

## AMPNEY CRUCIS PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY 27 MAY 2021

**Due to the current Covid-19 restrictions, parishioners were invited to attend only if necessary and submit questions prior to the meeting where possible.**

Present: Cllrs Doug Crook, Benedict Eccles, David Fowles and Nick Wright

Presiding: Cllr Crook

Clerk: Jayne Webster

In attendance: 3 villagers and Cllr Spivey.

<p><b>1. Apologies for absence</b> Cllrs Nichols and Strutt and Mr Howard.</p> <p><b>2. Declaration of interests and gifts or hospitality given or received</b> None</p> <p><b>3. First business of the Annual Meeting of the Council</b></p> <p><b>3.1 To elect a Chair</b>  <b>Resolution 19/21</b> <i>Cllr Eccles proposed, Cllr Wright seconded and the Parish Council agreed that Cllr Crook be elected as Chair.</i></p> <p><b>3.2 To elect a Vice-Chair</b>  <b>Resolution 20/21</b> <i>Cllr Eccles proposed, Cllr Wright seconded and the Parish Council agreed that Cllr Fowles be elected as Vice-Chair.</i>  Cllrs Crook and Fowles signed their Declaration of Office.</p> <p><b>3.3 To appoint representatives for Village organisations</b>  Cllr Eccles will continue as the Parish Council's representative for The Robert Pleydell Charity, Cllr Wright agreed to liaise with the Playground Committee and Cllr Fowles agreed to be the Parish Council's representative on the Village Hall Committee.</p> <p><b>3.4 To discuss the co-option of a new Councillor</b>  CDC have confirmed that the Parish Council can co-opt a new member. The Chair agreed to contact several villagers regarding the appointment.</p> <p><b>4. Minutes of the meeting held on 11 March 2021</b>  There was a discussion regarding the issues raised by Cllr Strutt and it was agreed that the minutes are a true representation of the meeting.  <b>Resolution 21/21</b> <i>The Chair proposed and the Parish Council resolved that the minutes of the meeting held on 11 March 2021, be approved and signed.</i></p> <p><b>5. Matters arising from the meeting held on 11 March 2021</b>  In line with guidance from GAPTC, the meeting was kept to a minimum and several items have been postponed until the July meeting.</p> <p><b>5.1 Litter Pick</b> – CDC has confirmed that currently they will not be supplying equipment. The Parish Council agreed that in view of this, a litter pick would not be organised this year. However, the Chair will write to CDC questioning the reasons behind their decision.</p> <p><b>5.2 Parish Council logo</b> – Cllr Fowles presented approaches and criteria that the Parish Council should consider when developing a logo. A discussion followed regarding the need for a logo. It was agreed that Cllrs Fowles and Wright would explore ideas and report back to the Parish Council. In the meantime, the temporary logo used to register with Microsoft 365 would remain.</p> <p><b>6. Matter arising from the Annual Parish Meeting</b> – None.</p> <p><b>7. Approve Neighbourhood Development Plan (NDP) questionnaire and Information Privacy and Security Policy</b>  <b>NDP update:</b></p> <ul style="list-style-type: none"> <li>• Cllr Fowles explained that the Chair of the NDP Steering Group had resigned and to date there had not been a formal hand-over so he, as Vice-chair of the NDP Steering Group, was unable to give a report.</li> </ul>	<p>DC</p> <p>DC</p> <p>DF/NW</p>
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- Cllr Crook advised that he was looking at grants and following the printing of the questionnaire, the next costs would involve the collection, analysing and production of data.
- Cllr Crook will convene an Extraordinary Meeting to reconstruct the NDP sub committee and elect a new Chair for the Steering Group.

**Resolution 22/21** *The Chair proposed and the Parish Council resolved to approve the village questionnaire produced by the Neighbourhood Development Plan Steering Group, subject to no further comments from Councillor Strutt. However, due to the recent changes within the Steering Group there will be a delay in publishing and distributing the questionnaire.*

**Post meeting note:** Cllr Strutt reviewed the questionnaire and made various comments but has decided to abstain from any Parish Council voting on the questionnaire.

**Data Protection** - Cllr Crook explained the need for a more comprehensive Data Protection Policy which encompasses the expanding activities of the NDP Steering Group.

**Resolution 23/21** *The Chair proposed and the Parish Council resolved to approve the Information Privacy and Security Policy as detailed on pages 1703 – 1705 of the minutes.*

### **8. Approve additional Microsoft 365 license, Bring Your Own Device (BYOD) Policy and the use of Parish Council email addresses**

**Microsoft 365 license and BYOD Policy** -The Chair explained that due to configuration problems regarding the set-up of the clerk's email address a further license is required.

**Resolution 24/21** *The Chair proposed and the Parish Council resolved that an additional Microsoft 365 license is purchased at a cost of £55.17 including vat from Phoenix Software Ltd.*

**Resolution 25/21** *The Chair proposed and the Parish Council resolved to approve the Bring Your Own Device Policy as detailed on pages 1706-1707 of the minutes.*

**Use of ampneycrucis.org.uk email addresses** - The Chair confirmed that to be GDPR compliant it is necessary for all members of the Parish Council, and its sub committees, to use the Parish Council's email address.

**Resolution 26/21** *The Chair proposed and the Parish Council resolved to approve the use of ampneycrucis.org.uk email addresses by all members, staff and members of all sub committees from 14 June 2021. After this date, no member of Ampney Crucis Parish Council should use their personal email address.*

### **9. District and County Reports**

The Chair congratulated Cllr Spivey on her recent appointment as County Councillor.

**District Report** (circulated to councillors prior to the meeting) included:

- The new Crowdfund Cotswold initiative to deliver community plans and projects,
- Civil Pride programme which aims to tackle environmental crimes such as littering, fly tipping and dog fouling,
- Review of the planning department.

The Chair requested that future reports should only contain specific points relevant to the village. Cllr Spivey agreed.

### **10. Questions from the public** None

### **11. To agree Councillors' responsibilities**

The Parish Council collectively reviewed specific and ongoing Council tasks and responsibilities and have agreed the allocation, which will be kept under review.

### **12. Planning matters**

#### **12.1 Decisions**

871	20/004402/FUL	Kernow	Single storey side & rear extension porch & ancillary development.	CDC permit
873	21/00301/FUL	Ampneyfield Farm	Conversion to ancillary accommodation.	CDC permit

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874	21/00302/LBC	Ampneyfield Farm	LBC for 21/00301/FUL	CDC permit
875	20/00315/FUL	The Vineyard	Proposed holiday cottage, stable block	CDC refuse
878	21/00836/FUL	4 London Road	Demolition of existing rear extension & erection of 2 & single storey extension and front porch	CDC permit
879	21/00292/FUL	Narracott House	Change of window to door, replace garage door with wall and window, and velux in roof.	CDC permit
882	21/00694/FUL	4 School Lane	2 storey side extension, 2 storey & single storey extension to rear	CDC permit
883	21/00677/FUL	23 Ampney Crucis	Single side extension & associated works	CDC permit
885	21/01099/FUL	Ampney House	Demolition of existing pool house & construction of new single storey pool house	CDC permit
887	21/00979/FUL	Hilcot House	Garden shed	CDC permit

- Planning applications 20/04402/ FUL, 21/00301/FUL, 21/00302/LBC and 21/00836/FUL were heard before CDC's planning committee on 12 May.
- The Chair has lodged a complaint with CDC regarding the inability of the Planning Department to advise the Parish Council in a timely manner of the changes to planning application 20/04356/FUL.

## 12.2 Outstanding applications

Applications previously discussed but still pending with CDC:			
870	20/04356/FUL	Pippins	Erection of replacement dwelling & detached garage. ACPC has submitted objection. Additional details received.
877	21/00429/FUL	Waterton Farm	Erection of agricultural building.
New and revised applications:			
880	21/00651/FUL	Dudley Farm House	Part conversion of existing barn to form ancillary accommodation.
881	21/00652/LBC	Dudley Farm House	LBC for 21/00651/FUL
884	21/01172/FUL	High Meadow	4 replacement windows
889	21/01576/FUL	Barnfield	2 storey & single extension to rear & side, includes roof lights, porch, veranda & car port.

- Planning application 20/04356/FUL – Cllr Spivey confirmed that she will follow up with the Planning Officer.
- Appeal (App/F1610/w/21/3372379 lodged against CDC's decision to refuse planning permission for 20/0259/FUL at the Grain Store & Grain Dryer, Back Lane for the demolition of agricultural buildings & the construction of 3 new dwellings.
- The Parish Council discussed the building work at The Crown of Crucis and agreed to have a word in a couple of weeks if the site was still untidy.

LS

DC

## 12.3 Tree Applications

886	21/01571/TCONR	Orchard Hill	Reduce Eucalytus, remove Leylandii, reduce conifer. CDC – no objection.
888	21/01777/TCONR	Ampney Park	Fell 2 Willows.

## 13. Highways matters

The Chair explained that Richard Gray is still unwell, however, he now believes that GCC should cover all the costs involved to extend the line of kerb setts along the Village Street from the corner of Westridge to Bracken House. Cllr Spivey is now aware of the situation and will discuss with GCC plus other outstanding responses including the drainage issues in School Lane.

LS/DC

## 14. Financial Matters

### 14.1 Accounts year ending 31 March 2021

**Resolution 27/21** *The Chair 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 2021.*

### 14.2 Current financial position

**Resolution 28/21** *The Chair 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 14 May 2021.*

### 14.3 Approval of payments

J E Webster – salary, 1 April (£433.16), Countrywide Grounds Maintenance - April (£333.95 including vat), GAPTC - annual subscription (£172.78), J E Webster – salary 1 May (£433.16), Countrywide Grounds Maintenance – May (£333.95 including vat), R Armitage – reimbursement for repairs to marquee (£66 including vat) and J Webster - expenses from 22/3/21 to 21/5/21 (£32.39).

**Resolution 29/21** *The Chair proposed and the Parish Council resolved that the above amounts, totalling £1805.39, be approved and paid, including retrospective approval of payments made prior to meeting.*

**Resolution 30/21** *The Chair retrospectively proposed and the Parish Council resolved to approve the purchase of 3 top leg corner connectors and 1 truss bar set for the village marquee at a cost of £55.00 plus vat. This amount will be taken from the general contingency fund.*

### 14.4 To approve allocation of reserves

It was noted by the Parish Council that the underspend for 2020-21 was £12,578.02. The Parish Council agreed to reallocate £1000 from the general contingency fund to the website reserve fund and £1000 to the laptop reserve fund.

**Resolution 31/21** *The Chair proposed and the Parish Council agreed to adopt the reserves as shown on pages 1708 – 1709 of the minutes.*

### 14.5 To note completion of the internal audit

The Parish Council noted completion of the internal audit and the Chair agreed to contact the internal auditor regarding payment.

DC

### 14.6 To sign and approve the Certificate of Exemption

The Parish Council certifies that during the financial year 2020-21, the higher of the authority's gross income for the year or the gross expenditure did not exceed £25,000. The Parish Council's total income was £24,912.00 and total expenditure was £10,472.00 for 2020-21.

**Resolution 32/21** *The Chair proposed and the Parish Council resolved that Ampney Crucis Parish Council meet the qualifying criteria and sign the Certificate of Exemption as required by the external auditor, PKF Littlejohn.*

JW

### 14.7 To approve Section 1 of the Annual Governance Statement 2020-21

**Resolution 33/21** *The Chair proposed and the Parish Council resolved that Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return (2020/21) Part 2 be approved, signed and published on the village website and notice boards as directed by the external auditors PKF Littlejohn.*

JW

### 14.8 To approve Section 2 of the Annual Governance Statement 2020-21

**Resolution 34/21** *The Chair proposed and the Parish Council resolved that Section 2 – Annual Governance Statement of the Annual Governance and Accountability Return (2020/21) Part 2 be approved, signed and published on the village website and notice boards as directed by the external*

JW

auditors PKF Littlejohn.

### 15. Burial Ground

The Parish Council has received 3 quotes for rebuilding the dry-stone wall at the southern end of the existing burial ground. The Chair suggested that the Parish Council should employ Jeremy Philips after the area has been cleared and prepared.

**Resolution 35/21** *The Chair proposed and the Parish Council resolved that Jeremy Philips will rebuild the dry-stone wall at the southern end of the existing burial ground at a cost of £2,729.42. The Parish Council has been offered a donation of £1500, leaving a balance of £1,229.42 to be paid from the Burial Ground Maintenance Fund.*

DC/JW

### 16. Village Update

#### 16.1 Playground

The Chairman had previously circulated details of proposed repairs and upgrades for the playground. A discussion followed and the Parish Council will wait for Cllr Strutt's review. To assist with accessing future funding the Playground Committee have asked the Parish Council to join the Gloucestershire Playing Fields Association. The Parish Council agreed.

**Resolution 36/21** *The Chair proposed and the Parish Council resolved that the Parish Council should subscribe to the Gloucestershire Playing Fields Association at a cost of £50 per year. This amount will be taken from the general contingency fund.*

JW

### 17. Correspondence received

**17.1** Emails from CDC regarding Community Infrastructure Levy and reporting thereof. Noted by the Council and report submitted to CDC.

**17.2** Email from GAPTC regarding the face-to-face meeting from 6 May 2021. Noted by the Parish Council.

### 18. Matters outstanding

Prior to the meeting the Chair circulated a revised Code of Conduct.

**Resolution 37/21** *The Chair proposed and the Parish Council resolved to adopt the Code of Conduct detailed on pages 1710 -1715 of the minutes.*

### 19. To note date, time and place of the next meeting

Thursday 8 July 2021 at 7.15 pm in the village hall.

The meeting closed at 9.30 pm.