

EASTINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, held on 14th May 2013 in Eastington Methodist Church

1. Cllr Edwards proposed Cllr Niblett as Chair of Eastington Parish Council. Seconded by Cllr Greenaway. There were no other nominations. The votes were 4 agreed; 2 abstained. Cllr Niblett was elected to the Chair.
2. Cllr Niblett proposed Cllr Bullock as Vice Chair of Eastington Parish Council. Seconded by Cllr Edwards. There were no other nominations. Cllr Bullock was elected unopposed as Vice Chair.
3. The Chair signed the Declaration of Acceptance of Office. The councillors present signed to confirm that their Register of Interests forms were up to date. Chair reminded the meeting of the importance of keeping the Register complete and current.
4. The structure of the committees was accepted and a proposal to operate it as a basis of discussion. A business meeting on 28th May 2013 will be held to discuss the purpose, terms of reference and nominations to each committee to ensure equitable workload for agreement at the next EPC meeting. Proposed Cllr Edwards. Seconded Cllr Simmons.
ACTION ALL COUNCILLORS TO REVIEW COMMITTEE STRUCTURE AND PARISH REQUIREMENTS
5. The structure to the EPC working groups was accepted and a proposal to operate it as a basis of discussion. A business meeting on 28th May 2013 will be held to discuss the purpose, terms of reference and nominations to each group for agreement to ensure equitable workload at the next EPC meeting. Proposed: Cllr Edwards. Seconded: Cllr Simmons.
ACTION: ALL COUNCILLORS TO REVIEW GROUPS AND PARISH REQUIREMENTS
6. In attendance were Cllrs Niblett (Chair), Allen, Edis-Bates, Edwards, Evans, Greenaway, Simmons; Andrea Durn (Clerk); Anita Sach (Advisor) Robert Powell (Responsible Financial Officer) County Cllr Williams and five members of the public.
Apologies were received from Cllr Bullock and accepted.
Apologies were received from District Cllr Stephens.
No apologies were received from Cllr Cozens.
7. Chair made some announcements:
 - He congratulated Cllr Williams on being elected as County Councillor for the area and thanked her for attending the meeting.
 - He congratulated Cllr Edwards and Gary Dingle on the new parish footpaths noticeboards erected on the Co Op wall adjacent to the EPC's notice board and another on the front wall of the Old Badger Inn.
 - He reminded the councillors of their duty to attend parish council meetings and send apologies to the Clerk or Chairman if they are unable to attend a meeting, or are expecting to arrive late.
 - He reminded councillors to write a small piece about their achievements as a parish councillor to be published in the Eastington Community News (deadline 24/5/13).
8. There were no declarations of interest in items on the agenda.
9. Approval of the Minutes of the previous meeting was proposed by Cllr Evans and seconded by Cllr Simmons. The Minutes were signed as a fair record.
10. The action list was reviewed. All actions have been dealt with.
11. There was no change to the order of business.

The meeting was adjourned for members of the Public to speak.

Ian Stuart the planning consultant sent his apologies as he was representing EPC about the proposed Swallowcroft development at the SDC Development Committee meeting. Tom Low gave an update from that meeting. It had been proposed by the SDC Senior Planning Officers to refuse the planning proposal on multiple grounds. A vote of thanks was given by the public to Tom for the clear concise representation on their behalf. A vote of thanks from EPC was proposed by Cllr Niblett and seconded by Cllr Simmons. Carried

A presentation was received from Martin Hutchings, Rural Housing Enabler, GRCC. on the proposed Housing Needs Survey. He explained the format and the process of the survey, data analysis and report.

ACTION: Martin Hutchings to send a sample report from another parish council to EPC

ACTION: Parish Clerk to update contact letter details

ACTION: Tom Low with Cllrs Evans, Simmons, Edis-Bates to review the survey questionnaire and send suggestions for amendment to Martin Hutchings

ACTION: Cllr Edis-Bates to write a piece on the Housing Needs Survey and the Parish Plan for the next ECN.

The meeting was reconvened

Signed

Chairman/Responsible Officer

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The report from District Cllr Ken Stephens is attached to the minutes.

County Cllr Lesley Williams gave a verbal report. Gloucestershire County Council would be electing their Leader and Council on 15th May 2013. She believed there would be a need for greater involvement by all county councillors in working together. She said she would send reports to or attend future EPC meetings if she deemed it necessary. Her contact details will be published in the next issue of ECN. She said she was available for questions at any time and that if the EPC wished her to highlight any parish issues then to let her know.

12 Resolutions

12.1 Finance

12.1.1 The RFO gave an update on the 2012/13 accounts. They are to be completed in the next 10 days. The deadline for completion is 30th June 2013. They will be circulated when completed. The accounts will be discussed at the Business Meeting on 28th May 2013.

ACTION: RFO TO COMPLETE AND CIRCULATE 2012/13 ACCOUNTS FOR BUSINESS MEETING

12.1.2 The RFO gave an update of the 2013/14 accounts, referring to the previously distributed written report. RFO advised that there will be about £62,450 in the accounts after this evening's payments. This balance includes the first tranche of the precept. A cheque for £415 burial fees was banked on 10th May 2013.

12.1.3 The RFO went through the accounts for payment. Approval of the accounts for payment as per the schedule circulated was proposed by Cllr Simmons and seconded by Cllr Evans. Carried. A list is attached to the signed copy of these Minutes.

12.1.4 Approval for membership of the Society of Local Council Clerks at £162 was proposed by Cllr Niblett and seconded by Cllr Simmons. Carried.

12.1.5 Chair proposed approval of the use of the training budget for the training of the Clerk to be agreed by the Staff Committee with a limit of £400. Proposed by Cllr Edwards and seconded by Cllr Simmons. Carried.

12.1.6 The review of the insurance is to be discussed at the Business Meeting on 28th May 2013.

ACTION: RFO TO CIRCULATE INSURANCE SCHEDULE AND ASSET REGISTER FOR BUSINESS MEETING

13.2 Planning

13.2.1 The ratification of the EPC response to SDC Local Plan Policies Consultation was proposed by Cllr Evans and seconded by Cllr Edis-Bates. Carried.

13.2.2 Cllr Niblett gave a summary of the current work on the future planning in the parish:

Parish Plan: revised draft currently being scrutinised. This will feed into the Neighbourhood Plan. There will be a meeting to discuss the Parish Plan and the alignment with the Neighbourhood Plan. Date to be agreed.
Neighbourhood Plan: SDC will discuss at the September Environment Committee. Concern expressed that this may affect any decisions that may be made in the meantime. It was agreed by all to make it clear at every opportunity that EPC has a Parish Plan and Neighbourhood Plan in place. Proposal was made by Cllr Williams to ask Cllr Stephens to speed up the decision making. All agreed.

ACTION: CLLR NIBLETT TO DISCUSS WITH CLLR STEPHENS BRINGING FORWARD THE NEIGHBOURHOOD PLAN IN THE PLANNING TIMETABLE

Community Land Trust: 19th April 2013 First meeting with SDC Agenda and minutes circulated.. Currently arranging dates for meetings with GCC and the Diocese.

13.2.4 Resolution to undertake a Housing Needs Survey was proposed by Cllr Evans and seconded by Cllr Edis-Bates. Carried.

13.2.5.1 Ratification of the planning consultant representing EPC at SDC Planning meeting on 14th May 2013 on ref: S13/0399/FUL proposed by Cllr Evans and seconded by Cllr Edis-Bates. Carried.

13.2.5.2 Ratification of payment for services of the planning consultant proposed by Cllr Greenaway and seconded by Cllr Allen. Carried.

Cllr Edwards left the meeting. No advanced notification and apology given.

13.2.5.3 Approval to extension of the planning consultant contract proposed by Cllr Simmons and seconded by Cllr Allen. Carried.

13.2.7 S13/0657/HHOLD 2 Hillview Cottages, Middle Street, Eastington. A rear first floor extension to create a bedroom. The planning committee recommend support for this application.

S13/0552/FUL Allotments, Alkerton, Eastington. Erection of polytunnel for use in association with allotments. The planning committee recommend support for this application.

Signed

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Councillor Greenaway proposed that the above recommendations be accepted. Cllr Simmons seconded. Carried.

13.2.8 The following planning decisions were noted:

Permission granted: Manor Cottage, Churchend, Eastington S.13/00093/HHOLD Erection of single storey extension. Resubmission following refusal of S.12/0380/HHOLD and S.12/0381/LBC.

Consent granted: Manor Cottage, Churchend, Eastington S.13/00094/LBC Erection of single storey extension. Resubmission following refusal of S.12/0380/HHOLD and S.12/0381/LBC.

Cllr Allen passed on thanks from the owners of this property for the work EPC had done on the application.

13.3 The RoSPA inspection report of the OHMG play areas was noted. Immediate action had been taken on the high priority areas and the play area had been closed for safety reasons.

ACTION: CLLR EVANS TO CARRY OUT AN ASSESSMENT AND RECOMMEND ACTIONS FOR THE BUSINESS MEETING

13.4 The review of the Action Plan is currently being carried out. The Clerk will discuss with councillors and bring an up to date clear action plan to the next meeting.

ACTION: CLERK TO REVIEW AND REFORMAT ACTION PLAN AND BRING TO NEXT MEETING

13.5 Review of the grass cutting contract was passed to the Village Green committee for site inspection and to recommend actions.

ACTION: VILLAGE GREEN COMMITTEE TO CARRY OUT A SITE INSPECTION AND BRING RECOMMENDED ACTIONS TO NEXT MEETING

13.6 Cllr Niblett went through the previously circulated report on the Western Canal Consultation meeting.

13.6.1 A letter of support for the reinstatement of part of the Thames and Seven Canal was proposed by Cllr Allen and seconded by Cllr Simmons. Carried.

Support the multi-user path following the current position of the River Frome was proposed by CllrEdis-Bates and seconded by Cllr Allen. Carried.

A letter of support for the funding application for Ocean Railway Bridge proposed by Cllr Evans and seconded by Cllr Greenaway. Carried.

13.7 Cllr Allen went through the previously circulated report from the Churchyard and Burial Ground Working Group.

13.7.1 The endorsement of J B Young and Sons to be awarded for the contract for the repair of the churchyard wall

13.7.2 Agreement of the inclusion of 6m of wall with further funding to be sought from outside bodies by the Clerk.

The endorsement and agreement of inclusion of item 1a, 1b and 3 of the specification to be included in the contract awarded as per 13.7.1 and 13.7.2 above were proposed by Cllr Allen and seconded by Cllr Greenaway. Carried. The Chair thanked Cllr Allen for her work on this.

13.7.3 The ownership of the river boundary bridge needs to be resolved to ascertain who is responsible for repair works. This will be discussed at the Business Meeting on 28th May 2013 as part of the insurance discussions.

ACTION: OWNERSHIP OF RIVER BOUNDARY BRIDGE TO BE ASCERTAINED AND INCLUDED IN INSURANCE REVIEW AT BUSINESS MEETING

13.7.4 Agreement for the amendment of the Grass Cutting Contract to include the boundary changes for the burial ground proposed by Cllr Allen and seconded by Cllr Greenaway. Carried.

13.7.5 Ratification of payment in principle as per financial regulations for the new hedge and gate to the Eastington Community Orchard Group was proposed by Cllr Allen and seconded by Cllr Greenaway. Carried.

14 Updates

13.1 Cllr Allen went through the Roads and Transport Report that was previously circulated. There were no questions.

Any other business for the next meeting: None

The meeting closed at 10:00pm

Signed
Chairman/Responsible Officer

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Notice: The next meeting of Eastington Parish Council will be on Tuesday 11th June 2013. Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than Wednesday 3rd^h June 2013.

Signed
Chairman/Responsible Officer

Date