

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 18th November 2015

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

In Attendance: Diana Cook (Clerk), Cllr. Paul Hodgkinson (County Councillor), Cllr. Robin Hughes (Ward Councillor) and 4 parishioners

1. **Apologies:** From Cllrs. Paul Hodgkinson & Robin Hughes for late arrival; PCSO Mike Jurkiewicz
2. **Declarations of Interest:**
Cllrs Jenkin, Cain, Boyd, Day (Item 4c – Letter to County Council re ‘Spring Cottage’ footpath application 15/03793/PPROW)
Cllr Jackson (Item 12b – planning application 15/03546/FUL (Telecommunication mast at Nash Barn)
Cllr Cook (Item 14 – Discussion of Clerk’s appraisal & contract)
3. **Questions & Answers:** It was noted by parishioners living in very close proximity to the sites of the 3 planning applications being discussed in agenda item 12 that they had not been informed about any one of them, either by the District Council or the Parish Council. It was queried why this was the case. It was identified that planning law states that a new planning application can be declared at the entrance to the site and informing local residents is optional.
Cllr Day asked what had become of the draft letter regarding the proposed ‘Right to Buy’ as discussed in the previous meeting. The draft letter will be circulated to all councillors by the Clerk as soon as possible.
Action: Clerk
4. **Minutes of Previous meeting:** The Minutes of the meeting held on 16th September 2015, having been circulated & published were approved and signed as a true record of the proceedings.
 - 4a. The amount to donate to Gloucestershire Archives Office was identified as £250. This will be forwarded in due course.
Action : Clerk
 - 4b. Cllr Cook reported that every household should have a minimum of 2 Mbps by the end of 2015. An effort will be made to discover households that did not have this download speed. *Gigaclear*, a provider of fast broadband in rural vicinities is due in this area but specific dates are not available yet.
Action: Cllr Tex Cook
 - 4c. The Clerk confirmed that the Council’s letter to the County Council had been resent. There have been no further advancements regarding the application for the ‘Spring Cottage’ footpath.
5. **Crime Figures:** The Council received a local police report from PCSO Mike Jurkiewicz, who was unable to attend the meeting. The report identified local crime figures which were briefly discussed. (See Addenda 1). The Clerk advised that a report should be available for every meeting.
6. **Clerk’s Report:**
 - 6a. The Clerk reported that:
 - The internal audit, conducted by Cllr Di Brown, had been carried out and approved.

- The cost of insurance for the defibrillator, which is to be housed outside the Rhodes Memorial Hall, will add about £8 to the Council's annual insurance policy.
- The Mobile Library will no longer be visiting Brockhampton and the nearest stop will be at Andoversford. Posters advise of this change.
- Dates for Christmas waste collections have been provided and posters advising parishioners of these will be displayed in December.
- 'Parish Online' mapping training had been attended and it was felt that the mapping tool could be quite versatile. Parish assets (e.g. grit bins) can easily be layered onto the local map which can include OS / DEFRA / English Heritage information etc.
- Cotswold District Council (CDC) has a 2020 vision programme with 3 other local councils, Cheltenham BC, Forest of Dean, West Oxfordshire DC, where they will share delivery of local services.
- There has been an alteration to the Clerk's training reducing 2 whole days to 3 half days with a saving of £85.

6b. The Clerk identified concern over the length of minutes and the time taken to transcribe the electronic version into the Council's traditional ledger. After legal enquiries it was advised to discontinue the ledger and adopt the electronic version as the formal minutes, as long as all pages were numbered. The Council will adopt this method at the end of this year.

6c. It was reported that a survey of all grit bins had been carried out and recorded, 2 blue bins were missing – top of Park Lane & towards top of Quarry Road. In addition piles of grit had been dumped at roadside between Syreford and Brockhampton, which will likely be wasted, damage the surrounding grass and is unnecessary as plentiful bins exist (which are full). It was decided to write an objection to AMEY who provide the grit.

Action: Clerk

7. **Clearance of footpath/stream at Donnywell:** The Clerk had been in correspondence with the Cotswold Wardens who had volunteered to help with this clearance in the past. Cllr Jackson agreed to pursue the possibility of them helping again; email information will be forwarded by the Clerk to Cllr Jackson.

Action: Cllr Lynne Jackson

8. **Funded Public Transport Plan Consultation:** This consultation is open until **January 4th 2016** and seeks views on proposed changes to funded transport which includes Park & Ride, Community Transport, Concessionary bus passes, Service buses. The Council resolved to send a letter to the County Council's Transport Planning Team and also complete the consultation questionnaire as individuals.

Action: ALL

9. **Rural Ambulance Service:** A parishioner reported a problem with an ambulance response time after phoning 111. Councillors knew of no other problems. The Council were in receipt of a recent South West Ambulance report (Addenda 2) which identifies the 111 number for non-emergencies and also states ambulance response figures; there was no breakdown of figures to a local level. Cllr Jenkin volunteered to research the situation locally and report back.

Action: Cllr Bill Jenkin

10. **Parish Website:** This item was deferred to the following meeting.

11. Financial Matters:

11a. The purchase of a filing cabinet for the Clerk's use was approved at an estimated cost of £80.

Action: Clerk

11b/c. Accounts were presented with a view to identify future budgets (Addenda 3). Additional information would be needed so a special meeting will be convened in early January to discuss the budget in depth together with the precept. The Clerk advised that the precept request would likely

need to be submitted at the end of January, although the exact date had not yet been identified. The Council were also advised that the Council Tax Support Grant, provided by Cotswold District Council, was likely to reduce the precept available in future years.

12. Planning Matters:

12a. CDC's Local Plan consultation: Cllr Cook had attended a meeting at CDC's offices re this topic. The new proposed Local Plan suggests that village development, especially without present amenities, is not probable – a shop and daily bus service is a minimum requirement. Sustainability is a key issue. Cllr Cook has a paper copy & CD should anyone wish to look at the Local Plan consultation document; it is also available to view online. The Council were advised that a response from them would be helpful to the consultation process. Comments would be needed by **21st December**. Cllr Cook will circulate a draft response prior to it being sent to CDC.

Action: Cllr Tex Cook

12b. The application 15/03546/FUL (communication mast at Nash Barn) and the CDC Planning Committee meeting was discussed. Some parishioners were present and parishioner, Mr P Ross, addressed this meeting on behalf of objectors. Cllr Day had represented the Parish Council at the meeting, noting that the Council wanted improved coverage for mobile phones but stressing that the process had been poor and that Arqiva (applicant) had announced that they needed a decision before 31st Oct. Cllr Hodgkinson informed the meeting that the County will be writing to the minister about flaws in the Arqiva process re provision of mobile infrastructure. It was reported that since this meeting, Arqiva have withdrawn, although the application still stands. A site visit will be undertaken by a panel from CDC Planning Committee on 2nd Dec who will report back at their next meeting on December 9th. Discussion continued regarding projected coverage from the proposed installation & the need for proper evaluation of alternative technologies and sites. It was explained by Cllr Hughes, who is Chairman of the CDC Planning Committee, that if an application is deferred for too long an applicant can lodge an Appeal with the Planning Inspectorate for non-determination on the grounds of the length of time taken without issuing a decision. If permission is granted it will endure for 3yrs.

It was proposed and voted upon that the Council oppose the application and that in support thereof Cllr. Cook write a paper on alternative technologies which can be submitted at the next Planning Committee meeting on Dec 9th. The acting Chairman recorded his vote against this proposition prior to the vote being cast. (FOR: 4 / AGAINST:2) – Motion carried.

Action: Cllr Tex Cook

Cllrs Cook and Day will attend the CDC Planning Committee meeting with Cllr Day representing the Parish Council.

12c. The application 15/03981/FUL (barn & forge conversion, Sennington House, Park Lane) was discussed and no objections were offered. Clerk to forward response. **Action: Clerk**

12d. The application 15/04575/FUL (photovoltaic panels at Whitehall Farmhouse) was discussed and no objections were offered. Clerk to forward response. **Action: Clerk**

12e. The use of the third notice board in the bus shelter, at present not utilised, to display all current planning applications within the Parish was approved. Clerk will be responsible for its update. **Action: Clerk**

13. Dates of Next Meetings: These were identified for the following year, availability of the Hall permitting, as:

Wednesday Jan 20th / Wednesday Mar 16th / Wednesday May 18th / Wednesday July 13th / Wednesday Sep 21st / Wednesday Nov 16th

14. **Clerk's Appraisal.** This was carried out under closed session and minuted by Cllr Brown. The new Clerk, Mrs D Cook and Cllr. T Cook, who had submitted a declaration of interest, left the meeting. The remaining six councillors discussed the agenda item and it was proposed by Cllr M Cain and seconded by Cllr H Boyd that we should offer Mrs Cook 20 hours per month paying £9.00 per hour. All Cllrs were in agreement for it to be ratified at the full budget meeting.

Action: Mrs L Jackson PC Chairman to speak to Mrs D Cook re the proposal.