

**QUENINGTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
**9th MAY 2019 AT QUENINGTON VILLAGE HALL**

**Present:** Cllr Michael Scott (Chairman), Cllr Don Downes, Cllr Michael Sayer, Cllr John Dooley, Cllr Janet Sallis, Cllr Anne Willis, Cllr Mitchel Watkins, Cllr Ray Theodoulou,

**In attendance:** Penny Ibbotson (Clerk)

**1. Apologies for absence:** All present.

**2. Open discussion:** No items were raised.

**3. Declaration of Interest on Items on the agenda:** Mike Scott declared a personal interest in item 6.1 Communications mast pre application

**4. To receive report from County & District Cllr Ray Theodoulou:** Deferred until after item 6.

**5. Minutes:** It was resolved to sign the minutes of the Parish Council meeting held on 14<sup>th</sup> March 2019 as a true and accurate record of the proceedings. The minutes were duly signed by the Chairman

**6. Planning:**

**6.1 To consider the following applications:**

- 19/01212/FUL Erection of front porch at 12 Painters Field, Quenington  
SUPPORT THE APPLIATION
- Discussion on pre application information sent for communications mast: Pre application information has been sent to QPC regarding a proposed mast near Donkeywell Farm. The mast will improve communication for those residents on the relevant network; there is a trend for companies to share resources so it is thought it would also benefit other networks. Questions were raised as to whether the signal at the bottom of the hill would be improved and whether the equipment would be suitable for 5G.

Local residents will be consulted when the application becomes live.

**6.2 To receive the May 2019 Planning Report:** The report was reviewed. Two permits have been granted after the report had been circulated: Two storey rear extension at 4 Spring Gardens and single storey extension at 44 The Green.

**4. To receive report from County & District Cllr Ray Theodoulou:** Cllr Theodoulou is leaving as a cabinet member of GCC as he is to become Chairman instead. The GCC meeting next week is mostly for routine items such as arranging committees etc. CDC has a meeting of the new Council following the elections, this will also be routine items apart from a discussion on member's allowances. There has been a change in Leadership to Lib Dem.

Question: Will there be much change with a Lib Dem leadership? RT thought that it was unlikely as budgets are so tight there is little room for change.

## 7. Clerks Report:

- The draft Parish Plan 2020-2025 was circulated at the Annual Parish Meeting and is now available on the QPC website. A copy has been sent to GRCC and it will hopefully also be available at the June coffee morning. Following any feedback, a final document will be prepared for approval at the July QPC meeting.
- There has been a delay to fencing the cemetery wall due to a shortage in supply of fencing materials, it hoped that this will be carried out soon.
- A local contractor has also been asked to repair the leaning fence around the playground.
- Quenington Bulldogs have been in touch regarding improving the football area, I have informed them that QPC has allocated £500 towards this project and that they need to write in to ask for the donation. The Bulldogs are willing to carry out the work themselves so just need funding for materials. They have asked if they are covered by QPC insurance – I have checked and they would have to be added to the policy as volunteers, a risk assessment carried out and equipment provided.
- The internal audit has been carried out by GAPTC and there is an item on the agenda to review the report.

*R Theodoulou left the meeting*

## 8. Finance:

**8.1 To review and accept the end of March 2019 accounts:** The accounts were approved. The full precept was not spent last financial year and this means that there is approx £5,250 of unallocated money in the current account. It was agreed that some of this could be used for items raised at the Annual meeting.

**8.2 To review and accept the May 2019 accounts:** There hasn't been much to report to date; the accounts were approved.

**8.3 To review internal audit report dated 17<sup>th</sup> April 2019:** The audit was much more thorough this year and looked at all internal processes; on the whole everything met the requirements with just a few minor items to address: add details of public land/buildings onto website, re-name Financial Risk assessment, both signatories to sign cheque stubs, all invoices to be signed, update clerks salary to the new pay scale and indicate on website when minutes are draft versions.

**8.4 Grass cutting of Churchyard:** Following Rev Partington's request at the last meeting it was agreed that £600 per year would be allocated to cover 50% of the grass cutting costs at St Swithin's Churchyard; payment will start from this year. The current grass cutter should be kept on as he does a good job.

**8.5 Review of the clerk's contract due to changes in pay scales and holiday allowance:** There has been a review of the structure of clerks pay scales (SCP's); the clerk was on SCP20 and this has been changed to SCP9. It was agreed to increase the clerk's salary to the new SCP12.

Since starting at QPC the clerk has not been claiming the proportion of holiday to cover bank holidays (6hrs 24 minutes per year); it was agreed that the clerk could claim back pay to cover this omission. As the clerk has been working for more than 5 years at QPC, there is also an automatic additional week's leave added to the contract.

**8.6 To agree annual membership of ICCM at a cost of £95.00:** It was agreed to renew the membership of the Institute of Cemeteries and Crematorium Membership as it provides useful guidance.

## 9. Playground

**9.1 To consider quote for replacement basket ball boards and nets and maintenance work to trim trail:** It was agreed to go ahead with this work at a total cost of £620; this will be paid for using some of the remaining 18/19 budget.

**9.2 Update on football area:** This was covered in the clerk's report.

**10. Footpath Leaflet:** Three quotes have been returned for preparing a leaflet of walks around Quenington; £500 of funding is being received from the Cotswold Conservation Board towards design costs. It was agreed to go with the quote from Clair Amelia, (£735) which although it wasn't the cheapest, it was felt that adequate time had been allowed to produce a well thought out design and that it allowed for amendments if necessary.

**11. To agree a volunteer for distributing Welcome Packs:** Welcome Packs are given to new residents to the village and Jan volunteered to take this on. If anyone is aware of new residents then let Jan know and the clerk will pass on copies of the packs.

## 12. Discussion of items raised at Annual Village Meeting on Thursday 25<sup>th</sup> April:

**Dogs in playground:** The number of dogs in the playground was raised as a concern; a self closing gate was discussed but this caused problems in the past and most dogs that get in are let in by their owners. There is netting on the fencing to stop dogs entering under the fence. There are also two signs advising of no dogs allowed so it is difficult to know what else to do.

**Speeding:** Particular concerns were raised regarding speeding along Fairford Road. The most effective way to slow drivers down is to have the Speedwatch team out but there was a poor response to the call for more volunteers to help out. The possibility of erecting gateway features will be re visited to see if this would be a possibility.

**Snake Drive:** A resident has reported two problems with people driving through the pillars at the start of Snake Drive. Some are parking their cars next to the playground and others are trying to drive down the lane. It was suggested that there are signs put on the pillars to state no vehicles are allowed beyond this point (and possibly another no dogs in playground sign); this will need to be discussed with ECT as the landowners. To prevent people trying to drive down Snake Drive due to sat nav error, signage is needed further out from the pillars to state that is a 'no through road'; this matter will be discussed with Highways

**13. Open Discussion:** It would be useful to invite the local Neighbourhood Champion to the next meeting to find out more about this role and to contact Lord St Aldwyn about defining a small parking area at the top of the green.

**14. Date of Next Parish Council Meeting.** Thursday 13<sup>th</sup> June (Cemetery & Finance) and Thursday 11<sup>th</sup> July 2019

There being no further business, the meeting closed at 9.30pm.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

**ACTIONS:**

The following actions were identified in the meeting. These do not form part of the minutes of the meeting and are only included here as a reminder of actions arising in the meeting. Related sub-sections from the meeting minutes, the action and the responsible councillor(s) are shown below:

<b>Sub-section</b>	<b>Action</b>	<b>Responsibility</b>
<b>7.0</b>	Draft Parish Plan available at June coffee morning	<b>MSayer?</b>
<b>8.3</b>	Internal audit actions	<b>PI</b>
<b>10.0</b>	Gather information for footpath leaflet	<b>PI</b>
<b>11.0</b>	Deliver welcome packs as necessary	<b>JS</b>
<b>12.0</b>	Discuss signage for Snake Drive with ECT and Highways Contact Highways about gateway features	<b>PI</b> <b>PI</b>
<b>13.0</b>	Invite neighbourhood Champion to July meeting Contact Lord St Aldwyn about parking in green	<b>JS</b> <b>PI</b>