

**MINUTES OF MEETING OF AVENING PARISH COUNCIL HELD ON THURSDAY 21<sup>st</sup> APRIL 2011 AT 7.30 PM**

The following Councillors were in attendance: Cllr M Williamson (Chairman), Cllr Mrs G Parsons, Cllr J Parsons, Cllr T Beardsell, Cllr Mrs E Oliver.

Also in attendance: Mrs E St John Smith, PCSO Sue Fellows, Aileen Bendall, Lucy Reid, Mr and Mrs P Harvey, Mrs D Cook (Clerk).

The meeting opened at 7.35pm

**128/10 PUBLIC QUESTION TIME**

Mrs St John Smith had attended about the matter of two potentially/allegedly threatening dogs. The matter was discussed in the presence of the police. The police are encouraging anyone feeling threatened to report the issue to them. Mrs St John Smith and any other resident was encouraged to take the matter up with the dog warden/ environment health officers at CDC for investigation.

Lucy Reid was welcomed, she would be joining the Parish Council as a new Councillor from May.

Mr and Mrs Harvey from Old Hill had attended about their planning application. They had brought along a sample of roof tiles for Councillors to look at. They were Fairford tiles (not original Cotswold stone tiles). Councillors noted they were of good quality. The tiles had been approved by CDC, but CDC had suggested the applicants bring the tiles to the Parish Council for them to take a look at as there has been previous objection to any tiles other original Cotswold stone tiles. The Chairman thanked the Harvey's for attending.

At 7.55pm the Harveys left the meeting.

Aileen Bendall, the new village agent for Avening introduced herself and explained her role. She provided contact information for Councillors. New posters would be displayed shortly. Her role covered Minchinhampton and Nailsworth too. Village Agents provided a signposting service to older people (50+) or disadvantaged younger, or local people. Aileen was making contacts within the local community so that people could be identified or referred to her for assistance. In an emergency, emergency services should be contacted. If a matter arises that was not an emergency but still urgent, help could be obtained by phoning the adult helpdesk number at GCC. A message could be left for Aileen on her mobile phone.

Public Question time was closed.

**129/10 PCSO REPORT & CRIME AND ANTISOCIAL BEHAVIOUR**

The monthly crime report was noted.

The next Police Community Meeting would be held on 18<sup>th</sup> May. The police and residents (from various local areas) discuss the recent incidents and decide what will be the police priorities for the next 3-4 month period.

It was noted that Tetbury Police station would be closed.

Signed.....Chairman/Chairman of the Meeting/Presiding Officer

Date: 19<sup>th</sup> May 2011

A letter had been received and noted from the police confirming that no further action would be taken in the matter of the vandalism of the bollards on Rectory Lane, next to the playing fields (from February 2011).

At 8.15pm Aileen Bendall and Mrs St John Smith left the meeting.

**130/10 APOLOGIES AND REASONS FOR ABSENCE**

Cllr Mrs C Mitchell (personal) – It was **RESOLVED** to accept the absence of Cllr Mrs C Mitchell from the Parish Council meeting of 21<sup>st</sup> April 2011.

The following absences were noted but not specifically approved.

Cllr Mrs C Chesterman (no apologies received in time for meeting)

Cllr J Catterall (business)

Cllr T Slater (business)

**131/10 DECLARATIONS OF INTEREST**

Cllr Jim Parsons declared an interest in all planning matters because of his position as District Councillor sitting on the Planning Regulatory Committee at CDC. He did not vote.

Cllr Mrs E Oliver declared an interested in agenda item 10.1 (6 Old Hill). She did not vote.

Cllr J Parsons declared an interest in agenda item 7.3 Volunteer of the Year award when it became apparent that he knew one of the nominees. He did not vote.

**132/10 ACCEPTANCE AND SIGNING OF MINUTES OF MEETING HELD ON THURSDAY, 17<sup>th</sup> MARCH 2011.**

It was **RESOLVED** to accept and sign the minutes of the meeting held on Thursday 17<sup>th</sup> March 2011.

**133/10 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes that were not already on the agenda.

**134 /10 COMMUNITY PROJECTS**

**134.1/10 Traffic and Highways**

**134.1.1/10 General Highways Update**

The Chairman and Cllr J Parsons had attended a site meeting with Highways (covering grit bins, Rectory Lane and speed restrictions on High Street). Highways could provide blue grit barrels for free (usual cost of grit bin is £180 plus VAT). They were slightly smaller capacity. It was **RESOLVED** to ask Highways to install 2 blue barrel grit bins at Sunground at sites marked 1 and 2 on the accompanying map. It was also **RESOLVED** to ask Highways to consider the installation of a blue barrel grit bin at Greenway Head on a site to be agreed with Highways.

The issue of the crumbling wall along High Street (from the Bell Inn upwards) was mentioned. The matter was due for inspection monthly for a year (by GCC). The clerk would diarise to start chasing Highways after 10 months of inspection (September 2011), in order that action could try to be taken at the earliest opportunity come the end of the 12 month inspection period.

Signed.....Chairman/Chairman of the Meeting/Presiding Officer

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**134.1.2/10 B4014 repairs update**

It had been noted that no notice signs had been displayed by Highways for the roadworks/closure of the B4014. Highways had confirmed to the Chairman that work was now due to start later in May and continue until October.

**134.1.3/10 To consider the provision of speed bumps in Rectory Lane**

Following the Highways meeting the suggested solution was to use two existing signs from elsewhere in the village stating "children crossing" and to install these at either end of the playing fields entrances on Rectory Lane. It was understood there would be no cost to the Parish Council. It was **RESOLVED** to approve the installation of the two "children crossing" signs at Rectory Lane.

**134.1.4/10 To consider request for 20mph zone on High Street**

Following the Highways meeting, Highways explained that there were various provisions that they had to comply with in order to impose a 20mph zone in an area. It was unlikely to be appropriate in this case. This was noted by Council and it was **RESOLVED** to not pursue this matter any further.

**134.2/10 Emergency Plan – final copies and circulation**

The finalised copy of the Emergency Plan (confidential copy) was distributed to those Emergency Plan group members who were present in the meeting. Public copies are available on email only, from the Clerk.

**134.3/10 To nominate and decide the winner of the Volunteer of the Year Award for 2011**

After discussion, Cllr J Parsons declared a prejudicial interest in the matter as he knew one of the nominees. It was **RESOLVED** to award the Volunteer of the Year award 2011 to Jim Hill for his services to the village (maintenance of the Church Clock predominantly).

It was requested that the Volunteer of the Year award be put back on the agenda for the May meeting to draw up a set of guidelines/policy for the award for future years, for example to consider whether there could be more than 1 winner in a year.

**134.4/10 To be advised of plans for a village event to celebrate the royal wedding in April 2011**

It was noted that there was to be a party for residents at Sandford Leaze and also the village party at the Village Hall with wide screen TV and refreshments etc. This was to be a free event for villagers.

**134.5/10 To be advised of APFA plans to fundraise for new goal posts at the playing fields**

APFA wished to advise the Parish Council that they were planning to install new socketed goal posts at the playing fields which would be easier to reposition when needed, than the current posts. They wished to advise they would be seeking alternative funding in the first instance in order to try and preserve Parish Council funds. This was noted.

**135/10 FINANCE**

**135.1/10 General**

**135.1.1/10 Budget Status and Balance at Bank**

The current balance at bank was £1,059.51 with £18,291.56 now in the deposit account with projected expenditure and year end balance as set out on the monthly budget sheet.

**135.1.2/10 To Approve Bills for payment**

It was **RESOLVED** to approve the following bills for payment:

- Clerk's Salary less Income Tax/NI plus Expenses £635.38

**135.1.3/10 To approve the following cheques issued since the last meeting:**

It was **RESOLVED** to approve the following cheques issued since the last meeting:

- Spatial Tech UK (parish online fee) £24.00

**135.1.4/10 To confirm the appointment of Graham Merrick as internal auditor for 2010/11 financial year end**

It was **RESOLVED** to approve the appointment of Graham Merrick as internal auditor for the 2010/11 financial year end audit.

**135.2/10 Village Hall**

**135.2(i)/10 To advise of progress of the first registration of title**

The first registration of the title of the Hall was in hand. The application was with the Land Registry. The Land Registry had raised an enquiry as to the names to be listed on the Proprietorship Register. The Clerk had agreed with the Solicitor that the Parish Council (as custodian trustees) would appear on the Proprietorship Register.

**135.3/10 Maintenance work and Capital Projects**

It was noted that the telephone boxes were due to be painted in early May.

At 9.15pm Lucy Reid left the meeting.

**It was therefore unanimously RESOLVED that the meeting move into closed session under the terms of The Public (Admissions to Meetings) Act 1960 as the business to be discussed included staffing matters and contracts which were confidential and could be prejudiced by being in the public domain at this time, in accordance with the Public Bodies (Admissions to Meetings) Act 1960.**

**135.4/10 Staff Matters (closed session)**

It was **RESOLVED** to cover the post by fixed term contract of just over 1 year. It was **RESOLVED** to put in place appropriate advertising. It was **RESOLVED** to approve the job description, application form and advert. It was **RESOLVED** to give the Clerk delegated authority to spend to place the full package advert as discussed.

**136/10 PROCEDURE/UPDATES**

**136.1/10 Equality Act 2010 – public sector equality duty**

The new public sector equality duty (general and specific duties) would come into force in April 2011. The specific duties were already being amended, but Parish Council's will still only have until July to comply. The Clerk would carry out the appropriate reading and advise Councillors how to proceed. The process was in hand.

**136.2/10 Code of Recommended Practice on Local Authority Publicity**

This had now been published and limited certain types of local authority publicity/communication. Parish Councils were exempted from some of the provisions

and were able to publish newsletters (or place pieces in local magazines) still on a monthly basis.

**136.3/10 Confirmation of Parish Election details 2011**

The Clerk confirmed that 9 Councillors had been elected uncontested to Avening Parish Council from May 2011. The old Council retires on the 9<sup>th</sup> May and the new one takes its place then. Email distribution lists etc would need to be updated and the Clerk will send out relevant information at the time to all Councillors. The two meetings in May to note were the Annual Meeting of the Parish Council (19<sup>th</sup>) and the Annual Parish Meeting (26<sup>th</sup>). If Councillors were unable to attend the meeting of the 19<sup>th</sup> they must let the Clerk know before the agenda is published so that provision can be made for alternate signing of the paperwork. If the paperwork is not completed by the end of the May meeting (without alternative provision being expressly made on the agenda) then the Councillor will lose their seat.

**137/10 PLANNING**

**137.1/10 New Planning Applications**

11/01129/FUL	Coach House, Avening House, High Street, Avening, GL8 8NH <b>Proposal:</b> Replacement of existing greenhouse, landscaping of garden to rear of property It was <b>RESOLVED</b> to ratify the previous decision that Council have no objections to the application.
10/04842/FUL	Location: 6 Old Hill, Avening, GL8 8NR <b>Proposal:</b> New roofs, windows and doors, erection of first floor rear extension It was <b>RESOLVED</b> to withdraw the objection about the Fairford roof tiles having now been given the opportunity to view them and to confirm to CDC that the Parish Council objection is withdrawn and the Parish Council now has no objections to the roof tiles .

**137.2/10 Appeals**

APP/F1610/C /1/2149422	Site at Oldfield and Ruggers Green Woods, - appeal against enforcement notices issued by Cotswold District Council It was <b>RESOLVED</b> that no response was to be submitted as the Parish Council did not have any information to add.
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**137.3/10 Decisions Received**

The following decisions made by CDC were noted.

11/00458/LBC	18 Woodstock Lane, Avening, GL8 8NG <b>Proposal:</b> Erection of timber oil fired boiler shed to side <b>Date decided:</b> 07 April 2011 <b>Decision:</b> Application Permit
11/00678/FUL	18 Woodstock Lane, Avening, GL8 8NG <b>Proposal:</b> Erection of timber oil fired boiler shed to side <b>Date decided:</b> 07 April 2011 <b>Decision:</b> Application Permit
11/00650/FUL	Little Fields, Tetbury, GL8 8SE <b>Proposal:</b> Erection of summer house and plant room amendment to planning application 10/03650/FUL

Signed.....Chairman/Chairman of the Meeting/Presiding Officer

Date: 19<sup>th</sup> May 2011

	<b>Date decided:</b> 22 March 2011 <b>Decision:</b> Application Permit
11/00522/FUL	Field House, 12 West End, Avening, GL8 8NE <b>Proposal:</b> Change of use of paddock land to residential use, re align boundary wall to provide car parking spaces <b>Date decided:</b> 17 March 2011 <b>Decision:</b> Application Withdrawn

**137.4/10 Tree Works**

	There were none at the time of the meeting.
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**137.5/10 Tree Works Decisions**

The following tree works decisions made by CDC were noted.

11/01315/TCONR	<b>This application type was for information purposes only and was not open to consultation.</b> <b>Location:</b> Adjacent, 11 High Street, Avening, GL8 8LU <b>Proposal:</b> Fell row of five conifer rear of 11 High Street, Avening bordering 6 Tetbury Hill. <b>Date decided:</b> 22 March 2011 <b>Decision:</b> Application Permit
	<b>COTSWOLD DISTRICT COUNCIL TREE PRESERVATION ORDER NO 2011/05 (LAND ADJACENT TO FIELD HOUSE, WEST END, AVENING, GLOUCESTERSHIRE) 2011</b>

**The Next Meeting of Avening Parish Council will be the Annual Meeting of the Parish Council held on Thursday 19<sup>th</sup> May 2011 at 7.30 pm at the Memorial Hall.**

**The Annual Parish Meeting will be held on Thursday, 26<sup>th</sup> May 2011 at 7.30pm in the Memorial Hall.**

**There being no further business the meeting was closed at 10pm**