

## DOWN AMPNEY PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD AT DOWN AMPNEY VILLAGE HALL TUESDAY 1<sup>ST</sup> SEPTEMBER 2020, 7.00PM, VIA ZOOM

**Present :** Cllrs Jenkins (RJ), Tappern (GT), Cope (GC), Higson (AH), Bellamy (LB), Matthews (AM) and Dangerfield (KD); Cllr Parsons (SP) – GCC; Clerk – Gail Dillon. 2 members of public inc Mr Fryer Ward (PFW).

**Apologies :** Cllr Spivey - CDC (LS).

	Action
<p><b>2. Minutes of last meeting:</b> These were circulated and approved by the meeting. <u>Matters arising:</u></p> <ul style="list-style-type: none"><li>• Co-op works to village – the list has now been circulated and is being updated as works take place, many of which have been done. They are awaiting a quote for the repair to the damaged dry stone wall in Church Lane.</li><li>• Tree planting/List of parish owned trees – LB</li><li>• Hedgecutting – TBC October – RJ</li><li>• Electronic copy of village info sheet – now circulated</li><li>• Poulton junction triangle – awaiting second repair - RJ</li><li>• Process to increase no of councillors – GD</li><li>• Village information boards – PFW confirmed all changed requested have been done. The residents of the Old Vicarage have approved using the old picture of it on the boards – AM to forward to PFW to add. GT requested that a scale be put on the map. GC commented the ‘You are Here’ markings need to be added to both boards before printing. RJ proposed PFW/AH/GC perform a final review and approve for printing. PFW confirmed he is able to get a couple of quotes for printing of the boards but felt that the company which had provided the boards which GC had found would be best so the prints match the manufactured boards. It was agreed the materials MUST be weatherproof.</li></ul>	<p>Cllr Cope/ Higson /P Fryer Ward</p>
<p><b>3. GCC Report</b> SP confirmed there was little to report. Road upgrades are going well and more minor roads are being included now too. GT again queried about the resurfacing of the A419 but it is not under the remit of GCC. SP continuing to follow up on it with Highways England though and confirmed that the ‘Missing Link’ has been postponed for a year.</p>	
<p><b>4. CDC Report</b> See Appendix A. It was requested that the report is received further in advance of the meeting in future if possible.</p>	
<p><b>5. Chairmans Report</b> See Appendix B.</p>	

<p><b>6. Planning</b> See Appendix C. A further meeting is to be held with Cllr Harris of CDC on 10/09/20. Dukes Field application – this was passed previously and is expected it will be passed again by CDC. Gareth will act as the link person between the existing residents of Duke’s Field and the Parish Council. RJ is becoming concerned about the Broadway Farm development. Sanctuary Group will be starting work on the access roads in a couple of weeks but are unable to start building on the development at this stage. He has also asked again about them carrying out the resurfacing of the playground. Jonathan Mullings of Sanctuary has requested it to be put in the budget of the development but is unwilling to commit to more than that. There was a request that this matter be put on the agenda for the next meeting and for councillors to give the matter of the playground some thought before then.</p>	Clerk
<p><b>7. Finance Report</b> See Appendix D The council approved the exemption certificate for the 2020 AGAR. Clerk to obtain ‘wet’ signature from RJ following meeting and forward to auditors. The current finance report was distributed. There is a surplus for the year to date of £8,586 but there are many expected costs in the coming months. A total of £35,363 is held in the bank accounts.</p>	Clerk
<p><b>8. Village Matters</b></p> <ul style="list-style-type: none"> <li>• <b>Highways:</b> RJ confirmed there is little to report under Highways. The collapsed drains in the village have been reported. A dead tree has been identified at Dukes Field which is the responsibility of Highways and not under Co-op responsibility.</li> <li>• <b>Village Hall update:</b> KD reported that the Village Hall committee now have a plan in place for reopening. There are lots of rules to be adhered, the main being in relation to cleaning which is a particular issue. The Dakota room and the kitchen will not be available for hire though and the maximum is 35 people.</li> <li>• <b>Footpaths update:</b> KD has a meeting arranged with Mike Barton (Footpaths Officer) which will follow a meeting he has with Savills.</li> <li>• <b>Playground/MUGA update:</b> see Appendix E</li> <li>• <b>Neighbourhood Plan update:</b> see Appendix F</li> <li>• <b>Recycling bins:</b> there has been more flytipping in the village hub area and the recent storms blew the waste around the area. The Village Hall committee has confirmed it is happy to fund a locked bin for it to use for recycling from functions which means the recycling bins in the village hub area do not need to be retained. All agreed to remove the recycling bins as the Village hall and shop are happy with this.</li> </ul> <p><i>(SP left the meeting at this point)</i></p> <ul style="list-style-type: none"> <li>• <b>Update on Dog Bins:</b> GC confirmed that leaflets had now been printed so they can go into the next DA News. The survey for the 3 new bins has been completed, the bins have been ordered and will</li> </ul>	

<p>be installed in the next couple of weeks – one will be near Cranleigh in Church Lane, one at the Poulton junction, one at the Pheasantry, the existing bin at Broadleaze will be moved to a better position and the existing one at the Pheasantry will be moved to Oak Road.</p> <ul style="list-style-type: none"> <li>• <b>Grasscutting:</b> RJ/GT/GD to follow up on preparing the details for the tender for the next three year contract.</li> <li>• <b>Social Housing:</b> there have been issues and complaints regarding noise but these seem to have been resolved.</li> <li>• <b>Cycling through village:</b> RJ has written to Sir Geoffrey Clifton-Brown on issues experienced from road races taking place through Down Ampney and is awaiting a response.</li> </ul>	<p>Cllr Jenkins /Tappern /Clerk</p>
<p><b>9. Correspondence</b> Nothing additional to be reported</p>	
<p><b>10. Meetings/Training Attended</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p>The meeting closed at 8.20pm</p> <ul style="list-style-type: none"> <li>• The next meeting will be held on Tuesday 3rd November 2020 at 7.00pm – venue to be confirmed in line with Covid restrictions nearer the time.</li> </ul>	

DRAFT

The summer period is normally slower in terms of meetings and workload, but in the “new normal” this has not been the case. The District Council, its officers and elected members have been busy throughout this summer. I think this is probably due to a number of factors:

1. The initial response to the pandemic saw the re-deployment of a large number of staff which meant that many of the Business As Usual services were put on hold. These services are now resuming, alongside the continued response to the pandemic, so officers are very busy
2. The move to Working From Home has had its challenges, both physical where officers don't have the space or facilities they would be used to having at the office, and mental in terms of working with people and getting out of the house. In many areas, the quick responses you get by sharing office space have been eliminated, so the workload is quite strenuous.
3. In areas like planning where the government mandate to keep everything going has required huge efforts from staff to adapt to working from home, so keeping on top of everything has meant there has been no summer slowdown
4. Time and resource being used to support businesses and residents to return to work and keep afloat during this time as society begins to open up
5. Responding to government consultations

So, what has happened in the last couple of months?

July saw Full Council:

1. Pass a motion to Declare and Ecological Emergency, putting nature recovery at the heart of decision making
2. Allocated £20k to investigate Management Orders
3. Support the re-opening of our Leisure Centres and the Corinium museum
4. Look at options for a Covid-19 Community awards scheme to say “thank you” to those exemplary members of our communities who went above and beyond during the pandemic

Throughout this period businesses have been re-opening and the Council has had a number of schemes and initiatives to help local businesses. The final round of grants were distributed, re-opening health and safety advice and check lists as well as packs with stickers and signs to promote social distancing were given out.

New traffic systems including pavement widening were put into place in the bigger towns and pavement licences were introduced, again to make it easier to social distance and keep our cafes, restaurants and shops open and safe.

The leisure centres in the district re-opened over August and the Corinium museum also opened its doors to visitors offering a fantastic experience to locals and tourists alike.

The Environment team of George Lager and Kevin Lea have been continuing their fantastic work promoting good community behaviour- encouraging people to pick up their dog mess, and stop littering and fly tipping. These “low level” environmental crimes are the bane of residents lives across the villages and towns in the district and are the things which make a

huge difference to communities. A motion on “Civic Pride” with some budget allocation will be brought to Council this month and I hope that it will gain cross party support. How the Cotswolds looks and appears is not only important to visitors coming here, it’s also a matter of pride to residents who want to be proud of where they live. I hope that it would also discourage anti-social behaviours.

The Council has appointed an officer for Economic development (Paul James) something which will be very important in the coming months as we look to recover from the initial impacts of the Covid pandemic. His role will include working with partners and communities, so if there are any opportunities you think should be explored, please do let me know.

Over the summer, the Head of paid Service, Nigel Adams retired and the Council is in the process of hiring a new Chief Exec. I am pleased to report that there were 48 applicants for the position which is a very high response, showing that people are obviously keen to live and work in the Cotswolds. Interviews will be taking place next week and an announcement will be made once the chosen candidate has been appointed.

Officers have been very busy over the last few weeks responding to a number of government consultations and funding bids, including the white paper on planning which has very significant consequences for the District, especially where housing numbers are concerned.

Responses will come before Council on the 23<sup>rd</sup> September.

A revised budget has also been prepared in light of the pandemic and will be on the agenda at Cabinet next week.

The Council is also exploring the options for devolution which centre on having an East and West Gloucestershire Council rather than a single unitary Council.

The upcoming Cabinet meeting has a number of detailed strategy reports which officers have been very busy on over the last couple of months, including papers on Climate Emergency strategy and an Investment Strategy for Economic Recovery.

Upcoming meetings, all virtual:

Monday 7th Sept	6pm - Cabinet
Wednesday 9 <sup>th</sup> Sept	10am – Planning Committee
Wednesday 23 <sup>rd</sup> Sept	6pm – Full Council

This is just a brief overview of what has been happening at your District Council. As ever, if you would like further detail or have a matter you would like me to take up, please get in touch with me directly.

Yours,

Lisa Spivey

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**CHAIRMAN'S REPORT**

**17/08/2020**

Progress has been made with regard to seeking better co-operation with the Co-op although they managed to create a suitable storm by placing two further houses and Duke's Field on the market.

I have received an apology from The Director who was, apparently, on holiday when this happened. We have asked for prior notification on any further plans to place other land on the market.

Establishing that Cllr Cope will lead on communications with residents of Duke's field we have asked them to check their deeds to ensure clarity of access as this is a major concern to them.

Intermittent communication has been made with Sanctuary Group to ascertain when they will be starting works.

I am told that accommodation works will begin 'soon' to deal with the access and works area. No date has yet been given.

The grass cutting contractor has been approved to cut the area adjacent to the permitted footpath between Linden Lea and the village hub at Sanctuary's cost.

Hills Aggregates are attempting to organise a meeting both of Parish Council Chairmen followed by the public.

There are a number of hurdles that they need to consider due to C 19 restrictions. A tentative date has been fixed for 15 September.

At such meeting they will give presentations of how and when they intend to dig gravel on the old airfield.

Thank you

Ray

**Planning:-**

No new planning applications since the last Parish Council meeting. Two Co-op sites have been put up for sale.

a). 38/39 Down Ampney road. Site split into two lots for bidding by mid Sept. First lot is the two cottages, and second lot the gardens behind where it is stated in the brochure suitable for four houses. Can do nothing until buyer is known and makes an application.

b). Duke's Field. Known as DA\_2 in the CDC Local Plan and stated suitable for up to ten houses. Again not much can be done until buyer is known and applies for planning permission. Residents next to the site have been advised to check their deeds to ensure clarity of access. Gareth Cope is the contact person for the Duke's Field residents to the Parish Council.

We are waiting for a date to have the second meeting with Councillor Harris and others regarding enforcement, right to see the case officer during applications, principal settlement status, planning application amendments, and the up-dating of the CDC Local Plan.

A series of documents have been issued by the Government regarding "Planning for the future". They have all been circulated to the parish council. I will circulate my comments before returning to National Association of Local Councils on the document "Planning for the future". I will not be commenting on PC10-20 or PC12-20 as I don't think they are suitable at the parish council level. I have discussed this with Alison Robinson at the Gloucestershire Association of Parish and Town Councils.

**Social behaviour:-**

The Parish Council has received several complaints about extremely noisy parties being held from late at night to early in the morning. Several reports from residents have been sent to Bromford. E-mails have been sent from the Parish Council to Bromford stating our concerns. Lisa Spivey has been kept informed. GT has spoken to Bromford representative who states the people involved have been spoken to.

Karen has been our social housing unofficial contact person to Bromford. To be discussed at the pc meeting. One point of contact from the Parish Council would be more desirable.

**Neighbourhood Plan:-**

See report from Andrew Scarth.

**Cyclists:-**

Recently there have been several incidents of time trials hurtling through the village with little consideration for villagers. We have to be informed of events plus must be monitored. Various thoughts of how to deal with the problem have been suggested and should be discussed at the meeting.

**Grass cutting:-**

Various options are being looked at but must take into account cost. Also are we cutting verges we should not, as do not own? Tenders will go out later in the year so a tight time-scale.

**Geoff Tappern. 17<sup>th</sup> August 2020.**

## Income and Expenditure Report

For the period ended **31/03/2021**

		<b>2020/21 Budget</b>	<b>2020/21 Actual to date</b>	<b>2019/20 Actual</b>
<b><u>INCOME</u></b>				
Precept		20,910	15,563	20,500
Grants rec'd	Re Neighbourhood Plan		0	4,095
Licence receipts		100	25	0
Insurance claim			0	3,350
Donations			0	0
Interest			0	99
<b>TOTAL INCOME</b>		<b>21,010</b>	<b>15,588</b>	<b>28,044</b>
<b><u>EXPENDITURE</u></b>				
<b><u>ADMINISTRATION</u></b>				
Clerk Honorarium & Expenses		3,250	813	3,250
Subscriptions/Memberships		200	155	15
Website costs		900	152	1,227
Insurance		700	740	585
Village Hall Hire		200	0	0
Auditors Fee		200	0	200
Printing, Postage & Stationery		50	2	0
Expenses/travel				
Training		150	0	130
		<b>5,650</b>	<b>1,862</b>	<b>5,407</b>
<b><u>DONATIONS/GIFTS</u></b>				
British Legion		60		30
Churchyard extension				3,000
Church Remembrance display			0	0
<u>Others:</u>		200		
We Will remember Them 1918 Fund			0	0
Other gifts				25
		<b>260</b>	<b>0</b>	<b>3,055</b>
<b><u>GRASS CUTTING and GRAVEL LAYING</u></b>				
Gravel laying at Village Hall				
Contractor	Grasscutting	7,000	4,620	5,620
	Additional requests			
	Hedgcutting	400	0	0
		<b>7,400</b>	<b>4,620</b>	<b>5,620</b>

**OTHER PAYMENTS**

Neighbourhood Plan costs	3,000	239	2,171
ROSPA	95	155	83
Other expenses			
Village Planting	0		
Defibrillator annual fee/Costs	200	100	100
Village assets		0	449
Repairs & Maintenance	4,000	27	4,232
	<u>7,295</u>	<u>520</u>	<u>7,035</u>

**TOTAL PAYMENTS**

<b>20,605</b>	<b>7,002</b>	<b>21,117</b>
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**SURPLUS/DEFICIT FOR THE YEAR**

<b>405</b>	<b>8,586</b>	<b>6,927</b>
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**Known committed significant income/costs to end of financial year:**

Precept - 2nd instalment			5,347
Website costs	50.47	3	-151
Gravel for village hub			-400
Hedgecutitng			-1,480
Clerk	812.5	3	-2,438
Grasscutting	500	5	-2,500
Noticeboards			-1,325

**EXPECTED SURPLUS/(DEFICIT) FOR YEAR TO 31-MAR-2020**

<b>5,639</b>
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**Bank Balances as at 13/10/2020**

Current account	22,777.95
Deposit account	12,585.02
Total at Bank	<u><b>35,362.97</b></u>

**VAT to be Reclaimed for current year**

<b>115</b>
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**Neighbourhood Plan Note**

Groundwork UK Grant money repaid in 20/21 due to underspend in 19/20	<u><u>2,468</u></u>
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Monies allocated by DAPC in 19/20 and c/fwd as not spent	<u><u>2,966</u></u>
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The **playground** and **MUGA** are open with appropriate Covid-19 guidance signage.

Again, two slats on the large multi-play have been loosened.  
I put 'do not use' signs on the equipment for about 1 week until Paul Vince repaired them.

Paul Vince has been asked to quote for minor repairs (gate, picnic tables/seating).

It is likely that the gaps around the playground surface will need to be infilled with sand soon.

Cllr Higson

DRAFT

## APPENDIX F

### Neighbourhood Development Plan Report for PC Meeting 1 September 2020

Now that the Village Hall is open for limited activity a Village Drop-In meeting has been arranged for Saturday 5 September 2020. This is months later than had been envisaged in the original programme but, at least, it is going ahead now. A procedure has been agreed with the Village Hall Management Committee to minimise COVID-19 risks.

This meeting will present the results of last year's questionnaire and will indicate the objectives that stem from that questionnaire and other technical investigations and data gathering. Furthermore it will give some possible policies to meet these objectives. It is hoped that the presentations and displays will provoke comment and feedback.

The government's white paper on its proposals to overhaul the planning process is being carefully studied by the steering group with the objective of providing feedback and comment on them. The steering group is also analysing the effect that the proposals will have on neighbourhood plans.

Despite the likely changes there are many aspects of the Plan that proceed without change.

Andrew Scarth  
SG chairman