WESTON-sub-EDGE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE BAR AT 8.15P.M. ON 27th MAY 2014

PRESENT: Cllrs Bill Carruthers (chairman) Wendy Clarke Andy Irvine Joan Jenkins Mike Jelley John Measey

IN ATTENDANCE: C/D/Cllr Lynden Stowe 0 members of the public parish clerk

14/038	**ELECTION OF A CHAIRMAN OF THE PARISH COUNCIL:** John Measey proposed and Andy Irvine seconded Bill Carruthers as chairman. There being no other nominations Bill Carruthers was duly elected as chairman and signed his declaration of office.	
14/039	**ELECTION OF A VICE-CHAIRMAN:** councillors agreed to defer this appointment to next meeting.	**CT**
14/040	**COUNCILLORS' DECLARATIONS OF INTEREST ON THE BUSINESS ON THE AGENDA:** there were none.	
14/041	**NOTICE OF ABSENCE:** notice of absence was received from Chris Rossington and accepted.	
14/042	**CONFIRM MINUTES OF MEETING HELD ON 22.04.14:** councillors unanimously **resolved** approval of these minutes and were signed by the chairman as a true record of the business conducted.	
14/043	**PLANNING MATTERS FOR CONSIDERATION:** An email from Catherine Tetlow CDC planning officer) was before the meeting, rejecting enforcement of the installation of the two parking spaces at the Seagrave Arms 10/03465/FUL because they specifically were not made a condition of the approval. The clerk was asked to obtain a copy of the car park layout as existing in 2003 and to write to Phillipa Low (head of planning) to ask her to intervene. Councillors considered the rejection by Martin Perks (CDC) of the two sites for the proposed social housing development. Lynden Stowe offered to enquire about his reasons for objection.	**CT** **LS**
	PLANNING AUTHORITY DECISIONS TO PERMIT: 14/01273/LBC Merrivale – changes to the bathroom	
14/044	**1.0 FINANCE – RECEIVE FINANCIAL STATEMENT & BANK RCONCILIATION:** the monthly financial statement and bank reconciliation were before the meeting. The clerk reported that the precept first instalment, wayleave, £427 proceeds from the Race Night and VAT refund have been received.	
	2.0 FINANCE – REVIEW THE ASSET REGISTER AND RECEIVE QUOTATIONS FOR INSURANCE: it was noted that quotations for insurance for 2014/15 include all items from the asset register requiring cover. Renewal with the present insurer AON at £414.75 and a quotation from Zurich at £336.76 were before the meeting. Cover being the same or better from Zurich; better in respect of public liability at £12m (AON £10m) and all risks excess £100 (AON £125). Mike Jelley proposed and Wendy Clarke seconded using Zurich which councillors unanimously **resolved** approval.	**CT**
	3.0 FINANCE – REVIEW RISK ASSESSMENT: it was noted that the items of concern which had been raised were to treat the bus shelter front panel with wood preservative and refurbish the notice board there; both have been actioned. Outstanding is re-pointing the bus shelter and litter clearance at the parish quarry.	**CT**
	4.0 FINANCE – APPROVE PAYMENTS DUE: 222010 27.05.14 Chris Tombs clerk's salary for May 116.67 0.00 116.67 222011 27.05.14 WSE Village hall Village Hall hire PC, Seniors & youth club 61.25 0.00 61.25 222012 27.05.14 Zurich parish council annual insurance renewal 336.76 0.00 336.76 222013 27.05.14 Westhilldirect tables for the Village Hall 544.65 108.93 653.58 Wendy Clarke proposed and Andy Irvine seconded making these payments which councillors unanimously **resolved** approval. It was noted that the payment for the Village Hall tables should come out of the parish council grant and should not be made until the items have been received.	**CT**
	5.0 FINANCE – RECEIVE INTERNAL AUDITOR'S REPORT, APPROVE CHAIRMAN TO SIGN THE ANNUAL RETURN AND APPROVE THE ACCOUNTS FOR 2013/14: the chairman reported that the internal auditor had found nothing on which to comment. Joan Jenkins proposed and Wendy Clarke seconded the chairman to sign the annual return and to approve the annual accounts which councillors unanimously **resolved** approval.	**CT**
	6.0 APPROVE EXPENDITURE TO PROVIDE BROADBAND AT THE VILLAGE HALL: councillors agreed to fund at most 50% of the cost of providing broadband at the Village Hall with Plusnet and for payment to be made by direct debit. The chairman thanked John Measey for making the enquiries.	**CT** **JM**
	7.0 APPROVE TWO NEW BANK SIGNATORIES: councillors unanimously approved the addition of Mike Jelley and John Measey as bank signatories.	**CT**

14/045	**REVIEW VILLAGE MATTERS:** **1.0 PROGRESS TOWARDS COMPLETING THE COMMUNITY PLAN:** there were issues surrounding the printing of the questionnaire. As a resolution it was agreed to take one of the following actions; obtain a quotation from Vale Press, pursue printing via a contact of Andy Irvine or locate a source of alternative paper. It was noted that instruction of what to do with a completed questionnaires needs to be added to the text.	**AI** **CT** **BC**
	2.0 UPDATE ON THE PROGRESS WITH APPOINTING A YOUTH LEADER: the meeting heard that whilst the youth club continues to function under leadership provided through the Chipping Campden youth club no formal agreement has yet been signed.	
	3.0 CONSIDER SETTING UP A SUPPORT GROUP FOR DEFIBRILLATOR USERS: the meeting heard of such a scheme operating in Willersey being part of a national charity. Councillors agreed that this could be the way to proceed and asked John Measey to investigate how it can be set up. It was noted that finding suitable volunteers would be challenging.	**JM**
	4.0 PROVISION OF PLAY EQUIPMENT AT THE RECREATION GROUND: after discussion councillors agreed that for the moment a shelter at the recreation ground would be affordable and of use to the young people of the village. The chairman to investigate a suitable design. The Village Hall committee is considering play provision of some kind for younger children in the car park.	**BC**
	5.0 ACTION TO CONSIDER TAKE UP OF THE CDC 'LOCAL GREEN SPACES' INITIATIVE: the chairman agreed to call a meeting to consider this process with the closing date of 18th July in mind.	**BC**
14/046	**CONSIDER MATTERS ARISING FROM MINUTES OF LAST MEETING NOT ON THE AGENDA:** 14/035 6.0 Write to riparians – **action** 14/035 1.0 Apply to CDC for youth project funding to pay for a table tennis table, bean bags and storage – **action** 14/034 Letter of thanks to Geoff Weaver for carrying out the internal audit – **actioned** 14/032 Send email to Lynden Stowe for work to adjust drain at manor Farm Barn – **actioned** 14/026 Get information about VAS equipment – meeting on site with Harry Roberts needed - **action** 14/025 Litter pick at the parish quarry – **action** 14/023 Funding to move drain at Middle Farm – **action** 14/017 Re-establish a data service provider for the brook level monitor – **action** 14/015 Photographs of the trees at Canonbourne worthy of a TPO to be forwarded to the clerk - **action** 13/076 10.0 Register mineral rights – **action** 13/029 Revised standing orders and financial regulations – **action** 13/006 3.0 Bus shelter - the clerk reported waiting for notification when it is available for installation.	**BC** **CT** **CT** **MJ** **CT** **LS** **CT** **MJ** **CT** **CT** **CT**
14/047	**CORRESPONDENCE:** CDC land supply press release CDC letter to town & parish councils on Monday 9th June at 6.45p.m. Moreton CDC offices CDC local green spaces designation CDC ww1 grant acceptance letter Chartered Parishes meeting notes April GAPTC April bulletin GCC long term transport strategy consultation 3rd July 2.00p.m. – 4.00p.m. Shire Hall Glos. Ditto above for questionnaire www.gloucestershire.gov.uk/ltp Rural Opportunities Bulletin May 2014 Woodland Trust ww1 centenary planting species list Zurich insurance quotation Zurich insurance proposal Zurich insurance LTA *please note any of the above can be forwarded to the councillors on request.*	
	There being no other business the chairman closed the meeting at 9.35p.m. Signed……Date…….	