

## AMPNEY CRUCIS PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON THURSDAY 9 MAY 2019 IN THE VILLAGE HALL, AMPNEY CRUCIS.

Present: Councillors Benedict Eccles, Andrew Raphael, Tracy Oosthuizen and Tony Williams.

Presiding: Councillor Raphael

Clerk: Jayne Webster

Also present: 4 villagers (part of meeting) and District Councillor Spivey

#### **1. Apologies for absence**

Councillor Crook.

#### **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**

Following the uncontested election on 2 May, five positions on the Council were filled.

All Councillors present signed a Declaration of Acceptance of Office and agreed to complete a Register of Members' Interest form for CDC.

**Resolution 15/19** *Councillor Raphael proposed, Councillor Oosthuizen seconded and the Parish Council agreed that Councillor Crook be elected Chairman.*

The Parish Council gave permission for Councillor Crook to sign the Declaration of Office before the next meeting planned for 11 July 2019.

##### **3.2 Election of the Vice Chair**

**Resolution 16/19** *Councillor Oosthuizen proposed, Councillor Eccles seconded and the Parish Council agreed that Councillor Raphael be elected Vice-Chair.*

Councillor Raphael signed a Declaration of Office form for the role of Vice-Chair and took the Chair.

##### **3.3 Appointment of representatives for Village organisations**

Councillor Eccles will be the Parish Council's representative on the Robert Pleydell Charity.

Councillor Williams will liaise with the Playground Committee and Fete Committee. Councillor Raphael will remain the Parish Council's representative on the Village Hall Committee. The role of Snow Warden will be discussed at the next meeting.

##### **3.4 Consideration of annual subscriptions**

**Resolution 17/19** *The Vice-Chairman proposed and the Parish Council agreed to renew the Parish Council's annual subscription for £170.57 to the Gloucestershire Association of Parish and Town Councils.*

JW

##### **3.5 To discuss the process of co-option to fill vacancies on the Council**

Currently there are two vacancies on the Parish Council. Although there is no legally-prescribed process to deal with all aspects of a co-option, CDC suggest that the vacancies are advertised, and that a reasonable period of time is given for people to register their interest in being co-opted. The Council agreed that the submission of written statements from interested persons should be requested. Councillor Crook has written a piece for The Ampney Times and the Clerk agreed to post a notice on the village notice boards, website and Village Network.

DC  
JW

#### 4. Minutes of the meeting held on 14 March 2019

**Resolution 18/19** *The Vice-Chairman proposed and the Parish Council resolved that the minutes of the meeting held on 14 March 2019, be signed and adopted.*

#### 5. Matters arising from the meeting held on 14 March 2019

**5.1 A417/Ridings Lane junction** – After an incident of a driver turning into the righthand carriageway of the A417 from Ridings Lane, Neil Holt spoke to Richard Gray at GCC, who does not feel that ‘NO ENTRY’ painted on the righthand carriageway would help and as it has an ongoing maintenance liability it is unlikely to be approved. However, he has offered to add a plate with the legend ‘Dual Carriageway’ to the existing ‘Give Way’ sign at the junction. The work has been commissioned but there is already a list of works scheduled for the new contractor, so there will be a delay before it is implemented. The Council will monitor the progression of the job.

**5.2** The waste bin on footpath BAC21, along School Lane has been installed.

#### 6. Matters arising from the Annual Parish Meeting

Addressed later in the minutes.

#### 7. Reports from County and District Councillors

These were given at the Annual Parish meeting.

#### 8. Questions from the public

Addressed at the Annual Parish meeting.

#### 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

815	18/04770/FUL	Back Lane, Ampney Crucis	Demolition of grain dryer & construction of three new dwellings.	CDC refused
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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
754	17/00076/OUT	Land at Siddington Park Farm	New details for Care Community – ACPC sent copy of original comments
New and revised applications:			
817	19/0005/CWMAJM	Crucis Park Farm Quarry	Variation to conditions relating to application 12/0631/CWMAJM – GCC advise that an extension of 3 weeks has been granted pending submission of the restoration scheme

##### 10.3 Tree Applications

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 - CDC no objection

820	19/00798/TCONR	The Old Farm	Fell Maple, Hawthorn & Leylandii. Reduce group of Chestnut trees by 25% - CDC no objection
821	19/01466/TCONR	Ampney House	Proposed work to Conifers, 2 Birch trees – ACPC agreed ‘no comment’.

JW

#### 10.4 CDC Planning Department

After the last Parish Council meeting in March, Neil Holt had email exchanges with the then Leader of CDC who confirmed that there were to be several changes to the management of the planning function. Councillor Crook is meeting with newly elected District Councillor Spivey, to advise her of the Parish Council’s concerns over inconsistent application of planning process.

DC

#### 10.5 Update on the development of a Neighbourhood Plan

This matter was discussed at some length during the Annual Parish meeting. Neil Holt will liaise with Councillor Crook as to the views of the village, in particular the offer by Barbara Pond from GRCC and the Forward Planning Team at CDC to attend a public presentation/meeting regarding the development of a NDP.

DC

#### 11. Highways Matters

**11.1 A417 signage** – A new rota is in place for changing the batteries over the coming months. The Clerk advised that the monitoring form for July had been submitted. Neil Holt advised that he would start to analyse the data downloaded from the VAS.

NH

**11.2 Kerb erosion on Village Street** – GCC agreed that the work was not of a standard expected by the Parish Council and have in the main addressed the issues. Surplus concrete has been cut away and 3 bollards have been installed to discourage vehicles from mounting the verge at The Pound. Councillor Williams advised that he has some stone, for placing around the edge of The Pound but he will monitor the situation as parking is not currently a problem.

#### 11.3 Repairs to the grass verges at Donkey Field, The Pound and Butchers Arms Lane.

Councillor Williams has repaired all the grass verges but an agreed payment from T H White of £100 towards the reinstatement of the verges at The Pound and Butchers Arms Lane is still outstanding.

JW

#### 12. Financial Matters

##### 12.1 Formal adoption of the accounts for the year ending 31<sup>st</sup> March 2019

**Resolution 19/19** *The Vice-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 2019.*

The Parish Council agreed to delay amendments to the signing instructions for all bank accounts while the Clerk investigated the possibility of on line banking, liaising with Councillor Crook. In addition, the Clerk suggested that as there is currently £3.41 in the petty cash, which is solely used for postage, it would be a good time to dispense with the petty cash and in the future add postage to the Clerk’s expenses form. Any sum remaining in the petty cash will be given to charity.

JW/DC

**Resolution 20/19** *The Vice-Chairman proposed and the Parish Council resolved that the Parish Council would no longer use petty cash and once the current sum of £3.41 had been used for postage, any remaining monies would be given to charity.*

JW

##### 12.2 Current financial position

**Resolution 21/19** *The Vice-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 2019.*

**12.3 Transfer of payments** Not required.**12.4 Approval of payments**

J E Webster – Clerk’s expenses (£68.31), J E Webster – reimbursement for confidential shredding (£12 including vat) and GAPTC – annual subscription (£170.57).

Payments made prior to the meeting were: Cottage Garden Services – supply of 12 litter pickers (£216.00 including vat), Cottage Garden Services – March cut plus verge repairs to Donkey Field and The Pound (£569.28 including vat) and Judy Smith – internal audit (£50).

**Resolution 22/19** *The Vice-Chairman proposed and the Parish Council resolved that the above amounts, totalling £1,086.16, 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 for 2018/19 was £6,381.95, which has been allocated to the appropriate funds. In addition, the underspend for staff, administration and playground costs has been added to the general contingency fund, the underspend for grass cutting has been allocated to the Burial Ground maintenance fund and the underspend for litter pickers added to the waste bin fund.

**Resolution 23/19** *The Vice-Chairman proposed and the Parish Council resolved that the reserves as shown on page 1516 of the minutes be adopted.*

JW

**12.6 To sign the Certificate of Exemption required by the external auditor**

**Resolution 24/19** *The Vice-Chairman proposed and the Parish Council resolved that Ampney Crucis Parish Council meets the qualifying criteria and sign the Certificate of Exemption as required by the external auditor, PKF Littlejohn.*

**12.7 To approve the Annual Governance and Accountability Return (AGAR) 2018/19 Part 2**

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

**Resolution 25/19** *The Vice-Chairman proposed and the Parish Council resolved that Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return (2018/19) Part 2 be approved, signed and published on the village website and notice boards as required by the external auditors, PKF Littlejohn.*

**Resolution 26/19** *The Vice-Chairman proposed and the Parish Council resolved that Section 2 – Accounting Statements 2018/19 of the Annual Governance and Accountability Return (2018/19) Part 2 be approved, signed and published on the village website and notice boards as directed by the external auditors. PKF Littlejohn.*

Clerk to send Certificate of Exemption to PKF Littlejohn, the external auditors and publish the necessary documentation on the village website.

JW

**13. Burial Ground**

**13.1 Lych Gate – exterior:** The item advertising the proposed works has now appeared in The Ampney Times.

**Lych Gate – interior:** The Clerk advised that 2 boxes of confidential waste had been shredded at Printwaste in Cheltenham. Councillor Williams agreed to remove the 2 empty filing cabinets.

TW

**13.2 Update of Burial Ground extension works.**

The path joining the old and new burial grounds still needs to be seeded. Councillor Williams mentioned that parts of the new boundary hedge in the extension had died. Towards the end of the summer he will provide a quote for replacing any dead plants.

TW

**14. Village Update****14.1 Playground**

A few months ago, the Playground Committee advised that a new safety sign was needed. To date they have not supplied a design so no further action will be taken.

**14.2 Ampney Times**

The total reserves at 31 March 2019 are £852.01.

**14.3 Footpaths**

Councillor Raphael plans to liaise with David Hardy regarding the current state of the village footpaths.

AR

**14.4 To note success of the village clear up**

The annual clear up was a great success with 22 bags of rubbish collected, further details were given at the Annual Parish meeting.

**14.5 To discuss overhanging branches along London Road and the Village Street**

Following a request from the Parish Council, the laurel hedge along London Road has been cut back by the property owner and the Parish Council agreed that no further action was required. The tenant at the Old Mortar Mill, advised at the meeting that he was in the process of organising his gardener to cut back the hedge that overhangs the Village Street.

**14.6 Update on installation of buried drainage from pond to mains drain on School Lane**

GCC have advised that it will not be feasible for a private property to connect to the storm drain. The property owner has been advised by the Parish Council.

**14.7 Alteration to the Community Emergency Plan**

The Clerk agreed to update the plan accordingly with new contact details and submit to CDC.

JW

**15. Correspondence received**

- 15.1 Email from GRCC regarding the Housing Survey, which has recently been sent to all villagers for completion. GRCC have advised that they will present their findings to the Parish Council in the coming months.
- 15.2 Email from GAPTC regarding a public meeting organised by the Campaign for Rural England on whether the Cotswolds should be a national park. The meeting was held at the Town Hall in Stow-on-the-Wold on 26 April 2019, with a presentation by the Cotswold Conservation Board. This was noted by the Parish Council.
- 15.3 Email from West Dean Parish Council, who are investigating the effectiveness of speed cameras and other devices, regarding a questionnaire. Councillor Raphael agreed to complete on behalf of the Parish Council.
- 15.4 Email from the Friends of Fairford and Lechlade Communities inviting members of the Parish Council to a Community Wellbeing Action Day on 29 June 2019 at Farmor's School. Noted by the Parish Council.

AR

**16. Matters outstanding**

None.

**17. Date, time and place of next meeting**

Thursday 11 July 2019 in the village hall at 7.15pm.

The meeting closed at 9.50 pm.