

QUENINGTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
8 NOVEMBER 2018 AT QUENINGTON VILLAGE HALL

Present: Cllr Michael Scott (Chairman), Cllr Don Downes, Cllr Michael Sayer, Cllr John Dooley, Cllr Maurice Denton, Cllr Serena Robinson & Cllr Janet Sallis.

1. **Apologies for absence:** Penny Ibbotson (Clerk), Cllr R Theodoulou
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 meeting held on 13th September 2018 as a true and accurate record of the proceedings. The minutes were duly signed by the Chairman.

5. Parish Plan. All councillors had received a copy of the Quenington Parish Survey Results 2018 prepared by Margaret Stranks. There had not been time for most to read and fully digest the survey before the meeting although all were agreed that it seemed to be a comprehensive and easily understood document upon which Margaret was to be congratulated:

- The way ahead (eg. an Action Plan) would be decided upon once councillors had fully assimilated the survey.
- The survey results could contribute to the preparation of the next budget.
- JS agreed to approach the local farmer about the location of the suggested allotment land.
- MD would assess the suggested updates to the Welcome Pack.
- It was agreed that the clerk was to thank residents on behalf of the Council for their contribution via the website and CHEQS, and indicate that more detailed feedback would be forthcoming in the New Year.
- The clerk would also be asked to contact and thank specific responders who had given email addresses and shown an interest in helping with village activities

6. To receive report from County & District Cllr Ray Theodoulou: Councillor Theodoulou was unable to attend this meeting.

7. Planning:

7.1 To consider the following applications: No new applications had been received.

7.2 To receive November 2018 Planning Report: The report was reviewed:

- The Sunhill application for 20 dwellings had been refused by CDC on the grounds of isolation and unsustainability, the Parish Council holds a copy of the decision notice.
- Four other applications for work on trees in the conservation area had been responded to with no objection.

8. Clerks Report: The clerk had submitted the following report for consideration in her absence:

- JS came into the office on 16th October to review the 6 month budget spend to date, allocation of funds for the footpath leaflet and cemetery payments to date. One less delivery of stone was needed than quoted for so this will be a saving of approx. £1,300 on the overall cost of the cemetery wall project.

- The cemetery wall is nearing completion with a small amount of walling to be finished and the gate to be relocated. P Widger had mentioned that the back wall of the existing cemetery is likely to need work at some point in the future as it is leaning in places – it might be worth starting to put money by to build up funds for this.
- The Institute of Cemetery and Crematorium Management has advised that local authority cemeteries do not have to be consecrated. If they are consecrated, areas need to be set aside for other religions/faiths and there are tighter regulations to be adhered to with running the cemetery.
- The memorial inspection in the existing cemetery was carried out on 6th November and the report will follow shortly.
- The ICCM has advised that there should be a separate Burial Register which shows the owner of each grave rather than who is buried there. This can't be carried out for some of the older graves as the information is missing but a start will be made on preparing this register.
- The trees opposite The Keepers have been cut back from overhanging the road and trees in the same field further down Church Road have also been cut back.
- The playground repairs were completed at the end of September (fence and playhouse). Bird barriers have been investigated for the swings but they don't look very suitable for a playground environment.
- The footpath leaflet application has been submitted and acknowledged. The Keepers is willing to pay for the first print run of 500 copies.
- Xylem is offering a chance for residents to visit the site on 23rd November at 3pm, feedback has been requested on how many residents respond to the invite. This was supposed to be advertised in CHEQS but unfortunately wasn't included.
- Scarrott Fairground has paid £60 as 'rent' for use of the green.
- A poppy wreath and three crosses have been placed on the war memorial and military graves.
- Dalby Sinclair Ltd has been contacted re potential mast locations and they are carrying out further tests on possible alternative locations suggested by QPC.

8.1. Matters Arising from the Clerks Report.

- **Wall Repair.** The clerk was requested to obtain an estimate from P Widger for repair to the existing wall. *(Post meeting Note: The wall is likely to be ok for 5-10 years but it is worth starting a fund going so that money is available when needed)*
- **Memorial Inspection.** The memorial inspector had summarised his findings in an email but the detail had not been received by the date of this meeting. The overall impression was that there was not a lot of work needed to make a small number of memorials safe.
- **Notification to plot owners.** Research was needed into the best way to advise relatives of work needed. In the first instance, the clerk was asked to put an article in CHEQS to alert any surviving local relatives.
- **Bird barriers.** A resident had reported that the swings were in a disgusting state. One advertised bird deterrent had been examined and found to be more likely to deter children. JS continued to seek suitable devices.
- **Playground Gate.** MD suggested a spring closure might improve safety.

9. Finance:

9.1 To review and accept the end of November 2018 accounts: The accounts were approved.

9.2 To review the half year accounts: The accounts were reviewed.

10. Parking on the Green: The approach of winter raised the spectre of further damage to the Green from parked and driven vehicles. Parking is not allowed on the Green except for one designated space at the top (for one disabled motorist). It was agreed that the Council should now write with a summary of the rules to the company which appears to own the van regularly parked on the grass opposite Greenview Cottages with a copy being sent to the van driver.

11. Data Protection. The following documents had been circulated to councillors: General Privacy Notice, Staff/Cllr Privacy Notice, Data Protection Policy, Subject Access Request Policy. It was agreed that they were generally suitable for publication on the website and the clerk was asked to action that. JD asked whether the Parish Plan questionnaires should be destroyed although in completing them, the public did consent to their details being held by the Council. *(Post Meeting Note: There was a statement at the end of the survey to state that forms would be destroyed on completion of the Parish Plan (approx 6months))*

12. Feedback from Emergency Planning Training.

- MSc briefed the meeting on the Emergency Planning Training he had attended. Interesting points arising were the requirement of the emergency services (and our own community) to know where vulnerable people were located and not necessarily who they were; and where the fire hydrants were located around the village as they did not appear to have maps of these. It was suggested that Thames Water must have this information. MD would follow this up.
- Regarding revision of the Community Emergency Plan for Quenington to more closely reflect the somewhat weightier GRCC Community Action Plan provided to Training attendees, it was decided that the clerk should circulate copies of both to all councillors with a request to review both and consider amendments to the Quenington plan. A meeting should be held later in the year to discuss and agree any revision needed.

13. Winter Action Plan: MSc continues to liaise with the local farming community on their contribution to the Quenington and wider Cotswold Winter Action Plan.

- Richard Lander had asked if the Parish Council could investigate the acquisition and funding of a tractor towed gritter. The clerk is requested to approach RT.
- Extra grit bins were needed between Knights Gate and the top of Fowlers Hill. MD would check the requirement.
- MSc emphasised that contact details in any plan should be limited to Parish Councillors and the Council would have the responsibility as the focal point of alerting and tasking the farmers – to do otherwise might cause confusion and delay their response.
- MSc would provide more detail on who would cover which road or area.

14. Any Other Business:

- MD reported that the version of Office on the clerk's office laptop had been disabled by Microsoft. A new up to date copy is to be purchased (approx. £200).

- There were discussions on the variation of street lighting through the village, damage to the kerb setts where people were parking on them and the controversial street light at the head of Snake Drive. No decisions were taken (or indeed required).
- **Councillor Serena Robinson.** The Chairman reminded Councillors that Serena Robinson was standing down as a Quenington Parish Councillor with immediate effect due to relocation to Northleach. She was thanked for her significant contribution to the Council and hence to the village and was wished all the best for the future. We will miss her.
- Although the Council would be able to continue with just 6 members, the clerk might consider a notice on the village boards or in CHEQS to advertise the vacancy.

15. Open discussion: No further items were raised.

16. Date of Next Meeting: Thursday 10 January 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:

Sub-section	Action	Responsibility
5.0	Review Parish Plan results Ask farmer re possible allotment land Review Welcome Pack Contact Responders	All JS MD PI
8.0	Prepare Burial Register Notify plot owners of unstable memorials Research Bird Barriers	PI PI JS
10.0	Write to van driver re parking on the green	?
12.0	Review Emergency Planning documents	All
13.0	Ask re tractor pulled gritter Review grit bin requirements Prepare road plan for snow clearance	PI MD MSc
14.0	Advertise Councillor vacancy	PI