

# *Ashton Keynes Parish Council*

Present: Cllrs D Wingrove (Chairman); M Carter; M Cooper; B Ellison; S Jefferson; M Seymour; A Stefanovic; R Thomas; K Winstone; County Cllr C Berry

Prior to the meeting, a presentation was given by Roger Pettit regarding a potential planning application for a new dwelling at Cedar Lodge.

## **Minutes of a meeting held in the Village Hall on Wednesday 11 September 2013**

### **2013/113 Apologies for absence**

Apologies were received from Cllr A Seymour

### **2013/114 Declarations of Interest in items on the Agenda**

Declarations of interest were acknowledged from Cllr K Winstone, item 5 and Cllr M Carter, item 8

### **2013/115 To confirm the Minutes of the Council Meeting held on 11 September 2013**

The minutes to the meeting held on 11 September 2013, with amendments to 2013/99, to 'there had been no repair to the potholes in the Mead and the situation was worsening' and the first sub heading in 2013/103 to be amended to 'conservation', the minutes were then confirmed.

### **2013/116 Matters Arising from the Minutes**

- The Playing Fields Committee had held a meeting, but no progress further progress can be made to resolve the issue of the unpaid rent by the Senior Football Team as there is no legal body to pursue. The Council agreed that no further action would be taken and noted that future agreements with clubs using the facilities will be formalised.
- The Clerk has ascertained that the contractors, Balfour Beatty have schedules of placements and collection dates for all the public waste bins in the parish and a copy of the schedule has been requested from Wiltshire Council.  
**Action: The Clerk**
- Potholes around the village, not only those at the Mead had been identified and Wiltshire Council Highways are to be informed.  
**Action: The Clerk**
- It had been ascertained that the request for a notice board for the Holy Cross had not been initiated by The Friends of the Holy Cross Church, but had been an informal request by a parishioner to the Chairman for advice. The Chairman will follow up the request.  
**Action: The Chairman**
- The Footpaths Working Group had been unable to meet since the last Parish Council meeting. A meeting has been arranged for 16 October 2013.  
**Action: Cllr A Stefanovic**
- The Chairman has sent an e-mail to Mrs Jane Lawrence thanking her for the work she has done in organising the 'speed watch' group along the B4696.
- Section 106, the Clerk is aware of the schedule on the issues log and will update accordingly.  
**Action: The Clerk**

- Cirencester Water Ski Club Application. It was noted that, to date, there has been no response from the club to telephone messages left by Cllr Tidmarsh. The indications from Wiltshire Council indicated are that there was no intention to allow clause 9 to be dropped. However, if this does not turn out to be the case, Co Cllr Berry has set a trigger to call in the application.

**Action: Co Cllr C Berry**

- The repair to the base of the Preaching Cross at the White Hart will be undertaken within the next two weeks.

**Action: Cllr S Jefferson, Cllr M Seymour**

### **2013/117 Clerk's Report**

The paper containing the Clerk's report had been circulated previously. Points to note included:

The 'My Wiltshire' App available from Wiltshire Council can be downloaded from the website on to a smart phone or iPad. The 'App' allows members of the public to report directly to Wiltshire Council any problem that needs to be referred to them. There is the opportunity to photograph the problem and give exact location points. The system has been designed to complement 'Clarence'.

The Environment Agency has responded by visiting the village and sent recommendations to rectify the erosion of the river bank on the High Road.

A meeting with the insurance provider's representative has confirmed the need for a risk assessment of all areas under the remit of the Parish Council. The meeting was reminded that risk assessments should be ongoing and not just an annual exercise. Councillors will be forwarded areas to assess with forms and guidance notes with a time scale of completion within the next 9 to 12 months.

### **2013/118 Financial Report**

The Financial Report had been circulated previously. This was in the form of income received and expenditure on a month by month calculation, which was compared with the budget set for the year. It was noted that £1,400 for Open Space Maintenance was a separate item to the Tree Survey, which is due to be undertaken later this month at a cost of £700 plus VAT and that would need to be followed up with tree works to remedy faults found by the survey. The costs for these works have been kept in reserve as they have been in the budget year on year.

Expenditure in September that exceeded £500 were:

- |  |           |
|--|-----------|
| ➤ Clerk's employment costs (gross)                                 | £762.31   |
| ➤ Open Space Maintenance for August                                | £1,400.00 |
| ➤ Insurance<br>(to be partially re-imbursed by the Playing Fields) | £1,417.13 |

Income received

- |                           |            |
|---------------------------|------------|
| ➤ Precept, second tranche | £16,825.00 |
|---------------------------|------------|

**Action: The Clerk**

### **2013/119 Village Website**

The Chairman acknowledged the work undertaken by Cllr M Carter and David Sheppard in designing the new Village website. This, together with the Parish Council and the Neighbourhood Planning websites, is up and running. A paper showing the finances relating to all three websites had already been circulated to Councillors. The Council accepted these figures.

At the Chairman's request, the Council authorised the expenditure of £268.95 for various software renewals costs relating to the new system, and also the expenditure of £139.20 for two software costs relating to the Parish Council website.

It was noted that all three websites will need ongoing developer support and website support. Cllr M Carter has offered to do this for £66 per website per annum. In order to discuss the offer, Cllr M Carter was asked to leave the meeting.

It was noted that the standing orders only required expenditure over £500 be offered out to tender. Since the charge offered by Cllr M Carter equated to £198, it came in below the threshold. It was noted that Cllr Carter's offer was such that a lower offer could certainly not be achieved elsewhere. It was therefore proposed by The Chairman and seconded by Cllr M Seymour, to accept Cllr M Carter's offer of support provider to the websites. The proposal was unanimously accepted.

Discussion took place as to how to safeguard the Council from future conflict of interests and potential additional costs to the Council should there be a change in circumstances. It was agreed that when future budgets were set, that a contingency be set aside should the need arise to employ the services of an external support provider.

A second proposal by The Chairman and seconded by Cllr B Ellison, to prepare a concise agreement between the Council and Cllr M Carter be drawn up agreeing to Service Agreement. The proposal was accepted by a majority of 6 votes to 3.

Cllr M Carter was invited back to the meeting

**Action: The Chairman, Cllr M Carter**

### **2013/120 Issues Log**

The Issues Log has been updated and will go live, being available to all Councillors within the week. This will enable all Councillors to update actions and refresh outstanding items. Cllr S Jefferson will provide a paper with operational procedures for the Councillors.

The Clerk will ensure the currency of the data included.

**Action: Cllr S Jefferson, The Clerk**

### **2013/121 Erosion of the river bank, High Road Church Walk junction**

It had been confirmed the repairing ownership of the erosion to the river bank was Wiltshire Council Highways department. The Clerk will advise Wiltshire Council Highways department of this. If there is no action by this department, the work will be carried out by a group of volunteers in agreement with the Environment Agency. The Clerk will then notify the Highways department that the volunteers have done so their behalf. The Council agreed that the cart wash slipway should be cleared back to the original cobblestones.

**Action: Cllr A Seymour, the Clerk**

### **2013/122 Neighbourhood Planning**

Cllr M Carter confirmed that everything was moving forward and there had been 26 responses posted on the website, despite problems with the site that Wiltshire Council appeared to have rectified. There will be potential to obtain grants from organisations like Locality to enable taking the plans forward. Budgets will need to be set whilst retaining the interest and involvement from the community.

**Action: Cllr M Carter**

### **2013/123 Planning Application 13/02911/FUL**

**Proposal: Demolition of existing bungalow & erect 2 dwellings**  
**Site: 6A Park Place**

All Councillors were asked for their views on the application and discussion ensued regarding the merits and potential pitfalls of the application.

The conclusion was to object to the application as discussed at the meeting. These objections were:

- Over development of the site
- Does not enhance the street scene

- Further loss of a single storey dwelling
- Access to the site should be from Park Place not the High Road

Highways opinion is to be sort regarding the ownership of the verge along the High Road beside the boundary to the property.

**Action: The Clerk**

### **2013/124 Committees, Working Groups and Representatives' Reports**

- Village Hall: Nothing to report
- Footpaths: Cllr A Stefanovic has a meeting arranged as reported previously
- Memorials: Repairs to be co-ordinated now that Cllr Stefanovic has become more available.  
**Action: Cllrs S Jefferson, M Seymour, A Stefanovic**
- Aggregates: Only meet twice a year, next meeting due in the new year  
**Action: Cllr E Tidmarsh**
- Playing Fields: At the meeting, the state of disrepair to the fence beside the driveway up to the pavilion had been discussed and there had been a proposal that grant funding be sought to put in a new hedge to safeguard that area of the playing field. However, the fence between the playing field and the Millennium Green with extensive 'rabbit proofing' will not be affected. Cllr S Jefferson is to look into potential for usage of section 106 monies.  
**Action: Cllr S Jefferson**
- Emergency Planning: Cllr A Seymour has been actively co-ordinating the working group, but no meeting had been convened at this point. It was noted that Cllr Carter knew of a Parishioner who had experience of these matters and was willing to help.  
**Action: Cllrs S Jefferson, A Seymour**
- Cotswold Water Park: Nothing to report
- Police: A report had been received from the police, noting there had been an increase in thefts of high spec road bikes and owners needed to safeguard their properties. There will activity along the B4696 and the Spine Road, regarding anti social driving. Cycle clubs have been contacted requesting them to inform their members of consideration whilst cycling through villages. School drop off and pick up along Gosditch have ignored letters and requests by the school not to park in Gosditch. Future offenders will be issued with parking tickets. Steven Harvey intends to attend the next meeting.
- Grants & Finance: A meeting will be arranged now that the letters have been sent to the relevant parties requesting their applications to be received by mid-October.

### **2013/125 Horse and Jockey**

Concern had been raised by the Chair over the apparent lack of evidence available prior to the Wiltshire planning meeting 20 October 2013. The independent report had been posted on the Wiltshire Planning website, over a week after the meeting that had approved the application. The situation regarding the Horse and Jockey has now been concluded.

### **2013/126 Cotswold Community Site Visit**

The Chairman requested Councillors that wanted to attend the site visit on Friday 11 October 2013 to put their names forward as this is a secured site and only named personal are allowed entry. Six members put their names forward.

The meeting was concluded at 09.45pm

**The next meeting of the Parish Council will be held on Wednesday 13 November 2013 at 7:15pm**

Signed:

Date: