

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

The following Councillors were in attendance: Cllr M Williamson (Chairman), Cllr T Slater (Vice Chairman), Cllr Mrs G Parsons, Cllr J Parsons, Cllr T Beardsell, Cllr J Catterall, Cllr Mrs C Mitchell.

Also in attendance: Mrs D Cook (Clerk), Ms J Wickham (covering Clerk), Mr A Biggs, PCSO Sue Fellows, Mr F Vening.

The meeting opened at 7.30pm

**30/11 PUBLIC QUESTION TIME**

Fred Vening had attended to speak to the Parish Council about three history projects he was working on. He wished to have the Parish Council's support and would apply for some funding towards the projects in due course.

7.35pm Cllr Mrs G Parsons arrived.

The projects were as follows:

1. To install a plaque at Nag's Head (possibly at the post box) to commemorate those who fought in the two World Wars and had lived in Nag's Head. (possibly in time for November).
2. To install plaques on the houses that can be identified as where people who fought in the two World Wars lived in Avening/Nag's Head. At present the cost was £22 per plaque. There may be approx. 20 plaques to go up.
3. To write up a history of Avening (currently spanning 9 volumes). This was proposed to be kept in Maud's cupboard in the church. Copies of photos are also on a memory stick

7.40pm PCSO Sue Fellows and Ms J Wickham arrived.

This was a voluntary project but Mr Vening may apply for funding to cover contributions to the costs/installation of the plaques (he is hoping that the house owners may contribute), stationary costs for the book – folders, laminating costs of photos etc.

It was agreed the Clerk would send the grant application form to Mr Vening and assist in its completion with the intention the grant application would be heard in September.

Mr Vening left the meeting at 7.50pm.

Mr Biggs from Rectory Lane had attended again to hand in a petition to the Parish Council asking for it to be passed to Gloucestershire Highways requesting traffic calming measures to be installed on Rectory Lane. He felt that the previous visit from Highways where the Parish Council and Highways decided to install slow signs on Rectory Lane at either end of the playing fields had not worked and cars were still speeding.

PCSO Sue Fellows noted that it was most likely residents at fault as this was not a through road to anywhere. The road would be monitored with a speed gun and individuals spoken to. Councillors suggested residents should take car numbers and report to the police also.

The petition would be passed to Highways as the Parish Council had not legal powers over Highways matters. Mr Biggs would be contacted when the Council had heard back from Highways.

Mr Biggs left the meeting at 8.05pm.

### **31/11 CRIME AND ANTISOCIAL BEHAVIOUR**

The monthly crime report was noted.

It was reported that most of the stolen items had been recovered from the car break-ins around the village last month.

The complaint letter in the Villager magazine had now been handled by PCSO Fellows (re the police response to crimes reported at the field by the playgroup at Sunground).

The Police and Parish Council were aware of antisocial behavior issues at and around Sunground. There was a dog attacking other dogs – the police had already been involved and the relevant housing association was also involved.

Residents were reminded that they can report matters anonymously.

The law was in the process of being changed so that Housing Associations could have the final say in evicting tenants who behaved unreasonably.

PCSO Sue Fellows was thanked for attending and she left at 8.25pm.

### **32/11 APOLOGIES AND REASONS FOR ABSENCE**

Cllr Mrs L Reid (personal), Cllr D Conway (personal)

### **33/11 DECLARATIONS OF INTEREST**

There were no interests declared.

### **34/11 ACCEPTANCE AND SIGNING OF MINUTES OF THE MEETING OF THE PARISH COUNCIL OF 16<sup>TH</sup> JUNE 2011.**

It was **RESOLVED** to accept and sign the minutes of the meeting of the Parish Council held on Thursday, 16<sup>th</sup> June 2011.

### **35/11 ACCEPTANCE AND SIGNING OF MINUTES OF THE FINANCE COMMITTEE OF THE PARISH COUNCIL ON 6<sup>TH</sup> JUNE 2011.**

It was **RESOLVED** to accept and sign the minutes of the meeting of the Finance Committee of the Parish Council held on Monday, 6<sup>th</sup> June 2011.

### **36/11 MATTERS ARISING FROM THE MINUTES**

There were none.

**37/11 COMMUNITY PROJECTS**

**37.1/11 Traffic and Highways**

**37.1.1/11 General Highways Update**

The Steps Lane closure for Gatcombe was noted.

The vandalised bollards opposite the playing fields entrance would be replaced by Highways when they were next in the area.

**37.1.2/11 B4014 - to consider repairs update and to consider matters relating to the 7.5 tonne weight limit on the B4014.**

There was nothing further at this stage.

**37.1.3/11 To consider if any action is required re coaches travelling through the village (on roads that are part of the LMZ)**

Coaches travelling through the village – raised at June's meeting. The Clerk had been in touch with Highways. The coaches had exemptions to travel through the LMZ so it would not be possible to enforce any agreement for them to travel a different way back to the depot when not on the school run. The Parish Council were welcome to raise matters directly with the coach company, but it was not a matter for Highways. The Clerk would phone the relevant company in the first instance and speak with the manager and ask if they would ask their drivers to slow down/take more care through the village.

**37.1.4/11 To consider overhanging hedge near 19 Point Road and to consider authorising costs to trace ownership at HM Land Registry**

The Clerk had written to the owner of 19 Point Road to try and establish a forwarding address for the owner of the land adjoining number 19. The owner of number 19 did not know. The Clerk was authorised to carry out land registry searches to try and find the forwarding address for the owner. Highways had offered to then contact the owner and issue notices to require the hedge to be cut back. It was **RESOLVED** that the Clerk would attempt to recoup the Parish Council's costs in searches and time back from the owner of the land – it was not usual practice for the Parish Council to carry out Land Registry searches to establish ownership and this action was not setting a precedent.

**37.2/11 To consider volunteer arrangements and date for the village clean up**

No volunteers had come forward after advertising in the Villager and contacting the school. Cllr T Beardsell would take on the organisation on the day. He would provide some dates for the Clerk to advertise and to organise litter picking kit for.

8.40pm Cllr Mrs C Mitchell left the meeting.

**37.3/11 Report back from Cllr J Parsons re visit to Cross Inn/Shop/Post Office on 21<sup>st</sup> July with Geoffrey Clifton-Brown MP**

Cllr Jim Parsons met with Geoffrey Clifton Brown MP and Claire Crosthwaite at the Cross Inn to discuss the new post office to be run from the Cross Inn shop. Security was discussed and Mr Clifton Brown had approached GRCC for funding advice. Geoffrey Clifton Brown will try and attend the official opening.

**38/11 FINANCE**

**38.1/11 General**

**38.1.1/11 Budget Status and Balance at Bank**

The current balance at bank was £9,431.64 with £23,304.30 now in the deposit account with projected expenditure and year end balance as set out on the monthly budget sheet.

**38.1.2/11 To Approve Bills for payment**

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

|   |         |
|---|---------|
| ▪ Clerk's Salary less Income Tax plus Expenses        | £674.57 |
| ▪ Avendale Garden Maintenance Service                 | £630    |
| ▪ Cotswold District Council (printing emergency plan) | £34.44  |
| ▪ Viking  | £89.82  |
| ▪ Land Registry (Index Map Search)                    | £5.00   |
| ▪ Land Registry (OCE's and Plan)                      | £16.00  |
| ▪ Moore Stephens (auditors)                           | £342    |
| ▪ (i) Avening PCC (grasscutting at the churchyard)    | £1,000  |
| ▪ (ii) Avening PCC (Villager)                         | £250    |
| ▪ (iii) APFA  | £1,600  |
| ▪ (iv) Avening Memorial Hall                          | £1,500  |
| ▪ (v) Avening Playgroup                               | £300    |
| ▪ (vii) C CVS (dial-a-ride)                           | £200    |
| ▪ (viii) CAB  | £50     |
| ▪ (viv) Tree Wardens Group                            | £20     |

(Youth Club payment of up to £400 was not approved as it was re-decided below)

**38.1.3/11 To approve the following cheques issued since the last meeting:**

- GAPTC £80.00

It was **RESOLVED** to approve the amount of £80 to GAPTC for training fees.

**38.1.4/11 To review signatories and users on the Parish Council Bank Accounts, to amend telephone users and to remove deeds box and close safe custody account at Lloyds**

It was **RESOLVED** to remove Elizabeth Oliver from the signatory list.

It was **RESOLVED** to sign the letter amending the Clerk's telephone user details.

It was **RESOLVED** to remove the safe custody box from Lloyds Bank plc in Cirencester and to close the safe custody account.

**38.1.5/11 To advise of clear audit results for 2010/11 and to approve and accept external auditors report**

It was **RESOLVED** to accept the audit results for 2010/11 and to approve and accept the external auditors report.

**38.1.6/11 To consider HMRC filing online payment for 09/10 in the sum of £75 advised as outstanding from internal auditor was in fact set against payments due to HMRC**

It was advised and noted that the online filing payment for 09/10 in the sum of £75 advised as outstanding from the internal auditor had been checked with HMRC and had been held by them and set against payments due to HMRC.

**38.1.7/11 Annual Grants – to approve funding the final 6 months of hall fees for the youth club for 2011 and to amend the annual grant terms**

Following the Clerk's discussion with George Buchanan from the PCC Educational Trust to discuss the Youth Club finding and accounts it was **RESOLVED** to remove the requirement for annual accounts to be provided from the Youth Club leader Cassie Chesterman and it was **RESOLVED** to approve payment of the full year's Youth Club Hall Hire fees for 2011 (expected to be in the region of £660).

**38.1.8/11 Community Grants – to consider funding towards a summer playscheme/youth club, run by the youth club.**

The grant application had not been received and could not be looked at in time for the summer holidays.

**38.2 Maintenance work and Capital Projects**

**38.2.1/11 To consider uses for the two telephone kiosks**

This matter was deferred until September 2011.

**The meeting would have been put into closed session for agenda point 9.2(ii) (minuted at 38.2.2/11) if there had been members of the public present, under The Public (Admissions to Meetings) Act 1960 as the business to be discussed included contracts and tenders/quotations. (in accordance with legal requirements)**

**38.2.2/11 To be advised of progress of insurance claim for vandalised bench at Rectory Lane, to consider advice from brokers and Aviva and to consider quotations for a replacement bench (part closed session)**

It was **RESOLVED** to proceed with the insurance claim. The bench was insured for £400, the excess was £250 and the Parish Council would lose its no claims bonus of approx 5% (approx. £18 added to premium) on renewal. It was noted that the three year fixed policy was up for renewal in June 2012.

Councillors preferred to replace the bench with a metal bench as it was likely to be more vandal proof. The Council did not like the metal bench already quoted for from one supplier and the other supplier had not yet quoted. The Clerk would contact each supplier again with Council's requirements.

The brokers (and insurance company) need to know which bench was the Parish Council's preferred choice. This was noted and the Clerk would speak to the brokers.

**38.2.3/11 To be advised of insurance arrangements for dog bins, grit bins and litter bins purchased and insured by the Parish Council, across the village and to decide whether to remove the items from next year's policy.**

The Clerk had spoken with the brokers re removing dog waste bins, litter bins and grit bins from the insurance policy. It was advised that if several items were damaged on one occasion this would be one claim, whereas if it was one bin a night then it would be separate claims and therefore the excess would apply to each claim (making it uneconomic to claim). This was noted and the matter would be looked at at renewal in June 2012.

**38.2.4/11 To be advised of progress of repair of dog waste bin at Playing Fields**

Geoff Brookes had repaired the dog waste bin lock at the Playing Field.

**38.4/11 Staff/Office Matters (part closed session)**

**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**

**38.4.1/11 Staff handover (part closed session)**

The new Clerk will take over from 5<sup>th</sup> September 2011. Contact details will be advertised from the end of August.

**38.4.2/11 To consider office storage space for 2012 onwards**

The Clerk has run out of storage space for Parish Council paperwork. It was suggested that the council might be able to make more use of the Reading Room. The Clerk would make contact with the Hall Committee.

**39/11 PROCEDURE/UPDATES**

**39.1/11 Equality Act 2010 – to adopt the draft Equalities Policy, Equality Objectives and Equalities Review, and confirm commitment to the Equalities Duties**

It was **RESOLVED** to adopt the Equalities Policy, Equality Objectives and Equalities Review, and the Parish Council confirmed its commitment to the Equalities Duties.

**39.2/11 Training for Parish Councillors – Code of Conduct, planning and Equalities Act 2010**

The Clerk asked Councillors to note the Code of Conduct following recent training, the Clerk went over recent planning training and the Equalities Act 2010.

**39.3/11 Amendments to Register of Interests**

The Clerk reminded Councillors to make any amendments to their Register of Interests form. This would now come off of the agenda. It is the responsibility of each individual councillor to ensure their Register of Interests Form is up to date.

**39.4/11 To consider review and adoption of Standing Order 32**

It was **RESOLVED** not to adopt the amendment to standing order 32 and the existing standing order 32 will remain in force.

**39.5/11 To review and adopt updated Financial Regulations**

It was **RESOLVED** to adopt the updated financial regulations.

**39.6/11 To adopt draft Bench Policy**

This matter was deferred until September.

9.35pm Cllr T Beardsell left the meeting.

**40/11 PLANNING**

**40.1/11 New Planning Applications**

There were none.

**40.2/11 To ratify the following planning decisions taken since last meeting**

It was **RESOLVED** to ratify the two decisions of no objections for the applications listed below.

|              |   |
|--------------|---|
| 11/02317/FUL | Avendale, 2 High Street, Avening, GL8 8LU<br><b>Proposal:</b> Erection of a conservatory  |
| 11/01823/FUL | Boat House, Gatcombe Water, Avening<br><b>Proposal:</b> Change of use from boathouse to single dwelling including, repair and refurbishment, extension and garage/workshop. |

**40.3/11 Decisions Received**

The decisions listed were noted by the Council.

|              |   |
|--------------|---|
| 11/02317/FUL | Avendale, 2 High Street, Avening, GL8 8LU<br>Proposal: Erection of a conservatory<br>Date decided: 08 July 2011<br>Decision: Application Permit |
|--------------|---|

**40.4 Tree Works**

**40.4.1/11 For response:**

There were none.

**40.4.2/11 To be noted:**

There were none.

**40.5/11 Tree Works Decisions**

The decisions listed were noted by the Council.

|              |  |
|--------------|--|
| 11/02171/TPO | Avening House, High Street, Avening, GL8 8NH<br><b>Proposal:</b> TPO 3 A.1 Fell Beech overhanging public road.<br><b>Date decided:</b> 29 June 2011<br><b>Decision:</b> Application Permit |
|--------------|--|

**41/11 CORRESPONDENCE FOR ACTION**

- GCC – Glos Waste Core Strategy (WCS) Proposed Focus Changes (consultation)
- AGM local CPRE 21<sup>st</sup> July 2011

All correspondence was noted.

**The Next Meeting of Avening Parish Council will be held on  
Thursday 15<sup>th</sup> September 2011 at 7.30 pm  
at the Memorial Hall.**

**There being no further business the meeting was closed at 9.40pm**

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

Date: 15<sup>th</sup> September 2011