

AMPNEY CRUCIS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 14 MARCH 2019 IN THE VILLAGE HALL, AMPNEY CRUCIS.

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

Presiding: Councillor Neil Holt

Clerk: Jayne Webster

Also present: Two members of the public (part of the meeting) and District Councillor David Fowles

1. Apologies for absence

County Councillor Parsons and Councillor Oosthuizen

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

None.

3. Minutes of the meeting held on 10 January 2019

Resolution 07/19 *The Chairman proposed and the Parish Council resolved that the minutes of the meeting held on 10 January 2019, be signed and adopted.*

4. Matters arising from the meeting held on 10 January 2019

All matters arising are covered later in the minutes.

5. Report from County & District Councillors

There was no report from County Councillor Parsons.

District Councillor Fowles reported that CDC have overturned their decision to stop the green waste collection during the winter months. There will be no change to the green waste service until November 2019. Green waste bins will continue to be collected on a weekly basis until CDC introduce a new fleet of vehicles later this year, at which point green waste will be collected fortnightly through the winter months. Food waste will continue to be collected on a weekly basis and once the new vehicles are operational larger food caddies will be distributed to residents but food waste will no longer be allowed to be placed in the green waste bin. Each green waste licence will remain at £30 per year.

Councillor Fowles also reported that this year's Council Tax would increase; the Police proportion by 10%, GCC by 4.99% and CDC by 2%. CDC have also decided to demolish the Old Memorial Hospital building and as an interim measure a temporary decked car park will be installed.

Finally, Councillor Fowles thanked the members of the Parish Council for their input and commitment over the last 4 years.

Councillor Crook asked why Parish Councils were not consulted on "non-material changes" for permitted developments. Councillor Fowles agreed to pass on his comments to the Planning Department.

6. Questions from the public

One villager asked about Neighbourhood Development Plans and the Chairman gave a brief resume.

She also asked about the lack of parking at the school. The Chairman advised this was an ongoing problem, not just for parents but also for village residents. He stressed that parents on "the school run" should be encouraged to park responsibly and if necessary, be prepared to use the CDC owned car park at the end of Durncourt Cottages or to park and walk a little further to and from the school, for further down the Village Street towards the Burial Ground.

The Chairman also asked that parents on "the school run" should demonstrate respect for other users of the Village Street and drive at speeds appropriate to narrow lanes, often without footpaths and also, not to park in such a way that emergency vehicles or buses are hindered.

7. Planning matters

7.1 Decisions

808	18/03985/CLEUD	Garage Flat. Wiggold Farm	Conversion of garage to cottage and occupation of the building as an independent dwelling	CDC permit
809	18/03882/FUL	Sheephouse Farm	Erection of aluminium greenhouse against existing potting shed	CDC permit
810	18/03883/LBC	Sheephouse Farm	LBC for 18/03882/FUL	CDC permit
812	18/04154/FUL	Stone Gables	Erection of conservatory & formation of door in porch	CDC permit
813	18/04155/LBC	Stone Gables	LBC for 18/04154/FUL	CDC permit
814	18/04759/LBC	Sheephouse Farm	Removal of internal wall & creation of an opening	CDC permit
816	18/04568/LBC	Sheephouse Farm	Internal works, a new external door & the addition of roof lights	CDC permit

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
New and revised applications:			
815	18/04770/FUL	Back Lane, Ampney Crucis	Demolition of Grain Dryer & construction of three new dwellings. ACPC objected
817	19/0005/CWMAJM	Crucis Park Farm Quarry	Variation to conditions relating to application 12/0631/CWMAJM

Planning application 18/04770/FUL – The Chairman advised that a letter of objection had been submitted to CDC outlining the Parish Council's concerns that the revised plans did not address the initial traffic concerns which had been shared by the Chair of the Planning Committee on a previous site visit.

Planning application 19/0005/CWMAJM - Councillor Crook advised that he was liaising with the County Officer regarding the breach of conditions.

7.3 Tree Applications

802	18/03376/TCONR	Cumberland House	Reduce Mulberry & Beech. Remove Oak & Damson – CDC no objection
805	18/03917/TCONR	Ash House Bungalow	Various tree works – CDC no objection
806	18/04009/TCONR	Holy Rood	Reduce Yew by 3 metres –

		Church	CDC no objection
807	18/04058/TCONR	The Old Rectory	Fell Ash tree – CDC no objection
811	18/04465/TCONR	Ampney House	Reduce height of Weeping Willow – CDC no objection
818	19/00461/TCONR	1 Lakes Cottages	Reduce stemmed Goat Willow to 12 ft - CDC no objection
819	19/00515/TCONR	Ampney House	Dismantle declining Walnut – ACPC no objection
820	19/00798/TCONR	The Old Farm	Fell Maple, Hawthorn & Leylandii. Reduce group of Chestnut trees by 25% - ACPC no objection

7.4 CDC Planning Department

Councillor Fowles advised that the matter was still in the hands of Mr Tony Berry, Leader of CDC, but he would urge members of CDC to visit completed planning projects to assess the impact on the neighbouring community.

The Chairman agreed to contact Mr Tony Berry and would include a number of finished sites and details of their impact on the village in his communication.

NH

7.5 To note response from village regarding the development of a Neighbourhood Development Plan (NDP)

The Chairman advised that he had not received any responses to his piece published in The Ampney Times. Councillor Crook was keen to pursue the matter and the Chairman agreed to write a further piece for the newsletter. In addition, the matter would be added to the agenda for the Annual Parish Meeting in May.

NH

8. Highways Matters

8.1 A417 Signage – The Chairman reported that data continued to be collected and there was probably nearly enough to undertake a significant analysis.

8.2 Installation of stone setts around The Pound – The Chairman confirmed that the work had been done by GCC. However, the completed work did not meet the Parish Council's original expectations in that a double height of stone setts along the top (northern) side of The Pound had been expected. Also, Councillor Williams expressed concerns regarding the depth of topsoil abutting the setts being insufficient to sustain grass in the summer months.

NH/TW

The Chairman continues to liaise with Richard Gray, from GCC, who has agreed to address the problem of topsoil.

In addition, the Parish Council agreed that to discourage vehicles driving over The Pound, stones could be placed along the northern side of The Pound. Richard Gray has already confirmed that this is permissible so long as the stones are at least half a metre from the edge of the highway. Councillor Williams agreed to source and install the stone.

TW

8.3 Reinstatement of damaged grass verges at Donkey Field and The Pound and Butchers Arms Lane

TH White has agreed to pay for the reinstatement of the verges on the western edge of The Pound and along Butchers Arms Lane, damaged by one of their vehicles before Christmas. An invoice has been sent and payment continues to be chased.

JW

Councillor Williams advised that he had scheduled verge restoration works throughout the village, to be done in the week commencing 18th March.

TW

9. Financial Matters

9.1 Current financial position

Resolution 08/19 *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 26th February 2019.*

9.2 Transfer of payments

Resolution 09/19 *The Chairman proposed and the Parish Council resolved that £300 is transferred from the Lloyds Treasurers account to the Imprest account.*

JW

9.3 Approval of payments

J E Webster – Clerk’s expenses for January and February 2019 (£77.63) and N Holt – expenses for printer cartridges and stationery (£78.44) and J E Webster – reimbursement for renewal (04.03.2019 – 04.03.2020) of anti-virus software (£59.99).

Payments made prior to the meeting were: Fairford PCC for The Ampney Times printing costs for 3 editions (£117.24) and GAPTC – Digital Mapping course (13 Feb 2019) (£10.00).

Resolution 10/19 *The Deputy Chairman proposed and the Parish Council resolved that the above amounts, totalling £343.30, be approved and paid, including retrospective approval of payments made prior to meeting.*

JW

9.4 To review effectiveness and scope of the internal audit

Scope of internal audit and requirements of the internal auditor

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

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

The Chairman reminded the council 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 its 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 	Yes/No

	<p>VAT invoices/receipts?</p> <ul style="list-style-type: none"> • Is petty cash expenditure reported to each council meeting? • Is petty cash reimbursement carried out regularly? 	<p>Yes/No Yes/No</p>
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? 	<p>Yes/No Yes/No Yes/No</p>
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? 	<p>Yes/No Yes/No Yes/No</p>
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? 	<p>Yes/No Yes/No Yes/No</p>
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? 	<p>Yes/No Yes/No Yes/No Yes/No</p>
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? 	<p>Yes/No Yes/No Yes/No Yes/No</p>

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. • The internal auditor should have no other role within the Council. • The internal auditor's report should be made in his/her own name and addressed to the Council. 	<p>Yes/No Yes/No Yes/No</p>
Competence	<ul style="list-style-type: none"> • The Council is satisfied that the internal auditor is competent to carry out the work 	<p>Yes/No</p>

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/No
	<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/No
	<ul style="list-style-type: none"> The Council has a duty to draft and consider an annual internal audit plan 	Yes/No
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/No
	<ul style="list-style-type: none"> The Council should approve the plan 	Yes/No

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 reconciliation	Resolution passed at each meeting	None
Budget and precept process	Raised in November, agreed at Jan. meeting	None
Standing orders	Last agreed on 10 Jan 2019 See minutes pages 1564 – 81.	None
Financial regulations	Last agreed on 13 July 2015 See minutes p. 1296- 1300.	None
Risk assessment	Last agreed on 12 Nov 2018 See minutes p. 1560 -64.	Reviewed annually
Assets register	Last agreed on 12 Nov 2018. See minutes p. 1566.	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 11/19 *The Chairman proposed and the Council resolved that the audit plan, as shown above in Section 9.4, be adopted.*

Resolution 12/19 *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 letter of appointment to internal auditor

Clerk to send letter of appointment to Mrs Judy Smith

JW

10. Burial Ground

10.1 Lych Gate – exterior: The Chairman advised that his article advertising the proposed works had not appeared in The Ampney Times but he would ensure that the item goes in the next edition, as well as on the village website.

NH

Lych Gate – interior: The Clerk confirmed that the first 2 volumes of the minutes had been deposited with GCC Archives. In addition, there are now 2 boxes of documents for confidential shredding.

Resolution 13/19 *The Chairman proposed and the Council resolved that the Clerk delivers 2 boxes of documents to Printwaste, Cheltenham for confidential shredding, at a cost of £10 plus vat. The amount will be taken from the contingency fund.*

JW

10.2 Update of Burial Ground extension works

Marking out of the line of paths has been completed. Mr and Mrs Kingsley have proposed to install a bench on one side, just inside the entrance to the extension, with the back of the bench up against the stone wall. They will pay for the supply and installation of the bench. The Parish Council agreed to the proposal.

11. Village Update

11.1 Playground update

Councillor Armitage advised that the Playground Committee will send payment for the inspection. Details of the sign have not been received from the Committee yet.

11.2 Ampney Times

The total reserves at 26th February 2019 were £852.01.

11.3 Footpath update

Councillor Hardy reported that he has written to Jon Dearsley, at Savills, regarding the footpath leading from Batch Lane and the ditch behind Durncourt Cottages.

DH

11.4 To note the date for the village spring clear up

The annual village clear up will take place on Sunday 17th March. The Chairman agreed to take photos for the CDC Litter competition.

NH

Councillor Armitage has received a request from Sam Bishop who would like undertake weekly litter picks along the access routes into the village for 3 months, as part of his Bronze Duke of Edinburgh Award. The Parish Council agreed to his proposal and would complete any necessary paperwork, providing he wore a hi-vis jacket.

11.5 To agree installation of a dog waste bin

The Chairman reported that Mr and Mrs Kingsley have requested installation of a dog waste bin on the public footpath across their land just inside the gate on BAC 21 (School Lane) going eastwards.

Both the GCC Public Rights of Way Officer and the Street Cleaning Supervisor from Ubico have agreed to the location and Ubico have confirmed that they will empty the bin. Mr and Mrs Kingsley have offered to contribute 50% of the cost.

Resolution 14/19 *The Chairman proposed and the Council resolved that a green dog waste bin be purchased from CDC for £210 plus vat. Mr and Mrs Kingsley will contribute 50% of the cost. The bin will be situated along School Lane just inside the gate on BAC 21 going eastwards. The remaining amount will be taken from the Waste Bin fund.*

JW

11.6 To note installation of drainage from pond to mains drain on School Lane

The Chairman advised that Mr and Mrs Kingsley have asked if they could connect into the storm drain on School Lane opposite and slightly north of the entrance to Ford Farmhouse. The Chairman advised that this is not a matter for the Parish Council but that he has been liaising with Richard Gray at GCC in support of the resident's application. The matter is currently under GCC consideration.

11.7 To note alteration to Community Emergency Plan

The Clerk advised that Village Agents have been disbanded and the Plan has been updated accordingly. Village Agents have been replaced by various agencies including the Community Wellbeing Service co-ordinated by GRCC and Social Prescribers, who operate from GP surgeries.

JW

12. Election update

The Chairman and Councillors Armitage and Hardy advised that they would not be standing for re-election.

Councillor Raphael thanked them for their time and commitment over the past few years. The Clerk advised that the Notice of Election for both Parish and District Council elections have been posted on the village notice boards.

13. Correspondence received

13.1 Email from Fairford Air Tattoo inviting a representative from the Parish Council to attend the briefing evening. Councillor Crook agree to attend. Clerk to reply.

13.2 Email from GCC looking for new venues to host free First Aid courses. Noted by the Council.

13.3 Email from CDC regarding quarterly reminders for Councillor's Register of Members Interest. Circulated to all Councillors.

14. Matter outstanding

The Chairman reported that a villager had witnessed a driver turning right at the Ridings Lane/ Ivy Church junction on the A417 and had turned into the wrong carriageway.

The Chairman agreed to discuss options available with Richard Gray at GCC.

In addition, it was noted that the fly tipping blocking Gassons Lane had been reported to CDC by a few villagers and Councillors.

Councillor Crook reported that he had attended a Digital Mapping course and had signed up for public sector mapping, which the Parish Council may be able to use for future projects.

Councillor Crook also reported that along London Road a laurel hedge was overhanging the footpath and verge and needed to be cut back. The Clerk to write to the property owner.

15. Date, time and place of Annual Parish Meeting and following Parish Council Meeting

Thursday 9th May 2019 at 7.00 pm in the village hall.

The meeting closed at 9.20 pm.

JW

NH

JW