

**MINUTES OF MEETING OF ANNUAL AVENING PARISH COUNCIL HELD ON WEDNESDAY 14TH MAY 2003 AT 7.00PM IN THE VILLAGE HALL**

The following Councillors were in attendance: Cllr J Parsons, Cllr J Green, Cllr Richard Wilkinson and Cllr Mrs G Parsons

Members of the public: None

The Chairman thanked everyone for attending and expressed disappointment that there were no local residents present at this Annual meeting

1/03/AC. **APOLOGIES** – Cllr J Faulkner and Cllr J Powell, Sgt S McIntyre and County Councillor A Hicks

2/03/AC. **MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 8<sup>th</sup> MAY 2002**  
Minutes of meeting were signed and agreed.

3/03/AC. **DECLARATIONS OF INTEREST**  
None were declared

4/03/AC **MATTERS ARISING**  
None were raised

5/03/AC **CO-OPTION OF COUNCILLORS**  
Cllr Mrs G Parsons proposed and Cllr R Wilkinson seconded the co-option of Cllr John Green to the Parish Council

**5/03/AC ELECTION OF CHAIRMAN**  
Cllr R Wilkinson proposed and Cllr J Green seconded that Cllr Mr J Parsons be re-elected as the Parish Council Chairman for the ensuring year.  
There being no other nominations, Cllr J Parsons was duly elected for the forthcoming year.

**6/03/AC ELECTION OF VICE-CHAIRMAN**  
Cllr R Wilkinson proposed and Cllr Mrs G Parsons seconded that Cllr Mr J Green be re-elected as the Parish Council Vice-Chairman for the ensuring year.  
There being no other nominations, Cllr J Green was duly elected for the forthcoming year.

**7/03/AC CHAIRMANS REPORT**  
The Chairman circulated his Annual Report to the Meeting and outlined the activities of the Council over the last year. He thanked his fellow Councillors and the Clerk for their efforts and support over the last year.

The Clerk gave an update the last years Audit and reported the Accounts were in good order. The Chairman confirmed that the internal audit had been undertaken in accordance with the audit regulations.

Signed ..... Chairman/ Presiding Officer

**8/03/AC ADOPTION AND REVIEW OF STANDING ORDERS FOR FORTHCOMING COUNCIL YEAR 2003/0004**

Members agreed that as the Standing Orders had only just been reviewed and updated in December, that they did not require a further review, until next years Annual Parish Meeting.

**9/03/AC FINANCIAL**

**9.1/03/AC TO REVIEW AND ADOPT FINANCIAL REGULATIONS FOR THE FORTHCOMING COUNCIL YEAR 2003/2004**

Members agreed that as the Standing Orders had only just been reviewed and updated in December, that they did not require a further review, until next years Annual Parish Meeting.

**9.2/03/AC TO RECEIVE THE END OF YEAR OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2003**

Cllr R Wilkinson proposed and Cllr J Green seconded acceptance of the End of Year Accounts 31 March 2003 and it was agreed to be submitted for Audit.

**9.3/03/AC APPOINTMENT OF CLERK AS RESPONSIBLE FINANCIAL OFFICER(RFO)**

Cllr J Parsons proposed and Cllr J Green seconded that the Clerk be appointed as the Council's RFO for the ensuring year.

**9.4/03/AC APPOINTMENT OF INTERNAL AUDIT COMMITTEE**

Cllrs J Parsons and Mrs G Parsons offered to take the responsibility for the internal audit of the Council's Accounts at regular intervals.

**8/02/AC APPOINTMENT OF MEMBERS ON OUTSIDE ORGANISATIONS**

This item was deferred to the forthcoming Parish Council meeting, to allow for further co-option of Councillors to the Council.

**9/02/AC PUBLIC QUESTION TIME**

The Chairman asked if anyone had any issues to raise.

The meeting then closed at 7.40pm.

Signed ..... Chairman/ Presiding Officer

**4.1/02/C Gloucestershire Constabulary**

The Clerk advised an email telephone has been order from the Constabulary.

**4.2/02/C Cotswold District Council Development and Design Focus Meeting**

The Chairman reported he had been unable to attend the meeting, due to his position as a District Councillor. He had requested details of the meeting and would report at the next meeting.

**4.3/02/C Information Sheet**

Cllr Stanton advised all the newsletters had been delivered.

**5/02/C PLANNING APPLICATIONS AND DECISIONS**

**5.1/02/C PLANNING APPLICATIONS**

**CT. 7589/G Longfords Mills**

Conversion of stone built building to workshop Use (B10) and erection of 5 no. houses and 10. No . apartments, provision of new access roads.

Members reiterate concern and agreed to request a site visit with the Planning Officer and Highways to consider the springs located in area and to discuss more fully the access and highway implications of the application.

It was agreed to defer making a decision until the next meeting, following the site meeting.

**CT. 7844/D Littlefields AVENING**

Full Planning Application to Close old driveway and create new driveway  
Members had no objection to this application.

**CT 1548 Avening County Primary School**

Full Planning Permission for erection of new Toilet Block  
Members had no objections to this application.

**5.2/02/C PLANNING DECISIONS**

**CT. 0020/A Mullions – 51 High Street AVENING Permitted CDC 18.01.01**

Full Planning Application to Alter existing leaded light to incorporate opening casement.

**CT. 6401/C The Lair Pound Hill TETBURY Permitted CDC 15.03.02**

Permission for construction of an access/driveway at The Lair Pound Hill AVENING

**CT.7976/B Hill House 7-9 Tetbury Hill AVENING Permitted CDC 03.04.02**

Permission for extension and alteration to provide granny annexe

Cllr Nicholson express concerned at the reply from the Planning Department concerning the decision taken and requested that the Parish Council ask for a more satisfactory response. After considerable discussion, it was agreed that the Chairman would pursue the matter and report at the next meeting.

Signed ..... Chairman/ Presiding Officer

**CT.6373/E Owl Cottage Avening**

Cllr Mitchell requested that the District Council enforcement officer is asked to attend site to clarify that the development is in accordance with the permission notice granted October 2001.

**5.3/02/C CPRE Planning Update Issue 01 / 02 March 2002**

**5.4/02/C Blenheim Cottage**

The Clerk reported that a letter had been received from the owner of Blenheim Cottage who was anxious to establish the ownership of the wall at the front of the cottage. The Clerk was instructed to reply advising that the Parish Council are not aware of the ownership at this time of the wall, but would suggest it would define it on the land registry plan.

**6/02/C FINANCE**

**6.1/02/C Balance at Bank** £5,932.85 Including Interest £0.55

**6.2.02/C Items for Payment**

Cllr J Green proposed and Cllr J Faulkner seconded the payment of the following items of expenditure:-

Avening Playing Field Assoc	£1,750.00	Annual Grant	Chq No. 377
Avening Newsletter	£ 64.20	Photocopying	Chq No. 378
Clerks Expenses	£ 45.54		Chq No 379
		Comp Cartridge/Photocopying	

The Clerk advised the end of year accounts would be available at the forthcoming Annual Parish meeting in May.

**6.3.02/C New Lighter Touch Audit**

Members were advised that the Audit Commission is introducing a new 'lighter touch' audit regime for local councils from April 1 2002. It aims to replace the existing local council audit regime with one that is proportionate, affordable and sustainable. The cost will be in the region of £120.00 for this Parish Council.

There will be a new Annual Return to complete and the audit will be undertaken at random, but there is a requirement for an internal external audit.

Members were asked if they knew of any appropriate accountants that might be able to assist. Cllr Faulkner advised he may know of a company and will advise the Clerk.

**7/02/C ADOPTION OF MODEL CODE OF CONDUCT IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 2000**

The Clerk advised that in accordance with the Local Government Act 2000, all Town and Parish Councils are being asked to adopt their own Model Code of Conduct. The Code once adopted to be lodged with the District Council and advertised in the local paper advising of the adoption and a copy held locally in the Village Hall or Post Office.

Cllr Mitchell proposed and Cllr B Nicholson seconded the Adoption of the Code.

The Clerk was instructed to send a copy to the to the District Council and advise of the adoption.

Signed ..... Chairman/ Presiding Officer

**8/02/C GRASS CUTTING CONTRACT**

The Clerk and Cllr Stanton advised that the previous year's contractors had in advertedly cut the playing field, but the key to the padlock has now been returned and they are aware they have not been awarded this years contract.

**9/02/C HIGHWAY ISSUES**

The Clerk advised that the detailed drawings had been received with costings from the Highways. Members discussed the drawings in detail and welcomed the proposals. Cllr Stanton proposed and Cllr Mrs Nurdning proposed that the Council pay for the traffic calming measures on the Hampton Fields approach as a cost of £1960 and the Tetbury approach at a cost of £1600, the total cost £3,560. It was agreed.

The Clerk was instructed to advise the Highways department and to send a copy of the detailed drawings to the local resident for information and consideration.

**10/02/C LEE PATH.**

The Clerk advised the work is schedule to commence the end of April. Cllr Stanton reported on the poor condition of the path from Sandford Leaze and Lee Path. The Clerk was asked to contact Mr Derek Taylor expressing the Council's concern.

**11/02/C ARCHIVING PARISH COUNCIL FILES**

The Clerk advised the agreed Parish Council Minute Books had been deposited with the County Archive as agreed and receipted

**12/02/C JUBILEE CELEBRATIONS**

The Chairman updated Members, that the Committee had met and there is to be a street party on Monday 3<sup>rd</sup>. There is also the Church Fete on the same day and on the Sunday there is a Jazz Band and Hog Roast.

**13/02/C ANNUAL GENERAL MEETING**

Members discussed the format for the forthcoming meeting and hoped to encourage more local residents to attend.

**14/02/C CORRESPONDENCE FOR INFORMATION**

**Cotswold District Council**

Information on Pest Control Service

CPRE – March Newsletter 2002

**14/02/C CORRESPONDENCE FOR INFORMATION(Continued)**

**Gloucestershire County Council**

Grass Routes Issue No. 23

Best Value Review of the County Library Service 2001/2 feedback

Changes to Stroud Bus Services – timetable. Cllr Mitchell took copy to keep in Post Office.

**Department of Environment ,Food and Rural Affairs**

Letter responding to adverse press coverage on the role of parish and town councils. Outlining that the Government are not attempting to abolish parish and town councils but to promote and encourage the work of Parish and town councils.

Signed ..... Chairman/ Presiding Officer

**Gloucestershire Rural Community Council**

Introduction of New Field Worker for South Cotswolds, Sue Chadd and 'In Touch' project for social activities project for older people

**Avening Playing Field Association**

Cllr Nicholson advised the Annual Playing Field meeting is on Wednesday 2<sup>nd</sup> May 2002

**Avening Post Office**

Cllr Mitchell reported that the village Post Office has advised by the Central Post Office that they will not be closing.

**New Inn Lane**

Cllr Mitchell expressed concern on behalf of local residents at the current parking problems in the vicinity of the Bell Inn. The Clerk was instructed to write to the public house to ask them to advise their customers and local adjacent residents who were obstructing the pavement.

**Village Rubbish**

Cllr Green expressed concern at the amount of rubbish accumulating within the village. Also the litter bins in the bus shelter that were not being emptied.

The Clerk was asked to contact the District Council Waste Management department to resolve the situation.

**15/02/C ITEMS FOR AND DATE OF THE MEETING OF THE ANNUAL AVENING PARISH COUNCIL MEETING**

The date of the next Avening Parish Council Meeting will be on **Wednesday 8<sup>th</sup> May 2002 commencing at 7.00pm.**

There being no further business the meeting was closed at 9.20pm

Signed ..... Chairman/ Presiding Officer