

# Shipton Parish Council

## Minutes of ANNUAL Parish Council meeting 18<sup>TH</sup> May 2016

	<b>Please note that the meeting did not follow the agenda order and have been reported in order of the meeting.</b>	Action
	6 members of the Parish were present.	
1	<b>Acceptance of Office for Parish Councillors – all signed</b>	
2	<b>Election of Chairman</b> Hugh Thurbon was nominated as Chair by Emma Locke and seconded by Richard Brown. Hugh Thurbon accepted the position of Chair	
3	<b>Election of Vice Chair</b> Richard Brown was nominated as Vice Chair by Hugh Thurbon and seconded by Emma Locke. Richard Brown accepted the position of Vice Chair.	
4	<b>Public forum - none</b>	
5	<b>Apologies</b> –Lynn Hurley, Paul Morrish. As there were 3 Councillors present, the meeting was quorate	
6	<b>Declarations of Interest on any Agenda items: none</b>	
7	<b>Approval of minutes from the Council meeting held on 30<sup>th</sup> March 2016</b> Approved, Signed and dated by Chair	
8a	<b>Actions from the meeting above</b> Notice boards – Clerk to follow up and get quote for repair Syreford Road gravel surface – Clerk to contact Glos Highways Dog waste bins now installed – thanks given to Robin Hughes Telegraph poles – now all re-sited and installed in correct position. One removed and not yet replaced. <b>Crossroads – public meeting 22 June to discuss proposals – all welcome</b> Community Transport – Cotswold Friends are looking to recruit volunteers in Shipton and surrounding area. Lynn will advise at the next meeting where this service will be advertised. Newsletter – well received by residents	Clerk to follow up quote Clerk to contact Highways
	<b>Reports from County &amp; District Councillors</b>	
13	<b>Affordable Housing/Sports Field</b> <b>Notes taken during discussion of the Sports Field:</b> The Parish Council is the sole trustee of the Sports Field and they feel duty bound to keep the Sports Field in a presentable condition although from the Parish Plan it was noted that residents feel the sports field is not in the best location for village use. Buildings on the field are in a poor state of repair There are problems with the water supply and electricity supply. Richard Bromwich (from sports field committee) has been looking at ways to generate income from the field. Cotswold District Council have been asked about the possibility of a small number of affordable houses on the Sports Field as the village itself has no infrastructure, therefore the sports field location may be more feasible. The Housing Enablement Officer from GRCC is helping the Parish Council to take this project forward and to send an outline plan to the Planning Dept Withington Parish Housing need survey showed 7 families in need of housing 1/5 of the sports field would be used for the housing Any profit made would be put back into the Sports Field Charity Commission would need to revise the terms of the constitution for the sports field. Any housing built could be a joint application with Withington Parish Council It was agreed that the Chair will arrange to organise a meeting with GRCC and CDC and to gauge thoughts from the public regarding any development of the land. It was agreed to look into any social/affordable housing plans before considering any open market housing options.	HT to organise meeting and gauge public thoughts
8a	<b>Planning Notifications</b> It was agreed that a slight change of duties and routine will be implemented to notify parishioners of new planning applications in the Parish.	

	The Clerk will post notices to immediate neighbours of application and notification will be sent out to the email list. Shortly before the deadline for comments, the Clerk will check with the Chair for any comments from residents to be submitted.	
9	<p><b>Shipton Village Festival (Shipfest)</b></p> <p>Alistair Hogg spoke to the meeting about plans to hold a village fete/festival on 16<sup>th</sup> Juy from 3.00pm. This will take place on the village green and in the Reading Room and all funds raised will go to the Reading Room and Macmillan Charity.</p> <p>The festival organisers are seeing support from the Parish Council for guidance and advice. Arrangements were discussed. Robin Hughes offered to confirm details for road closure notice and it was agreed to consult with Charles Baillie Hamilton regarding car parking and running a fun run along the farm track.</p> <p>Emma Lock offered to help with communication for the event.</p> <p>It was agreed that the Parish Council may provide financial assistance if required for any additional insurance premium.</p>	Robin Hughes to confirm road closure notice
10	<p><b>Finance</b></p> <p>The 2014-15 finance spreadsheet (attached) was discussed in detail.</p> <p>It was noted that advice from GAPTC stated that one year's precept should be held in the bank account.</p> <p>The Parish Council are aware of the cost of running the sports field as the biggest expenditure of their finance.</p> <p>It was noted that the Cricket Club and Classic Car Club do not pay rent but have both contributed to the repair and upkeep of the buildings.</p> <p>A slight variation on routine for grass cutting invoice/payment between Richard Brown and the Clerk was approved.</p> <p>Updated Finance Regulations were approved. Amendment – approval of up to £500 can be made by the Chair without formal agreement from the Parish Council. Finance threshold of £1-£500 needs to show best value has been sought. (finance regulations attached)</p> <p>Cheques agreed:</p> <ul style="list-style-type: none"> <li>o Clerk Pay £472.23</li> <li>o The Point Ltd £26.39</li> <li>o Emma Locke £44.89</li> <li>o GAPTC membership £96.06</li> <li>o Thames Water</li> <li>o Grass Cutting (M Lewis)</li> <li>o Community First Insurance</li> </ul> <p>The external audit was approved for return.</p>	
11	<p><b>Insurance</b></p> <p>It was agreed to update the assets register and get a renewal calculation for 1<sup>st</sup> June 2016.</p>	Clerk to arrange
12	<p><b>Highways</b></p> <p>The crossroads (Frogmill) were discussed and it was noted that there is a public meeting on in the Reading Room to discuss proposals from Glos Highways. It is hoped that residents will come along to express their views.</p>	<b>22 June = highways meeting ALL WELCOME</b>
14	<p><b>Water Supply at Sports Field</b></p> <p>It was noted that due to a large leak at the Sports Field, the mains water needs to be turned on and off when required at the meter which is located on the A436 on the opposite side of the road.</p> <p>Payment of the latest Water Bill was approved.</p> <p>A plumber (Cricket Club member) will look at the leak and report to the Parish Council.</p>	
15	<p><b>Village Meeting</b></p> <p>The village meeting (and Parish Council annual assembly) will take place on Saturday 21<sup>st</sup> May in the Reading Room.</p> <p>Emma will display the Parish Plan notices again.</p> <p>Responsibilities for the Parish Council are:</p> <p>Hampen – Lynn Hurley</p> <p>Community Transport – Lyn Hurley</p>	

	Communications – Emma Locke Budget/Finance – Richard Brown Speedwatch – Richard Brown Sports Field – Paul Morrish Highways – Hugh Thurbon Planning – Clerk to post notices, all to comment It was agreed to purchase a new notice board for the Reading Room wall at a cost of approx. £105 +VAT from Amazon.	Hugh to purchase
16	<b>Dates for next meetings:</b> 17 <sup>th</sup> August 16 <sup>th</sup> November 18 <sup>th</sup> January 15 <sup>th</sup> March 17 <sup>th</sup> May (all subject to change)	

### **Meeting of the Shipton Sports Field Charity**

Richard Bromwich who is leading the Steering committee reported the following:

There was little to report but the committee are looking at ways to gain income from the field. So far these include:

- Car boot sales
- 2000 Trees Festival parking
- Farmers Markets

It was noted that any monies raised from the use of the sports field would be spent on the sports field.

It was also noted that the Parish Council would like to stay as true as possible to the original covenant put on the field.

The Chair thanked Richard Bromwich for his continued efforts.