required to reach the Clerk by 31<sup>st</sup> December 2016, for discussion at the January 2017 meeting.

SH

JW

### **9.10 Appointment of new Internal Auditor**

The Chairman advised that the Parish Council would need a new internal auditor, it was agreed that a notice would be put in The Ampney Times requesting a volunteer.

NH

## **10. Burial Ground**

10.1 The Chairman advised that he was still waiting for D A Cook to assess the work needed at the Lych Gate.

10.2 The Chairman and Councillors Williams and Raphael are making preparations for the extension and plan to erect a fence around the new area in Spring 2017. Cllr Raphael has taken the Parish Council lead on this matter.

NH

10.3 Councillor Williams reported that he will remove the cherry tree as soon as it is clear of leaves, expected to be within the next couple of weeks.

AR

10.4 A very successful Burial Ground clear up took place on Sunday 13th November 2016 and the Parish Council would like to thank all villagers who took part.

TW

## **11. Village Update**

### **11.1 Playground**

Councillor Simon Holt reported that the inspection had been completed and agreed to circulate a copy to all the Councillors. He advised that the swings seats were looking worn and this year would require a more detailed review of repairs needed. He felt that £200 would cover the repairs and agreed to put forward an action plan for attention by the Playground Committee.

SH

### **11.2 Ampney Times**

The total reserves are £541.31 as at 28 October 2016.

### **11.3 Footpaths**

Councillor Hardy advised that the correct demarcation and alignment of footpath BAC3 had been completed by Crucis Park Farm. In addition, the footpath north of the Quenington Road through Ampney Knowle requires some attention.

Councillor Hardy now has the name of the new contractor for Crucis Park Farm and will ask him to cut the hedge along the road adjacent to the Playground.

### **11.4 Praying Cross**

The Chairman and Councillor Williams will finalise the TPO applications and agree a date for the clearance work once the leaves have fallen.

DH

### **11.5 Defibrillators**

The second defibrillator has been installed on an external wall of the school.

NH/TW

### **11.6 Transparency Requirements**

The Chairman had previously circulated a proposal detailing what the Council should publish on the village website in order to meet current transparency good practice. Clerk to arrange for agreed documents to appear on the website.

## **12. Appointment of Parish Council Representative on The Robert Pleydell Educational Charity**

The Parish Council agreed that Councillor Armitage should represent the Parish Council on this charitable trust.

JW

## **13. Correspondence received**

- 13.1 Email from GAPTC regarding the consultation paper on the proposal to cap Councils in 2017-18 with Band D precepts over £75 and an expenditure budget of over £500,000. The Chairman has replied on behalf of the Parish Council.
- 13.2 Email from Police Sergeant Garrett Gloyn regarding the forthcoming Police Neighbourhood Coordination Group meeting to be held on 9<sup>th</sup> November 2016. Given recent multiple complaints regarding hawkers in the village, Councillor Crook attended.
- 13.3 Email from CDC regarding the consultation launched by BT on the removal of 60 public telephone boxes in the district, including Ampney Crucis's box, located at The Pleydells. CDC are inviting Parish Councils to make representations on BT's proposal, the deadline for our comments is 18th November 2016. The Chairman will submit a formal response on behalf of the Parish Council requesting that the telephone box and phone remains because of limited access to public transport, the socio-economic balance of village residents, patchy mobile phone coverage and the lack of alternative means of making emergency or other essential calls.
- 13.4 Various emails from GCC regarding road closures which have been advertised on the Village Network.
- 13.5 Email from CDC regarding the consultation on the Community Infrastructure Levy. This runs from 31<sup>st</sup> October to 28<sup>th</sup> November 2016. There is a drop-in event at CDC Offices, Trinity Road, Cirencester on Tuesday 15<sup>th</sup> November 2016 from midday until 5.00 pm. Hard copies can be viewed at CDC Offices. Councillor Crook agreed to attend.
- 13.6 Email from Gloucestershire Road Safety Partnership regarding the launch of The Road Safety Community Hub which is made up of GCC, the Police and Crime Commissioner's Office, Glos Constabulary and Glos Fire and Rescue Service and will be the main point of contact for residents with concerns over road safety.
- The Chairman agreed to include details of this in a piece for The Ampney Times and the Clerk agreed to ensure the Village Website has details.

NH

DC

## **14. Matters outstanding**

## **15. Dates, times and place of meetings in 2017**

Proposed dates for 2017:

9 January, 13 March, 8 May, 10 July, 11 September and 13 November 2017.

All meetings will be held in the village hall and start at 7:15pm, apart from the May meeting which will be held after the Annual Parish meeting which will start at 7:00pm

The meeting closed at 10.45pm.

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JW