

Shipton Parish Council

Minutes of ANNUAL Parish Council meeting 15TH MAY 2019

		Action
1	<p>Election of Chair and Vice Chair Richard Brown was nominated as Chair by Peter Kealy and seconded by Ian Griffiths. RB completed his Declaration of Acceptance. Ian Griffiths was nominated as Vice Chair by Richard Brown and seconded by Peter Kealy. IG completed his Declaration of Acceptance.</p>	
2	<p>Welcome to newly elected CDC Councillor – Robin Hughes was elected as the Cotswold District Councillor in the recent local elections. Thanks were given by the Chair to Dick Bradford, who stood down from the Parish Council, for all his hard work. Thanks were also given by the Chair to Mike and Joyce Harber, who have repaired the bench on the village green, at their own expense.</p>	
3	<p>Apologies –apologies received from Cllr Robin Hughes and Cllr Paul Hodgkinson. Present: Cllr Richard Brown, Cllr Ian Griffiths, Cllr Pete Kealy, Cllr Julia Mangan.</p>	
4	<p>Declaration of Interests. Cllr Mangan declared an interest in the Reading Room as she is a committee member. Declaration of Acceptance forms were completed by Cllrs Kealy and Mangan. It is noted that there is a vacancy on the Parish Council and the Parish Council may now co-opt a new member.</p>	
5	<p>Public forum A member of the audience asked about the length of the grass on the Sports field as it has not been cut yet this year. It was noted that the lease with CRFC states that they are responsible for maintaining the grass and they have advised Cllr Griffiths that it will be dealt with. Discussion took place regarding the recent accidents on the A40 and the possible lack of diversion signs in place, forcing drivers to find their own way, often through the village. It was noted that the Police were present for some of the time at the traffic lights but it was acknowledged that this is part of a bigger national problem – lack of Police available. A member of the audience asked what the present situation is at Birchwood, as this has been a building site for many years. Cllr Kealy advised that CDC Planning dept are aware of this site and have visited recently to see if any planning applications are being contravened. The Parish Council were advised by CDC Planning Dept that have spoken to the Enforcement team and will be revisiting the site in June.</p>	<p>All Councillors to monitor</p> <p>Cllr Kealy to update</p>
6	<p>Minutes from previous meeting Approved and signed as a true record</p>	
7	<p>Actions from previous minutes</p> <ul style="list-style-type: none"> • Notices have been posted on the village noticeboards and will be posted in the Reading Room asking people to park considerately in the village and when using the hall. • Standing rainwater and flooding on the corner at Middle Farm. A local resident advised that there may be badgers and other wildlife nesting under the bridge at this corner, which may impact on the repairs required. Cllr Hodgkinson recommended contacting Highways about this issue. Richard Brown offered to follow up on this. • The Annual village meeting will be held in conjunction with the reading Room meeting on 31st May 2019. It was agreed that the Parish Council will contribute towards the refreshments 	<p>RB to follow up with Highways</p>

	<ul style="list-style-type: none"> • Clerk's contract of Employment is under review with the Chair. • Standing Orders and Financial Regulation documents are still under review 																					
8	<p>Finance</p> <ul style="list-style-type: none"> • It was resolved to continue to undertake grass cutting in the village on a cut by cut basis and will continue to be carried out by J Lewis. • Cllr Griffiths requested that All other documentation regarding the Annual Governance Statement and Accountability Return was deferred until an extra ordinary meeting has been called in order to undertake an internal review of policies and procedures in preparation for the possible application for a Public Works Loan. • A new printer has been purchased by the Clerk at a cost of £39.00 with the ink to be supplied for a year though the HP Ink direct scheme. After the first year, the cost will be £1.99 per month which the Clerk will recoup from the Parish Council. (there is a limit on the number of pages which can be printed in this scheme without further cost but it was deemed an acceptable limit of 50 pages per month) <p>Expenditure approved:</p> <table border="1"> <tr> <td>GAPTC membership</td> <td>93.25</td> </tr> <tr> <td>GRCC membership</td> <td>25.00</td> </tr> <tr> <td>Notice Board – Long Lartin Prison</td> <td>326.06</td> </tr> <tr> <td>Tree Works on Green</td> <td>462.00</td> </tr> <tr> <td>Grass Cutting</td> <td>100.00</td> </tr> <tr> <td>Insurance Premium (This is a 3 yr agreement)</td> <td>311.73</td> </tr> <tr> <td>PATA Payroll</td> <td>12.75</td> </tr> <tr> <td>Clerk Pay</td> <td>711.75 (includes £39 printer as above)</td> </tr> <tr> <td>Income = First payment of precept</td> <td>13200.00 received</td> </tr> <tr> <td>VAT reclaim submitted for (2018-19)</td> <td>924.09 not yet received</td> </tr> </table>	GAPTC membership	93.25	GRCC membership	25.00	Notice Board – Long Lartin Prison	326.06	Tree Works on Green	462.00	Grass Cutting	100.00	Insurance Premium (This is a 3 yr agreement)	311.73	PATA Payroll	12.75	Clerk Pay	711.75 (includes £39 printer as above)	Income = First payment of precept	13200.00 received	VAT reclaim submitted for (2018-19)	924.09 not yet received	Extra meeting to be called before 1/7/19
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9	<p>Recent Planning Applications</p> <p>Ref. No: 19/01540/FUL - Proposed garage/workshop at Overdale Ref. No: 19/01147/FUL – Erection of a dwelling at 1 Brookside Cottage Ref. No: 19/00867/FUL – Erection of a single storey extension and Front Porch at Russett Cottage</p> <p>The above Planning Applications will be considered by the Parish Council and a response will be submitted accordingly. It was noted that the application for 1 Brookside Cottage suggested mains sewage. There has been no more information from CRFC regarding their idea of using shipping containers at the Sports Field.</p>	Cllr Kealy will add PCouncil comments to the CDC planning portal																				
10	<p>Parking Issues</p> <p>Cllr Brown has spoken to John Croxton, Road Traffic Advisor from Oxfordshire about the problems with parking in the village. The advice is that a friendly knock on the door of the offending property is the best way to approach problem parking. It is hoped that this Officer will be available to come to present to the Parish Council in the near future.</p>																					
11	<p>Administration – all documents have been deferred to an Extra Ordinary meeting (as per item 8 above)</p>	Extra meeting to be arranged																				
12	<p>Report from Reading Room Committee</p> <p>The Reading Room Committee have further investigated the cost and likelihood of challenging the Conservation Officer's lack of support for the proposal to knockdown and rebuild. However it looks as if this will cost at least £10k, will take several months to pursue and is without any guarantee of success so It seems unlikely that they will follow that route unless the village feels very strongly about it. The official response form the planning department is still awaited and Richard Bromwich will follow up.</p>																					

	<p>Also a new Village Hall Improvement Grant fund, announced by the government in the November budget has just opened. This scheme, managed by ACRE, will fund up to 20% of costs which would attract VAT for projects costing between £50K and £375K. If successful they could secure the VAT portion of the project. This would remove the VAT free benefit of the knockdown and rebuild option. They are finalising the stage 1 application for that grant. They are currently meeting with the builders who provided the quotes for the Extension and Renovation scheme which has planning permission (previously quoted at £250- 300K). They are looking to scale back what was a highly specified build and also attempting to eliminate any risk associated with the renovation elements. The goal is to get to a position where the builders would be able to give a guaranteed quotation within a budget that is affordable. They will soon employ a structural engineer to evaluate the plans and specify the structural requirements the build. They are also reviewing some of the riskier elements such as the drains scheme, roofing and damp proofing requirements.</p> <p>The RR trustees welcome feedback of any variety and are very happy to answer any queries at any stage of this project – please contact Susan Livesey 01242 821645 or any other of the 7 Trustees or email us at shiptonreadingroom@gmail.com</p>	
13	<p>Date for next Parish Council meetings – Wednesday 31st May – Annual Parish Meeting with Reading Room Committee. Wednesday 21st August (subject to change) Wednesday 20th November Wednesday 15th January 2020 Wednesday 20th May (Annual Meeting)</p> <p>It was approved to order 6 boxes of dog waste bags (£99.47 inc Vat and delivery) Roles for the Parish Councillors were assigned: Ian Griffiths – finance / Pete Kealy – planning / Ian Griffiths – sports field / Richard Brown – Highways.</p> <p>Concern was raised by a member of the public about overgrowing trees and hedges on verges outside houses in the village. RB undertook to look at any problems with the resident concerned.</p>	<p>Clerk to order bags</p> <p>RB to investigate</p>

20.10 meeting ended.