

QUENINGTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
13TH JULY 2017 AT QUENINGTON VILLAGE HALL

Present: Cllr Michael Scott (Chairman), Cllr Janet Sallis, Cllr Michael Sayer, Cllr Serena Robinson

In attendance: County/District Cllr Theodoulou, Penny Ibbotson (Clerk)

1. **Apologies for absence:** Cllr Don Downes, Cllr John Dooley, Cllr Maurice Denton
2. **Open discussion:** No items were raised.
3. **Declaration of Interest on Items on the agenda:** None declared.
4. **Minutes:** It was resolved to sign the minutes of the Parish Council meetings held on 11th May and 1st June 2017 as a true and accurate record of the proceedings. The minutes were duly signed by the Chairman.
5. **To receive report from County & District Cllr Theodoulou:**
 - Gloucestershire County Council's Children's Department has received an adverse Ofsted report with it being rated as inadequate. The senior team has now been replaced and there will be a peer review to determine how to improve the situation.
 - The Grenfell Tower fire has raised the alert to all councils to check fire safety; there are no high rise buildings in the GCC portfolio, but there is to be a check on all fire safety procedures. Shire Hall is to be cladded in the near future and all cladding has been tested as safe.
 - The incinerator at Javelin Park is still attracting attention with local disturbances taking place.
 - Cllr Theodoulou has a small funding pot of £5,000 available for activities for children up to and including Primary age children, some has been used already for example for free children's activities in Fairford during the summer holidays. Local groups will be advised of this funding.
 - The main issues at Cotswold District Council are related to Planning and large scale housing developments.
 - Discussions are ongoing about the empty Coln House School buildings, which may be converted to flats; the playing fields will be retained as public open spaces.

Question: What is the main objection to Javelin Park? Cllr Theodoulou advised that it was mainly the principle of the incineration process.

6. **Planning:**
 - 6.1 **To consider the following applications:**
17/02429/FUL Replace greenhouse with log shed and extension to existing parking area at The Little House, Victoria Road, Quenington:
 NO OBJECTIONS
 - 6.2 **To receive July 2017 Planning Report:** Noted
 - 6.3 **Consultation on amendments to Fairford Neighbourhood Plan (Sustainability Appraisal and Sires Assessment):** No further comments were made.
7. **Clerks Report:**
 - The repair to the fencing around the playground has been satisfactorily completed.

- The 'Fairford Road' street sign was installed but poorly located making it unclear which was Fairford Road and also blocking line of sight. The sign was relocated on 4th July.
- Further investigations have been made into internet banking. Fairford Town Council has temporarily gone back to issuing cheques whilst the process is confirmed. They are going to return to using the internet but it is a lengthy process with a number of stages. GAPTC has recommended to only use internet banking if there is a significant number of cheques to issue. It was agreed not to pursue internet banking at the moment due to the complicated system in place for Parish Councils and the low number of cheques used by QPC.
- Fairford Town Council has arranged for a new Community Bus from the nearby villages to Fairford on a Wednesday morning, this is to start on 16th August for £1 each way. It will be a door to door service and allows approx 2 hours in Fairford. Cllr Theodoulou is also investigating an alternative to the Tesco bus that was cancelled recently.
- Fairford no longer has any volunteers for the Community Speedwatch scheme so the speed device is now being used by Quenington and Honeycombe Leaze only.
- A quote to repair the broken bench on the Green has been requested.

8. Finance:

- 8.1 To review and accept the end of July 2017 accounts:** The accounts were approved. There had been an error in the May accounts, which has been rectified, this was due to the bank debiting £145.03 instead of £145.83 on cheque 910.
- 8.2 To consider Clerk's salary from April 2017 based on NALC recommendations:** Mike Scott proposed to accept the 2017 rate for SCP 20, Mike Sayer seconded and all were in favour.
- 8.3 To consider transferring funds from current account to cemetery wall savings account:** The balance at the end of the 16/17 financial year was reviewed and it was agreed to transfer £3,000 from the current account to the cemetery wall savings account.
- 8.4 To consider quotes for repairs to roundabout:** Three quotes were received to replace the roundabout surface: £3,200, £3,296 & £4,649. It was agreed by all to accept the lowest quote (Greenfields). QPC will organise the repair of the roundabout bearings and arrange to have the roundabout removed to allow the surfacing work to take place.
- 8.5 To consider purchase of second Smily SID sign:** £1,600 has been received from the Police Commissioner's Fund and £1,585 allocated in the 16/17 budget so it was agreed to order a second SID sign for use in the Parish at a total cost of £2,685 including delivery. (The outstanding £500 is for a new post in Honeycombe Leaze).
- 8.6 To consider quotes for new dry stone walling:** Three Forms of Tender have been returned to construct a new dry stone wall around the cemetery extension: £23,690, £25,450 & £30,730. Mike Scott proposed to accept the lowest quote of £23,690 (Phil Widger). Janet Sallis seconded and all were in favour.
- 8.7 To approve Automatic Enrolment Declaration for Pension Regulator:** The Declaration was approved and will be sent to the Pensions Regulator.

9. Cemetery

- 9.1 To receive the Land Registry documents for the extension area:** The Official Register of Title and Official Title Plan for the cemetery extension has been received

(Title Number GR411265 dated 7th June 2017). An electronic copy of these documents is stored by Land Registry and can be accessed using the title number.

9.2 To discuss layout of cemetery extension area: A separate meeting will be held after the area has been measured and assessed in more detail.

Cllr Theodoulou left the meeting.

- 10. To discuss work to the Green to reduce damage by parking:** It was thought recessed plastic mesh might be the best way forward to help protect the grass, this will need to be discussed with Highways and a defined edge to work to agreed. Providing a car park on the Green is not an option due to its protected status. It was suggested that the lime tree in the Bromford car park is pollarded to reduce the problem of deposits on cars below.
- 11. To agree whether to register with the Information Commissioner's Office:** The National Association of Parish and Town Councils advises that Councils should be registered with the Information Commissioner. It was agreed to register with the ICO at cost of £35 per year.
- 12. To agree Complaints Procedure:** It is recommended that all councils have a Complaints procedure in place, the document was approved with the addition of a statement to clarify the appeal process. The Standing Orders are to be checked to cross reference to the Complaints procedure.
- 13. To complete Highways Parish & Town Council Survey:** Councillors are to send any comments to the Clerk by 25th July. It was mentioned that the Highways grass cutting took place too early this year and there has been a lot of regrowth.
- 14. To agree date for meeting to review Parish Plan:** A meeting will be held at 8pm on Thursday 10th August to review and refresh the Parish Plan.
- 15. To review Emergency Plan:** No amendments were needed to the current Emergency Plan.
- 16. Election of Representatives to Gloucestershire Association of Parish & Town Councils and Gloucestershire Chartered Parishes:** It was agreed that rather than having specific representatives, Councillors would attend meetings according to their availability.
- 17. Any Other Business/Open discussion**
 - **Hedges:** It has been suggested that a request is put in CHEQS to ask that residents keep their hedges trimmed back from pavements as there are a number of places in the village where people have to walk in the road to avoid overhanging branches.
 - **Telephone Kiosk:** Progress is being made on the information board to go in the kiosk, the copyright of a historic map of the village is being checked and Janet has a meeting in early August to look at the Quenington Archives.
 - **Contact List:** A suggestion has been made that a contact list of local farmers is made available in the event of loose stock in the village. It was decided that as most Councillors knew how to contact the local farmers, residents could contact them in the first instance.
 - **Coneygar Road:** Concern has been raised about the lack of dropped kerb to access the pavement on Quenington Hill that goes down to Coln St Aldwyns as difficulties have occurred recently. This will be reported to Highways.

- **Winter Maintenance:** No more bags of salt are needed by QPC as there is still a stock at Donkeywell Farm. A check is needed on whether any is needed at The Old Rectory.

18. Date of next Meeting: Thursday 10th August & Thursday 14th September 2017

There being no further business, the meeting closed at 10.05pm

_____ 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:

Sub-section	Action	Responsibility
5.0	Advise local children groups of funding from GCC	PI
8.5	Order SID	PI
9.2	Arrange cemetery site meeting	PI & MSayer
10.0	Contact Highways re proposed grass protection & Bromford re tree	PI
11.0	Register with ICO	PI
13.0	Feedback on Highways Survey	All
17.0	Article in CHEQS re hedges Contact Highways re dropped kerb Check on salt requirement at Old Rectory	PI