AVENING PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON**

**THURSDAY 17th May, 2012 AT 7.30 PM**

**The following Councillors were in attendance:** Cllr Williamson, Cllr J Parsons, Cllr Mitchell, Cllr Catterall, Cllr G Parsons, Cllr Conway.

**Apologies and reasons for absence were received from:** Cllr T Slater, Cllr Beardsell, Cllr Reid

**Also in attendance:** Julie Wickham, Clerk to the Parish Council, District Cllr Mr Tony Hicks, Katie Tew – Avening Conservation Group

**The meeting opened at 7.30pm**

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| 14/12 | | **ELECTION OF CHAIR** |
|  | | It was **RESOLVED** unanimously to elect Cllr M Williamson as Chairman. |
| 15/12 | | **ELECTION OF VICE CHAIR** |
|  | | It was **RESOLVED** unanimously to elect Cllr T Slater as Vice Chairman. Cllr Slater was happy to take up the position but had given apologies and reasons for absence. |
| 16/12 | | **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR** |
|  | | Cllr Williamson signed his declaration of acceptance of office and undertaking form. |
| 17/12 | | **TO APPROVE THE LATER SIGNING OF THE DECLARATION AND UNDERTAKING BY CLLR TONY SLATER ON OR BEFORE 21ST June 2012 (s83(4)(c)LGA 1972)** |
|  | | It was noted that no further forms need completion by Cllr Slater. |
| 18/12 | | **PUBLIC QUESTION TIME** |
|  | | Katie Tew from the Avening Conservation group was in attendance. She spoke of her interest in planning issues and was interested to hear Cllr J Parson’s update (see later in the meeting). |
| 19/12 | | **APOLOGIES AND REASONS FOR ABSENCE** |
|  | | Apologies and reasons for absence were accepted from Cllrs Reid, Slater and Beardsell. |
| 20/12 | | **ACCEPTANCE AND SIGNING OF MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL HELD IN MAY 2011 AND MINUTES FROM THE MEETING HELD ON THURSDAY 19TH APRIL 2012 and THURSDAY 15th MARCH 2012.** |
|  | | It was **RESOLVED** to accept and sign the minutes of the Annual Council Meeting held in May 2011, the meeting held on Thursday 19th April 2012 and the meeting held on Thursday 15th March 2012. |
| 21/12 | | **DECLARATIONS OF INTEREST** |
|  | | Cllr J 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. Cllrs Catterall and Conway Declared an interest in one particular planning application. The register is available for inspection. |
| 22/12 | | **MATTERS ARISING FROM THE MINUTES** |
|  | | Councillors noted that decisions should not be taken under this item.  The Avening sign was a matter arising but was on the agenda and was discussed later.  In the April minutes it should be noted that Cllrs Slater and Catterall (of the Finance Committee) inspected the accounts. The Clerk penned the amendment. |
| 23/12 | **ACTION POINTS FOR REVIEW** | |
|  | 06/12 b Highways – the Clerk will follow up about the gas smell on the B4014 next month.  The Highways meeting on 18th May will take action on points raised in April about the Crossing at the Cross Public House..  07/12 a) The Youth Club said that they would be interested in helping with the village clean-up on Saturday 9th June.  07/12 b) The Dog Control Order will be followed up next month.  07/12 f )The Clerk had requested a copy of the Public Liability Insurance document for the PCC for the Jubilee event.  07/12 g) Cllr J Parsons had spoken to Cllr Nick Parsons at CDC and the National Planning Policy Framework was on the agenda. | |
| 24/12 | **TO RECEIVE COUNTY COUNCILLORS REPORTS CLLR TONY HICKS** | |
|  | Cllr Tony Hicks provided his report which is distributed with the minutes. Councillors were very interested and took the opportunity to ask Cllr Hicks many questions which he answered. Council thanked Cllr Hicks for attending and congratulated him on his appointment as Chair of Gloucestershire County Council. | |
| 25/12 | **TO RECEIVE PROGRESS REPORTS FOR INFORMATION**   1. Clerk’s (verbal)   The Clerk had found every month very busy and this month in particular had been exceptionally busy.   1. Planning (verbal)   To receive an update from Cllr J Parsons (Member of Planning Regulatory Committee at Cotswolds District Council) on the National Planning Policy Framework (NPPF).   * Cllr Parsons gave the meeting an update on the NPPF. He was of the opinion that it would take 18months before we knew how the NPPF would shape up. CDC are looking to work with clusters of parishes/towns e.g Tetbury, Cherington, Nailsworth, Minchinhampton. Other geographical areas were discussed. Cllr Parsons had received a very useful summary taken from the Maiden database and he kindly made this available to Councillors and the Clerk. **ACTION** Clerk to locate a map of the Parish. * Council **RESOLVED** to add NPPF to the next and subsequent agendas if there was information to report. It was hoped that Parishioners would take the opportunity to speak with Councillors at the Annual Parish meeting. * Cllr Parsons also imparted information from his role as District Councillor: There was a ‘Go Partnership’ which had enabled the sharing of high level staff from Tewkesbury, Cheltenham, Cotswold DC and Forest of Dean. They were sharing Human Resources for example. CDC would be using a company called UBECO to collect doorstep plastics from September. Councillors were pleased that this would take place. | |
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| 26/12 | **TO RECEIVE A REPORT FROM THE VILLAGE HALL COMMITTEE WHO WERE IN RECEIPT OF A GRANT FOR 2011/12** | |
|  | 1. Simon Wheatley – Village Hall Committee 2. To hear the response about the Reading room from the Village Hall Committee and agree next steps.   This item was postponed until the Annual Parish Meeting or a later Council meeting. | |

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| 27/12 | **FINANCE** |
|  | At the request of the Chair this item was taken out of order as there was a lot of end of year business.   1. Budget Status and Balance at Bank   The current balance at bank was £23,669.10 with £10,067 in the Deposit account. Outline matters were raised for discussion relating to the precept. No firm decisions could be made and the item will be added to the next agenda.   1. To approve bills for payment   It was **RESOLVED** to approve the following bills for payment:   * Clerks’ Salary less incometax/NI plus expenses £ 961.97 * HMRC to be paid in June along with cheque from April * Avendale Garden Services £420 * Finance training Jan Cordon Tiddenham Clerk £30 * Eagle Plant Cost of Public Toilets for Jubilee Event £296.40 * Practitioners Guide SLCC £22.00 * **Cheques written since the last meeting** * James and Owen for stationery and dog posters £42.93 * £14.40 J Wickham for postage * Bunting, flags, hats for Jubilee celebrations from Running IMP 137.98. (A credit note is awaited.)  1. To finalise Budget arrangements for 2012/13.   An amended sheet to reflect last month’s decision re: the increased budget reserves will be distributed at the June meeting.   1. To report on the annual review of effectiveness of internal control and internal audit (finance committee)   The internal audit had taken place and the auditor was satisfied with the accounts.   1. To advise of receipt of the first instalment of the precept in the sum of £18,165   The Clerk advised that the first instalment of the precept in the sum of £18,165 been received.   1. To approve the accounts for the year 2011/2012   It was **RESOLVED** to approve the accounts for the year 2011/12 and the annual governance statement, and the Chairman signed the same.   1. Chairman’s financial review form   The Chairman reviewed and signed the annual financial review form for 2011/12.   1. Financial Risk assessment for 2012/13 and current banking issues   The internal auditor was satisfied that APC have enough reserves to meet their needs. Council **RESOLVED** to leave banking arrangements as they are.   1. To review asset register for 2012/13   The asset register was distributed and checked and updates were noted. It was suggested that four items were added to the list:  Two commemorative plaques, the fountain at The Cross, and Calcutt Pumps. Council **RESOLVED** that the Clerk should take the necessary steps in order to investigate this further and examine the cost implications of such a move.   1. To review Council’s and employee’s membership of other bodies   Council **RESOLVED** to keep their membership of other bodies the same as for last year.   1. To approve insurance quotation from Came and Company/Aviva for another year and to **RESOLVE** to delay the insurance provider review to 2013.   Council **RESOLVED** to renew the Came and Company/Aviva policy for another year at a cost of £371.40. |
| 28/12 | **COMMUNITY PROJECTS** |
|  | **Traffic and Highways**   1. To discuss the action to be taken in contacting the Wales and West Utilities about the gas smell on the B4014.   This item will be progressed as soon as possible.   1. To note the progress with the Bus Shelter on Hampton Hill.   The Clerk had instructed Peter Savage to begin work on this bus shelter, his quote being the one Councillors had accepted. The costs will be met by the lorry company who damaged it. Council wish to thank the public spirited citizen who reported it and took photographs, and the police for following it up successfully.   1. To note vandalism to the May’s Lane Bus Shelter and agree the next steps.   The bus shelter in May’s Lane had been vandalised. Two windows had been broken and the back of the bench wrenched off. The Clerk had asked two contractors to quote for the work in order to progress the insurance claim.  There was discussion about the bus shelters in general. It was felt that both bus shelters needed maintenance, in particular the clearing of the drain at May’s Lane and preserving the wood. **ACTION** Clerk will draft the scope of the work and bring back to the next meeting. Note: (Since the meeting it has been suggested that the third bus shelter be included, too).  **Community Projects**   1. To note the arrangements for ‘The Village Clean Up’ set for Saturday June 9th, to hear progress on action points from previous meeting and agree next steps.   The Youth club were interested in getting involved. The Clerk had put them in touch with Cllr Beardsell.   1. To discuss and agree next steps for implementing the Dog Control Order at the Recreation Ground   This will be dealt with as soon as possible. (Note: CDC Dog Warden Team have kindly agreed to attend the Annual Parish Meeting).   1. To agree the action to be taken for the Annual Parish Meeting and the work to be shared   The hall will be open from 6.15pm Council **RESOLVED** to ask the WI for their help in pouring the wine. **ACTION** Cllr Williamson to get the wine and glasses. **ACTION** Clerk to get post-it notes for people to write comments if they so wish. Council were very pleased with the number of tables booked.   1. To decide the action to be taken in order to repair the Avening Sign by the school and agree next steps   Cllr Mitchell had spoken with Roger Newton. The work on the sign as it stands at the moment (carved in a soft wood and injected with epoxy resin) will cost approx. £200 every 5 years. A more long term solution would be to find a wood carver who would carve the sign out of hardwood. Roger Newton had kindly offered to obtain three quotes from wood carvers for the new sign. This will ensure that the gilding will stay on the sign and it will last for many more years (100/150 years).  Council **RESOLVED** to accept Mr Newton’s offer and award the work following receipt of three quotes for carving the Avening Sign.   1. To consider action regarding the collapsed wall by the stream of the memorial hall and agree next steps if appropriate.   This item was not discussed and will be discussed at the next meeting.   1. To discuss allotment provision in Avening and agree next steps if appropriate.   Cllr Conway had been asked by a resident whether there were any allotments in Avening. It is understood that Avening has allotments behind the Avening Cross Inn. Council **RESOLVED** to ascertain how many allotments there were at the Cross Inn, and whether there was a waiting list.   1. To discuss Avening Volunteer of the year and consider asking people to nominate at the Annual Parish Meeting.   A volunteer of the year was selected so it was not necessary to ask for nominations at the Annual Parish Meeting. Council **RESOLVED** that a certificate would be presented at the Annual Parish Meeting along with a cheque to be made out to a charity of the nominee’s choice. **ACTION** Clerk to make a certificate. |
| 29/12 | **OFFICE MATTERS** |
|  | 1. To approve purchase of stamps (one large stamp per week plus envelopes up to £19.50) to be given to Mrs Cook until the end of the temporary post if needed.   Stamps were purchased at a cost of £14.40. The Clerk was reimbursed by cheque.   1. To note the Clerk’s workload at this time of year   Councillors were asked to be aware of the usual high workload at this time of year.   1. To discuss arrangements for minute taking   The arrangements for minute taking agreed at the last meeting had not proved successful for the Chair or the Clerk and had involved them both in additional work. The Clerk is obliged to note the resolution and the action. If there are any problems with the minutes they should be brought back to the corporate body. Minutes remain draft until they are signed by Council. |
| 30/12 | **PLANNING** |
| **12/01461/**  **TCONR**  **12/01748/**  **FUL**  **12/01553/**  **FUL**  **12/01568/**  **FUL** | **Ward:** Avening **Date:** 04 May 2012 **Location:** Holy Cross Church, Church Street, Avening, Gloucestershire, GL8 8ND, , **Proposal:** Tree as numbered on plan. 1 Sycamore - fell. 2 Yew - fell. 3 and 4 Ash - remove lower 3 limbs. 5 Ash - fell. 6 Sycamore - fell. 7 and 8 Ash - fell. 9 and 10 Western Red Cedar - fell. 11,12,13 Sycamore - fell. 14 Ash - fell. 15 Western Red Cedar - fell. Deadline 12th May, 2012 **Case officer:** Mark Berry  **WITHDRAWN**  **Ward:** Avening **Date:** 04 May 2012 **Location:** Rushaven, High Street, Avening, Tetbury, Gloucestershire, GL8 8LU **Proposal:** Raising the roof ridge level, rear dormers and single storey rear extension Deadline 25th May, 2012 **Case officer:** Justin De Vries  No objections.  **Ward:** Avening **Date:** 25 April 2012 **Location:** Vale Farm, West End, Avening, TETBURY, Gloucestershire, GL8 8NE **Proposal:** Conversion of barns to residential use (revised scheme) Deadline 16th May, 2012 **Case officer:** Helen Donnelly  Council received a letter from Mr N Parker.  **ACTION** letter to be distributed. Concern was expressed over the use of the insulated barn but otherwise, no objections.  **Ward:** Avening **Date:** 25 April 2012 **Location:** 41 Nags Head Lane, Avening, Tetbury, Gloucestershire, GL8 8NZ **Proposal:** Erection of single storey side extension Deadline 16th May, 2012 **Case officer:** Ben Bendall  Council hoped that the extension would be built in sympathetic materials but otherwise, no objections. |
| 31/12 | **TO AGREE/NOTE A RESPONSE TO THE CORRESPONDENCE LISTED WITH THE AGENDA PLUS ANY OTHER URGENT CORRESPONDENCE RECEIVED SINCE THE PUBLICATION OF THE AGENDA**  There was no urgent correspondence. Correspondence that had been received this month will be listed in June. |

The meeting closed at 9.45pm.

**The Next Meeting of Avening Parish Council will be the Annual Parish Meeting which will be held on Thursday, 31st May 2012 in Avening Memorial Hall at 7.30 p.m. The next Council meeting will be held on Thursday 21st June, 2012 at 7.30pm in Avening Memorial Hall. All welcome.**