AVENING PARISH COUNCIL

Notice of Meeting of the Parish Council

**MINUTES OF MEETING OF AVENING PARISH COUNCIL HELD ON**

**Thursday 15th March, 2012.**

**The following Councillors were in attendance:** Cllr Williamson, Cllr Slater, Cllr J Parsons, Cllr Mitchell, Cllr Reid, Cllr Catterall, Cllr Beardsell, Cllr G Parsons

**Apologies for Absence were received from:** Cllr Dominic Conway

**Also in attendance:** Jon Glover - Avening Playing Field Association, Jeanne Parjeter, Priscilla Bayliss

**The meeting opened at 7.30pm**

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| 146/12 | **PUBLIC QUESTION TIME (20 MINUTES)** |
|  | Council heard from Mrs Pargeter and Mrs Bayliss about a dispute over a piece of land where Mrs Pargiter’s gate had been blocked by a fence and by tree planting. As a result she had no access in order to cut her hedge. The Council were concerned to hear this and advised that she take legal advice. |
| 147/12 | **TO RECEIVE A REPORT ABOUT CRIME AND ANTI SOCIAL BEHAVIOUR** |
|  | This report was read and received. |
| 148/12 | **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** |
|  | Apologies for absence were received from Cllr Conway. The Clerk reminded all Councillors that she is obliged to ask for reasons for absence under the Local Government Act 1972, s 85(3). Where a reason for absence is known it should be minuted and accepted by the Council. Councillors are not required to give personal details but a reason is requested. |
| 149/12 | **TO RECEIVE DECLARATIONS OF INTEREST** |
|  | Declarations of interest were received from Cllr Williamson and Cllr G Parsons. |
| 150/12 | **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE PARISH COUNCIL 16th February, 2012** |
|  | 1. Cllr Conway felt that more detail needed to be added to the item about the crossing as follows:-

 Advice from our Highways officer, CDC and GCC members indicated that: The danger at the Cross Pub was from road traffic meeting both other traffic and pedestrians, with the greatest risk being from traffic coming down the hill from the golf course.To do other than we have agreed would:Require agreement from the PoliceSome changes to local legislation and rules which could take many months and a long period of negotiation with other parties which would take time and cost substantial sums of money.The meeting resolved to do as stated but GCC/CDC would continue to work towards greater safety at this site, in particular to mitigate the risk to vehicles and pedestrians from traffic coming down the hill from the golf course.1. John Chapman from the QE2 Fields Challenge was at the Feb meeting
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| 151/12 | **TO RECEIVE PROGRESS REPORTS FOR INFORMATION**1. Clerk’s (verbal)
2. Highways (verbal)

These reports were received and noted. It was also noted that there were many potholes in Nag’s Head Lane. Litter and dog fouling around the village are both bad. There were also many potholes from Chavenage Cross Roads to Star Farm. **ACTION** Cllr Slater agreed speak to the GCC Highways team.  |
| 152/12 | **COMMUNITY PROJECTS** |
|  | 1. To consider what action to take re: dog fouling on the Recreation Ground

The Parish Council have a power to make a ‘Dog Control Order’ under the Clean neighbourhood and Environment Act 2005 for offences relating to the control of dogs in respect of any land in its area. This can include the keeping of dogs on leads and/or the exclusion of dogs from land.Council had received three letters from members of the public about dog fouling at the Recreation Ground and many other comments from members of the public . In addition they had received a letter from the Head of the Primary school stating how bad the problem was and that the school children had been unable to use the field on some occasions because it was too dirty, leading to much inconvenience to the school and great disappointment to the children The Council also heard from the Chair of Avening Playing Field Association about the state of the field.Council discussed this issue. They felt that dogs were a part of village life and as such should not be banned from the field. However they felt they needed to take action. It was pointed out that infection from dog faeces can and has caused blindness in children. Council felt that a Dog Control order to keep dogs on leads should be implemented. Council **RESOLVED** to take the necessary steps in order to impose a Dog Control order. Council **RESOLVED** to put up posters at each entrance. **ACTION** The Clerk will work with CDC in order to impose an effective Dog Control order. CDC are keen to know details of offending parties. These can be sent to the Clerk, phoned through to CDC or filed online using the special form on the CDC website.**ACTION** The Clerk will arrange for some posters for the playing field.1. To further progress plans for the Annual Parish Meeting and agree next steps.

Council received the paper about the Annual Parish Meeting. The date is fixed for Thursday 31st May, 7.30pm to 9pm. **ACTION** The following people will be contacted but other villagers also invited: Village Agents, Dial a Ride, Avening Social Club, APFA, The Art Group, Avening Youth Club, The Church, The School, the Playgroup, Cross and Bell public houses, POST office, Cllr Hicks, Fred Vening, MP, Christine Hills, The Villager, The Skatepark Group, The Police.**ACTION** The Chair will arrange for the wine. The WI are in the process of asking their members whether they will help with refreshments. It was decided to provide tea and coffee, cakes/savouries and wine. The Council would hope for 30-40 people and allocated £3 per head for costs although other reasonable costs would be met. **ACTION** the Chair will provide a nice invitation. People to be asked to RSVP. **ACTION** Clerk to find addresses and contact people. 1. To decide the action to be taken in order to repair the Avening Sign by the school and agree next steps.

**ACTION** George Buchanan was away so the Chair would follow up with him when he gets back.1. To work with the Avening Playing field association to decide whether the playing field should become a Queen Elizabeth 11 playing field in perpetuity, to make a minute of the decision. To agree to pay £100 to the Land Registry for this to happen if Council decide to go ahead.

Council **RESOLVED** to go no further with this process out of respect for the person who originally bequeathed the Playing Field.1. To note the contents of the poster about stone walls in Avening

A poster has been put up on the notice boards advertising the possibility of repair work to stone walls. All to be reminded to send details with pictures to the Clerk. She had received one from a member of the public who had many walls in need of repair. If it’s not possible to take pictures electronically, please send as much detail as possible. Since then the Clerk has received information that part of the cost of the stone could be met from the Cotswolds AONB. It would depend who the landowner was and whether they could make a good case to get assistance.1. To consider the Play Rangers Menu. To work with APFA to decide whether or not to provide Play Rangers Services for the School Holidays and if so, which services to provide?

There was much discussion about this item. Other options were discussed such as Gloucestershire Youth workers and the mobile skate park from Oxfordshire Playbus. **ACTION** Cllr J Parsons agreed to speak with Rosemary Lynn when he was next at CDC. 1. To discuss arrangements for the forthcoming jubilee celebrations and agree next steps.

Council **RESOLVED** to hire the portaloos for the event on behalf of the PCC as part of their grant for the Jubilee event (using the Public Health Act 1936, s87 as amended by the Local Government Act 1974, Sch 14, para 9 power to provide public conveniences), at a cost of £65 each for 4, plus VAT, plus 15% insurance total cost in the region of £250. Total amount to be advised by Cllr Reid. Council discussed the powers available to them to provide entertainment for this event and also to publicise the event. The group wish to produce 200 fliers. The group will come back with further details of costs. |
| 153/12 | **FINANCE** |
|  | 1. Budget Status and Balance at Bank (Attached)

The current balance at bank was 8,028.22 with 17,333.68 now in the deposit account.1. To approve bills for payment
* Clerks’ Salary less income plus expenses £1144
* HMRC £4.75
* Training reimbursement £21.04
* Website hosting and content management for one year £789 inc Vat
* GAPTC Renewal £234.88
* FE Vening for Plaques £191.11
* James and Owen Stationery £40.97
* Get Mapping (Parish Online) £20
1. To finalise Budget arrangements for 2012/13 (attached). Further work is needed on this and this will be done for April. The Precept Calculator had been distributed with the papers. Council has not raised its precept this year.
2. To report on the annual review of effectiveness of internal control and internal audit (finance committee).

Towards this work Mrs Cook had looked at the books and accounts. Ms Wickham had amended some items accordingly. Ms Wickham agreed to adjust the budget sheet to show what had been spent throughout the year. Councillors examined the accounts and noted their work.1. To appoint Graham Merricks FCA as internal auditor for this year and approve payment of £125 for his services.

Council **RESOLVED** to appoint Mr Merrick as internal auditor for this year and approved payment of £125 for his services. |
| 154/12 | **OFFICE MATTERS** |
|  | To discuss the upstairs room and storage provision and agree next stepsCouncil would like to use the upstairs room for their meetings and also have better access to storage facilities. It was acknowledged that Council were required to meet on the ground floor in case people with disabilities attended the meeting. If everybody was able to they could move upstairs. It was felt it would be warmer and more comfortable especially in the winter.**ACTION Clerk to contact the village hall committee** |
| 155/12 | **PROCEDURE/UPDATES**1. To receive a paper following discussions between the Clerk, The Chair, Cllr Parsons, and Mrs Bedford from GAPTC and take agree action as necessary.

Following the paper from the Clerk which was circulated with the agenda, Council discussed and agreed the following:-* The Clerk, Cllr Williamson, Cllr G Parsons will meet once a quarter to prioritise workload and talk through any other matters. The next meeting is in March.
* The Council will assist the Clerk with £50 towards the computer repair cost of £125.
* Council will pay £3 per week towards the Clerks household expenses with immediate effect. This will continue for Mrs Cook when she returns from maternity leave
* Salary cheques for 10 hours per week can be written so that they can be cashed shortly after the payroll closes for each month (ie 10th of each month). This will make the pay dates more regular and with more even distances between them. A cheque will be issued at the previous meeting. The remaining pay will be calculated and paid by cheque at the meeting with any expenses.
* It was agreed that the Clerk should have some training with regards accounting for small councils in order to improve the monthly monitoring sheet. Cost £40 for two hours from the Clerk of Tidenham Parish Council, plus travel.
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| 156/12 | **TREE WORKS TO BE NOTED****TOWN AND COUNTRY PLANNING (TREES) REGULATIONS 1999****AS AMENDED BY THE TOWN AND COUNTRY PLANNING (TREES)(AMENDMENT)(ENGLAND) REGULATIONS 2008****TOWN AND COUNTRY PLANNING ACT 1990****COTSWOLD DISTRICT COUNCIL TREE PRESERVATION ORDER NO. 2011/05****(LAND ADJACENT TO FIELD HOUSE, WEST END, AVENING, GLOUCESTERSHIRE)**THIS IS A FORMAL NOTICE to let you know that on 6th March 2012 Cotswold District Council (“the Council\*) varied the above Tree Preservation Order.  This variation comes into effect immediately. <http://www.cotswold.gov.uk/nqcontent.cfm?a_id=11953&tt=cotswold> |
| 157/12 | **TO AGREE A RESPONSE TO THE CORRESPONDENCE LISTED WITH THE AGENDA**Correspondence was read and noted. |
| 158/12 | **TO NOTE CORRESPONDENCE LISTED WITH THE AGENDA** |
|  | To note no response to letter re: Greenway Head.There had been no reply from the landowner about the tenant at Greenway Head. **ACTION** Cllr Beardsell knew the landowner and would speak with him. The Clerk felt that Council had no powers to take the issue forward unless direct items could be pinpointed (e.g. animal welfare, abandoned vehicles, overhanging vegetation). Since the meeting the Clerk spoke to GAPTC and asked their advice. It was suggested by GAPTC that we may be able to contact the Planning Authority. To this end the Clerk would like to see the land in question. **ACTION** Clerk to arrange. |
|  | Plus any other urgent correspondence received since the publication of the agenda.No other correspondence was received |

**The Next Meeting of Avening Parish Council will be held on Thursday, 19th April, 2012 in**

**Avening Memorial Hall at 7.30 p.m. Correspondence for Information (to be available at the Meeting)**