

Shipton Parish Council

Minutes of Parish Council meeting 19th February 2014

1	Present: Robin Finch, John Yates, Richard Brown, Hugh Thurbon. Apologies Paul Hodgkinson, Robin Hughes	
2	<p>Public forum</p> <p>Paul Morrish advised the Parish Council about a meeting which has taken place between several parties about the feasibility of opening a cycle path on the old railway between Andoversford and Kingham. PM asked the Parish Council if they would support this scheme. It was unanimously agreed to support this scheme and the Clerk will send an email to PM to show support.</p> <p>PM also advised the Council that the network of responders for the defibrillator is now in place and ready to go when required.</p>	Clerk to send supporting email to Paul Morrish
2a (not on agenda)	<p>Correspondence</p> <p>Two letters of resignation were received by the Parish Council. Gerry Hanagarth has resigned with immediate effect. Thanks were given and it was agreed that The Clerk will write to Gerry to thank him for all his hard work on the Parish Council.</p> <p>Robin Finch (Chair) also gave a letter of resignation and agreed to stand down after this meeting. A vote of thanks was given to Robin. (John Yates is Vice Chair.)</p> <p>It was agreed that the Clerk will update the village website and to send an email to parishioners to advise that the defibrillator is now installed in the phone box and is in working order.</p> <p>It was agreed that the Clerk will contact CDC re: vacancies.</p>	Clerk to update website and email re: defib
3	Declarations of Interests No interests	
4	Approval of minutes – 29 th January -approved and signed by Chair	
5	<p>Actions from minutes above.</p> <p>An item on the Local Plan was on the agenda for the 19 February meeting. An item on the Sports Field was on the agenda for the 19 February meeting. Robin Finch had emailed the final version of the Falcons lease to councillors. The Clerk would publish the speedwatch results within the next week. The Clerk had emailed the Reading Room committee to request a forward-looking financial plan. Richard Brown has delivered the precept paperwork to CDC.</p>	
6	Approval of minutes – 20 th November 2013 The amended minutes were agreed and signed	
7	<p>Actions from minutes above</p> <p>John informed the Parish Council that there has been no response from David Bloxham regarding the Sports Club Fund. It was agreed that John will continue to pursue the possible funds still held in an account.</p> <p>It was agreed that John will contact Highways for a follow up on road signs and markings update.</p> <p>John informed the Parish Council that a Cotswold Wardens guided walk had recently walked the previously blocked footpath and have now trampled down the route which</p>	<p>John to pursue funds</p> <p>John to contact Highways</p>

	is now passable..	
8	<p>Budget/Finance</p> <p>The Clerk showed a quote from Cotswold Surveyors for £375 to undertake a survey for insurance quotes. This was felt to be high and it was agreed that the Clerk will contact Bear Associates for another quote. It was agreed to approve a budget of £375 for this work to be carried out as it is now urgent.</p> <p>The budget figures were reviewed and agreed. (attached)</p>	Clerk to organise survey for insurance quote
9	<p>Internal Auditor</p> <p>Robin advised the Clerk that a village resident – Mr Mike Harber may be prepared to undertake the next Internal Audit for the parish council. Robin will contact Mr Harber for more information.</p>	Robin to contact Mike Harber
10	<p>Review Standing Orders</p> <p>This is an ongoing issue and it was agreed that a separate informal meeting is required to look at this.</p>	John to co-ordinate
11	Covered in Item 8 above	
12	<p>Grass Cutting –</p> <p>It was agreed that the Clerk will contact Shipton Golf Course and John Lewis for quotes for grass cutting for the forthcoming year.</p>	Clerk to arrange grass cutting quotes
13	<p>Housing/Development/CDC Local Plan</p> <p>Richard had organised a meeting with Chris Vickery from CDC who explained that Shipton was not seen as a viable site for development and it was agreed that there is no need for the Parish Council to look for suitable sites for development within the village. It was agreed that no further action will be taken at this time</p>	
14	<p>Village Green. An email had been circulated to the Councillors about a complaint from a resident about her children being told off for playing with a ball on the village green. After investigation by the chair it was felt that this was justified due to the actions of the children. No further action to be taken</p>	
15	<p>Agreement/lease for Classic Car Club</p> <p>A 'handshake agreement' is in place and it was agreed that as the Parish Council are the legal landlord, a formal written agreement should be in place, similar to the Falcons Football Club agreement to ensure no clashes of usage etc. It was agreed to move this to the next meeting.</p>	Move to the next meeting.
16	<p>Risk Assessments</p> <p>It was agreed that John will review the risk assessments and produce a document for review at the next meeting.</p>	John to review/amend Risk Assessment
17	<p>Reading Room</p> <p>After discussion it was agreed that Hugh will help the Reading Room committee with finance and budget forecasting, at their request. It was agreed that if the committed £1000 is not spent in this financial year, it can be held over for the Reading Room committee to the next year. It was reiterated that the Parish Council are keen to support the Reading Room repairs.</p>	Hugh to assist RR committee
18	<p>Highways</p> <p>It was agreed that the speedwatch survey results will be published on the website and in the parish magazine.</p>	Clerk to publish results
19	<p>Dog Fouling Bins</p> <p>Robin has a bin in his garage and will liaise with Hugh to install this in the village by the Old Rectory/Sollars Manor. Robin will contact CDC to advise and arrange emptying.</p>	Robin/Hugh to install Dog Fouling bin
20	<p>Sports Field</p> <p>Martin Gulliver from Falcons Football Club has sent an email to advise that they are holding a committee meeting to discuss the proposed lease agreement and will</p>	

	<p>contact us to advise if they are still happy to go ahead with this. It was agreed that if the insurance premiums rise, there is provision in the agreement for a yearly review. A request has been received from a local youth rugby club to use the sports field as a one off. This was agreed for a cost of £10 per hour.</p>	Robin to advise local Rugby team.
21	<p>Newsletter Hugh offered to update the newsletter and send to councillors for review. The website will be updated regularly by the Clerk.</p>	Hugh to update newsletter
22	<p>Summary of actions and decisions:</p> <ul style="list-style-type: none"> • Clerk to update website and email re: defib • John to pursue funds from Sports Fund • John to contact Highways re: Signage and road markings in village • Clerk to organise survey for insurance quote for Sports Pavillion • Robin to contact Mike Harber re: internal audit • John to co- ordinate standing orders review • Clerk to arrange grass cutting quotes with Golf course and John Lewis • Lease for classic car club - move to the next meeting. • John to review/amend Risk Assessment • Hugh to assist RR committee • Clerk to publish results of speedwatch survey results • Robin/Hugh to install Dog Fouling bin • Robin to advise local Rugby team re: use of sports field • Hugh to update newsletter 	
23	<p>Agree dates for next meetings 21st May – Annual Parish Council meeting .</p> <p>Richard will book the 3rd Wednesday of the month for September and December.</p> <p>Meeting concluded at 9.15pm</p>	