

AMPNEY CRUCIS PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON THURSDAY,
18th MAY 2022**

Present: Cllrs Doug Crook, David Fowles, Jan Mills, Ross Leadbeater (part), Jacky Leadbeater, Lis Courtown
 Presiding: Cllr Crook
 Clerk: Roz Morton
 In attendance: 6 x members of the public

No:	Item:
001 22/23	To note apologies for absence – Cllr Spivey. Cllr Wright did not send apologies.
002 22/23	To note declarations of interest & gifts or hospitality given or rec'd. None.
003 22/23	To approve first business of the Annual Meeting of the Council
3.1	To elect Chair. Cllr Crook was elected as chair. Proposed Cllr Mills, seconded Cllr Fowles, all in favour. The Council extended thanks to Cllr Crook for taking on the role again, and for his sterling work over the past year steering the Council through some choppy waters.
3.2	To elect Vice-Chair. Cllr Fowles was elected as vice-chair. Proposed Cllr Crook, seconded Cllr Mills, all in favour.
3.3	To consider and agree to Co-opt two Councillors. The Council resolved to Co-opt Jacky Leadbeater and Lis Courtown to the Council. Proposed Cllr Crook, seconded Cllr Fowles, all in favour.
3.3	To accept Declarations of Office. Cllrs Courtown and J Leadbeater duly signed the Declaration of Office and were accepted on to the Council.
3.4	To appoint Parish Council representatives. Village Hall – Cllr David Fowles Playground Committee – Cllr Jan Mills The Pleydells Trust – Mr Benedict Eccles has been appointed by the Parish Council as their representative.
004 22/23	To approve minutes of the meeting held on 10 March 2022. Resolution 01/22-23. It was RESOLVED that the minutes of the meeting held on 10 th March 2022 were a true and accurate record of the meeting. Proposed Cllr Mills, seconded Cllr Fowles, 3 in favour, 2 abstentions.
005 22/23	Matters arising from the meeting held on 10 March.
5.1	Update on Boules restoration project – the grant has been spent and work has been completed. One additional invoice has come in, but the club will reimburse the Council directly. The Council commended the club on the work that has been done.
5.2	Update on the Playground fundraising - See item 16.1
006 22/23	Matters arising from Annual Parish Meeting. Nil of note.

007 22/23	To receive reports from County and District Councillors – Cllr Spivey submitted reports to the Annual Meeting of the Parish and they are included the Minutes of that meeting.
008 22/23	To receive questions from the Public - none.
009 22/23	<p>To agree Councillors' responsibilities</p> <p>Highways – Cllr Crook Footpaths – All Cllrs Planning – Cllr Crook & Cllr Fowles Finance – Cllrs Crook, Wright, Mills & J Leadbeater. Psst – Cllrs Courtown & J Leadbeater</p>
	ACTION: Cllr Crook to provide training on Psst.
010 22/23	<p>To consider and agree to adopt the following:</p> <p>Revised Standing Orders Co-option Policy Financial Regulations</p> <p>Resolution 02/22-23. It was RESOLVED to adopt the Standing Orders, Financial Regulations and Co-option policy without amendment. Proposed Cllr Crook, seconded Cllr R Leadbeater, all in favour.</p>
011 22/23	<p>To consider and agree to appoint a website provider – quotes submitted from Bulldog Website, Athena Web design and Midwinter.</p> <p>Resolution 03/22-23. Three quotes were considered. It was RESOLVED to appoint Bulldog website as the new website provider and enter a 24 month contract at a cost of £1539 for two years.</p>
	ACTION: Clerk to contact Bulldog to start the process of migration.
012 22/23	Planning matters
12.1	<p>To receive planning decisions: noted without comment.</p> <p>22/00669/FUL Proposed laundry room to be formed within the unused area of the main house courtyard Crucis Park Barnsley Road Ampney Crucis Cirencester Gloucestershire GL7 5DX – Permit</p> <p>21/04443/FUL Erection of 1 no. detached dwelling with basement and attached garage Land South Of Back Lane Ampney Crucis Gloucestershire – Permit</p> <p>21/04124/FUL Conversion of Redundant Stable Building/Stores Agricultural Building to 3 bedroom dwelling with associated parking, turning and garden areas Glebe Farm Barnsley Road Ampney Crucis CIRENCESTER Gloucestershire GL7 5DY – Permit</p> <p>21/03521/FUL Erection of replacement single storey front extension, single storey rear extension to link ancillary outbuilding accommodation, second floor extension to rear and landscaping to create new vehicular access/parking & terrace Glebe Farm Barnsley Road Ampney Crucis CIRENCESTER Gloucestershire GL7 5DY – Permit</p> <p>21/00426/FUL Erection of agricultural building Waterton Farm London Road Ampney Crucis Cirencester Gloucestershire GL7 5RR – Permit</p>
12.2	To consider and agree response to the following planning applications:

	<p>22/01159/FUL Installation of 12no. lighting bollards, installation of 3no. LPG tanks, erection of timber fence enclosure for bins and LPG tanks, erection of 18no. posts for removable sails, and relocation of 3no. pods (retrospective) Crown Of Crucis London Road Ampney Crucis Cirencester Gloucestershire GL7 5RS. The Council resolved to OBJECT to this application on the following grounds:</p> <p>The existing lights intrude on to neighbouring properties and would be better turned towards the pub. Gloucestershire Highways have already raised concerns about the lighting creating a hazard to drivers. The sign next to the disabled space needs to be raised up as it is at head height when you exit the car.</p> <p>Proposed Cllr Crook, seconded Cllr R Leadbeater, all in favour.</p>
	<p>ACTION: Cllr Crook to contact the pub to communicate the Council's concerns.</p> <p>ACTION: Clerk to submit the above objection to CDC.</p>
	<p>22/01048/FUL Erection of a front porch Litchmead Ampney Crucis Cirencester Gloucestershire GL7 5SF. No Comment.</p> <p>ADDITIONAL APPLICATION SINCE PUBLICATION:</p> <p>22/01513/FUL Construction of a single dwelling house Land South Of Back Lane Ampney Crucis Gloucestershire.</p> <p>Discussion with residents took place. There is considerable concern amongst residents regarding this application. In particular that it results in the loss of more green space and creates urban creep into the countryside. There is already a significant number of houses being built in this area and no account of the poor access has been made by Glos. Highways. The Council and residents are deeply concerned that this application will inevitably lead to more development and eventually the entire field will be houses.</p> <p>The Council OBJECTS in principle to this application but is aware that objections must be based on planning law and show non-conformity with the CDC LP in order to carry any weight. The Council is keen to support residents in their concerns and will send on any objections.</p>
	<p>ACTION: Cllrs Crook & Fowles will look for substantive reasons to object to this application.</p>
	<p>It was reported that the statutory notice was not put up on site.</p>
	<p>ACTION: Clerk to request an extended deadline as residents were not made aware of the application.</p>
	<p>Other matters discussed included the state of the road as a result of the building works.</p>
	<p>ACTION: Clerk to flag this as an issue to Glos Highways.</p>
	<p>The passing bay on Backs Lane is being used a parking space.</p>
	<p>ACTION: Clerk to flag to Planning and Highways.</p>
12.3	<p>To consider and agree response to tree work applications and note decisions: None at the time of publication.</p>
12.4	<p>To receive update on site meeting with CDC and Councillor Spivey at Back Lane Cllr Crook reported on his meeting and there are several items that require a response from Andrew Moody (Planning Officer, CDC).</p>

	<ul style="list-style-type: none"> • The more recent developments on the north side that appear to have encroached into the field and we measured that depth as 23.6mtrs and this will be checked against the approved application. • The pair of Semi's and their encroachment into the highway. This was flagged to Glos Highways by Andrew last year so now needs chasing again. Cllr Spivey will also follow up. • The kerb and verge running from the corner on the south side behind Blackberry Cottage needs to be repaired and put in good order, At present the grass hides the damage, but that is no excuse for it not to be repaired. Cllr Spivey will also follow up. • The 2 properties under development on the south side. – The Construction method statement on the plans rather than in a separate document now needs to be rechecked particularly for the one yet to be approved since the documentation supplied to CDC was badly labelled by the submitting agent / architect. That has now been resolved so AC PC should look at the plans again. • No 4 London Road – New build detached cottage – This is still under discussion between applicant and planning and there are still several issues to resolve, though highway access is a very serious problem and currently Glos Highways are saying to refuse. • No 26 Ampney Crucis – Between Hunters Lodge and Cobblers Cottage on Hunts Hill – The oversize dormer windows at the rear have been carried out without any planning permission sought. – This is on the Enforcements Teams action list, but an update is needed. • Cobblers Cottage – some form of construction has been underway in the corner of the site next to the gate entrance – This is a listed building and PC are not aware of any form of permission being sought for whatever the construction is. – Status of where this is unknown. This had been flagged in an email previously to CDC Planning. <p>ACTION: Cllr Crook to chase Andrew Moody for a response.</p>
013 22/23	<p>To receive update regarding Highways issues</p> <p>The Council extends thanks to Terry Underwood for mowing the verge by the Crown.</p> <p>ACTION: Clerk to look to add this to the grass cutting contract.</p> <p>Glos. Highways have agreed to paint the hatching at the junction by the Crown in red to alert drivers to the junction and to discourage overtaking at that section.</p> <p>The Council is waiting for permission to install bollards on the verge by the cricket ground. The bollards are ready to be installed, but the area needs to be checked for underground services prior to installation.</p> <p>Allotment Lane is on a patching rota – this is an ongoing project as funds allow.</p> <p>Still waiting for costs for potential Community Offer locations 50/50 Verge erosion adjoining the cricket ground- setts and bollards</p> <p>Outside Number 26 – 4 to 5m double row setts and repairs to verge/foot</p> <p>Westridge to Cobblers Cottage- setts.</p> <p>ACTION: Clerk to chase Highways for costings for the community offer locations.</p>

014 22/23	Financial matters
14.1	To formally adopt statement of accounts for year ending 31 March 2022 Resolution 04/22-23. It was RESOLVED to adopt the statement of accounts Proposed Cllr Crook, seconded Cllr Mills, all in favour.
14.2	To approve statement of accounts and expenditure for the period 1 April to 13 th May 2022. The statement of accounts was approved and duly signed.
14.3	To approve Cil Statement for 2021 – 22 for publication on the website. The CiL statement was approved. ACTION: Clerk to publish on the website.
14.4	To approve payments in the normal course of business. Resolution 05/22-23. It was RESOLVED to approve the payments. Proposed Cllr Mills, seconded Cllr Crook, all in favour.
14.5	To approve allocation of general reserves and EMRs. Resolution 06/22-23. It was RESOLVED to allocate the following EMRs: Bus Shelter and infrastructure £18917 Playground refurb £5000 Website redesign £2000 Burial ground £8000 Lych gate and praying cross £5000 War memorial £1415 Playground sinking fund £6083 General Reserves £20,000 Proposed Cllr Crook, seconded Cllr Fowles, all in favour. Discussion took place regarding the possibility of the Council contributing to the primary school in some way. ACTION: Clerk to contact the Friends of Ampney Crucis Primary School to ask if they have any particular projects on the horizon.
14.6	To note completion of the Annual Internal Audit. Noted. The Council thanked Bridget Lazenby for undertaking the audit.
14.7	To approve Section 1 Annual Governance Statement 2021 -22 Resolution 07/22-23. It was RESOLVED to approve section 1 Annual Governance Statement. Proposed Cllr Crook, seconded Cllr R Leadbeater, all in favour.
14.8	To approve Section 2 The Accounting Statements 2021 -22 Resolution 08/22-23. It was RESOLVED to approve section 2 the Accounting Statement. Proposed Cllr Crook, seconded Cllr Mills, all in favour.
14.9	To consider and agree to renew GAPTC membership for 2022/23 (£150.26) Resolution 09/22-23. It was RESOLVED to renew GAPTC membership. Proposed Cllr Mills, seconded Cllr Fowles, all in favour.

14.10	<p>To consider and agree to use Fairford Community Centre for secure storage of Council documents. (£30 p/a)</p> <p>Resolution 10/22-23. It was RESOLVED to use FCC to store documents. Proposed Cllr Fowles, seconded Cllr Crook, all in favour.</p>
	<p>ACTION: Clerk to collect files from Cllr Crook and deliver to the Community Centre in Fairford.</p>
14.11	<p>To consider and agree to engage GAPTC to run New Councillor training at a cost of up to £400 plus expenses.</p> <p>Resolution 11/22-23. It was RESOLVED to engage GAPTC to run training for the entire Council and to join with other Council's to reduce the overall cost. Proposed Cllr Crook, seconded Cllr Fowles, all in favour.</p>
	<p>ACTION: Clerk to contact GAPTC to ascertain available dates and liaise with Fairford Town Council and Eastleach Parish Council regarding a group training session.</p>
15 22/23	Burial ground
15.1	<p>To consider and agree to introduce a revised interment application form and exclusive right of burial form.</p> <p>Resolution 12/22-23. It was RESOLVED to use the revised forms in order to collect additional data and help to ensure that relatives can be contacted in the future if required. Proposed Cllr Crook, seconded Cllr Mills, all in favour.</p> <p>Discussion took place regarding the need to carry out a survey of the existing headstones to check for defects. Also, regarding a full refurbishment of the Lych Gate.</p>
	<p>ACTION: Clerk to find a contractor to carry out a survey of headstones</p> <p>ACTION: Clerk to contact builders to get quotes for refurbishing the Lych Gate</p> <p>ACTION: Clerk to engage contractor to cut the grass back and lay heavy duty slabs at the north door of the Lych Gate.</p>
16 22/23	Village Matters
16.1	<p>To receive update on playground matters.</p> <p>Cllr Mills reported that the fundraising was going very well. Crowdfunding has raised £18395 from 70 backers. CDC have confirmed £8000 of additional funding, Cllr Spivey has requested £2000 from the GCC Build Back Better fund.</p> <p>Local fundraising efforts are continuing, including a plant sale and raffle.</p> <p>Cllr Mills thanks Sarah James Sparrow for her amazing efforts in making this project such a success.</p> <p>Cllr Mills requested that the Council commits up to £1500 to make up any shortfall if required. This was agreed in principle and will be added to the July Agenda for formal, retrospective approval.</p>
	<p>ACTION: Clerk to add to July Agenda.</p>
	<p>The Council requires 3 quotes in order to release the £5000 pledged.</p> <p>One additional quote will be requested.</p>

	ACTION: Cllr Mills to arrange for a third quote and to pass on the two existing quotes to the Clerk.
16.2	<p>To consider and agree to appoint Wells Masonry to carry out work on the War Memorial (£1178.00) subject to successful grant application.</p> <p>The War Memorials Trust has accepted the Council's expression of interest and will potentially fund up to 50% of the costs. A further quote is required.</p> <p>Resolution 13/22-23. It was RESOLVED to fund the project up to a cost of £1178 and to get an additional quote and to apply for the grant.</p> <p>ACTION: Clerk to get an additional quote and to apply for the grant.</p> <p>It was also noted that the flower beds around the War Memorial require some attention along with the beds at the entrance to the burial ground.</p> <p>ACTION: Cllr Courtown to approach the Gardening Club to request their assistance.</p>
16.3	<p>To receive update on bus shelter and agree next steps.</p> <p>Cllr Wright was not available to give an update.</p> <p>Cllr Crook reported that the shelter must be large enough for a wheelchair user to turn around inside the shelter so to exit in a forward-facing direction.</p> <p>The base must be large enough to take a shelter that allows for this.</p> <p>ACTION: Cllr Wright to provide an update by email</p>
16.4	<p>To consider and agree to purchase Jubilee water bottles for those children who attend Ampney Crucis Primary School.</p> <p>The water bottles discussed at the Annual meeting have sold out. It was agreed that water bottles that are not individually named may not be so welcome. Discussion took place and it was agreed to purchase a bench to be placed in the playground for the entire village to enjoy.</p> <p>The bench would be made from recycled plastic and have a plaque reading "<i>Presented by Ampney Crucis Parish Council in celebration of HM Queen Elizabeth II Platinum Jubilee</i>"</p> <p>ACTION: Clerk to contact the school and get quotes for a bench.</p>
17 22/23	To receive correspondence
17.1	Emails from CDC regarding Cil payment – noted without comment.
17.2	Regular news updates from GCC & CDC – noted without comment.
18 22/23	Any other business: to discuss minor matters, not included elsewhere on the agenda, or matters received after the publication of the agenda. Not an opportunity for debate and decision making. Nil of note.
19 22/23	Date and time of next meeting 7.00pm Thursday 14 th July 2022

There being no further business the meeting was closed at 9.50 pm