

AMPNEY CRUCIS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING THE COUNCIL HELD ON MONDAY 8 MAY 2017 IN THE VILLAGE HALL, AMPNEY CRUCIS.

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

Presiding: Councillor Neil Holt

Clerk: Jayne Webster

Also present: Janet Campbell (part of meeting), David Vessey (part of meeting) County Councillor Shaun Parsons (part of meeting) and District Councillor David Fowles (part of meeting).

1.Apologies for absence	ACTION
<p>Councillors S. Holt and Williams</p> <p>The Chairman advised that he had received a letter of resignation from Councillor Simon Holt, he thanked Councillor Holt for his service over the past 6 years. The Clerk has informed CDC and the process of filling the Casual Vacancy will commence.</p>	
<p>2. Declaration of Interests and gifts or hospitality given or received</p> <p>Councillor Raphael declared an interest in planning applications 17/01266/FUL and 17/01196/FUL.</p>	
<p>3. First Business of the Annual Meeting of the Council</p>	
<p>3.1 Election of Chairman</p> <p>Resolution 18/17 <i>Councillor Crook proposed, Councillor Hardy seconded and the Parish Council agreed that Councillor Neil Holt be elected Chairman.</i></p> <p>Councillor N. Holt signed a Declaration of Office form.</p>	
<p>3.2 Election of Vice Chairman</p> <p>Resolution 19/17 <i>The Chairman proposed, Councillor Armitage seconded and the Parish Council agreed that Councillor Crook be elected Vice Chairman.</i></p> <p>Councillor Crook signed a Declaration of Office form.</p>	
<p>3.3 Appointment of representatives for the Robert Pleydell Educational Charity, Community Council and the Village Hall Charity</p> <p>Councillor Armitage will continue as the Parish Council's representative on both the Robert Pleydell Charity and the Community Council. Councillor Raphael will remain the Parish Council's representative on the Village Hall Committee.</p> <p>In addition, Councillor Armitage will take on the responsibility of liaising with County Councillor Parsons regarding the Gloucestershire Youth Fund and Councillor Raphael will liaise with the Playground Committee.</p>	
<p>3.4 Consideration of annual subscriptions</p> <p>Resolution 20/17 <i>The Chairman proposed and the Parish Council resolved to renew the Parish Council's annual subscription for £159.90 to the Gloucestershire Association of Parish and Town Councils.</i></p>	JW
<p>4. Minutes of the meeting held on 13 March 2017</p>	
<p>Resolution 21/17 <i>The Chairman proposed and the Parish Council resolved that the minutes of the meeting held on 13 March 2017, be signed and adopted.</i></p>	
<p>5. Matters arising from the meeting held on 13 March 2017</p>	
<p>5.1 Path between Church Lane and the Village Street – Gigaclear have confirmed that all the appropriate wayleaves are in place and they are aware of the issues surrounding the Preaching Cross. The work is in the process of being completed. Councillor Crook advised that Gigaclear had not</p>	

installed a 'pot' outside the village hall. Councillor Raphael agreed to raise the matter with the Chair of the Village Hall Committee.

AR

6. Matter arising from the Annual Parish meeting

None.

7. Reports from County and District Councillors

District Councillor Fowles advised that there had been some confusion as to whether village halls were exempt from paying business rates, he explained that 20% of the tax was discretionary but CDC waived this part of the tax and therefore village halls did not have to pay anything towards business rates. He also advised that Ampney St Mary Parish Meeting was concerned over the location of one of the village entry signs on the A417. The Chairman agreed to contact Ampney St Mary Parish Meeting to discuss the matter.

NH

8. Questions from the public

None.

9. Responsibilities and roles of the Councillors

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

10. Planning matters

10.1 Decisions

758	17/01196/FUL	Coruisk	Insertion of 3 dormers at the front	CDC Permit
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10.2 Outstanding applications

Applications previously discussed but still pending with CDC:				
731	16/02860/OUT	The Old Pump House, Siddington	Erection of 18 assisted living units and associated works	
748	16/05309/FUL	Land at Backs Lane	Application for 2 semi-detached dwellings	
750	16/05249/FUL	Ampney Park	Replace 2 gates on London Rd & Church Lane (retrospectively)	
751	16/05250/LBC	Ampney Park	LBC for above	
752	17/00220/LBC	The Old Rectory	LBC for glazed link extension	
753	17/00314/FUL	The Old Rectory	Glazed link extension	
754	17/00076/OUT	Land at Siddington Park Farm	Revised scheme for Care Retirement Community (see 15/12532/OUT)	
New and revised applications:				
756	17/01266/FUL	Fernbank	Erection of 1 st floor & 2 storey rear extn & single storey extn (Amendment to 16/00140/FUL – ACPC no comment)	
757	17/01357/COMPLY	Little Oak, Hilcot End	Info only – compliance with conditions 3,4,6,7,8,9 &11	

760	17/001343/FUL	The Garden House	Single storey oak framed carport – ACPC no comment
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10.3 Tree Applications

755	17/01022/TPO	Church Path	Various – CDC permit
759	17/01380/TCONR	The Old Rectory	Various – No objection

10.4 Update on CDC's response to concerns raised by the Parish Council regarding a recent planning application

The Chairman and Councillor Hardy attended a meeting with Mr Kevin Field of the CDC Planning Department and Cllr Fowles at which they expressed their concerns at some of the content of the Officer's draft Recommendation and also that Delegated Powers to determine the application had been assumed without speaking to Cllr Fowles. These concerns were noted but not accepted by the Planning Department and no further action will be taken, other than to tighten procedures regarding Officers seeking Delegated Powers to determine future applications.

11. Highways Matters

A417 Signage - The Chairman advised that he continues to liaise with GCC regarding the purchase and installation of Vehicle Activated Signs (VAS). Despite award of a grant from the Police & Crime Commissioner's Office, through the Police Commissioner's Fund to pay for the signs, the problem lies with the operational protocol from GCC which the Parish Council is required to agree to, which not only limits the use of the VAS but also would impose additional administrative obligations on the Parish Council. For this reason the Chairman suggested that the Parish Council should take no further action for the time being but advise Martin Surl, the Police & Crime Commissioner of the situation. It was agreed that this should initially be on an informal basis and David Vessey agreed to contact the other local Neighbourhood Watch representative with the view of inviting Martin Surl to the next Neighbourhood Watch meeting.

NH

Kerb erosion on Village Street – The Chairman asked whether the Parish Council should proceed with this initiative. A discussion followed and it was agreed that since funds had been allocated for the project in the budget, the Chairman would contact Richard Gray at GCC and apply for the Community Offer funding. The Parish Council would review the situation once a response had been received from GCC.

12. Financial Matters

12.1 Formal adoption of the accounts for the year ended 31 March 2017

Resolution 22/17 *The Chairman proposed, Councillor Crook seconded 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 31 March 2017.*

12.2 Current financial position

Resolution 23/17 *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 April 2017.*

DC

The Clerk advised that the Barclays Playground account no longer receives interest. Barclays Bank agreed to credit the account with a goodwill gesture of £25.00 due to inconvenience caused plus £10 for lengthy telephone calls.

Councillor Crook agreed to investigate alternative bank accounts but the Chairman proposed that if nothing suitable could be found, the bank accounts should be consolidated and transferred to Lloyds Bank.

JW

12.3 Transfer of payments

Resolution 24/17 *The Chairman proposed and the Parish Council resolved that £200.00 be transferred from the Lloyds Treasurers Account to the Imprest Account.*

12.4 Approval of payments

Clerk's expenses (£28.19), Cottage Garden Services – April cut (£326.16), Judy Smith – Internal audit (£40.00)

Payments prior to the meeting were: Cottage Garden Services – March cut (£103.63 inc. vat) and Fairford PCC – The Ampney Times printing costs for October 2016 to March 2017 (£118.85)

JW

Resolution 25/17 *The Chairman proposed and the Parish Council resolved that the above amounts, totalling £616.83, be approved and paid, including retrospective approval of payments made prior to meeting*

12.5 Allocation of reserves

Resolution 26/17 *The Chairman proposed and the Council resolved that the reserves (for the year ending 31 March 2017) as shown on p.1438 of the minutes be adopted.*

12.6 Audit for the year ended 31 March 2017

The internal audit has been completed and page 5 of the Annual Return signed by the internal auditor, Mrs Judy Smith. The accounts were in good order.

Resolution 27/17 *The Chairman proposed and the Council resolved that Section 1 of the Annual Return for the year ended 31 March 2017 - Annual governance statement 2016/17, as required by the external auditors, be agreed and signed.*

Resolution 28/17 *The Chairman proposed and the Council resolved that Section 2 of the Annual Return for the year ended 31 March 2017 – Accounting statements 2016/17 for Ampney Crucis Parish Council, as required by the external auditors, be agreed and signed.*

JW

Clerk to send Annual Return and accompanying documents to Grant Thornton, the external auditors.

12.7 Clerk's pay award for 2017 -2018

In July 2017 the Parish Council agreed to the NALC pay award for 2017-18, this increases the Clerk's salary from £10.632 per hour to £10.739 per hour (ie from £391.61 to £395.55 per month) from 1st April 2017.

Resolution 29/17 *In accordance with Resolution 34/16 page 1389 of the minutes, the Chairman proposed and the Council resolved to:*

JW

- *Increase the Clerk's salary (Spinal column 22) to £395.55 per month as per the NALC pay award for 2017/18.*
- *Pay the Clerk £3.49 back pay for April 2017 and as from 1st June 2017 the Clerk will be paid £395.55 per month.*

13. Burial Ground

13.1 Lych Gate - no further action at present.

TW/NH/AR

13.2 Councillor Williams has advised that he will ask for volunteers via the Village Network to assist with the remaining extension work. The Chairman and Councillors Raphael and Williams will meet to discuss what needs doing and also to begin to think about the layout of the burial plots.

JW

13.3 The Council agreed to review the fees and conditions at the next meeting. The Clerk agreed to provide the Chairman with a copy of the Burial Ground map so that an electronic copy can be made. Councillor Armitage agreed to be the point of contact for the Burial Ground when the Clerk is away.

JW

14. Village Update

14.1 Playground

The Clerk agreed to send Councillor Raphael a copy of the 2016 playground inspection.

JW

14.2 Ampney Times

The reserves at 31st March 2017 are £590.31.

14.3 Footpaths

Councillor Hardy reported that Crucis Park Farm had completed the spraying of their footpaths and he was in the process of liaising with the agent regarding the field containing ragwort off Butchers Arms Lane.

14.4 Preaching Cross

The Chairman advised that the TPO applications have been permitted by CDC and details of the work need to be discussed at the July meeting.

14.5 Village Fete

Councillor Armitage reported that preparations for the fete were underway.

15. Correspondence received

15.1 Email from Fairford Town Council regarding flooding and drainage issues. Noted by the Council.

16. Matters outstanding**17. Date, time and place of Annual Meeting**

Monday 10 July at 7.15 pm in the village hall.

The meeting closed at 10.00 pm.

DH