

Shipton Parish Council

Minutes of ANNUAL Parish Council meeting 20th MAY 2015

1	<p>Acceptance of Office for Parish Councillors – Acceptance of Office forms were completed and signed by all Councillors</p>	
2	<p>Election of Chair Hugh Thurbon nominated by Lynn Hurley, seconded by Richard Brown – Hugh Thurbon accepted position as Chair. Form completed</p>	
3	<p>Election of Vice Chair Richard Brown nominated by Lynn Hurley, seconded by Hugh Thurbon – Richard Brown accepted position as Chair. Form completed</p>	
4	<p>Public Forum</p> <ul style="list-style-type: none"> • Dog waste bin by sports field overflowing • 50% contribution to fencing at Sports field was agreed previously • Progress with Sports and Social Club bank account (Although HT has been in contact with one of the signatories of the account, neither HT or the Bank Manager has heard from the other account holders. Further progress is now unlikely without incurring solicitor's fees – as there is no formal indication as to the sum of money remaining in the account it was considered unwise. Robin Hughes (CDC) offered to follow up with his own enquiries. 	<p>Clerk to contact CDC Clerk to check back through minutes Robin Hughes to follow up</p>
4a	<p>Address by County Councillor – Paul Hodgkinson PH advised that Amey are the contractors for Gloucestershire Highways and asked for feedback on their service. It was agreed that the area has been well served but this may be due to the excellent response of Bob Skillern from Glos Highways in this area. Pot holes have been repaired quite quickly once reported. Outstanding issues are:</p> <ul style="list-style-type: none"> • Pot holes still in Hampen • Signage not good when the A436 was closed for repair • Still some road painting outstanding in the village <p>PH advised that there is some funding available still for Active Together which promotes physical activities for the whole community and has already funded keep fit classes in the village. All applications to Paul Hodgkinson. It was agreed that Play equipment is not really relevant as it would not apply to the whole community (just younger members) .</p>	
5	<p>Apologies for Absence Paul Morrish sent apologies</p>	
6	<p>Discussion for co-opting a member It was agreed to co-opt Emma Locke onto the Parish Council. This was nominated by Hugh Thurbon and seconded by Richard Brown. Emma Locke was therefore invited to join the Parish Council</p>	<p>Clerk to send forms for completion to EL</p>
7	<p>Approval of the Minutes of the previous Meeting – 18th February These were agreed and signed by the Chair. The Clerk thanked Paul Morrish for writing minutes for this meeting</p>	
8	<p>Actions from the minutes</p> <ul style="list-style-type: none"> • It was agreed that newsletters will be circulated via email to the email list and the Parish Council will actively try to expand this list to include most households in the parish • It was agreed that the clerk will post a link to the shipton village website for the minutes rather than attach them to the email to try to encourage views. • It was agreed to look into the cost of fridge magnets with the VETS number on it for all households to be used for the defib • Lydia Handy from Hampen agreed to be the VETS volunteer • It was agreed that extra/refresher training for defib and general first aid would be a good thing for the parish. 	<p>Paul Morrish to action</p>
9	<p>Declaration of Interests – none</p>	

10	<p>Parish Plan Paul Morrish has a meeting with GRCC in early June and it is hoped to finalise the parish plan questionnaire ready for distribution in mid/late June. Any additional input to the questionnaire should be provided to PM before his meeting with GRCC. Following his meeting there will be a short PC meeting to formally approve the final version prior to distribution. It was decided NOT to send the questionnaire electronically and to ask for an email address when distributing it door to door. It was agreed not to leave the questionnaire too long before collecting.</p>	
11	<p>Planning Application procedure</p> <ul style="list-style-type: none"> • It was noted from Robin Hughes CDC that Parish Council comment on planning applications carry a lot of weight and should be used accordingly. • Only immediate neighbours are notified by CDC about any application although a notice is always displayed at the site • It is important that Ward Councillors are made aware of comments and objections from either the Parish Council or from residents • It was agreed that the Clerk will circulate a planning notification template and an extra line is added to the notification email sent from the Parish council to ask residents to contact the Ward Councillor (Robin Hughes) in cases of comments. • Richard Brown offered to be the planning contact for the parish council and will contact anyone who may be affected by an application. • Parish Council comments should record the concerns or support of directly affected residents, not the Parish Councillors' personal views. 	
12a	<p>Highways It was agreed that the village signs are larger than expected but the cost/implication of removal may be too much. It was agreed to ask Glos Highways (Bob Skillern) the cost of removal. Discussion took place about planting around the signs by Shipton Horticultural Group if removal is not possible and it was agreed to discuss at next meeting. Historic Street names were discussed (Dark Lane, Rookery Pitch etc) and it was agreed that it would be a shame if they were lost over time. It was thought that a cost of approx. £1600 +VAT would be required for all the relevant signs and these would also assist emergency services if people used the road names in their addresses. Following discussion it was agreed that Emma Locke will contact long-time residents to capture as much historical information about life in the village as possible. EL will try to compile this information for the next meeting. Road painted signs are worn and still require repainting. Clerk to chase Glos Highways for outstanding date.</p>	<p>RB to contact Highways</p> <p>EL to compile info</p> <p>Clerk to follow up</p>
12b	<p>Highways Speedwatch – there are still enough volunteers but it is difficult to get hold of a fully operational speed gun with up to date calibration. It was agreed to wait for results from questionnaire before deciding whether to look into the purchase of one which if pursued should be collaboratively with another parish.</p>	
13	<p>Reading Room Committee Hugh Thurbon has become the cross committee Parish Councillor and will attend Reading Room meetings throughout the year and report to the Parish Council</p>	<p>HT to attend</p>
14	<p>Recreational Ground Charity Board Paul Morrish has agreed to be the Parish Council representative on the Recreational Ground Charity Board headed by Dave Ayers and will attend Reading Room meetings throughout the year and report to the Parish Council on progress</p>	<p>PM to action</p>
15	<p>Insurance The amended insurance cover was agreed. The assets register needs to be slightly updated but agreed in principal. Discussion took place regarding the wall belonging to the Shipton Solers Manor as it is looking very unstable. It was agreed that Richard Brown will chat to the owner – Clare Shread – about this.</p>	<p>RB to contact the Manor</p>

16	<p>Community Engagement All agreed that the website is working well. It was agreed that each Parish Councillor will write a small biography and submit a photo to Susan Livesey for publication on the website. There are several email lists belonging to different groups in the village and it was agreed to try to ask for as many resident's email addresses as possible.</p>	Parish Councillors to action
17	<p>Community Planting The Shipton Horticultural Group had requested permission to plant on the land to the side of the garages at Highbank which borders the road through the village. It is not known who the land belongs to but no objections were raised about this.</p>	Clerk to advise Gilly Potts.
18	<p>Grit Bins 3 new grit/salt bins have been ordered. It was agreed that all Parish Councillors should consider where they should be placed in the Parish and whether more need to be ordered. Discussion to be made via email</p>	Councillors to action
19	<p>Finance</p> <ul style="list-style-type: none"> a) The budget was reviewed for the coming year and agreed b) Annual Return – this is still with the Internal Auditor but the accounts were approved by the Parish Council. The Annual Government Accounts statement from the Audit form will be circulated to the Parish Council when available. The deadline for the External Audit is 7th June. c) Payments approved : <ul style="list-style-type: none"> Clerk Pay £440.80 PATA £16.50 GAPTC membership £91.17 Richard Lewis grass cutting £195 d) Clerks pay was approved as above. 	
20	<p>Agree dates for coming year 26th August 18th November 17th February 2016 18th May 2016 These dates are subject to the Reading Room availability</p>	