

AMPNEY CRUCIS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY 14 MAY 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: One villager (part of meeting) and District Councillor David Fowles (part of meeting)

1. Apologies for absence

None.

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

None.

3. First business of the Annual Meeting of the Council

3.1 Election of Chair

Resolution 16/18 *Councillor Armitage proposed, Councillor Williams seconded and the Parish Council agreed that Councillor Neil Holt be elected Chairman.*

3.2 Election of the Vice Chair

Resolution 17/18 *The Chairman proposed, Councillor Hardy seconded and the Parish Council agreed that Councillor Doug Crook be elected Vice-Chairman.*

Both Councillors signed their Declaration of Office forms.

3.3 Appointment of representatives for Village organisations

Councillor Armitage will continue as the Parish Council's representative on both the Robert Pleydell Charity and the Community Council, in addition, she will also liaise with the Playground Committee and continue as Snow Warden. Councillor Raphael will remain the Parish Council's representative on the Village Hall Committee.

3.4 Consideration of annual subscriptions

At the March meeting (Minute 9.1, page 1500) the Parish Council agreed that the Clerk should pay the annual subscription to the Gloucestershire Association of Parish and Town Councils after the 1st April 2018 as the subscription was due before the May meeting.

Resolution 18/18 *The Chairman proposed and the Parish Council agreed retrospectively to renew the Parish Council's annual subscription for £162.45 to the Gloucestershire Association of Parish and Town Councils.*

4. Minutes of the meeting held on 5 March 2018

Resolution 19/18 *The Chairman proposed and the Parish Council resolved that the minutes of the meeting held on 5 March 2018, be signed and adopted. The payment made prior to the meeting referred to in item 9.3 should have been for Cottage Garden Services for £60 (including VAT). Total payments approved at the meeting were therefore £775.33.*

5. Matters arising from the meeting held on 5 March 2018

5.1 The Chairman advised that the completed Quarter 4 Monitoring Form, detailing progress of the provision of vehicle activated signs, required by the Police and Crime Commissioner's office had been submitted.

5.2 The Chairman reported that details of the Job Centre Near You website had been added to the village website.

5.3 The Chairman confirmed that Councillor Oosthuizen's details had been added to the Lloyds Bank Treasurers account.

JW

6. Matters arising from the Annual Parish Meeting

None.

7. Reports from County and District Councillors

District Councillor Fowles reported that CDC hope to have the Local Plan in place very soon and there had been very few comments from the Planning Inspectorate. Once in place the next stage is to develop a Strategic Master Plan for Cirencester and there has been discussion regarding appointing an external independent Chair.

With regard to planning applications, Cllr Fowles advised that no decision had been made regarding the Backs Lane site. Planning application 18/00526/FUL had been heard before the Planning Committee and permitted, 14 members were in favour and 1 member was against.

Cllr Fowles advised that he had been in communication with a villager regarding the permitted application at The Old Mortar Mill and had spoken to Kevin Fields, the Planning Officer, on 19 March 2018 and was seeing him later this week. He also noted that there is a potential development site at the Police Station and Magistrates Courts.

The Chairman asked whether the Planning Committee was truly representative, with the right balance between North and South Cotswold members. Cllr Fowles agreed to clarify. In addition, the Chairman advised he had written to Kevin Field regarding the review of the Scheme of Delegation which still has no provision for ensuring that the Ward Member has been advised of a particular planning application.

Cllr Fowles ended by thanking the Parish Council for their contribution.

8. Questions from the public

None.

9. Responsibilities 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

784	18/00531/LBC	Kates Cottage	Replacement of 2 external doors	CDC Permit
780	18/00526/FUL	Hunters Lodge	Second storey extension & associated alterations	CDC permit
782	18/00669/FUL	Crucis Park Farm	Installation of composting toilet	CDC permit

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
754	17/00076/OUT	Land at Siddington Park Farm	New details for Care Community – ACPC sent copy of original comments
New and revised applications:			
787	18/01372/FUL	Park Corner Cottage	Proposed rebuilding of wall

Planning application 18/01372/FUL – The Parish Council agreed ‘no comment’ should made.

10.3 Tree Applications

781	18/00926/TCONR	Ampney House	Prune Ash x 2 and reduce Yew hedge – CDC no objection
783	18/01012/TCONR	The Old Rectory	Reduce holly, fell Beech x 2 and reduce Yew – CDC no objection

785	18/01187/TCONR	Park Corner Cottage	Reduce Conifer by 30% – CDC no objection
786	18/01498/TCONR	Park Corner Cottage	Reduce row of Beech trees by 30% – CDC no objection

10.4 CDC Planning Department

Councillors Fowles advised there was still no progress regarding the Parish Council's concerns over inconsistent application of the planning process and would continue to pursue.

DF

10.5 Update on the development of a Neighbourhood Plan

Councillor Crook advised that a plan was more about protecting and preserving the village and that he and the Chairman were due to attend a Neighbourhood Plan workshop in June. A decision on how to proceed would be made at the next meeting, once more information from the workshop was available.

DC

10.6 Update on Enforcement Training

Councillors Crook and Oosthuizen attended the training session given by CDC. Cllr Oosthuizen advised that it was well presented and Cllr Crook explained that the process was very subjective and there were only 2 or 3 officers for the whole of the Cotswold and West Oxfordshire Districts.

11. Highways Matters

11.1 A417 Signage – The Chairman reported that the signs have been installed and it was now necessary to gain as much information as possible.

11.2 Kerb erosion on Village Street – The Chairman confirmed that GCC had installed the granite setts but there was still some back filling and re-seeding which needed to be completed.

In addition, he had met with Richard Gray, from GCC, regarding The Pound. Richard Gray proposed installing a double row of setts and smoothing off the corner on the Village Street to make the junction slightly wider. Mr Gray will put together a scheme and price for the Council's consideration.

11.3 Provision of grit bins and damage to grass verges

The Chairman advised that the Parish Council would purchase at least one grit bin during the coming year.

Councillor Crook advised that the MOD had agreed to reinstate the grass verge at the Donkey Field which had been damaged by their personnel. In addition, the Chairman advised that Scottish and Southern Electric were due to reinstate verges around the village last week and he would follow up.

The Parish Council agreed that the grass verge at the end of Allotment Lane should come under the grass cutting contract. Councillor Williams agreed to provide a price for consideration at the next meeting.

TW

12. Financial Matters

12.1 Formal adoption of the accounts for the year ending 31st March 2018

Resolution 20/18 *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 31 March 2018*

12.2 Current financial position

Resolution 21/18 *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 28 April 2018.*

12.3 Transfer of payments

Resolution 22/18 *The Chairman proposed and the Parish Council resolved that £400 be transferred from the Treasurers Account to the Imprest Account.*

12.4 Approval of payments

Cottage Garden Services – April cut (£326.56 including vat), Judy Smith – internal audit (£40.00), Mrs Mel Tanner – plants for the Burial Ground entrance borders (£76.44) and Neil Holt – padlocks for the Vehicle Activated Signs (£35.98)

Payment made prior to the meeting were: Westcotec – supply of 2 vehicle activated signs (£7140.00 including vat), Michael Harris – building of a dry stone wall in the Burial Ground (£3050.00) and Cottage Garden Services – March cut (£131.28 including vat)

Resolution 23/18 *The Chairman proposed and the Parish Council resolved that the above amounts, totalling £10,800.26, be approved and paid, including retrospective approval of payments made prior to meeting.*

JW

12.5 To agree allocation of reserves

The Clerk advised that the underspend from the 2017 – 18 budget was £6044.98, which has been allocated to the appropriate funds. In addition, there was an underspend, from the GAPTC grant for the Parish Council computer, of £33.21 which has been allocated to a new computer fund.

Resolution 24/18 *The Chairman proposed and the Parish Council resolved that the reserves as shown on page 1510 of the minutes be adopted.*

12.6 To approve the Annual Governance and Accountability Return (AGAR) 2017/18 Part 3

The internal audit has been completed by Mrs Judy Smith. The accounts were in good order.

Resolution 25/18 *The Chairman proposed and the Parish Council resolved that Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return Part 3 as required by the external auditors be approved and signed.*

Resolution 26/18 *The Chairman proposed and the Parish Council resolved that Section 2 – Accounting Statements 2017/18 of the Annual Governance and Accountability Return Part 3 as required by the external auditors be approved and signed.*

Clerk to send Annual Return and accompanying documents to PKF Littlejohn, the external auditors.

JW

12.7 To approve Clerk's pay award for 2018-19

The Chairman advised that new NALC pay scales had been agreed for 2018 – 19 which were effective from 1st April 2018. The Clerk's hourly rate has increased from £10.739 to £10.953, which would increase the monthly salary from £395.55 to £403.43.

Resolution 27/18 *The Chairman proposed and the Council resolved to:*

- *Increase the Clerk's salary (Spinal column 22) to £403.43 per month as per the NALC pay award for 2018 -19.*
- *Pay the Clerk £7.88 back pay for April 2018 and as from 1st June 2018 the Clerk will be paid £403.43 per month.*

JW

13. Burial Ground

13.1 Lych Gate – exterior: The Chairman advised he would ask D A Cook for a quote and a couple of other companies.

NH

Lych Gate – interior: The Clerk advised that she had old correspondence and papers, for the GCC Archives Department and now needed to sort through the filing cabinet in the Lych Gate.

JW/NH

13.2 Update of Burial Ground extension works.

Councillor Raphael confirmed that the first ashes plot would be situated in the south west corner of the new extension.

Councillor Williams confirmed that he would seed the path between the new dry stone walls.

TW

13.3 Borders at the entrance. The Chairman advised that the entrance borders would be planted up in the next few weeks.

NH/TW

14. Village Update

14.1 Playground

Councillor Armitage advised that the Playground Committee were dealing with the ongoing repairs. However, the safety sign needed replacing. The Parish Council agreed that the Playground Committee should submit details including costs of a replacement, for consideration at the next meeting.

14.2 Ampney Times

The total reserves at 31st March 2018 are £894.75.

14.3 Footpaths

Councillor Hardy reported that he had spoken to Crucis Park Farm and all footpaths had been marked. In addition, Chris Huck had confirmed that the hedge along Riding Lane would be cut back on an annually basis.

Councillor Crook mentioned overhanging branches along Riding Lane and Councillor Raphael agreed to establish ownership of the land.

AR

14.4 Update on Village Fete

Councillor Armitage confirmed that she would be standing down from organising the fete and had submitted a piece for The Ampney Times asking for volunteers.

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

Councillor Crook advised he had looked at some notice boards. The Council agreed that the notice board should be wooden with one lockable side. Cllr Crook to investigate further. Cllr Williams advised that he had spoken to the Cricket Club and they were happy for the notice board to be installed just by the entrance.

DC

14.6 Update on new notice board in the Burial Ground

The Chairman advised that the notice board, made by Mr Harold Stevens in memory of Mr Gerald Gaden had been erected. He will write a note of thanks to Mr Harold Stevens. The Parish Council agreed to cover the cost of the brass plate.

NH

14.7 To note date of Village Clear Up

The Chairman advised that the village clear up had been very successful and thanked everyone for giving up their time. He advised that the village had been selected for consideration for an award and he was due to meet a representative from CDC.

15. Adoption of the new 2018 NALC Model Standing Orders

Resolution 28/18 *The Chairman proposed and the Parish Council unanimously resolved to adopt the Standing Orders shown on pages 1512 -1519 of the minutes which include the new mandatory 2018 Standing Orders issued by NALC.*

16. To note new General Data Protection Regulations

The Chairman advised that these would be reviewed at the next meeting. He explained that the advice from GAPTC is that Parish Council should continue to identify and address emerging privacy and security risks. They advise it may be prudent to have a general privacy Notice and document retention policy. The Clerk will circulate details to all Councillors prior to the July meeting.

JW

17. Correspondence received

17.1 Email from A417 Noise Action Group (circulated in March) requesting Parish Council's response to GCC consultation on the proposed A417 missing link. The Chairman filed a response with GCC on behalf of the Parish Council.

18. Matters outstanding

None.

19. Date, time and place of next meetings

Monday 9 July 2018 in the village hall at 7.15pm

The meeting closed at 9.51 pm.