

## MINUTES OF MEETING OF AVENING PARISH COUNCIL HELD ON THURSDAY, 13<sup>th</sup> JULY 2006 AT 7.45PM

The following Councillors were in attendance: Cllr J Parsons (Vice Chairman, acting chairman for meeting), Cllr Mrs G Parsons, Cllr T Slater, Cllr J Faulkner.

- 35/06 PUBLIC QUESTION TIME** – Members of APFA see below at item 40/06  
**36/06 APOLOGIES AND REASONS FOR ABSENCE** – Cllr J Green (business), Cllr Mrs C Mitchell (business), Cllr C Redpath (personal), Cllr J Catterall (business),  
**37/06 SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE** – This was deferred to the next meeting  
**38/06 MINUTES OF THE MEETING HELD ON THURSDAY, 18<sup>th</sup> MAY 2006**  
Minutes of the meeting held on Thursday, 15<sup>th</sup> June 2006 were agreed and signed.  
**39/06 DECLARATIONS OF INTEREST** - none  
**40/06 AVENING PLAYING FIELDS ASSOCIATION**  
It was **RESOLVED** to vary the agenda to move item 10 to item 6 on the agenda.

Claire Steele, Cassie Chesterman, Paul Hancock and John Glover attended on behalf of APFA. The group were keen to get APFA going again and apply for grant money to replace the play equipment at the playing fields. The Council suggested that they looked into joining Gloucestershire Playing Fields Association/National Playing Fields Association for support and assistance, that they look at their bank account and tidy up cheque books and signatories.

The annual grant from the parish council was discussed. The Treasurer would draw up accounts and request the 2006/07 grant from the council. The parish council will set its budget in October/November for the 2007/08 financial year so APFA should put in any grant request for next financial year by then.

The Clerk would provide APFA with a copy of the APFA constitution so that the rules for setting up an AGM can be followed. An AGM would be held as soon as practical. It was important to ensure the committee was properly constituted before applying for grant funding. The Clerk would help with grant applications where needed.

APFA were invited to stay in touch with the council and to attend some future council meetings to let the council know progress on the project.

- 41/06 MATTERS ARISING FROM THE MINUTES**- none  
**42/06 CASUAL VACANCY**

The Clerk reported that a poll had not been requested and CDC had advised that we could now advertise for a councillor and co-opt by November. If the council had not filled the vacancy by November then there was no necessity to do so as it would then be within 6 months of an election.

**Action** – Clerk to advertise the vacancy on the noticeboards and Councillors would consider people they could approach to see if they would apply for the vacancy

- 43/06 PLANNING**

**43.1/06** As the Planning Committee had not been quorate it was **RESOLVED** to accept the Planning **RECOMMENDATIONS** as discussed at the Planning Meeting held on Thursday, 15<sup>th</sup> June 2006 at 7.00 p.m and recorded in the Minutes.

- 44/06 FINANCE**

- 44.1/06 Budget Status and Balance at Bank**

The clerk advised that the current balance at bank was £8,878 with £15,000 now in the deposit account with projected expenditure and year end balance as set out on the monthly budget sheet.

- 44.2/06 Bills for Payment**

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

▪ Clerk's Salary less Income Tax plus Expenses	£293.71
▪ Income Tax on Clerk's salary	£81.84
▪ GRCC membership fee	£25.00
▪ HGM Limited	£383.80
▪ Cllr T Slater – distribution of newsletter costs	£80.00
▪ Cotswold District Council – newsletter printing	£106.20
▪ Fenweb – annual fee- 2 years	£650.95
▪ Peter Savage – Hampton Hill Bus Shelter final works	£176.25

- |   |         |
|---|---------|
| ▪ Tetbury Copy Shop (planning committee - maps) | £101.75 |
| ▪ Graham Merrick – (internal audit)             | £125.00 |

**44.3/06 Confirmation of cheque payments made since last agenda**

It was **RESOLVED** to confirm the following cheque payments made since last agenda

- |   |         |
|---|---------|
| ▪ Clerks Salary less Income Tax plus Expenses | £324.26 |
| ▪ Income Tax on Clerk's Salary                | £83.16  |

**44.4/06 Parish Council Accounts for the year 2005/06**

The Clerk advised that the accounts for the year ended 2006 were now complete and signed by the auditor. The public notice period expired at the end of July and the accounts would be forwarded to the external auditors after that date.

**44.6/06 Appeal Against Notice of Penalty Determination (Employers Annual Return)**

The Clerk advised that the appeal had been dismissed in full and the council were not liable for any fines.

**44.7/06 Financial Projections**

It was recommended to call an additional meeting in September to discuss the way forward with the parish plan. Councillors would prioritise the items on the parish plan and draw up approximate costings so that these could be fed into the budget process starting in October. Recommendations would be made which projects went forward in the next financial year. The first finance committee budget meeting for the year 07/08 would take place in October before the council meeting.

**Action** – *Portfolio holders to look at their areas of the parish plan and cost up the projects listed in time for the meeting in September.*

**Action** – *Clerk to arrange a meeting date*

**The meeting would have been put into closed session for agenda point 9.7 (minuted at 44.7/06) if there had been members of the public present, under The Public (Admissions to Meetings) Act 1960 as the business to be discussed included tenders (in accordance with legal requirements).**

**44.7/06 Tenders for Tree Work at 38 Rectory Lane**

It was **RESOLVED** to accept the tender from Mark Berry of Tree Solutions ( in the sum of £240 plus VAT)after careful consideration of the other tenders from Geoffrey March (£435.75 plus VAT) and William Darby (£250).

Signed

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Chairman/ Presiding Officer

Date: 14<sup>th</sup> September 2006

**44.8/06 Website**

The annual bill (which covered two years) had been higher than expected. The budget was discussed and it was **RESOLVED** to pay the sum of £650.95 (the total bill being £786.08 which included 2 years hosting). This was made up of 1 year's hosting, 1 year's maintenance and 1 year's statistical reports. Action: Councillors would encourage local businesses to take a link on the website to try and cover some of the costs of the site. The finance committee would need to consider the budget for the website for the next financial year.

**44.9/06 Cheque Signing In August**

The Clerk would contact signatories mid to late August for any cheques that need signing

**45/06 TRAFFIC IN AVENING**

**45.1/06 Road features**

Cllr T Slater was pulling together a list of items that needed attention from the County. Cats eyes were currently being looked at

**45.2/06 Footpath to the Football Field**

Activity was going on at the football field now and the potential of turning the current verge into a path would be raised with Highways. It would be placed on the above list.

**46/06 BLUE SKY**

**46.1/06 Corporate Branding of Parish Council**

This item was deferred until September although some draft designs would be sought by Cllr T Slater

**46.2/06 Archiving of Material in Memorial Hall**

It was suggested December would be a good month to do this

**46.3/06 Avening Parish Council Newsletter**

The next issue would be January. It would include proposed budgets and council plans for next financial year.

**46.4/06 Parish Plan**

See agenda point 44.7/06. The matter would be deferred until the extra meeting proposed for September.

**47/06 VILLAGE MAINTENANCE**

**47.1/06 Siting of Restored Wooden Avening Sign**

It was **RESOLVED** to site the sign in its previous place –opposite the school. Arrangements would be made by Cllrs T Slater and J Catterall to put this in hand.

**47.2/06 Signage for Boundaries of Avening**

Cllr J Parsons reported he had looked into the placing of Cotswold District signs. Highways have set a limit on how many there can be and this limit has been reached. If it hadn't been there would have been a £250 cost to put the sign up. This matter would not be progressed.

**48/06 CORRESPONDENCE FOR ACTION**

- Gloucestershire Highways – Temporary Road Closure MAYS LANE AVENING – *this was noted*
- 5<sup>th</sup> Annual Highway Maintenance and Traffic Seminar – 30<sup>th</sup> October 2006 – *clerk to book a place and either Cllr T Slater or Cllr Mrs G Parsons would attend*
- Gloucestershire Charter – request for monitoring of targets – *clerk to advise GCC that the council couldn't take this on at the moment*
- GCC recruitment drive for volunteer drivers – *the posters would be placed on the noticeboards*
- The Rambler's Association – Glos Area South Cotswold Group – Use Your Paths Challenge
- CPRE (Tetbury District) AGM and Supper 18<sup>th</sup> July 2006 – *Cllr Mrs G Parsons would attend*
- Consultation on the Draft Regional Spatial Strategy for the South West 2006-2026
- The Future of Healthcare in Gloucestershire – consultation (deadline 4<sup>th</sup> September 2006)
- Age Partnership Group – Age Discrimination Regulations in force 1st October 2006
- Local Works – Campaign for the Sustainable Communities Bill – *the council would not sign up at the moment*
- Environment Directorate GCC – Waste Management Consultation
- RNID sound check

**49/06 OUTSTANDING ISSUES**

**49.1/06 Bus Shelters**

**Lawrence Road / Hampton Hill**

Hampton Hill – the site had been completed and contractor paid

**49.2/06 Land Registry – Registration of Land**

The "care of" address with the Land registry had been changed to the current clerk. There may be some deeds in a box in the Memorial Hall. These would be looked for.

49.3/06 Lines at Bus Stop Opposite Memorial Hall

This had been left on the agenda in error. The matter had received a final decision at the last meeting that no further action would be taken at present as there had been no other complaints/problems.

**50/06 Councillors Reports**

**50.1/06 Children and Young People's Conference**

Cllr Mrs C Mitchell was absent. She had sent an email report and this was noted.

The date of the next Avening Parish Council will be on  
**Thursday, 14<sup>th</sup> September 2006** at 7.45 p.m.  
in Avening Memorial Hall

There being no further business the meeting was closed at 9.50 pm