

# MINUTES OF DRIFFIELD AND HARNHILL PARISH COUNCIL MEETING AT THE MARKET CANTEEN, DRIFFIELD 7 p.m. TUES 9<sup>th</sup> May 2017

**Present: Councillors**

Cllr A Whitaker	Chairman
Cllr A Norris	Vice-Chairman
Cllr B J Ford (John Ford)	Councillor
Cllr N White	Councillor
Cllr P David	Councillor

**In attendance:**

L Dent	Parish Clerk
Cllr D Fowles	CDC Councillor
Cllr Parsons	Glos County Councillor
5 members of the public	
C Lawrence	Christian Healing Centre

**1. Note Apologies - None**

**2. Minutes of DHPC Meetings:** Parish Council Meeting of Tues 14<sup>th</sup> March 2017–

Councillors confirmed both draft of minutes to be a correct summary of proceedings and were approved and signed by Chairman. Clerk to file.

Minutes Parish Council Meeting 14 <sup>th</sup> March 2017	Motion Proposed: AW	Seconded: JF
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**3. Matters arising from previous minutes – to be covered through meeting**

Awaiting traffic report, update Gateway signs	– Cllr Norris
CCTV signage – legalities re notice advising of CCTV	– Cllr Fowles
Grant allocation CDC defib – CDC	– Cllr Fowles
Signage – Costs and re-use of old signage	– Cllr Norris
Grant funding for Village BBQ from CDC (childrens fund)	– Cllr Fowles
A419 Clean up possibility	– Cllr Norris
Corresp from resident re change of postcode	– Cllr Whitaker

**3.1 Awaiting delivery of refuse bin which has been ordered/paid for.**

Refuse bin status of order	Clerk to confirm
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3.2 Thanks was given to Mr Clark who will be refurbishing the noticeboard/bench at Driffield following contact from Cllr David. The noticeboard at Harnhill will also require attention later.

**4. Clerks Report, GCC report, GCC Report**

**1. Clerks report March/April 2017**

<b>Bank balance at: 27th April 2017</b>	<b>£6383.14</b>
<b>27.04.17 Credit Precept</b>	<b>£1812.00</b>
<b>31.03.17 Financial Year opening figure</b>	<b>£4571.14 (£2K ear marked defib)</b>

- Bin has been ordered as per last PCM, payment was made via bank transfer.
- Accounts prepared for audit, to be approved/signed off at this meeting, then to Internal Audit. There is a £1 difference – a rounding up/down error (to nearest £1) in last years declared closing bank balance figure which becomes this years opening bank balance figure. It will be explained in a covering letter to Grant Thornton.
- To be completed: internal audit, post the period of inspection shortly and inform Grant Thornton of these dates and display notices on website and noticeboards, send Annual Return and paperwork to Grant Thornton.
- List of items over £100 in the financial year ending 2017 produced and sent to Chairman for inclusion on the website.
- Draft financial regulations and draft risk assessment prepared. There is an area which crosses over from the financial regulations to Standing Orders, when these are revised.
- Insurance quotes obtained.
- Draft minutes prepared and sent to Parish Councillors, Cllr Fowles and Parsons.
- Previous March meeting 2017 approved Minutes sent to Chairman for inclusion on website.

  
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## **2. CDC Report – Cllr D Fowles**

Cllr Fowles advised the results of County Council elections, Conservatives have control with 31 seats out of 53. The CDC Annual Meeting is to be held and will elect a new leader/Chairman.

Meeting is scheduled for 13<sup>th</sup> June and will formally approve the draft Local Plan and it will then be sent to Government Planning Inspector, review and approval may taken 6 months to 1 year or up to 2 years. There is confidence the Plan will go through. The existing Local Plan has impacted on some applications and the new Local Plan will mean small scale development will also be considered and every application considered on its own merit. It is hoped this will encourage development and hopefully be a positive move.

Budget for County Council : Cotswolds maintains a high proportion of people over 65 at just over 25% of population and this in turn puts pressure on Social Services. Road improvements are scheduled to receive additional funding. Cotswold District Council is waiting on outcome of Local Plan and in July/August a meeting will review the potential Chesterton development at a full Council meeting. The rules of voting for this development was discussed.

'Free after 3' parking scheme continues and is well used. Decker car park feasibility study to Waterloo car park will be undertaken and it is acknowledged there is a huge pressure of parking availability in Cirencester.

## **3. GCC Report – Not available**

### **4. Carol Lawrence – Christian Healing Centre Report**

Following their involvement at the Church in Hamhill, the local NADFAS group have discovered 2 large decorative panels painted on metal with wooden surroundings and are seeking more information on the history of these artefacts. The panels were found in a cupboard in the Church Tower and have been reviewed by V&A museum. It was thought local resident Mary Henley may be able to offer further information and it was advised contact has been made. There was also thought to be an inventory of items at the Church and this may show the panels listed/providence etc. Other organisations who could offer assistance would be Cirencester Historical and Archaeological Society, Mr and Mrs Viner from the Bingham Trust and the Civic Society.

### **5. Community: Progress made in the adoption of telephone box in Driffield Progress made regarding the provision of community defibrillators/s**


5.1 The contract for the adoption of the telephone box at Driffield was signed by the Chairman. Clerk to forward to BT with the nominal sum of £1.00

DHH Parish Council to officially adopt the BT telephone box at Driffield Contract signed by AW on behalf of DHH Parish Council	Motion Proposed: PD    Seconded: NW Clerk to forward with £1 nominal payment
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5.2 Cllr Fowles advised that the CDC defibrillator grant funding comprises of £2K per Ward and is expected to fund 4 defibrillator units. By completing the form the Parish Council can apply for £500 towards a defibrillator from a specified company and the monies will be paid to the company direct. The cost of the units are £1495 excluding VAT and delivery. The other areas of funding must be detailed on the form. The funding cannot be pooled, be for a unit already installed or funding running costs of an existing defibrillator unit. From receipt of form, confirmation is expected in 2 to 3 weeks and there is some discussion into a fund to assist with ongoing running costs although this has not be confirmed.

Cllr Norris advised RAU has agreed to fund 50% of a unit and the Healing Centre has agreed to some funding towards this.

This matter would need to be progressed asap to organise the funding from RAU due to timescales in their end of year accounting.

  
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Motion proposed: AW Seconded by: AN	To progress grant funding from CDC and agree funding amounts from RAU and Christian Healing Centre
Clerk to contact defib company to ascertain if a discount would apply to ordering 2 units and delivery costs	

## 6. Community: To discuss progress made regarding the provision of gateway signage and traffic survey

Cllr Norris advised we are awaiting the actual costs involved in the purchase and installation of new signage and the date for installation. Cllr Norris continues to progress chase, we are hopeful for May/June to receive the signs.

Raw data received from recent traffic survey: - 80% of vehicles were under 30 miles an hour through both villages. Official report has not been received but will hopefully be available for the next meeting. If we need to look further at speeding issues, we can investigate instigating a neighbourhood speed watch.

Sign painting/bend signs should be undertaken more quickly and is in the system to be completed.

At the previous meeting, it had been queried if reusing the old signage was a possibility, Cllr Norris advised confirmation has been received that this is not possible, there are guidelines to be adhered to with placing of signage.

Cllr Norris advised the verges have been cut through Driffield.

## 7. Community: To discuss/resolve possible donation to Village BBQ/event

It was resolved the Parish Council would donate towards this community event and it would be used for prizes for the childrens games etc.

Motion proposed: AN	Seconded by: AW	£60 donation to Village BBQ 2017
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Cllr David advised that there is a street party planned for later in the year and would advise more information when it is available and that it was hoped this would be another community event the Parish Council could support. Cllr David to advise Clerk when further information is available and Clerk will agenda the item.

## 8. Governance – Councillor Roles & Responsibilities

Councillor areas of responsibility were reviewed and confirmed as follows:-

Cllr Whitaker – Environment & Information Technology

Cllr Norris – Highways/Roads

Cllr Ford – Waterpark

Cllr White – Planning

Cllr David – Neighbourhood Watch

Motion proposed: AW	Seconded by: JF	To officialise on PC website and noticeboards
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## 9. Financial – Resolve: Financial accounts - Year End 2017

### (a) Governance statement to confirm and adopt

Consider the Annual Governance Statement by members meeting as a whole - this was presented by the Clerk for consideration of the members meeting as a whole and was duly signed and dated

Motion proposed: NW	Seconded by: PD	Clerk/Chairman to sign completed declaration on Annual Return
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### (b) Year End accounts balance to confirm and adopt

These statements were considered by the members meeting as a whole and were approved by Resolution: -

Motion proposed: AW	Seconded by: AN	Clerk/Chairman to sign completed declaration on Annual Return
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**(c) Bank reconciliation:** These statements were considered by the members meeting as a whole and were approved by Resolution: -

Motion proposed: NW	Seconded by: AW	Clerk/Chairman to sign completed declaration
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**(d) Variances:** These statements were considered by the members meeting as a whole and were approved by Resolution: -

Motion proposed: JF	Seconded by: AN	Clerk/Chairman to sign completed declaration
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**(e) Monthly standing order/direct debit for Clerks salary - authorisation**

Motion proposed: AW	Seconded by: AN	Clerk to arrange
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**f) Authorisation for Parish Council laptop payment to confirm**

Motion proposed: AW	Seconded by: AN	Clerk make payment by bank transfer and revise remaining ear marked reserves
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**g) Draft Financial Regulations to approve and adopt**

Motion proposed: AN	Seconded by: AW	Clerk to mark/date document as adopted
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**(h) Draft Risk assessment to approve and adopt**

Motion proposed: AN	Seconded by: AW	Clerk to mark/date document as adopted
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**(i) Resolution: Accounts for payment**

Insurance 2017-2018 – Zurich £177.85	Motion proposed: JF	Seconded by: AW	Chq 000191
BT Telephone Box adoption fee £1.00	Motion proposed: AW	Seconded by: AN	Chq 000193
Clerks salary March/April 2017 and expenses £293.69	Motion proposed: AW	Seconded by: JF	Chq 000192
Donation to community BBQ £60.00	Motion proposed: AN	Seconded by: AW	Chq 000194

(j) Clerk to review archived Minutes relating to Ear Marked reserves of the Duck Pond (thought to be in the region of £600).

**10. Planning - Application 16/05335** – Refusal of this planning application was acknowledged.

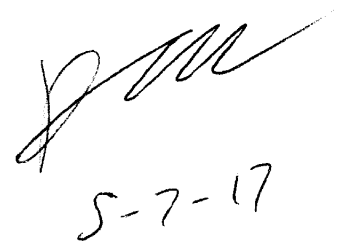
**11. Correspondence/Public comments**

Regarding articulated lorries entering the village, residents may wish to take registration numbers of lorries which are causing a nuisance and report to Cllr Norris.

Cllr Whitaker has investigated the possibility of a residents postcode change and this is not possible.

Cllr Norris has requested RMS to attend to litter picking, along the fence line of the dual carriageway.

**12. The Chairman declared all business concluded at 19.45 and confirmed the date of the next scheduled meeting to be 11<sup>th</sup> July 2017**



Handwritten signature and date: 5-7-17