

**MINUTES OF ANNUAL MEETING OF AVENING PARISH COUNCIL  
HELD ON THURSDAY 19<sup>TH</sup> MAY 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, Cllr T Slater (Vice Chairman), Cllr Mrs L Reid, Cllr D Conway.

Also in attendance: Mrs D Cook (Clerk).

The meeting opened at 7.30pm

**01/11 ELECTION OF CHAIRMAN**

It was **RESOLVED** unanimously to elect Cllr M Williamson as Chairman.

**02/11 ELECTION OF VICE CHAIRMAN**

It was **RESOLVED** unanimously to elect Cllr T Slater as Vice Chairman.

**03/11 DECLARATION OF ACCEPTANCE OF NEWLY ELECTED  
COUNCILLORS AND CHAIRMAN**

Councillors handed in their signed declarations of acceptance of office and undertaking forms. Cllr M Williamson signed his Declaration of Acceptance of Chairman form.

**03.1/11 To approve the later signing of the declaration and undertaking  
by Clarissa Mitchell on or before 16<sup>th</sup> June 2011 and to be delivered to the  
Council on or before the 16<sup>th</sup> June 2011 (s83(4)(c)LGA 1972)**

It was **RESOLVED** to approve the later signing of the declaration of acceptance of office and undertaking by Clarissa Mitchell on or before the 16<sup>th</sup> June 2011 and to be delivered to the Parish Council on or before the 16<sup>th</sup> June 2011.

**04/11 PUBLIC QUESTION TIME**

No members of the public were present.

**05/11 APOLOGIES AND REASONS FOR ABSENCE**

Cllr Mrs C Mitchell (business)

**06/11 ACCEPTANCE AND SIGNING OF MINUTES OF ANNUAL MEETING  
OF THE PARISH COUNCIL HELD IN MAY 2010 AND THE MINUTES FROM THE  
MEETING HELD ON THURSDAY, 21<sup>ST</sup> APRIL 2011.**

It was **RESOLVED** to accept and sign the minutes of the meeting held on Thursday 21<sup>st</sup> April 2011 and the Annual Meeting of Thursday, 20<sup>th</sup> May 2010.

**07/11 DECLARATIONS OF INTEREST**

There were none.

**08/11 MATTERS ARISING FROM THE MINUTES**

Cllr M Williamson had attended the Community Police Meeting in Tetbury, where an action plan was put together with both the police and residents for policing priorities over the next few months. Speeding on Hampton Road in Tetbury had been an issue, so some resources would be spent there.

**09/11 TO CONFIRM MEMBERSHIP OF THE PLANNING AND FINANCE COMMITTEES FOR 2011/12**

The Planning Committee was confirmed as Cllr T Beardsell, Cllr Mrs G Parsons, Cllr T Slater, Cllr J Catterall, Cllr M Williamson and Cllr D Conway. The Finance Committee was confirmed as Cllr Mrs G Parsons, Cllr T Slater, Cllr J Catterall, Cllr J Parsons and Cllr M Williamson.

**10/11 TO APPOINT A PARISH COUNCIL REPRESENTATIVE TO THE MEMORIAL HALL MANAGEMENT COMMITTEE FOR 2011/12**

Cllr J Parsons was unanimously appointed as the Parish Council Representative on the Memorial Hall Committee for 2011/12.

**11/11 TO FIX THE DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL FOR THE ENSUING YEAR**

It was **RESOLVED** to continue ordinary council meetings on the third Thursday of the month, except August, all commencing at 7.30pm unless otherwise agreed.

**12/11 PCSO REPORT & CRIME AND ANTISOCIAL BEHAVIOUR**

The monthly crime report was noted. The PCSOs sent apologies as they were unable to attend the meeting, but would attend the Annual Parish Meeting on the 26<sup>th</sup> May 2011.

**13/11 COMMUNITY PROJECTS**

**13.1/11 Traffic and Highways**

**13.1.1/11 General Highways Update**

With reference to the signs to be moved to Rectory Lane/Playing Fields re children crossing/slowing down. It was queried whether the posts would be left where the signs are currently in situ. Councillors would check to see which posts were affected and what they would look like once the sign was removed.

It was noted that the village sign coming into Avening from Tetbury on Tetbury Hill, has one of its posts rusted. This will be reported.

**13.1.2/11 B4014 repairs update**

It had been noted that no notice signs had been displayed by Highways for the roadworks/closure of the B4014.

It was noted that work was now due to start 6<sup>th</sup> June – 30 September 2011.

The diversionary routes (detailed routes eg school buses, query over flow of traffic at the Cross Inn junction, especially with proposed opening of new post office in July 2011) were queried. The Clerk would see what information could be obtained from Highways.

The Clerk had received a letter from a resident querying the 7.5 tonne weight restriction as County Council staff had stated that this would be removed once the repairs to the road were complete. Other Councillors had also received similar comment. The Council had not been informed by Highways. The Clerk would check out the situation and report back at the June meeting.

It was suggested to invite the Highways Officer for the area to the Annual Parish Meeting on the 26<sup>th</sup> May 2011. The Clerk would see if they were available.

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

Date: 16<sup>th</sup> June 2011

**13.1.3/11 Grit Bins update**

The Clerk would thank Highways for the quick installation of the two requested blue barrel grit bins, one at the recycling centre at Sunground and the other at Greenway Lane.

The proposed grit bin on CDC land at the entrance to the Playing Fields at Sunground (land opposite the garages), would not go ahead, as CDC would not consent to the grit bin being sited on its land as it was too near the tree root systems and when grit leached into the soil it would damage the trees. It was **RESOLVED** not to pursue this site as CDC would not consent.

It was noted that there were still repairs outstanding to the grit bins at other sites in the village. The Clerk would find the previous repair list and resend to Highways.

**13.1.4/11 Wall at High Street update**

The Clerk had contacted Highways to check on the monthly inspections. Cllrs J Parsons and M Williamson attended a site meeting with Chris Franklin (Highways) and their legal rep to try and establish wall ownership.

Council wished to thank Riley Vincent for his history of the site which has helped to establish ownership.

For clarity in the future, the area of land/ houses (prior to the houses being built) above the wall was subject to a compulsory purchase order in the 1950s by GCC to allow for a road widening scheme on the B4014. The conveyance did not convey the wall back to the owners of the properties (when the properties were built) so leaving the assumption that the wall remains in the ownership of GCC. The legal department would confirm the situation.

The pathway alongside the wall was reported to have been repaired the next day. The Clerk would thank Highways for their quick work.

**13.2/11 To discuss and decide on guidelines/policy for the Volunteer of the Year Award for 2012**

The previous decision of Council was reiterated – that the award would stay as the Volunteer of the Year Award, not become the Villager of the Year Award.

It was **RESOLVED** that the award could be made to a volunteer or volunteers (in the case of a group) but it would still stay as a single award, ie there would not be two separate winners.

**13.3/11 To consider a response to the Post Office consultation re Post Office local service, deadline 15<sup>th</sup> June 2011**

It was **RESOLVED** to respond to the Post Office consultation in support of the proposed opening of the Post Office in the shop at the Cross Inn.

**14/11 FINANCE**

**14.1/11 General**

**14.1.1/11 Budget Status and Balance at Bank**

The current balance at bank was £23,049.13 with £13,303.69 now in the deposit account with projected expenditure and year end balance as set out on the monthly budget sheet.

**14.1.2/11 To Approve Bills for payment**

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

▪ Clerk's Salary less Income Tax plus Expenses	£561.27
▪ Avendale Garden Maintenance Service	£630
▪ Wilmots (Solicitors)	£280.60
▪ G Merrick (audit fee)	£125
▪ Came and Company (insurance)	£336.87
▪ Viking	£61.04
▪ JS Painting	£690
▪ GAPTC (postage)	£10.33

**14.1.3/11 To advise of receipt of first instalment of precept in the sum of £17,625**

The Clerk advised that the first instalment of the precept in the sum of £17,625 had been received.

**14.1.4/11 To approve the accounts for the year 2010/11**

It was **RESOLVED** to approve the accounts for the year 2010/11 and the annual governance statement and the Chairman signed the same.

**14.1.5/11 Chairman's Financial Review Form 2010/11**

The Chairman reviewed and signed the annual financial review form for 2010/11

**14.1.6/11 Financial Risk Assessment for 2011/12 and current banking issues**

The Council were entering year 3 of a 3 year fixed term insurance policy. The assets held had been double checked against the policy schedule. The list of internal controls sheet had been amended and approved by Council in their meeting of 17<sup>th</sup> March 2011.

It was **RESOLVED** to leave the banking arrangements as they are. Council should not go on to internet banking (allowing payment by one individual) until the repeal of s150 takes place.

**14.1.7/11 To review asset register for 2011/12**

The asset register had been updated as the insurance schedule was checked. The file of assets, with their locations and suppliers had been checked and update throughout the year.

A review of benches in the village would be carried out. The Council currently insures one bench. The results would be discussed at the June meeting to decide if the Parish Council wished to add the benches to their insurance policy.

The Clerk would also check with GCC (for grit bins) and CDC (for litter bins and dog waste bins) as to who owns/insure them. Currently the Council is insuring the grit bins, dog bins and litter bins it has purchased.

**14.1.8/11 To review arrangements for holding secure and access to title deeds, leases, contracts and other legal documents**

The Deeds were currently with the Solicitor, but the empty deeds box was still with Lloyds Bank in case Council wished to return the deeds there after the legal work had been completed. The box had been left at Lloyds as there had been a large amount of paperwork to set up the deeds storage in the first place.

It was **RESOLVED** to ask Wilmots if they would store the Parish Council's deeds, (free of charge as is often offered with solicitors firms). If this was the case, the deeds would be left at Wilmots and the deeds storage box withdrawn from Lloyds to save the current fees of £25 per year.

**14.1.9/11 To review council's and employee's membership of other bodies**

The Council were members of GAPTC, SLCC, CPRE, GRCC and the Conservation Trust. It was **RESOLVED** to remain members of all the bodies for the forthcoming financial year.

**14.1.10/11 To approve insurance quotation for 2011/12 from Came and Company/Aviva**

It was **RESOLVED** to approve the insurance quotation from Came & Company (Aviva) in the sum of £336.87 for the forthcoming year from 1<sup>st</sup> June 2011.

This was the last year in a fixed term contract. The Clerk would compare against other insurers next financial year. (When locked into a longer term agreement no other insurer will quote).

**14.2/11 Village Hall**

**14.2.1/11 To advise of completion of the first registration of title**

The first registration of the title of the Hall had been completed. The addresses for service of any notices re the Hall would come to both the Parish Council address and the Chairman of the Hall Committee's address.

The registration would assist queries on the title to the land in the future, for example on the renegotiation of the lease at the end of its 25 year term.

**14.3/11 Maintenance work and Capital Projects**

**14.3.1/11 To confirm approval of painting of telephone kiosks and release cheque**

The painting of the telephone boxes was approved. The painter would be thanked for the good job he had carried out. It was **RESOLVED** to release the sum of £690 in settlement of JS Ltd's invoice.

**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**

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

Date: 16<sup>th</sup> June 2011

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.

**14.4/11 Staff Matters (closed session)**

It was **RESOLVED** that the Finance Committee would carry out interviews for the fixed term contract post of Clerk on the 6<sup>th</sup> June 2011.

**15/11 PROCEDURE/UPDATES**

**15.1/11 Equality Act 2010 – public sector equality duty**

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

**15.2/11 Future Standards of Conduct of Members of Local Authorities in England**

The NALC Legal Briefing LO2-11 was noted as to the likely procedure to be recommended on the abolition of the current standards board framework.

**15.3/11 Training for Parish Councillors – Code of Conduct, other**

The training information, courses and dates from GAPTC were noted.

**16/11 PLANNING**

**16.1/11 New Planning Applications**

11/01686/FUL	<b>Location:</b> 1 High Street, Avening, GL8 8LU <b>Proposal:</b> Change of use from retail to residential It was <b>RESOLVED</b> that the Parish Council had no objections to the application.
11/01823/FUL	<b>Location:</b> Boat House, Gatcombe Water, Avening <b>Proposal:</b> Change of use from boathouse to single dwelling including, repair and refurbishment, extension and garage/workshop. It was <b>RESOLVED</b> that the Parish Council had no objections to the application.

**16.2/11 Decisions Received**

The following decisions made by CDC were noted.

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 <b>Date decided:</b> 05 May 2011 <b>Decision:</b> Application Permit
--------------	--

**16.3/11 Tree Works**

	There were none at the time of the meeting.
--	---

**16.4/11 Tree Works Decisions**

	There were none at the time of the meeting.
--	---

**17/10CORRESPONDENCE FOR ACTION**

- GAPTC AGM Thursday, 13<sup>th</sup> October 2011 – this was noted.

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

Date: 16<sup>th</sup> June 2011

- Bus Services Review from GCC – this was passed to Cllr M Williamson for consultation and comment with known bus users in the village.

**The Next Meeting of Avening Parish Council will be held on  
Thursday 16<sup>th</sup> June 2011 at 7.30 pm  
at the Memorial Hall.**

**There being no further business the meeting was closed at 9.25pm**