

QUENINGTON PARISH COUNCIL
MINUTES OF THE QUENINGTON PARISH COUNCIL MEETING HELD
AT 7.30PM ON 12th MAY 2022 AT QUENINGTON VILLAGE HALL

Present: Cllr Mike Scott (Chairman), Cllr Jan Sallis, Cllr Don Downes, Cllr Ben Rambaut, Cllr John Dooley, District Cllr Theodoulou (part)

In attendance: Penny Ibbotson (Clerk)

1. Apologies for absence: Cllr Michael Sayer, County Cllr Dom Morris

2. Open discussion: The Friends of Fairford and Lechlade Communities (formerly League of Friends) have given substantial help to three Quenington families recently and it was suggested that a donation was given to this local group. It was agreed by all to donate £250 to The Friends of Fairford and Lechlade Communities.

3. Declaration of Interest on items on the agenda: None declared.

4. To consider applications for the co-opted vacancy: Three people had expressed an interest in the vacancy; one dropped out as there were already other candidates so the other two were asked to send in a short email about themselves and/or attend the meeting. Unfortunately, neither responded or have turned up so the vacancy will continue to stand.

5. To receive report from County Councillor Dom Morris: Dom has sent a written report (see attached).

6. To receive report from District Cllr Ray Theodoulou: There are difficult times at CDC as the pandemic made operations hard to manage due to most staff working from home, this has been particularly noticeable in the Planning department. Ubico is also under stress and there have been missed rubbish collections in some areas. Parking charges have gone up and there is a move to cashless parking machines. Savings are being made by charging the full cost of the green bin collection and passing the costs of bi-elections onto parish/town councils.

The plan is to borrow £75 million over 4 years to invest in green projects (mainly solar farms) but as CDC has no experience in investments consultants are being employed to handle this.

Leisure facilities that were closed due to the pandemic have been reopened, these are being run by private companies with a grant from CDC. There has been no progress in the overall plan for fitness across the District and leisure facilities in Fairford and Tetbury remain closed.

Broadband is now an essential service but the plan to spend £0.5 million to upgrade services still has not been published.

Robert Weaver, Chief Executive of CDC is visiting Quenington in the near future; Ray will advise of the date and offer the opportunity for parish councillors to meet with him.

7. To agree camera licences and locations for Autospeedwatch cameras: Bob Passmore joined the meeting as he is the main lead for this project. Bob advised that if a site had already been approved for Community Speedwatch monitoring, it would be much easier to get a licence for a speedwatch camera.

Each camera costs £580 and there will possibly be additional costs for installation, depending on the location. After the first year there is an £85 running cost and 50p is charged for each warning letter sent out by the police. QPC would be in charge of how many letters were sent out so this cost can be monitored and controlled.

There is currently £1,500 in the 2022/23 budget for speed reduction measures and the same allocation from 2021/22 remains unspent so could also be used. It was agreed to trial three cameras in Quenington parish with the specific locations of the cameras to be confirmed.

The next stage is to complete the paperwork required by both the police and highways. It was agreed by all that Bob Passmore was authorised to act on behalf of Quenington Parish Council for this project.

Confirmation is needed on the level of public liability insurance the QPC insurance has.

Action: The Clerk will check and report back to Bob.

Ben advised that he had a copy of the report from the Coln Highways Action Group which lists their proposals for the village, he will circulate this to all.

8.0 Planning

8.1 To consider the following applications:

22/01225/TPO Work to apple tree at The Laurels, Mawley Road, Quenington

NO OBJECTIONS

22/01342/FUL Erection of single storey extension at 8 Spring gardens, Quenington

NO OBJECTIONS

8.2 To receive May 2022 Planning Report: The May planning report was reviewed (see attached). QPC had not submitted a response to application 22/00887/FUL (Mixed use development at Sunhill) so the application was discussed and it was agreed to submit an OBJECTION to the application due to the increased traffic that would be caused by the proposals.

9. Minutes: The minutes of the meeting held on 10th March 2022 were agreed to be a true and accurate record of the proceedings and the Chair signed copies of the minutes.

10. Clerks Report:

- The repair to the capping of the cemetery wall has now been completed.
- I have located three unused burial plots in Row 14 in the current cemetery– along the dividing wall between the current cemetery and the extension so these are available for burials.
- The updated Welcome Pack is complete and available for new residents, a copy is also on the website.
- The new trees have been regularly watered but there are concerns about the larger oak as there is not much sign of growth.
- Mike Sayer recently attended training on emergency planning and as a result the Quenington Emergency Plan will be reviewed at the next meeting.
- The internal audit has been completed, the report is to reviewed during this meeting, The external audit documents need to be completed by early June and a meeting arranged to approve the documents. It was agreed to have an extra QPC meeting on Thursday 9th June to review the finance documents.

- A complaint was received about damage to the verge edge on the largest green triangle – leading to Snake Drive. A quote for a repair was sought but the contractor thought that it would only be a temporary fix and the problem would likely reoccur. It was agreed to just monitor the situation for the moment.
- No volunteers have come forward for the tree officer role.
- Following the request for a defibrillator at Honeycombe Leaze, concerns raised at the last meeting were fed back and the residents are going to discuss further.
- The cost of £12-15,000 to change the speed limit at Honeycombe Leaze was also fed back to the residents and they understood why this option was not feasible. Speedwatch cameras seem to be a more affordable solution to reducing speeds.
- Signs explaining the reason behind the wildflower areas are to be erected as discussed by email – near the bench on the Church Rd verge, near the bus stop and in the notice board on the Green. A request has been made to put up a sign in the verge on Victoria Road but it was agreed not to have a sign here as it is not part of the wildflower trial area.
- Donkeywell Forge has been contacted for an update on the sheep sculpture, it seems there is a problem with locating suitable stone but the target is still to install in June. If the sculpture is not in place by the July meeting, the project will be reviewed.
- Jan came into the council office today to review the accounts. All was in order except for one missing piece of paperwork, this has now been located and filed.

11. Finance

11.1 To review and accept the end of March 2022 accounts: The accounts and bank reconciliation to 31st March 2022 were reviewed and accepted (report attached).

11.2 To review year end accounts: The report was reviewed and there is £8,103.72 of funds in the current account at the end of the 21/22 financial year. It was agreed to allocate this as follows: £1,500 to speedwatch project as discussed above, £1,000 to cover 21/22 village hall rent which is yet to be invoiced and £5,600 to playground savings account.

11.3 To review and accept the May 2022 accounts: The accounts and bank reconciliation to 5th May 2022 were reviewed and accepted (report attached).

11.4 To receive and review internal audit report: The report was reviewed and QPC was pleased to note that only a few minor recommendations were listed as follows:

- **Update Financial Regulations** – done.
- **Record Clerks pension status** – the Clerk earns below the threshold for automatic enrolment into a pension scheme.
- **Confirm that the internal auditor is competent and independent of the council** – confirmed
- **Display 20/21 Certificate of Exemption from External Audit on website**
- **Issue Exclusive Right of Burial Certificates for new burial purchases**
- **Record specific Councillor responsibilities on the website**

The last three actions will be completed shortly.

11.5 To agree membership of ICCM (Inst of Cemetery & Crematorium Mgt) at £95.00:

This item was agreed by all.

10.6 To agree annual subscription to GAPTC (Glos Ass of Town & Parish Councils) at £147.44: This item was agreed by all.

11.7 To agree annual playground inspection at £125: This item was agreed by all.

12. To agree survey questions for use of playground: The draft questions were amended slightly and agreed. John will create an online survey and the Clerk will circulate the link through various communication methods.

Action: *John to update survey and share link, Penny to publicise*

13. To discuss electric charging points: As properties with no private parking place are not able to have a charging point at home, Coln St Aldwyns Parish Council is looking into providing a public charging point and is asking if other parish council are thinking of doing this in the future. Access to charging points can be an issue in a rural environment and Ben, due to his background in the car industry offered to look into this. This would be a long term project but it was agreed that Ben should investigate further.

Action: *Ben to investigate provision of electric charging points.*

14. Review of Parish Plan: The proposed action plan listed in the 2020-2025 Parish Plan hasn't been reviewed for a while so it was agreed to assess progress at the next meeting.

Action: *Clerk to add to July agenda*

15. Update on Jubilee celebrations: All preparations are going ahead and the event is being advertised locally. There is a shortage of volunteers coming forward to help on the day though.

Action: *The Clerk to check on the status of the road closure.*

16. Open discussion:

- A request to park approx. 30 cars on the Green for a party on Sat 9th July has been submitted. The request was approved.
- The Clerk advised that due to starting a new job soon and moving away from Quenington later in the year, she will be handing her notice in to finish at the end of July 2022.

17. Date of Next Meetings:

- **Finance meeting:** Thursday 9th June 2022 - Jan is not able to attend but will review the external audit documents in advance of the meeting.
- **QPC Full Meeting:** Thursday 14th July 2022

There being no further business, the meeting closed at 9.50pm.

_____ Chairman

_____ Date

MAY 2022 PLANNING REPORT

Change of use of Court Farmhouse and stable building to offices and education space. Alterations to Court Farmhouse and stable building, provision of landscaping, bicycle store, vehicular parking and alterations to access at Court Farm, Church Road, Quenington

21/02553/FUL & 21/02554/LBC

Status: Awaiting decision

Conversion of agricultural barn to residential dwelling and erection of associated garage/store with associated works at Parsonage Barn, Donkeywell Farm, Quenington

21/04000/FUL

Status: Awaiting decision

Fell apple tree at 1 The Laurels, Mawley Road, Quenington

22/00291/TCONR

Status: Application withdrawn (resubmitted as TPO application)

Erection of a part single, part two storey rear extension at Hollyhock Cottage, Welsh Way, Honeycombe Leaze

22/00548/FUL

Status: Application Permit

Pollard willow at Wallsend, Church Road, Quenington

22/01191/TCONR

Status: No objections

Works to Redwood, Grandage Lodge, Coln St Aldwyns

22/01464/TCONR

Status: No objections

Various internal alterations at Quenington House, Mawley Road, Quenington

22/04565/FUL

Status: Permitted

Fell spruce due to movement of boundary wall at 2 The Laurels, Mawley Road, Quenington

22/00787/TCONR

Status: No objections

Conversion of stone barn to form separate dwelling at Mawley Farmhouse, Victoria Road, Quenington

22/00357/FUL & 22/00358/LBC

Status: Awaiting decision

Replacement porch and rear doors and all windows at Grove House, Church Road, Quenington

22/00407/FUL & 22/00408/LBC

Status: Awaiting decision

Demolition of existing porch, re-site front entrance at 1 The Laurels, Mawley Road, Quenington

22/01031/FUL

Status: Awaiting decision

Reduce crown of ash at The Little Barn, Mawley Road, Quenington

22/01232/TCONR

Status: Awaiting decision

Redevelopment of former mushroom compost facility to mixed use development at Land at Sunhill, Welsh Way, Poulton (adjacent parish)

22/00887/FUL

Status: Awaiting decision

Appeal decision on application for certificate of lawful use at Stonyfell, Fowler's Hill, Quenington

APP/F1610/X/21/3281391

Appeal Dismissed

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March 2022 accounts

Bank balances as at 31st March 2022

Savings.....£21,762.68

Current.....£12,983.72

Business saving account

Playground	£7,534.81
Cemetery Wall/Maintenance	£6,508.00
General Reserves	£6,000.00
Emergencies Fund	£1,500.00
Total	£21,542.81
Net Balance available	<u>£219.87</u>

Current account

3rd March 22 Spreadsheet balance **£13,462.42**

Income

Cotswold Community Fund – tree & bulb planting £882.50

TOTAL **£882.50**

Expenditure (*Notes in italics refer to minute when item approved*)

BACS71 Marston Hill March grass cut (Nov2019 Item9.3) £852.40

BACS72 Garden and Plant Co tree planting (Jan 22 Item 9.7) £508.80

Total **£1,361.20**

March Spreadsheet Balance **£12,983.72**

Total agrees with bank statement

Relevant Local Government Powers

Cheque No	Power
BACS71	Highways Act 1980 s96, Public Health Act 1875 s164, Open Spaces Act 1906 ss9&10
BACS72	Local Government Act 1972s137

May 2022 accounts

Bank balances as at 5th May 2022

Savings.....£21,762.88

Current.....£25,775.55

Business saving account

Playground	£7,534.81
Cemetery Wall/Maintenance	£6,508.00
General Reserves	£6,000.00
Emergencies Fund	£1,500.00
Total	£21,542.81
Net Balance available	<u>£220.07</u>

Current account

3^{1st} March 2022 Spreadsheet balance **£12,983.72**

Income

CDC Precept part1	£15,750.00
Burial J Harris P26 R11	£250.00
TOTAL	£16,000.00

Expenditure (*Notes in italics refer to minute when item approved*)

BACS73 Marston Hill April grass cut (Nov2019 Item9.3)	£852.40
BACS74 Penny Ibbotson March salary incl back pay (<i>Nov 2012 Item 5</i>)	£366.57
BACS75 Cotswold Dry Stone (<i>Sept 2021 Item 9.2</i>)	£696.00
BACS76 Marston Hill April grass cut (Nov2019 Item9.3)	£852.40
BACS77 Penny Ibbotson April salary incl back pay (<i>Nov 2012 Item 5</i>)	£246.00
BACS78 GAPTC Internal Audit (<i>Jan2022 Item 9.3</i>)	£194.80
Total	£3,208.17

May Spreadsheet Balance **£25,775.55**

Total agrees with bank statement

Relevant Local Government Powers

Cheque No	Power
BACS73&76	Highways Act 1980 s96, Public Health Act 1875 s164, Open Spaces Act 1906 ss9&10
BACS74&77	Local Government Act 1972s151
BACS75	Local Government Act 1972s214(6)