

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held Wednesday September 21st 2016

Present: Councillors Lynne Jackson (Chairman), Bill Jenkin (Vice Chairman), Gordon Day, Harry Boyd, Matthew Cain

In Attendance: Diana Cook (Clerk), Paul Hodgkinson (County Councillor)

1. **Apologies:** Cllr. Tex Cook, Ward Cllr. Robin Hughes

2. **Questions & Answers:**

Q: Cllr Paul Hodgkinson was asked why Highways dept. this summer organised the tarmacking of School Road (road 3801) in Sevenhampton village only to later on have four trenches cut across it by Gigaclear when laying communications. The filled trenches are already showing signs of settlement.

A: Cllr Hodgkinson will forward observation to County

Q: Cllr Lynne Jackson asked who she should approach to acquire a 'slow down' sign for motorists passing along the main Winchcombe to Syreford Road (road no 3/97).

A:Cllr Hodgkinson advised that the Road Safety Partnership may help and will forward contact details.

Q: Cllr Hodgkinson asked if Councillors were aware of a letter regarding re-routing of main trunk road (A417) to bypass the currently experienced hold-ups by the Air Balloon roundabout.

A: Clerk advised that the letter from Highways England had been forwarded to councillors.

3. **Declarations of Interest:** Cllr Cain advised of an interest in Planning Matters: 16/02841/CLOPUD

4. **Minutes of Previous meeting:** The Minutes of the meeting held on July 12th, having been circulated & published, were approved and signed as a true record of proceedings.

Matters arising:

Surplus Commemorative medals: there are seven medals left from the 15 initially ordered. Their cost was approximately £3 each (inc. admin, p&p). No further distribution was identified.

Churchyard Costs: An invoice for £180 (inc VAT) has been received from BGSW CRC Ltd (Community Payback scheme) for the labour of laying pathways in St Andrew's churchyard. On top of this an invoice has been received from R&L Jackson for materials amounting to £514.24 (plus VAT).

Following the last Council meeting (July) a letter was sent to Parochial Church Council (PCC) asking if they would meet half of the net costs (ie ex VAT) of the materials – which at that time was thought to be about £470 in total. A reply had recently been received by the Clerk which included a cheque for £235 as PCC's contribution towards these costs. Council will meet the additional costs of this project through their 'Way Forward' fund.

Elddown Clump, land registration: Registration forms have not yet been submitted. Clerk offered to help and work with Cllr Jackson to complete. **Action: Clerk & Cllr Jackson**

5. **Councillor's resignation:** It was sadly noted that Councillor Di Brown has resigned her position due to ill health. She has expressed a willingness to continue to support the Council by conducting the mid-term internal audit. A card of thanks and a garden voucher will be sent. Although a *Notice of Vacancy* needs to be formally posted to give the opportunity of filling the vacant position by election, if no following petitions have been received by Cotswold District Council within 14 working days, then co-option can occur. If this stage is reached, then Council would wish to agree on the appointment of a co-opted candidate. **Action: Cllr Jackson & Clerk (Notice of Vacancy)**

6. **Website update:** Cllr Bill Jenkin advised the meeting that he, Cllr Cook and the Clerk had travelled to Bournemouth to attend 'training' from website hosts *e-mango*, which was felt by all attending to be poor. Only during the event did it become apparent that the inputting of data on the proposed site was entirely down to Council and the method of it considered overly onerous; another drawback is that Council would not be able to remove graphics once posted. Cllrs. Jenkin and Cook have since looked at alternatives, and a lot of work has already been done on Wordpress, particularly by Cllr Jenkin. A summary of the situation was circulated prior to the meeting (see Addenda 1). If Council adopts Wordpress the present domain name (www.sevenhampton.org) can be transferred. The annual contract that the Council already has with *Discount Domain* provider (present website host) is due for renewal on 11th November (£60 per year). The Clerk advised that there was still approx. £600 left from the *Transparency Code grant*. The Council decided that they should forgo working with e-mango and adopt a Wordpress package to suit, which would allow the continuation of the present domain name. There should be 3 administrators, the Clerk and 2 Councillors (Cllrs Jenkin & Cook), who will upload data and oversee the submissions given by contributors. It was felt important that Council should have full control over what was posted. It was also suggested that the number of hits received would be useful to record. **Action: Cllrs Jenkin, Cook & Clerk**
7. **Grass cutting:** The Clerk advised that she had had cause to write to the present holder of the grass cutting contract as she had received complaints about the infrequency of cuts. Other complaints had been received by Councillors. Grass areas have since been cut. The contract calls for 5 cuts of various specified areas per year. Advertising for tenders for the next contract is scheduled for the new year. It was suggested that the next contract should cover a 2-year period with the option of terminating it after 1 year if the work is unacceptable.
8. **Notice Boards:** At present the council has access to 7 notice boards which are situated at lower Sevenhampton (x1), St Andrew's in Church Lane (x1), The Quarry (x1), Brockhampton bus stop (x3), Rhodes Memorial Hall (x1). At present keys are held by the Clerk for all except The Quarry and the Hall. The Clerk requested that a duplicate key be acquired for The Quarry notice board, which was agreed. Of the 3 boards at the bus stop one is dedicated for Planning Notices. One (facing the road) is considered by the Clerk to be the main Council Notice Board where official announcements are placed (eg audit reports) and the third is used for general information. It was asked if the Notice Boards could be left unlocked so that anyone wishing to place a notice could avail themselves of a display space. The Council had mixed views on this and the views of other key holders (Rose Ballinger, Gill Hyatt and Georgina Oldham) would be sought. **Action: Clerk**
9. **Council Tax Support Scheme Consultation:** Having received prior information about this online consultation presented by Cotswold District Council and considering the fact that not many people would be affected anyway, the Council did not wish to further a response.
10. **Clerk's report:**
- A 'thank you' note has been received from Nick Fresson for the commemorative medal (via Charles Arkell)
 - There will be an SLCC Road show on 23rd Nov. to include topics on Finance & Pensions / Legal & Employment briefings / Emergency responses – Cost £69 + VAT. Clerk requested attendance and it was approved.
 - Strategic Planning Officer at County Council has asked if Council are willing to respond to a Department for Transport (DfT) Consultation? No consultation yet at this stage, only identifying willingness to participate. Clerk to reply affirmatively.

- The 'Conclusion of Audit' was received in August with no significant problems highlighted and a copy of the notice has been placed on website and main Notice Board.
- A VAT claim for £115.35 up to end of June has been submitted to HM Revenue & Customs.
- Cotswold Tree Wardens – information had been circulated about sending a delegation to the Wardens' recruiting event and AGM on Sat. 1st October, 10am at Cirencester. Cllrs Cook and Jackson were interested, although the Saturday meeting held difficulties for the latter.
- In addition to the letter sent out to the grass cutting contractor, a follow-up letter was sent to a local landowner who had stiles in disrepair and which the Clerk had received complaints about. Cllr Jackson has been advised that these stiles are now in good order.
- The latest Police report was presented (Addenda 2)
- Very little response has been received after establishing a 'Firework register'. Only 2 people had formally asked to be placed on the list of people to be forewarned of proposed local firework displays. It will be highlighted again in the Village Live newsletter and the Clerk was asked to directly contact people with animals (both stock and pets). **Action: Cllr Jenkin & Clerk**

11. **Financial Matters:**

- The Council were advised that Hall charges would increase on January 1st to £4/hour.
- There were no amendments to Financial Update 2 following presentation at the last meeting. Period 3 figures were circulated prior to this meeting but the Clerk warned that these would change and that a spreadsheet showing updated figures for Period 3 will be circulated towards the end of this month.
- Cllr Cook requested (in absentia) £50 for mileage expenses for e-mango training. Agreed.
- It was agreed that the mid-term audit would be carried out in October by Mrs Di Brown.
- Following their recent work in the Parish it was decided to contribute £100 towards the Cotswold Wardens.
- Following a request from Citizens Advice (Stroud & Cotswold Districts) it was agreed to donate £100. It was noted that our Village Agent, who also can direct queries and concerns, has not been able to hold local clinics recently.
- It was approved to renew the subscription to Parish Online (mapping) at a cost of £28 + VAT
- The Clerk's last quarter expenses (£172.46) & salary (£547.20) were approved.

All Actions: Clerk

12. **Planning Matters:** The Council were advised of the latest planning matters in the Parish:

- 16/03576/FUL - Retrospective planning permission at Coomb House. No comments to be forwarded.
- 16/02571/COMPLY - Compliance with conditions regarding roofing materials at Sunnyview, The Quarry
- 16/02841/CLOPUD - Creation of new opening for French doors. Application permitted.

13. **Date of Next Meeting:** Wednesday 16th November 2016

There being no further business the Chairman closed the meeting at 8.55 pm

Addenda 1

Dear Councillors,

The provision of a new web site has occupied us for a considerable amount of time and Bill in particular has spent a very long time on it. This matter is on the agenda for the meeting on Thursday 22nd September and before that meeting it is essential that you read the material below and look at the provisional new site. Otherwise you will be unable to make informed comments or reach a decision. As the hall has no internet provision it will not be easy to view the site on the night. Unfortunately, I am unable to attend this meeting but Bill knows far more than me.

The site can be viewed at <http://www.grangefarmstudios.co.uk/wordpress/>

Choice of Web Page provision for Sevenhampton Parish Council.

- e-mango was selected originally after reviewing several web providers because they were competitively priced, more helpful initially and offered a lower price when they discovered the size of our precept.
- e-mango also provide free training whilst some other providers charge.
- When we went to training in Bournemouth we discovered that whilst they provided a skeletal web site much of the task of populating it fell to us. The training was not very helpful and we all found using the site quite difficult.
- Allowing access to others would not be easy.
- In addition, we discovered that there were additional costs for email hosting and we could add images but had to go to emango to remove them. This was not helpful.
- Although we made some progress with the emango site, we also began to look at the ease with which we could use another web site builder to achieve our goal.
- To date Bill has made good progress with WordPress which at the lowest entry point is free.
- We have also looked at Site Builder and Wix.com. The latter Tex has found much easier to use but there may be domain name problems with it.
- The cost of WordPress or one of the other providers is lower than the annual costs of e-mango.
- The down side is that we would have to build our own site but this is not too onerous and once up and running it would require less attention and the task could be shared. Bill is already well up to speed with WordPress and Tex and Di feel confident that they can use it.
- Adding information about non-Parish Council matters is fairly straightforward.

COSTS

e-mango costs £228 annually plus VAT and £50 per year to host 10 emails.

Costs of other DIY web page providers vary. The per month(pm) costs for those investigated:

WordPress costs vary with level of provision from free (with a WordPress domain name), Personal £4.49 pm Premium £7.08 pm and Business £20.83pm.

Bill will be able to tell you what it is costing him at present and if we go with WordPress the Council will take over ownership of the domain name and the costs

Wix.com costs £2.55pm Basic, £7.76pm Unlimited and £15.57 pm VIP.

Site Builder from £2.30 to £8.99pm.

At some point, if we proceed with WordPress, we will need to inform e-mango that we will not be using their services. They sent an email today asking how are getting on.

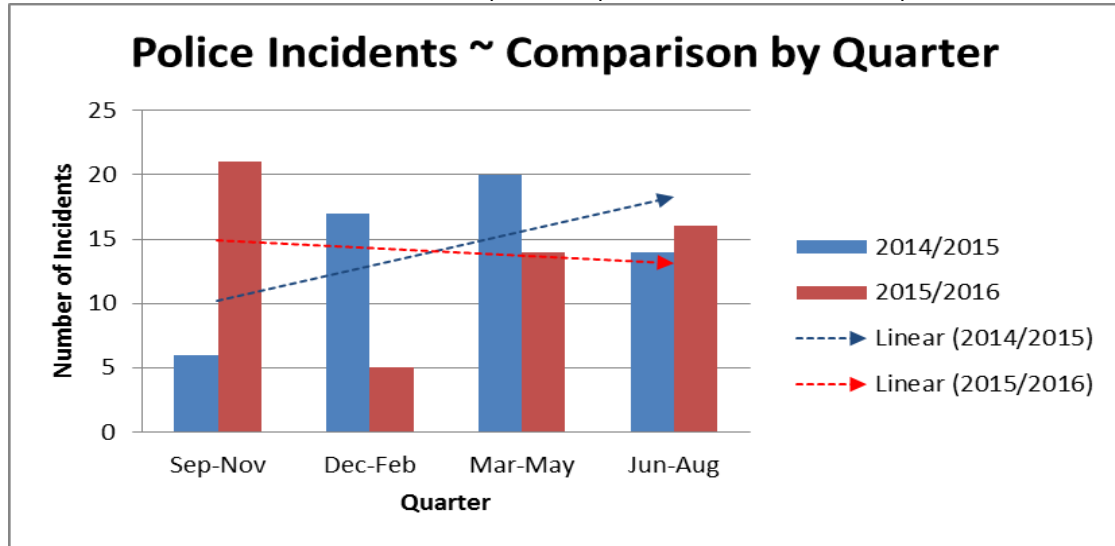
TC 14/09/16

Addenda 2

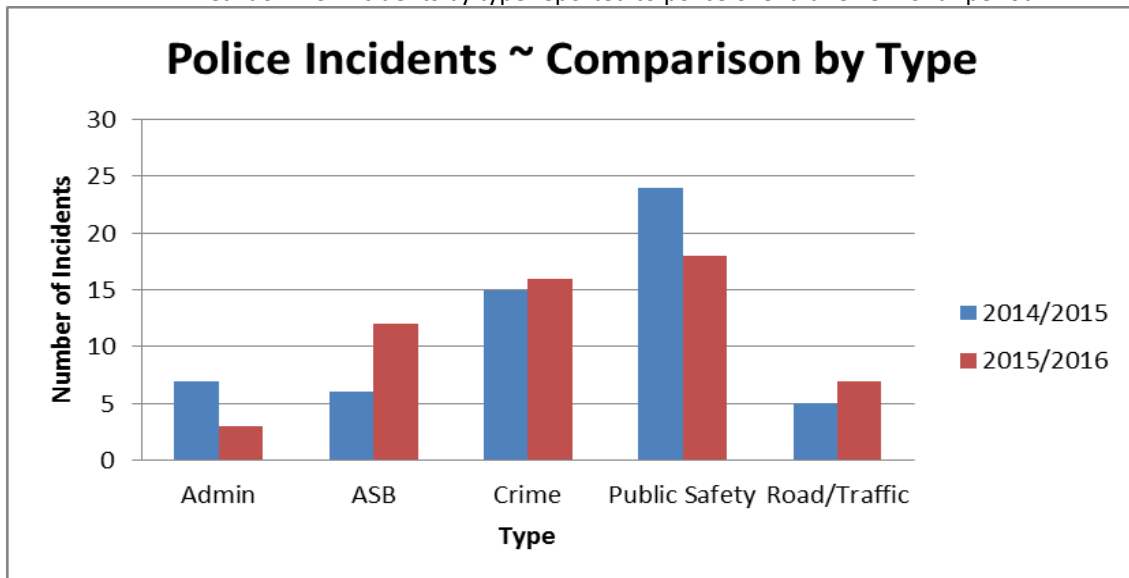
Local Police Report

Sevenhampton ~ September 2016

Number of incidents reported to police over a twelve month period



Breakdown of incidents by type reported to police over a twelve month period

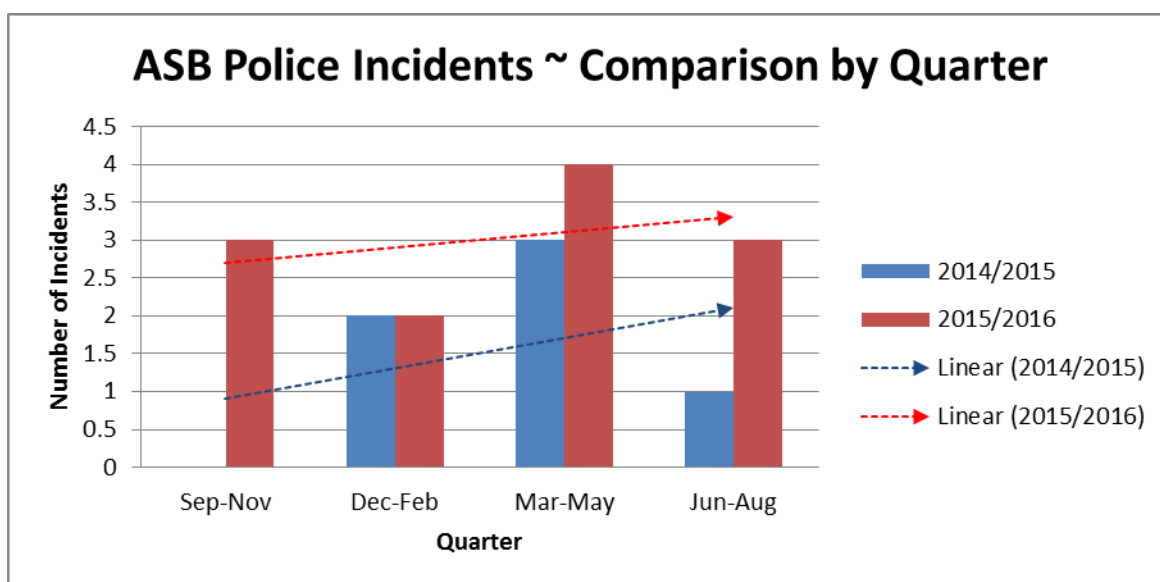


Breakdown of incidents related to crimes dealt with by police over a twelve month period

Crime Related Incident	Sep 2014 - Nov 2015	Sep 2015 - Nov 2016
Burglary dwelling	1	3
Burglary non dwelling	3	0
Crime - other	1	3
Criminal damage	5	5
Fraud/forgery/deception	1	0
Theft - other	1	4
Theft of motor vehicle	0	1
Violence against the person	3	0
TOTAL	15	16

Admin @	Public Safety *	Road/Traffic #
<ul style="list-style-type: none"> Complaint against police Lost or found Property or animals Messages inc press release Police generated resource activity Pre-planned event 	<ul style="list-style-type: none"> Alarms ~ Personal, etc Animals/Wildlife Awol/abscond from hmp Civil dispute-not btw neighbours Concern for safety Domestic incident - non crime Missing Person Susp. Circs./Insecure veh./prems. 	<ul style="list-style-type: none"> Highway disruption Road related offence RTC Death / Injury Rtc_damage only(inc animal rtc)

Although there has been what appears to be a significant year on year rise in ASB, it should be noted that 2014/2015 graph started from zero ASB incidents in Sep-Nov 2014. Equally, the trend line suggests that the rise in 2015/2016 is lower than in 2014/2015. Nevertheless, rest assured that we continue to take the issue seriously and that officers at Stow on the Wold Police Station are aware of the problems exacerbated by the proximity of common land.



We will not be able to attend every meeting we are invited to and on some occasions may have to cancel meetings providing little or no notice due to the nature of Emergency service demands. We will however always provide a Police Report which is designed to provide clear and simple information which can be shared with all those present at the meeting.

If questions are raised by those present please note the email addresses of both Beat Managers and PCSOs covering your area. We will be happy to address any concerns you have or that are raised during the meeting.

We will endeavour to attend as many meetings as we can but the new format of police Report combined with an up to date list of contact details will be provided for occasions we are not present.

PCSO 9050 Adrian Palmer Adrian.Palmer@gloucestershire.pnn.police.uk

PC 0436 Jason Page Jason.Page@gloucestershire.pnn.police.uk