

MINUTES OF MEETING OF AVENING PARISH COUNCIL HELD ON THURSDAY 16th JUNE 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 D Conway.

Also in attendance: Mrs D Cook (Clerk).

The meeting opened at 7.40pm

18/11 PUBLIC QUESTION TIME

Jon Glover Chairman of APFA attended to discuss the annual grant application. It was noted that costs of repairs generally had increased. APFA were currently working on fundraising to purchase moveable goal posts, it currently costs them around £450-500 for the current posts to be moved. The project will cost around £2000. The 35 fruit trees that had been planted were improving and growing, only 4 (approx.) had been lost. The cycle track had received a good response generally. APFA were pleased with current grasscutting arrangements.

Jon Glover left the meeting at 7.50pm.

19/11 CRIME AND ANTISOCIAL BEHAVIOUR

The monthly crime report was noted. There were additional problems that had been reported and would no doubt come through on next month's crime report: criminal damage of Rectory Lane bench, aerial and arson and criminal damage in the field at the top of Sunground.

20/11 APOLOGIES AND REASONS FOR ABSENCE

Cllr Mrs C Mitchell (business), Cllr Mrs L Reid (business), Cllr T Slater (personal)
No response received from Cllr J Catterall in time for the meeting.

21/11 DECLARATIONS OF INTEREST

Under agenda head 9.2.1 – annual grants
Cllr Mrs G Parsons declared a prejudicial interest in the grants to Avening PCC as she was a member of the PCC.
Cllr J Parsons declared an interest in the Village Hall grant application as the PC rep on the village hall committee.
Cllr D Conway declared a prejudicial interest in the annual grant to the CAB because of a family member being employed by them.
The Councillors declaring an interest took part in the initial discussion but did not vote on the applications where they had declared an interest.

22/11 ACCEPTANCE AND SIGNING OF MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY, 19th MAY 2011.

It was **RESOLVED** to accept and sign the minutes of the Annual Meeting of the Parish Council held on Thursday 19th May 2011.

23/11 MATTERS ARISING FROM THE MINUTES

The Clerk had received confirmation from the Post Office Ltd that there would not be a cash machine at the proposed new post office, but cash was available to withdraw.

The signs had now been moved re "children crossing" to the playing fields.

It was noted that Cllr Mrs C Mitchell had signed her declaration of acceptance of office and undertaking form prior to the 16th June meeting.

24/11 MATTERS ARISING FROM THE ANNUAL PARISH MEETING HELD ON THURSDAY 26TH MAY 2011

There were no points to be brought to the Parish Council's attention that weren't already on the agenda.

25/11 COMMUNITY PROJECTS

25.1/11 Traffic and Highways

25.1.1/11 General Highways Update

The Clerk had received the annual grit and snow provision letter from Highways. It was **RESOLVED** that the Parish Council could not hold a supply of grit for GCC as there was nowhere to keep it. It was **RESOLVED** that the Parish Council did not wish to purchase the hand held grit spreader on offer from GCC. The snow warden and snow plough operators details remained the same. The Clerk would respond to Highways.

It was noted that coaches that travelled through the village often crossed the white line because of their size, this caused difficulty for road users using the road correctly on the other side of the road, either through braking or swerving. The Clerk was asked to go through Highways to see whether an agreement could be made with coach companies, especially those on the school run (when they are not carrying children to school) to see if they could avoid the village when going to/from the depot.

The overgrown hedge affecting the highway at Point Road was noted and the Clerk was asked to write to no 19 Point Road to see if there was a forwarding address for the owner of the piece of land (neighbouring no 19).

25.1.2/11 B4014 - to consider repairs update and to consider matters relating to the 7.5 tonne weight limit on the B4014 (current and future use by lorries) and to respond to any matters raised by GCC Highways

The 7.5 tonne weight restriction would be retained with immediate effect. A note to this extent will go into the Villager.

25.2/11 To consider volunteer arrangements and date for the village Spring Clean

The Parish Council needed new volunteers to organise the village litter collection events. The Clerk would put a note in the Villager and ask the school if a group of parents might be interested. The event ran 2-3 times per year with the Parish Council advertising and arranging the kit and the volunteers just organising on the day.

26/11 FINANCE

26.1/11 General

26.1.1/11 Budget Status and Balance at Bank

The current balance at bank was £11,179.35 with £23,303.74 now in the deposit account with projected expenditure and year end balance as set out on the monthly budget sheet.

26.1.2/11 To Approve Bills for payment

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

▪ Clerk's Salary less Income Tax plus Expenses	£700.07
▪ HMRC	£32.56
▪ GAPTC	£80.00
▪ Avendale Garden Maintenance Service	£630.00

26.1.3/11 To approve the following cheques issued since the last meeting:

- **Avening PCC (Bell Fund) (volunteer of year) £25.00**

It was **RESOLVED** to approve the amount of £25 to the PCC Bell Fund in recognition of the Volunteer of the Year Award 2011 presented to Jim Hill, for winding and care of the Church Clock.

26.1.4/11 To consider viring money to increase the emergency contingency fund

It was **RESOLVED** that there would be no viring of money to increase the emergency contingency fund. The Parish Council would consider additional grants if needed.

26.2/11 Annual grants

26.2.1/11 To consider awarding and confirm amounts of annual grants for the year 2011/12 to the following :

Cllr Mrs G Parsons declared a prejudicial interest in the grants to Avening PCC as she was a member of the PCC.

Cllr J Parsons declared an interest in the Village Hall application as the PC rep on the village hall committee.

Cllr D Conway declared a prejudicial interest in the grant to the CAB because of a family member being employed by them.

The Councillors declaring an interest took part in the initial discussion but did not vote on the applications where they had declared an interest.

(i) Avening PCC (grasscutting at the churchyard)

It was **RESOLVED** to award the sum of £1000 for the year 2011/12 subject to a breakdown of costs being provided before the cheque would be released and an annual report being submitted to the Annual Parish Meeting in 2012.

(ii) Avening PCC (Villager)

It was **RESOLVED** to award the sum of £250 for the year 2011/12 subject to an annual report being submitted to the Annual Parish Meeting in 2012.

(iii) APFA

It was **RESOLVED** to award the sum of £1600 for the year 2011/12 subject to an annual report being submitted to the Annual Parish Meeting in 2012.

(iv) Avening Memorial Hall

It was **RESOLVED** to award the sum of £1500 for the year 2011/12 subject to an annual report being submitted to the Annual Parish Meeting in 2012.

(v) Avening Playgroup

It was **RESOLVED** to award the sum of £300 for the year 2011/12 subject to an annual report being submitted to the Annual Parish Meeting in 2012.

(vi) Avening Youth Club (Hall fees)

Annual accounts had been promised and not delivered. After discussion it was **RESOLVED** to award up to the sum of £400 towards the Hall Hire Fees for the Youth Club for the 6 months from January 2011- June 2011. The Parish Council did not want to see the children disadvantaged and would consider paying the remaining 6 months fees when accounts had been produced. The Clerk was instructed to raise the matter with the PCC/Churches Together who were believed to be the group organising the Youth Club. The grant was also subject to an annual report being submitted to the Annual Parish Meeting in 2012.

(vii) CCVS (dial-a-ride)

It was **RESOLVED** to award the sum of £200 for the year 2011/12.

(viii) CAB

It was **RESOLVED** to award the sum of £50 for the year 2011/12. The Clerk would find details of how to send the grant to the local branch covering Avening (Cirencester).

(viv) Tree Wardens Group

It was **RESOLVED** to award the sum of £20 for the year 2011/12.

26.2.2/11 To consider moving annual grants consideration/allocation from June to July 2012

It was **RESOLVED** not to move the grants consideration/allocation process from June 2012 to July 2012. Annual grants would be considered at the June 2012 meeting.

It was noted that the Clerk had advised of the increased workload that June had created because of all groups leaving their applications until the last minute and requiring a lot of additional reminders. This coincided with the time that annual accounts, annual meetings and other statutory obligations of the Council were at their peak. It was noted that the same number of reminders may not be able to be issued next year. It was agreed monthly reminders from January 2012 would be sent to groups.

26.3/11 Maintenance work and Capital Projects

26.3.1/11 To consider uses for the two telephone kiosks

This matter was deferred.

26.3.2/11 To consider the results of the review of benches across the village and to consider adopting benches and adding to our insurance policy

There were four public benches (not including those in the churchyard and the playing fields) located throughout the village:

- Outside the old shop and with Dedication Plaque.
- Pound Hill with Dedication Plaque
- Along West End with Dedication plaque
- On Rectory Lane at the junction of Steps Lane with no Dedication Plaque

It was **RESOLVED** not to adopt these benches and therefore not to include on the Parish Council's insurance policy.

The Clerk would look into drawing up a benches policy in the future, so that anyone wishing to contribute to a bench could do so in conjunction with the Parish Council and

assuming Parish Council (and GCC conditions were met) then the bench could be adopted by the Parish Council (at the Parish Council's discretion in each case).

26.3.3/11 To discuss the recent bench vandalism and consider making an insurance claim to replace bench

The recent bench vandalism was noted. The bench remains would be taken to the tip (Parish Council's thanks to Cllr T Beardsell). It was **RESOLVED** to claim on the insurance policy. The bench was covered to the sum of £400. The insurance excess was £250. The Clerk was authorised to proceed with a claim with the brokers.

26.3.4/11 To consider the purchase of a new bench for Rectory Lane to replace the vandalised bench (subject to (26.3.3/11 above))

It was **RESOLVED** that the Parish Council would purchase a new bench for the Rectory Lane site. The Parish Council would pay the difference between the insurance payout and the cost of the new bench. The clerk was authorised to obtain three quotations for benches for the Parish Council to consider.

26.3.5/11 To consider insurance arrangements for dog bins and litter bins purchased and insured by the Parish Council, across the village

The Clerk had spoken with CDC and GCC about insurance of grit bins, dog bins and litter bins. In each case CDC and GCC did not insure their bins as the cost of the various bins was less than the excess in each case. It was **RESOLVED** to authorise the Clerk to speak with the insurance brokers to see about removing the bins from the policy. This would only be done if there was a reasonable reduction in premium. If not, the change would wait until the renewal in June 2012.

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.

26.4/11 Staff Matters (closed session)

A new Clerk had been appointed to cover the existing Clerk's leave from September to October 2012.

27/11 PROCEDURE/UPDATES

27.1/11 Equality Act 2010 – public sector equality duty

The process was in hand and the matter was deferred until the July meeting.

27.2/11 Training for Parish Councillors – Code of Conduct, other

The training information, courses and dates from GAPTC were noted. The Code of Conduct training had taken place. The Clerk would report back on both sets of training at the July meeting.

27.3/11 Councillors' notification under the Data Protection Act 1998

The need to notification under the Data Protection Act 1998 was noted for individual Councillors in specific circumstances. At the present time none of these circumstances appeared to exist for the Councillors. The Parish Council as a whole was registered.

28/11 PLANNING

28.1/11 New Planning Applications

11/02317/FUL	Avendale, 2 High Street, Avening, GL8 8LU Proposal: Erection of a conservatory Advice would be taken from the Monitoring Officer at CDC in case the Council had a prejudicial interest. The Parish Council held a contract with the owner of the property. If the Parish Council were able to comment, the Clerk would consult with members, as per standing orders, and then submit a response.
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28.2/11 Decisions Received

The following decisions made by CDC were noted.

11/01686/FUL	Location: 1 High Street, Avening, GL8 8LU Proposal: Change of use from retail to residential Date decided: 14 June 2011 Decision: Application Permit
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28.3/11 Tree Works

11/02171/TPO	Location: Avening House, High Street, Avening, GL8 8NH Proposal: TPO 3 A.1 Fell Beech overhanging public road. The Parish Council had no objection to the application.
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28.4/11 Tree Works Decisions

The Parish Council noted the decision below.

	<p>This application type was for information purposes only and was <u>not</u> open to consultation. No initial alert would have been sent.</p> <p>Ward: Avening Date decided: 03 June 2011 Decision: Application Permit Location: Old Quarries, Rectory Lane, Avening, GL8 8NJ Proposal: Trees in garden running alongside Rectory Lane. T. 1 Horse Chestnut - sectional dismantle to a high stump. T. 2 Lime - clear basal area or epicormic growth. T. 3 Sycamore - reduce crown size by approx 25-30%. T. 4 Lime - reduce crown size by up to 30%. T. 5 Twin-stemmed Horse chestnut - fell smaller stem, remaining tree reduce crown by approx 20%.</p>
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28.5/11 Matters for information only

28.5.1/11 Field at Ridgeway – to advise of contact from member of public and referral to enforcement and PROW team and no further action.

The Parish Council had received enquiry over the field from two members of the public. The areas of concern raised were a fence being installed and widening of the bridlepath to the field.

The Clerk was advised by CDC enforcement team that landowners can install fences up to 2m in height without the need for planning permission. Enforcement had no further concerns. The Clerk was advised by the Public Rights of Way Team that generally improvements in the surfacing of a bridlepath were to the benefit of all and

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

Date: 21st July 2011

therefore the PROW team had no further concerns. The Parish Council had responded to the members of the public and no further action was needed.

29/10CORRESPONDENCE FOR ACTION

- Nominations for GAPTC County Committee
- GCC Electoral Review consultation– 1st August 2011
- CPRE (Glos branch) AGM Toddington Village Hall Tues, 28th June at 6.30pm
- Your NHS: Right Care, Right Time, Right Place, June 2011 (consultation)

All correspondence was noted.

**The Next Meeting of Avening Parish Council will be held on
Thursday 21st July 2011 at 7.30 pm
at the Memorial Hall.**

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

CONFIDENTIAL MINUTES

26.4/11 Staff Matters (closed session)

3 interviews were held. Julie Wickham had been appointed to cover the existing Clerk's leave from September 2011 to October 2012. She will join the Parish Council in August and take over in September. Arrangements would be similar to those last time.

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

Date: 21st July 2011