

AMPNEY CRUCIS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 5 MARCH 2018 IN THE VILLAGE HALL, AMPNEY CRUCIS.

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

Presiding: Councillor Neil Holt

Clerk: Jayne Webster

Also present: Janet Campbell and District Councillor David Fowles

1. Apologies for absence

None.

2. Declaration of interests and gifts or hospitality given or received

None.

3. Minutes of the meeting held on 8 January 2018

Resolution 06/18 *The Chairman proposed and the Parish Council resolved that the minutes of the meeting held on 8 January 2018, be signed and adopted.*

4. Matters arising from the meeting held on 8 January 2018

4.1 The Chairman reported that the tree works at the Praying Cross have been completed.

4.2 The Chairman reported that the first monitoring form had been submitted to the Police Commissioner's Office advising of progress regarding the installation of the mobile signs.

5. Reports from County and District Councillors

District Councillor Fowles reported that the Chesterton Development had been approved by CDC and there would be approximately 120 houses built each year. CDC will now start to engage with community groups within the town to reach the best outcomes for Cirencester. He also reported that CDC are negotiating with Cirencester Rugby Club to provide 150 car parking spaces at the club for drivers with a season car parking ticket. In addition, the approved scheme for the Brewery Development needs to be altered to reflect the changing retail market.

Councillor Fowles advised that he was still trying to obtain accurate figures for houses already built or for which outline or specific planning permissions are current since the start of the target period in the Cotswold District.

6. Questions from the public

None.

7. Planning matters

7.1 Decisions

778	18/00133/FUL	The Russetts	Single & double storey extension to dwelling, external alterations & rendered completely	CDC Permit
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7.2 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
754	17/00076/OUT	Land at Siddington Park Farm	New details for Care Community – ACPC sent copy of original comments
773	17/04895/FUL	Ampney House	Remodelling of existing outbuildings & erection of 3 carport – ACPC no comment

DF

775	17/05092/FUL	Grain Dryer & Storage at Backs Lane	Demolition of 2 agricultural buildings & construction of 3 dwellings – ACPC objected
New and revised applications:			

Planning application 18/00133/FUL - Councillor Crook highlighted that there was a design change submitted after the consultation period had ended. The Chairman agreed to clarify the situation with CDC regarding the process to be followed by them for further consultation.

NH

Planning application 17/05092/FUL – Councillors Crook, Hardy and District Councillor Fowles met with the Case Officer, Andrew Moody, on site to discuss the Parish Council’s concerns. There was no positive outcome from the meeting and he offered no help in resolving the Council’s concerns regarding highway’s issues.

The Chairman advised that he had attempted to arrange a site meeting with GCC Highways Department and at this moment in time did not know whether anyone from Highways had visited the site.

Councillor Fowles advised that he had forwarded the Parish Council’s objection letter to Robin Hughes, Chair of the Planning Committee. The Chairman reported that he had met Mr Hughes on site with Cllr Fowles and they had also looked at other recent developments in the village. The Council can now only wait for the recommendation of CDC’s Case Officer regarding the application.

The Chairman reported that the car port component of planning application 17/04895/FUL might be withdrawn.

DF

Construction of the solar farm development in Preston is due to start in April 2018. One resident, who had an agreement with the original developer regarding additional screening was experiencing difficulties with the new developer. Councillor Fowles was involved and was hoping to set up a community meeting with the new developer.

7.3 Tree Applications

769	17/04441/TCONR	The Old Post House	Reduce height of 1 Beech tree – CDC no objection
772	17/04969/TCONR	Crown of Crucis	Fell Maple tree – CDC no objection
774	17/05213/TCONR	Malt House	Reduce Cedar and fell Conifer – CDC no objection
776	18/00047/TCONR	Mill Cottage	Reduce Willow – CDC no objection
777	18/00049/TCONR	The Old Post House	Reduce Yew – CDC no objection
779	18/00179/TCONR	The Paddock	Fell Cypress & Ash – CDC no objection

7.4 CDC Planning Department

The Chairman reported on the meeting he had had with Robin Hughes, Chairman of the Planning Committee at which Cllr Fowles was also present. Philippa Lowe, Head of Planning had been given the opportunity to attend but did not.

They discussed the process by which planning application 17/03018/OPAN had been permitted by CDC, without allowing the Parish Council an opportunity to comment, but nothing was resolved. Councillor Fowles has advised that the Parish Council should approach senior portfolio members of CDC.

NH

The Chairman agreed to keep in touch with Councillor Fowles and assess whether it would be beneficial to go down this route.

7.5 Update on the development of a Neighbourhood Plan

Councillor Crook advised that he would draft a question for the Planning Committee meeting due to meet in April.

DC

7.6 To review and comment on planning response procedures

The Clerk advised that there is still an issue with the active consultations box, on the CDC planning portal, which shows all applications and not just those associated with Ampney Crucis. Following Councillor Fowles's intervention CDC has acknowledged that they have been able to replicate the problem but due to lack of resources will not be able to resolve the problem in the short term.

8. Highways Matters

8.1 A417 Signage – The Chairman reported that the installation of the posts for the mobile vehicle activated signs which should have been completed in January, was now programmed for completion this week. Delivery of the new mobile signs has been postponed until the posts are in place so that none of the warranty period is wasted.

8.2 Kerb erosion on Village Street – The Chairman confirmed that GCC have postponed the restoration work originally scheduled for the February half term week, and have reprogrammed the work for completion during the Easter Holiday. The Chairman has updated local residents and will write a piece for The Ampney Times.

NH

8.3 Provision of grit bins and damage to grass verges

The Chairman met with Richard Gray and identified 5 possible sites: Dudley Corner, Pig Lane, School Lane, the Donkey Field and Hunts Hill. Richard Gray will only allow 1 or 2 bins. The Chairman will continue to liaise with GCC.

9. Financial Matters

9.1 Current financial position

Resolution 07/18 *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 26 February 2018.*

The Clerk advised that The Ampney Times Production team had requested that the Parish Council's bank account details are given to prospective advertisers. Currently, the production team transfer the payment to the Parish Council's account. It was agreed to continue with this system so that payments could be monitored more easily.

JW

Councillor Oosthuizen to complete a Lloyds bank form to add her signatory to the Treasurer's Bank Account.

TO

The Clerk reported that the GAPTC annual subscription was due before 31 April 2018. The Council agreed that the Clerk should pay the subscription after 1st April from the Imprest Account.

JW

The Clerk reported that the new Parish Council computer had been added to the Assets Register.

Resolution 08/18 *The Chairman proposed and the Council agreed that the Assets Register as shown on page 1506 of the minutes be adopted.*

JW

9.2 Transfer of payments

Resolution 09/18 *The Chairman proposed and the Parish Council resolved that £100 be transferred from the Treasurers Account to the Imprest Account.*

9.3 Approval of payments

J Webster – reimburse cost of laptop, software, DVD drive and mobile mouse (£609.95), J Webster – Clerk's expenses (£78.94) and Neil Holt – reimbursement of printing and stationery expenses (£26.44)

Payment made prior to the meeting was: Cottage Garden Services – clear snow & wind damaged branches in Burial Ground (£60.00 including vat).

Resolution 10/18 *The Chairman proposed and the Parish Council resolved that the above amounts, totalling £775.33, be approved and paid, including retrospective approval of payments made prior to meeting.*

9.4 To review the scope and effectiveness of the internal audit

Scope of internal audit and requirements of the internal auditor

The council needs to agree that the scope to be advised to, and coverage of the work to be carried out by the internal auditor will be in accordance with proper practices guidance.

That guidance suggests that the following items should be covered within the internal audit.

The council should be mindful that the internal auditor is required to carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the relevant financial year.

Internal Control	Suggested testing	Test Met?
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? 	Yes/No Yes/No Yes/No
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, duly authorised and minuted? Has VAT on payments been identified, recorded and reclaimed? Is S 137 expenditure separately recorded and within statutory limits? 	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
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? 	Yes/No Yes/No Yes/No
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? 	Yes/No Yes/No Yes/No
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? 	Yes/No Yes/No Yes/No
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? 	Yes/No Yes/No Yes/No Yes/No
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? 	Yes/No Yes/No Yes/No
Assets controls	<ul style="list-style-type: none"> Does the council maintain a register of all material assets owned or in its care? 	Yes/No

	<ul style="list-style-type: none"> • Are the assets and Investments registers up to date? • Do asset insurance valuations agree with those in the asset register? 	Yes/No Yes/No
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? 	Yes/No Yes/No Yes/No Yes/No
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared on the correct accounting basis (Receipts & Payments or Income & 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? 	Yes/No Yes/No Yes/No Yes/No

Pre-requisites for Council appointment of the internal auditor

Pre-requisite	Required testing	Test Met?
Independence	<ul style="list-style-type: none"> • The internal auditor should be allowed direct access to the Council, through the Chairman when thought necessary by the auditor. 	Yes
	<ul style="list-style-type: none"> • The internal auditor should have no other role within the Council. 	Yes
	<ul style="list-style-type: none"> • The internal auditor's report should be made in his/her own name and addressed to the Council. 	Yes
Competence	<ul style="list-style-type: none"> • The Council is satisfied that the internal auditor is competent to carry out the work 	Yes

Responsibilities of the Parish Council

The Parish Council is responsible for agreeing and ensuring compliance with the following:

Responsibility	Requirement	Test Met?
Relationships	<ul style="list-style-type: none"> • 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. 	Yes
	<ul style="list-style-type: none"> • Councillors are clear on their responsibilities of the 'protection of the public purse' and ensuring controls within the internal audit framework. 	Yes
	<ul style="list-style-type: none"> • The Council has a duty to draft and consider an annual internal audit plan 	Yes
Audit planning and reporting	<ul style="list-style-type: none"> • There should be an annual audit plan. The audit plan should refer to the processes the Council follows to ensure clear and accountable procedure. 	Yes
	<ul style="list-style-type: none"> • The Council should approve the plan. 	Yes

Further details to be considered in relation to the audit plan are shown below.

Process to be reviewed	Current position	Action required
Agreement of financial activity at each meeting	Resolutions passed at each meeting	None
Agreement of bank	Resolution passed at each meeting	None

reconciliation		
Budget and precept process	Raised in November, agreed at Jan. meeting	None
Standing orders	Last agreed on 13 July 2015 See minutes, page 1302 – 04	None
Financial regulations	Last agreed on 13 July 2015 See minutes, page 1296- 1300.	None
Risk assessment	Last agreed on 13 Nov 2017 See minutes page 1484 – 88.	Reviewed annually
Assets register	Last agreed on 5 March 2018. See minutes page 1506.	Reviewed annually
Burial fees and conditions	Last agreed in July 2017. See mins p.1470	None

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

Resolution 11/18 *The Chairman proposed and the Council resolved that the audit plan, as shown above in Section 9.4, be adopted.*

Resolution 12/18 *The Chairman proposed and the Council resolved that all five standards of the internal audit review process have been completed. By this process the effectiveness of the internal audit has been reviewed.*

9.5 To note letter of appointment to internal auditor

Clerk to send letter of appointment to Mrs Judy Smith.

10. Burial Ground

10.1 Lych Gate – exterior: The Chairman reported that he has not contacted D A Cook, but plans to do so in the next couple of months when they are doing work at the church, in order to gain a better understanding of the work and costs involved in refurbishment of the exterior woodwork.

Lych Gate – interior: The Chairman advised that the GCC Archives Department would sort through correspondence to ascertain its value and archive where appropriate. Clerk to go through papers.

10.2 Update of Burial Ground extension works.

Councillor Raphael obtained two quotes for rebuilding the stone walls either side of the cut through to the extension.

Resolution 13/18 *After review of bids received, the Chairman proposed and the Council agreed to employ Mike Harris to build the walls either side of the cut through to the extension in the Ampney Crucis Burial Ground with blocks and dry stone and topped with concrete for an agreed cost of £3050 plus Vat.*

In addition, with regard to the layout of the new extension the burial plots will all face east with the first plot in the south east corner. The first ten plots have been reserved for the Kingsley family. The ashes plots will be situated on the west side of the extension, the position of the first ashes plot has yet to be finalised.

Resolution 14/18 *The Chairman proposed and the Council to waive the burial fees in respect of the forthcoming Kingsley family burial and for the foreseeable future, however, this decision could be reassessed by future Parish Councils.*

10.3 Borders at the entrance. The Chairman advised that a planting scheme had been drawn up by two villagers. The Council agreed that the planting would be carried out by members of the Council with Councillor Williams Councillor taking the lead.

Resolution 15/18 *The Chairman proposed and the Council agreed to the following planting scheme for the two borders at the entrance of Ampney Crucis Burial Ground is as follows: Viburnum Tinus Eve x 2, Ribes Sanguineum White Icicles x 1, Philadelphus Belle Etoile x 1, Sarococca Confuse x 2 and Cotonester Microphyllia x 2. £150 has allocated from the 2018 -19 Ampney Crucis Parish Council for the purchase of the shrubs.*

JW

JW

AR

TW/NH

11. Village Update

11.1 Playground

Councillor Armitage advised that the Playground Committee were fundraising for the funds so that the concrete could be removed. They plan to organise a working party in the summer to carry out the necessary repairs.

11.2 Ampney Times

The total reserves at 26th February 2018 are £894.75.

11.3 Footpaths

Councillor Hardy had nothing to report.

11.4 Update on provision of new notice board at the entrance to the Cricket Ground.

Councillor Crook advised this would be carried forward to the next meeting.

11.5 To note date of Village Clear Up

The village clear up will take place on Saturday 17th March.

12. Correspondence received

- 12.1 Email from SWAST regarding the monitoring of the village defibrillators. The Chairman has replied and confirmed that the necessary weekly and monthly checks are being completed.
- 12.2 Email from Job Centre Near You regarding advertising their website on the village website. The Council agreed that this was a good idea, Clerk to arrange.
- 12.3 Email from RAF Fairford inviting Councillors to attend the annual briefing session for the Air Tattoo. The Clerk has confirmed that Councillor Crook will attend.
- 12.4 Email from GAPTC regarding the forthcoming General Data Protection Regulations. GAPTC are advising Councils not to sign up with any providers who are offering outsourcing services for Data Protection Officers until the situation has been clarified and GAPTC hear from NALC whether they decide to set up a sector specific service. This was noted by the Council.

JW

13. Matters outstanding

Councillor Williams advised that a bench at The Pound was damaged and needing repair.

Councillor Fowles advised that there was still funds available under the Youth Opportunity Scheme.

Councillor Armitage advised that the Playground Committee was not in a position to apply for funding.

Councillor Williams advised that one of the street lights at The Pleydells was not working, he will report to GCC Highways.

The Chairman advised that he will talk to residents near The Pound regarding the grass verge. If the Parish Council were to restore the damaged verge, assurances would be needed that every effort would be made to avoid future damage to the grass verge.

TW

NH

14. Date, time and place of Annual Meetings

Monday 14 May 2018 in the village hall at 7.00pm

The meeting closed at 9.30 pm.