

**MINUTES OF MEETING OF AVENING PARISH COUNCIL HELD ON THURSDAY 21<sup>st</sup> OCTOBER 2010 AT 7.30 PM**

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

Also in attendance: Mrs D Cook (Clerk), Mr and Mrs Osborne (Winterfold)

The meeting opened at 7.30pm.

It was **RESOLVED** to vary the agenda to deal with agenda item 7.

**59/10 CO-OPTION OF A NEW COUNCILLOR**

It was **RESOLVED** by a unanimous vote to co-opt Cassie Chesterman as a Parish Councillor.

**60/10 PUBLIC QUESTION TIME**

Mr and Mrs Osborne had attended the meeting in order to answer any questions about their planning application at Winterfold. Councillors did not have any questions. Mr Osborne explained that the current planning application would not normally have to be made, but the property had had all development rights removed and so all matters were to be the subject of a planning application.

Mr Osborne also asked about progress at the public right of way at Monkeybank. GCC had visited and repaired the style, but the pathway was still overgrown and suggested to be dangerous in places. The Clerk would enquire of GCC rights of way team again to see when repairs could be expected.

The Chairman thanked Mr and Mrs Osborne for attending to answer any questions.

Cllr Jim 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.

**61/10 PCSO REPORT & CRIME AND ANTISOCIAL BEHAVIOUR**

The monthly crime report was noted.

**62/10 APOLOGIES AND REASONS FOR ABSENCE**

none

**63/10 DECLARATIONS OF INTEREST**

Cllr Jim 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.

**64/10 ACCEPTANCE AND SIGNING OF MINUTES OF MEETING HELD ON THURSDAY, 16<sup>th</sup> SEPTEMBER 2010.**

It was **RESOLVED** to accept and sign the minutes of the meeting held on Thursday 16<sup>th</sup> September 2010.

**65/10 MATTERS ARISING FROM THE MINUTES**

Councillors noted the change in venue of the meeting of 16<sup>th</sup> December to the skittle alley at the Cross Inn. The Clerk would claim back the meeting costs (for the Parish Council and Youth Club) from the hall committee as there was a hire charge for the skittle alley.

Councillors noted the following planning decisions that did not appear on the October agenda:

10/03612/FUL	14 Sandford Leaze, Avening, GL8 8PB <b>Proposal:</b> Erection of single storey extension to lower ground floor to rear, with part two storey to extend the ground floor, creation of balcony at ground floor level at rear, installation of 3 new dormer windows to front and 2 new dormer windows to rear, together with other external alterations <b>Date decided:</b> 13 October 2010 <b>Decision:</b> Application Permit
10/03650/FUL	Little Fields, Cherington Lane, GL8 8SE, <b>Proposal:</b> Erection of a summer house and plant room <b>Date decided:</b> 15 October 2010 <b>Decision:</b> Application Permit
09/04065/FUL Appeal no APP/F1610/A/10/2126558/WF	Site at Corner of Powis Lane and Old Hill, Avening GL8 8PA <b>Date Decided:</b> 13 <sup>th</sup> October 2010 <b>Decision:</b> Appeal Dismissed

There were no other matters arising from the minutes that were not already on the agenda.

**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 sensitive information, legal advice and contracts which could be prejudiced by being in the public domain at this time, in accordance with the Public Bodies (Admissions to Meetings) Act 1960.**

**66/10 VILLAGE HALL**

There were a couple of outstanding matters to be dealt with and this was ongoing.

Cllrs Mrs C Mitchell and Mrs E Oliver arrived at approximately 8pm.

It was **RESOLVED** to approve legal fees for the hall in the sum of £1250 plus VAT.

The meeting was reopened to the public. No public were present.

**67/10 PLANNING**

**67.1/10 Planning Applications**

10/03640/FUL	Winterfold, West End, Avening, GL8 8NE <b>Proposal:</b> Erection of porch and single storey lean to and insertion of dormer window to rear Councillors only wished to make a comment on the application and wondered if the planning officer would ask for some screening of the site to protect the views across the valley.
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Signed.....Chairman/Chairman of the Meeting/Presiding Officer

Date: 18<sup>th</sup> November 2010

**67.2/10 Decisions Received**

The following decisions were noted:

10/03478/FUL	79 The Sunground, Avening, Tetbury, Gloucestershire, GL8 8NW <b>Proposal:</b> Amendment to planning application and permission 10/01304/FUL to include a staircase and window to side <b>Date decided:</b> 01 October 2010 <b>Decision:</b> Application Permit
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**67.3/10 Tree Works Decisions**

The following decisions were noted:

10/03805/TCO NR	<b>This application type was for information purposes only and was <u>not</u> open to consultation.</b> <b>Decision:</b> Application Permit <b>Location:</b> Holy Cross Church, Avening <b>Proposal:</b> Fell Conifer at west of Church. <b>Date decided:</b> 24 September 2010
10/03957/TCO NR	<b>This application type was for information purposes only and was <u>not</u> open to consultation.</b> <b>Decision:</b> Application Permit <b>Location:</b> 59 High Street, Avening, GL8 8NF <b>Proposal:</b> NOTIFICATION MODIFIED TO: T2. Cypress to the left, fell to near ground level. T3 Cypress between the lawn and the river, fell to near ground level. <b>Date decided:</b> 27 September 2010

**68/10 FINANCE**

**68.1/10 Budget Status and Balance at Bank**

The current balance at bank was £9,898.92 with £21,277.36 now in the deposit account with projected expenditure and year end balance as set out on the monthly budget sheet.

**68.2/10 Bills for Payment**

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

- Clerk's Salary less Income Tax plus Expenses £688.68
- RBL Poppy Appeal £100.00
- HGM Ltd £675.00
- GRCC (annual membership) £25.00

**68.3/10 To advise of receipt of second instalment of the precept in the sum of £5875**

Council was advised that the second instalment in the precept in the sum of £5875 had been received.

**68.4/10 To consider adding the Memorial Hall Insurance to the Parish Council Policy**

It was **RESOLVED** to give the Clerk delegated powers to continue seeking a quote for insurance for the memorial hall through the parish council brokers and to join the hall committee's insurance with the parish council insurance, if it was appropriate.

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

Date: 18<sup>th</sup> November 2010

**68.5/10 Tree works at the Playing Field, following site meeting.**

The site meeting had not taken place.

The Council Solicitor had advised that even though not expressly stated in the Lease between the Parish Council and APFA, the trees passed with the land and were therefore the responsibility of APFA. It was **RESOLVED** to follow Solicitors advice and draw up a letter signed by both parties to avoid any query in the future.

**68.5.1/10 To approve costs of tree survey from CDC (closed session)**

The matter was not put into closed session.

This matter was deferred as the meeting had been cancelled. It was to be rescheduled.

**68.6/10 Adoption of Telephone Boxes**

**68.6.1/10 To consider quotes for painting the two telephone boxes (closed session)**

The matter was not put into closed session as no contracts were discussed.

Only one quote has been received. Councillors advised they would like to have another quote for comparison. The Clerk was to enquire as to the length of the guarantee with the paintwork. The matter was deferred until November.

**68.7/10 To review signatories and users on the Parish Council Bank Accounts**

All matters had been resolved with the bank. All signatories and users were now correct.

It was **RESOLVED** to vary the agenda to deal with agenda point 10.8.1 onwards.

**68.8/10 To review Parish Council charges for advertising on the website.**

It was **RESOLVED** that there would be no changes to the current fees.

**68.9/10 To review the first registrations and to decide whether to continue with the application to register all pieces of land**

It was **RESOLVED** to proceed with the first registration of the Memorial Hall land once the lease had been completed. It was also **RESOLVED** not to proceed with the first registrations of the other pieces of land (Ash Path, Woodstock Triangle and High Street/Point Road Triangle) as it was not possible to answer the questions we needed to answer to prove ownership.

**68.10/10 Grant Applications**

**68.10.1/10 To consider annual donation to RBL Poppy Appeal**

It was **RESOLVED** to grant the sum of £100 to the RBL Poppy Appeal.

**68.10.2/10 To consider application from the Memorial Hall Committee for the Chamberlain Room roof repairs**

This matter was deferred.

**68.10.3/10 To consider application from the Villager magazine (PCC) for the Bumper Edition of the Villager in December 2010**

The Villager team (PCC) had applied for a grant in the sum of £490 to cover costs for the proposed bumper edition of the Villager in December.

It was **RESOLVED** by unanimous vote to grant the sum of £200 to the Villager for the bumper edition in December 2010. This was to cover the increased number of pages and the additional number of copies to deliver one copy to each household.

**68.11/10 Annual Grants**

**68.11.1/10 To approve annual grant to Avening Playgroup in the sum of £500**

It was **RESOLVED** to approve the annual grant in the sum of £500 to Avening Playgroup for the financial year 2010/11.

It was considered prudent, even though there were no members of the public present, that in view of the business to be discussed, the meeting should be placed in closed session for agenda point 10.8, 10.12 and 10.13.

**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 contracts, sensitive information and staff conditions of service which could be prejudiced by being in the public domain at this time, in accordance with the Public Bodies (Admissions to Meetings) Act 1960.**

**68.12/10 To consider quotations/estimates for new Parish Council/Community noticeboards in village (closed session)**

It was **RESOLVED** to award the contract to Arien Signs, subject to receiving satisfactory responses as to the level of guarantee and satisfactory references from two Councils. These powers would be delegated to the Clerk.

**68.13/10 To consider quotations/estimates for Home Emergency Plan leaflet (Emergency Plan Project) (closed session)**

It was **RESOLVED** to approve Cotswold District Council to print 500 of the Home Emergency Plan Leaflets at a cost of £90.95 (inclusive of VAT)

**68.14/10 To consider Council workplan and then Budget and Precept for the financial year 2011/12 (closed session)**

Councillors identified projects that were needed to improve the village.

**69/10 Parish Plan/Community Projects**

**69.1/10 Traffic and Highways**

**69.1.1/10 Storm drain at Village Hall**

This had been reported and repaired quickly. GCC had been thanked.

**69.1.2/10 Wall at High Street**

The Clerk had taken photos and sent to Highways via the County Councillor. The Bridge Department would take a look to see if a full structural survey and report is required regarding the condition of the wall.

**69.1.3/10 B4014 repairs update**

CLlr J Parsons would be attending the update meeting on the 28<sup>th</sup> October with GCC.

**69.2/10 Avening Forum Wednesday 10<sup>th</sup> November, 7.30pm**

The Avening Business Forum would be holding its first meeting on 10<sup>th</sup> November at the Social Club. A talk from Businesslink was booked and there would be some planned discussion to see how the Parish Council might be able to assist businesses in the village.

**69.3/10 Memorial Hall Memorabilia**

The memorabilia evening was planned for 13<sup>th</sup> November. The group were considering a moveable collage.

**69.4/10 Emergency Plan Meeting, 21<sup>st</sup> September and next steps**

This matter was deferred.

**69.5/10 Autumn Village Clean Up**

20<sup>th</sup> November was suggested for the Autumn village clean up. The Clerk would arrange the kit with CDC.

**70/10 Procedure**

**70.1/10 Health and Safety training (report back from Clerk)**

This matter was deferred.

**71/10 Correspondence for Action:**

Council noted the following correspondence and training:

- Abolition of Standards Board and Audit Commission
- GCC – County Council Electoral Review letter
- Planning Training at Tetbury Town Council 29<sup>th</sup> November – 2 places available. 6 were interested. The Clerk would see if there was a reserve list.

**The Next Meeting of Avening Parish Council will be held on  
Thursday 18<sup>th</sup> November 2010 at 7.30 pm  
At Avening Memorial Hall**

**There being no further business the meeting was closed at 9.45pm**

**CONFIDENTIAL MINUTES**

**66/10 Village Hall**

The outstanding matters of:

- Subsidence – the Clerk and Hall chairman were obtaining quotes for insurance to include subsidence.
- Insurance renewal – as for subsidence
- Qualified Surveyor’s report had arrived from John Thomson to cover charity law obligations of the hall. The Clerk had not read through it all, but had flagged up the VAT point mentioned to the hall chairman to check out.
- The rent and service charge had been paid by GCC and was now up to date, so there was no money outstanding to collect on completion of the Lease.
- Personal liability on the trustees of the hall – it was recommended for them to take out trustee liability insurance. The lease limited their liability to the annual income of the charity.
- Professional fees – John Thomson proposed to charge £2,000 plus VAT (to include expenses and the Qualified Surveyor’s report), real costs were in the region of £3,000 plus VAT. Solicitors proposed to charge £2,000 plus VAT, real costs were in the region of £4,000 plus VAT.

GCC had a pot of money to cover the Lessor’s legal costs to the sum of £2,750 plus VAT. It was recommended that John Thomson would take £2,000 plus VAT and Wilmots would take £750 plus VAT and invoice the Parish Council for the remaining £1,250 plus VAT.

It was **RESOLVED** to agree professional legal costs in the sum of £1250 plus VAT.

**68.11.2/10 To consider quotations/estimates for new Parish Council/Community noticeboards in village (closed session)**

The level of guarantee was queried. Also the materials used at Arien Signs. It was to be double checked that the boards were Oak. The Clerk would also contact Stoke Gifford and Newark to see what they thought of the boards they had purchased from Arien Signs.

It was **RESOLVED** to award the contract to Arien Signs subject to receiving satisfactory responses as to the level of guarantee and satisfactory references from two Councils. These powers would be delegated to the Clerk.

**68.14/10 To consider Council workplan and then Budget and Precept for the financial year 2011/12 (closed session)**

Councillors identified projects that were needed to improve the village. The list is on the attached sheet.