

AMPNEY CRUCIS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON
THURSDAY, 11th May 2023**

Present: Cllrs Doug Crook, Jan Mills, Lis Courtown, Jacky Leadbeater, Ross Leadbeater, Nick Wright.
 Presiding: Cllr Doug Crook
 Clerk: Roz Morton
 In attendance: Cllr Spivey (part)

No:	Item:
001 23/24	To note apologies for absence Clint Grimmer
002 23/24	To note declarations of interest & gifts or hospitality given or rec'd None
003 23/24	To approve first business of the Annual Meeting of the Council
3.1	To accept Declarations of Office Declaration of office were duly signed and accepted from all Councillors present. Newly elected Clint Grimmer was given dispensation to sign his Declaration as soon as practicably possible. ACTION: Clerk to arrange for Mr Grimmer to sign his Declaration.
3.2	To elect Chair Resolution 01/23-24. Cllr Doug Crook was elected as chair, proposed Cllr Wright, seconded Cllr Mills all in favour.
3.3	To elect Vice-Chair Resolution 02/23-24. Cllr Jacky Leadbeater was elected as chair, proposed Cllr Mills, seconded Cllr Courtown all in favour.
3.4	To appoint Parish Council representatives Village Hall – Cllr J Leadbeater Playground Committee – Cllr Mills
004 23/24	To approve minutes of the meeting held on 9th March 2023 Resolution 03/23-24. It was RESOLVED that the minutes of the meeting held on 9 th March 2023 were a true and accurate record of the meeting. Proposed Cllr Mills, seconded Cllr Courtown, 4 in favour, 2 abstentions.
005 23/24	Matters arising from the meeting held on 9th March 2023
5.1	Update on QR codes for public bins CDC are trialing this in South Cerney so it was agreed to wait for the outcome of that trial

	before moving forward with an ACPC version.
5.2	<p>Update on car parking options (Cllr Spivey)</p> <p>Cllr Spivey has confirmed that the car park can be used by the general public. School parking continues to be a safety issue. The Council would like to urge the Primary School to revert to allowing the children to congregate on the playground before school to avoid waiting on the road.</p> <p>ACTION: Cllrs J Leadbeater & Mills to arrange to meet with the Head Teacher to discuss the matter and let her know about the availability of the car park.</p> <p>ACTION: Clerk to contact Glos Highways to get the yellow school markings repainted.</p>
006 23/24	<p>Matters arising from Annual Parish Meeting 11th May 2023</p> <p>None.</p>
007 23/24	<p>To receive reports from County and District Councillor</p> <p>Cllr Spivey sent a report that was circulated by email.</p> <p>Cllr Crook asked that the Planning Department request that dimensions are included on planning application drawings.</p> <p>Cllr Spivey will make the request, however as it's not part of a policy, it is unlikely to be enforceable.</p> <p>Cllr Wright mentioned that green waste hadn't been collected at Hilcot End. Cllr Spivey was aware that there was an issue and UBICO are sorting it out.</p>
008 23/24	<p>To receive questions from the Public</p> <p>N/A</p>
009 23/24	<p>To agree Councillors' responsibilities</p> <p>Footpaths – Cllr R Leadbeater</p> <p>Planning – Cllrs Wright & Crook</p> <p>Psst – Cllr Courtown</p> <p>Highways – Cllr Grimmer</p> <p>School liaison – Cllrs Mills & Leadbeater</p> <p>Proposed Cllr Mills, seconded Cllr Courtown, all in favour.</p>
010 23/24	<p>To affirm eligibility for the Town Councils (General Power of Competence) (Prescribed Conditions) Order 2012</p> <p>The Parish Council has 7 elected members and the Clerk is CILCA qualified, therefore the Council is eligible.</p>
011 23/24	<p>To consider and agree to adopt the following:</p> <p>Standing Orders</p> <p>Code of Conduct</p> <p>Financial Regulations – changes were made to section 6.9 – add “or cloud-based system”</p>

	<p>and to section 13.1 “in consultation with the Chair or other member of the Council.</p> <p>With these changes made, all three documents were adopted.</p> <p>Resolution 04/23-24. Proposed Cllr Courtown, seconded Cllr R Leadbeater, all in favour.</p> <p>ACTION: Clerk to make the changes and upload the documents to the website.</p>																
012 23/24	Financial matters																
12.1	<p>To consider and agree to approve the year end accounts.</p> <p>Resolution 05/23-24. It was RESOLVED to approve the accounts for year ending 31st March 2023. Proposed Cllr Crook, seconded Cllr Wright, all in favour.</p>																
12.2	<p>To receive bank reconciliations year end 31.03.23</p> <p>Received without comment.</p>																
12.3	<p>To formally adopt statement of accounts for year ending 31 March 2023.</p> <p>Resolution 06/23-24. It was RESOLVED to adopt the accounts for year ending 31st March 2023. Proposed Cllr Crook, seconded Cllr Wright, all in favour.</p>																
12.4	<p>To approve statement of accounts and expenditure for the period 1st April - 30th April 2023</p> <p>Resolution 07/23-24. It was RESOLVED to approve the accounts for period 1st April – 30th April 2023. Proposed Cllr Crook, seconded Cllr Wright, all in favour.</p>																
12.5	<p>To approve Cil Statement for 2022 – 23 for publication on the website</p> <p>Resolution 08/23-24. It was RESOLVED to approve the CIL statement 2022-2023. Proposed Cllr Crook, seconded Cllr Wright, all in favour.</p>																
12.6	<p>To approve payments in the normal course of business</p> <p>Resolution 09/23-24. It was RESOLVED to approve the payments as presented. Proposed Cllr Crook, seconded Cllr Mills, all in favour.</p>																
12.7	<p>To approve allocation of general reserves and EMRs.</p> <p>Resolution 10/23-24. It was RESOLVED to approve the allocation of reserves and EMRS as set out below.</p> <table> <tr> <td>Bus Shelter & infrastructure 23/24</td> <td>£14k</td> </tr> <tr> <td>Playground refurbishment</td> <td>£10k</td> </tr> <tr> <td>Setts & pavement improvements</td> <td>£5k</td> </tr> <tr> <td>Burial Ground</td> <td>£2k</td> </tr> <tr> <td>Lych gate</td> <td>£5k</td> </tr> <tr> <td>Benches & noticeboards</td> <td>£2k</td> </tr> <tr> <td>Bus Shelters 24/25</td> <td>£7930</td> </tr> <tr> <td>Playground sinking fund</td> <td>£6090</td> </tr> </table> <p>Proposed Cllr R Leadbeater, seconded Cllr Crook, all in favour.</p>	Bus Shelter & infrastructure 23/24	£14k	Playground refurbishment	£10k	Setts & pavement improvements	£5k	Burial Ground	£2k	Lych gate	£5k	Benches & noticeboards	£2k	Bus Shelters 24/25	£7930	Playground sinking fund	£6090
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12.8	To note completion of the Annual Internal Audit Cllr Wright questioned whether section 3.8 on the IA report should read N/A instead of No as the Council does not have a debit card and so has no requirement for a procedure to be in place.
12.9	To approve Section 1 Annual Governance Statement 2022 -23 Resolution 11/23-24. It was RESOLVED to approve the Annual Governance Statement 2022-23. Proposed Cllr Crook, seconded Cllr Mills, all in favour.
12.10	To approve Section 2 The Accounting Statements 2022 -23 Resolution 12/23-24. It was RESOLVED to approve the Accounting Statement 2022-23. Proposed Cllr Crook, seconded Cllr Courtown, all in favour.
12.11	To consider and agree to renew GAPTC membership for 2023/24 (£157.44) Resolution 13/23-24. It was RESOLVED to renew GAPTC membership. Proposed Cllr Crook, seconded Cllr Mills, all in favour.
12.12	To consider and agree to engage GAPTC to run New Councillor training at a cost of up to £200 plus expenses. Resolution 14/23-24. It was RESOLVED to arrange for training for the new Councillor. Proposed Cllr J Leadbeater, seconded Cllr Crook, all in favour.
	ACTION: Clerk to ascertain if nearby Councils are also arranging for training to take place and work with the Councils to keep the overall training costs down.
12.13	To consider and agree to open a long-term savings account with Lloyds Bank. Cllr Leadbeater reported that Unity Trust have accounts suitable for Councils. Cllr Wright suggested looking at Chase, Kroo & Investec. Resolution 15/23-24. It was RESOLVED to open a long-term savings account, but to look further afield than just Lloyds. Proposed Cllr Wright, seconded Cllr Crook, all in favour.
	ACTION: Clerk to get information on each of the above and circulate by email.
12.14	To consider and agree to close unused Lloyds bank accounts. Resolution 16/23-24. It was RESOLVED to close unused accounts with Lloyds. Proposed Cllr Crook, seconded Cllr Mills, all in favour.
	ACTION: Clerk to start the process of closing the accounts which are no longer active.
12.15	To receive an update on the status of the Barclays bank account. The Council had an account with Barclays that held the fund set aside for paying for the reinstatement of the playground, should the County ever require the land back and end the lease. The account has not been touched for years. A statement was sent to the previous Clerk and returned to the bank. The Bank flagged the account as dormant, closed the account and sent the funds to HMRC. Cllr Crook has contacted Barclays to start the process of reopening the account, retrieving the money (circa £6,100) and changing the mandate to update the signatories.

13 23/24	Planning Matters
13.1	<p>To receive planning decisions: Noted without comment.</p> <p>23/00183/FUL Variation of Conditions 6 (Compliance with consultancy report) and 7 (Accordance with tree protection plan) of permission 21/02081/FUL to enable changes to the proposed landscaping The Croft School Lane Ampney Crucis Cirencester Gloucestershire GL7 5SD – Permit</p> <p>22/04159/FUL Demolition of conservatory and rear lobby and erection of rear extension Cider Orchard Ampney Crucis Cirencester Gloucestershire GL7 5RY - Permit</p> <p>22/03750/COMPLY Compliance with condition 15 (Drainage) of permission 20/02285/FUL - Demolition of existing Class B1 building and erection of 3 no. dwellings together with associated ancillary development Land South Of Back Lane Ampney Crucis Gloucestershire – REFUSED</p> <p>22/02067/COMPLY Compliance with Conditions 4 (Window and door finishes), 6 (Cast iron goods), 8 (Details), 10 (Drainage), 12 (Bat and bird boxes), 15 (Hedgerow management plan) and 16 (External lighting) of permission 21/04443/FUL - Erection of 1 no. detached dwelling with basement and attached garage Land South Of Back Lane Ampney Crucis Gloucestershire - REFUSED</p>
13.2	<p>To consider and agree response to the following planning applications:</p> <p>23/01165/COMPLY Compliance with Conditions 3 (sample materials), 4 (sample walling panel), 5 (design details) & 7 (landscaping scheme) of permission 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 – deadline – No Comment.</p> <p>23/00767/FUL Proposed two storey extension to the rear (north) side of the property along with adjustments to the existing vehicular access Wickets End Ampney Crucis Cirencester Gloucestershire GL7 5RY - deadline 20th April – No comment</p> <p>23/01227/FUL Two storey side extension, demolition of existing garage and construction of new garage (revision of 19/04190/FUL) 53 Hilcot End Ampney Crucis Cirencester Gloucestershire GL7 5HG</p> <p>The Council agreed to submit the following comment: The Council would prefer the applicant made use of natural stone for the north and west facing walls of the garage rather than render as it's more in keeping with the surrounding buildings. The Council would also like to draw to the attention of the officer some possible errors on the Biodiversity form, in particular regarding the proximity of the planned works to hedgerows.</p> <p>ACTION: Clerk to submit the above comment.</p>
13.3	<p>To consider and agree response to tree work applications and note decisions: Noted.</p> <p>23/00869/TCONR Three silver birch trees - Repollard The Mead House Ampney Crucis Cirencester GL7 5RY – No objection</p> <p>23/00678/TCONR T1 & T2 Lime: Fell T1 to ground level. Reduce T2 as shown below. T3</p>

	Ash: Fell to ground level Sterrys Mill Church Lane Ampney Crucis Cirencester GL7 5R – no objection.
13.4	To receive an update on the hedge removal at Butchers Arms Lane Cllr Spivey reported that there was no update available but would chase CDC for one.
14 23/24	Burial ground
14.1	Update on memorial testing and fixing. 24 headstones are being fixed. Cllrs Mills & Crook have agreed to undertake to make an accurate plan of the old burial ground and plot the headstones.
14.2	Update on works to the Lych Gate Work has started on the Lych Gate and is ongoing.
15 23/24	Village Matters
15.1	To receive update on playground matters Cllr Mills reported on the following: There has been an incident of anti-social behaviour in the playground – mud was smeared over the equipment. Volunteers cleared it off. The incident will be reported to the police. Cllrs R & J Leadbeater kindly cut the hedge back in the playground. Cllr Mills has painted the rusty gate and is in the process of painting the rusty bits of the railings. The wooden gate requires a spring.
	ACTION: Cllr Crook to source a spring and Cllr Mills will get it fitted.
	Fundraising for the new swings is ongoing. £1000 was recently donated by the Primrose Trust. Other local companies and individuals are being approached for funds. A total of £13,825 is required.
	ACTION: Clerk to add “to consider and agree level of funding from the Council for the replacement and new swings” to July Agenda
	The lease is due for renewal shortly.
	ACTION: Clerk to ascertain if the County would be willing to transfer the land to the Parish Council and at what cost.
15.2	To receive update on bus shelter and agree next steps. Bromford have replied to our request to put a bus shelter on their land. The response is not entirely clear. After discussion, there is still some reservation as to whether the provision of bus shelters is the right thing to spend such a significant amount of the precept on.
	ACTION: Clerk to clarify the position with Bromford and add to the July Agenda for a final decision as to whether to pursue the project or not.
15.3	To consider and agree options for Setts at Cobblers Cottage - Richard Gray (Glos Highways) has suggested that the Council should budget between £15k-18k for a 50/50 community

	<p>offer should the Council wish to go ahead with the project.</p> <p>Cllr R Leadbeater reported that at the original meeting with Richard Gray, he had suggested that Glos Highways would install a bollard to stop cars being able to drive onto the verge to stop any further erosion of the path. This has not been actioned and would be a less expense alternative.</p> <p>ACTION: Clerk to contact Richard Gray about the installation of a bollard and also to chase him for an update on the metal work being removed from Backs Lane.</p>
15.4	<p>To receive an update on volunteers for Defibrillator checks and VAS checks.</p> <p>A doodle poll has been circulated to all those who have volunteered to carry out defib checks.</p> <p>ACTION: Clerk to add Gerry Westmacott to the poll</p> <p>ACTION: Clerk to be in attendance at 31st May defib training session to gather additional names for the defib check.</p>
16 23/24	To receive correspondence
16.1	Regular news updates from GCC & CDC
17 23/24	<p>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.</p> <p>The Council would like to purchase a Rowan tree to be planted in the burial ground to mark the coronation of King Charles III.</p> <p>ACTION: Clerk to contact Terry Underwood regarding sourcing a tree.</p> <p>ACTION: clerk to circulate suggested words for a plaque for agreement by the Council.</p>
18 23/24	<p>Date and time of next meeting</p> <p>13th July 2023 at 7.15pm.</p>

There being no further business, the meeting closed at 9.45pm