

MINUTES OF DRIFFIELD AND HARNHILL PARISH COUNCIL MEETING IN THE MARKET CANTEEN 7:00PM TUESDAY 10TH JAN 2017

Present: Chair Cllr A. Whitaker
Vice Chair Cllr A. Norris
Cllr B. J. Ford (John Ford)
Cllr N. White
Clerk Lisa Dent

10 Residents in attendance.

CDC - Cllr D Fowles
Gloucs CC - Cllr Parsons

1. APOLOGIES: None

2. MINUTES OF DHPC MEETING OF 8th November 2016 and EGM 22nd November 2016

Cllrs confirmed the draft of the Minutes is a correct summary of proceedings.

RESOLUTION:

Minutes 8th November 2016 – amended by hand annotation
Page 3/5 9.1 ~~Cllr Ford~~ – to read Cotswold Agricultural Centre
Page 4/5 ~~BT Phone Box Driffield~~ - to read BT Phone Box Harnhill

It was proposed by Cllr Norris, seconded by Cllr Ford that both drafts are accurate record meetings of November 2016. The motion was carried unanimously.

Action: Cllr Whitaker signed the minutes, Clerk to file.

3. MATTERS ARISING FROM PREVIOUS MINUTES

Items for Information

Cllr Norris advised hedges at Ermin Farm up to Tank Lane have been cut.

Cllr Norris advised road sign at Harnhill will be re-erected and the position moved slightly to reduce frequency of damage.

No updates from Neighbourhood Watch.

4. REPORTS

4.1 CLERK'S REPORT

Bank balance	Statement September	£2075.29
Wages debit S Walker		-£139.49
Precept credit		£574.00
	Statement October	£2509.80
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Wages debit S Walker		-£139.49
	Statement November	£2370.31

As we are still awaiting internet banking access the following is confirmed having checked the transactions in branch:-

VAT refund credit	£818.00	
Insurance debit	-£169.40	sent 22 Nov 16, this has not cleared – under query
Grant Thornton debit	- £30.00	
Defib Ear Marked Reserve credit	£2000.00	
Final pay S walker debit	-£32.19	
L Dent wages debit Nov	-£150.32	
HMRC debit	- £29.00	

VAT refund credit £818.00 HMRC sent in error – need to refund
 Balance 05/01/17 £5764.80

Total	
General reserve	£3764.80
Defibrillator Ear Marked Reserve	£2000.00

- Clerks Contract of employment updated – Cllr Whitaker signed, Clerk to file.
- Wages standing order for S Walker was cancelled in branch with an authorisation letter.
- Mandate signed and sent to Lloyds bank to change name/address to new Clerk. Lloyds have changed the address but not the name, currently under query.
- Internet banking mandate change to new clerk – awaiting confirmation.
- Documents sent to Chairman for website – Approved mins July and Sept, annual return, items over £100, new contact details for councillors and clerk, co-option notice. It was noted have been informed by GAPTC that spot checks are being made to Parish Council websites.
- Election co-option process researched and notice posted 26/11/16 and emailed 3 interested parties.
- Dropbox installed.
- Changed address and clerks details on Precept Dept (CDC), GAPTC, insurance, Grant Thornton and HMRC, Gov Gateway, Gloucs Council website.
- Minutes drafted November Parish Council meeting and sent to Councillors.
- Minutes drafted November Extraordinary Parish Council meeting (to approve payment for insurance) and sent to Councillors.
- Insurance payment and Grant Thornton payment sent, I did confirm with the insurance company that they had received the cheque and the cover was in place. I now note the cheque has not cleared and I am querying this with them.
- Budget started for January meeting with info on website charges researched.
- Parish council contacts changed with new clerk on noticeboards.
- List made of all passwords/log ins.
- VAT reclaim re-submitted and VAT/invoices checked and received notice 28/11/16. Since found an invoice with £26.48 VAT (Double Image – for signage) which has not been submitted for reclaim so will reclaim this next time.
- Additional VAT reclaim notice received in December, their error down to requesting of change of clerk details and inclusion of our UB number.
- Requested electoral register. Received 05/12/16
- Ordered a HMRC Payment booklet, new Lloyds chq book and Lloyds paying in book.
- PAYE due to Clerks emergency tax status, payment of £29 due to HMRC was calculated via their online submission and chq sent and it is showing as a credit for month of November 2016. On submitting December payroll it then showed nothing (zero) due in November but £29 due December. As we have this amount already in credit no further action required.
- Pensions registrar submission – To be completed by Clerk before our deadline of April 2017.
- Letter of thanks drafted to former councillor Lockhart.
- Riparian leaflets received 21 December 2016 (for anyone homeowners with a river, stream ditch or culvert through or alongside property).
- Precept request form received from CDC, deadline for return 31st Jan 2017.

	Details	Chq No
L Dent	Clerk salary & expenses Dec 2016	000185 £151.57
HMRC	To refund the duplicate VAT reclaim	000187 £818.00

RESOLUTION: Proposed Cllr Whitaker seconded Cllr Ford that the above payments are approved for payment. **ACTION:** Clerk to process payments.

4.2 CDC REPORT

1. 'Free after 3' parking scheme has been extended until 31st March 2017 (originally ending in Feb 2017). Market place temporarily finished with addition works, parking scheme to remain in place till complete. Then parking will revert to normal charging regime. CDC have acknowledged 15% parking shortfall and are investigating park and stride, cheaper season tickets and decked car park at Waterloo or site behind McCarthy & Stone. It was noted you can park in Cirencester free of charge at St James Place and Cotswold District Council office at weekends. It was hoped that more businesses will make their car parks available at weekends.
2. The local plan review is in its final stage and has gone to submission with comments for focused changes. It will be made available to public in Trinity Road in January. The final draft will then be presented to Government for approval. There should be no impact on Driffield/Harnhill. Down Ampney, Poulton and Preston are significant development areas, and it is hoped a robust Local Plan should help control development. Section 106 (community contribution made by developer) will be changed to CIL (Community Infrastructure Levy) when the Local Plan is introduced. It has been acknowledged by CDC that there is an issue of smaller villages entitlement to community monies due to the draw on public amenities.
3. Pre-outline exploratory work is commencing on a possible development of 400 dwellings in Preston and neighbouring Parishes will be consulted. It is not even at Outline status but the developer is exploring the scheme prior to the conclusion of the Local Plan. Recent success in Poulton saw a planning application for 18 houses in Bell Lane being reduced to 9 (if 9 or under units there is no necessity for affordable housing). It was recommended for approval, went to committee and the application was refused. It is expected to go to appeal.
4. Vice-Chairman of planning Fairford North has resigned, bi-election due to be held 9th Feb 2017. New Vice-Chairman of planning taking up post tomorrow, following the election committees will be readjusted.

4.3 GLOS COUNTY COUNCIL REPORT

Referring to the proposed 400 houses development between Preston and Kingshill, Councillor Parsons advised as a neighbouring Parish we would receive formal notification and hoped we would become involved in the planning process. It would effectively involve joining Preston to Cirencester.

Cllr Parsons left the meeting at 2027.

5. COMMUNITY – RESOLVE

Co-opt new member to fill Councillor Vacancy

1. Peter David and Carol Lawrence were in attendance, having formally registered their interest in Co-Option as Councillor to the Parish Council. They had submitted background information which was forwarded to Councillors to review prior to the meeting.

Each candidate gave a brief presentation to the Parish Council.

The Chairman resolved that Councillors would vote through show of hands.

Following a tied vote, the Chairman exercised his casting vote and Peter David was elected as Councillor.

RESOLUTION: It was resolved that following Councillors vote, Peter David be Co-Opted as Councillor to Driffield and Harnhill Parish Council, proposed by Cllr Ford, seconded by Cllr White.

ACTION: Co-option papers were completed, Clerk to forward/file as appropriate.

2. Carol Lawrence was asked if she would become a formal representative of the Healing Centre at Harnhill and could attend Parish Council meetings for liaison and this was accepted. **ACTION:** Clerk/Chairman to address structure of how to formally introduce liaison groups to Parish Council.

3. Chairman advised there was a need to re-address Councillor Portfolios within the Standing Orders. RAU communication, defibrillator etc may be addressed under a separate committee. There may be others areas that the community can become involved with. **ACTION:** To be addressed at a later meeting

3. It was noted that formal Parish Council elections (Cotswold District Council) are scheduled for 2019.

4. Chairman advised all present how to register for email updates/newsletter from the Parish Council, details are on the website www.driffieldandharnhill.org.uk.

5. Former Councillor Anna Lockhart was present at the meeting and was thanked for research and progressing the community defibrillators.

6. COMMUNITY - RESOLVE

To discuss progress made regarding fly tipping since the last meeting

It was confirmed there had been no further instances of fly tipping.

7. COMMUNITY – RESOLVE

To discuss progress made regarding the adoption of Telephone Box in Driffield

Cllr White is liaising with CDC and BT and is awaiting further information as the process continues.

8. COMMUNITY – RESOLVE

To discuss progress made regarding the provision of community defibrillator/s

Defibrillator (Driffield) will be ‘on hold’ until we have confirmation of the adoption of the phone box. Harnhill Healing Centre will contribute £400, RAU will contribute £800 for the Harnhill defibrillator unit and it will probably be sited at Healing Centre. There will be a shortfall in monies and the Council will need to consider how we respond to this. It was agreed the community could be asked to contribute. Carol Lawrence would be able to liaise with the Vice Chancellor at Healing Centre on this issue. Cllr Fowles advised CDC looking for small projects to support and there would be more information on this after the budget in 2 months time.

ACTION: Cllr Fowles will send email to CDC to request possible support for the defibrillator project.

Clerk - this item is to be placed on agenda for next Parish Council meeting.

9. COMMUNITY – RESOLVE

To discuss progress made regarding the provision of gateway signage

Cllr Norris gave an update on the provision of gateway signs and that there is evidence that such signs do help manage speeding. The signs are proposed to be sited as follows:-

The village gateway signs at Harnhill will be placed at the crossroads, the Driffield gateway signs will be placed between the double field gates and the right-angle bend prior to the village. The two village signs between the villages will be replaced with new ones and have ‘Thank you for driving slowly’ on the reverse. The council will paint SLOW on the road either side of the bend by Driffield church and put up a more visible yellow background sign on the approach from Harnhill.

It was advised by Cllr Norris that the signage positioning is not ‘final’. The cost is in the region of £1000 per sign and will be installed by approved contractors. There followed a discussion as to the most effective wording for the signs. **RESOLUTION:** It was proposed by AW and seconded by AN that ‘Welcome’ signs at each end of the village and ‘Slow down through our village’ was approved. All present were in favour.

It was agreed that any possible planting around the signs would be decided at a later meeting and that this will require to be maintained. Signage around Harnhill Healing Centre was discussed and was agreed this may be beneficial.

10. PLANNING - RESOLVE: TO REVIEW/COMMENT

16/04918/TCONR - Works to trees in conservation areas for Copper Beech by entrance - 2.5m height reduction and lateral spread not closer than 6m; Copper Beech - 2.5m height reduction and lateral spread not closer than 6m at Church Of St Mary Driffield Gloucestershire. No objection : decided 14th December 2016

16/05017/FUL - Proposed ground and first floor rear extension, demolition of front boundary wall to facilitate vehicular access at 15 Driffield, Cirencester, Gloucestershire GL7 5PY
Deadline for comments/end of consultation period: 19th January 2017

Information from Cotswold District Council planning portal had been sent to councillor in advance of the meeting. **RESOLUTION:** After reviewing the information, Councillors issued the following comment:-
OBJECTION: Objection is to alteration or demolition of the stone boundary wall on the road. Extension of property is acceptable. Proposed by NW, seconded by AW and all present in favour. **ACTION:** Clerk to register Parish Council comment.

11. FINANCIAL – RESOLVE: (i) Budget for 2017/18 Precept

Financial/budget papers had been forwarded to Councillors in advance of the meeting.

RESOLUTION: It was proposed by AW and seconded by AN that the Parish Council agree the Precept for 2017/2018 as:-

Budget requirement (traditional Town/Parish precept requirement)	£2415.00
Council tax support grant – NIL	
Town/Parish precept for tax setting purpose	£2415.00
Tax base for 2017/2018	80.1
Band D 2017/18	£30.15
Band D 2016/17	£28.90
Percentage increase in Band D Council Tax	4.33%

This presents a 4.33% increase and allows the Parish Council to work with a contingency amount. It was also noted that there are additional costs in the forthcoming financial year such as increased insurance to include gateway signs, adoption of phone boxes as Parish assets, defibrillator costs.

ACTION: Chairman/Clerk signed the request form, Clerk to forward/file.

(ii) To acknowledge receipt of donation for defibrillator to be Ear Marked for this purpose

Cotswold Agricultural Centre were formally thanked for their kind donation of £2000 to Driffield community defibrillator fund. The Parish Council will Ear Mark this amount solely for the Driffield community defibrillator.

12. CORRESPONDENCE/GENERAL PUBLIC COMMENTS

None.

Chair declared all business concluded and confirmed the date of the next scheduled Parish Council meeting to be on Tuesday 14th March 2017 at 7.00pm in the Market Canteen. Chair announced this meeting closed at 9.04pm.