

<b>ETTINGTON PARISH COUNCIL</b>	
<b>Minutes of the Annual Meeting held on 15 May 2019</b>	
<b>Present: (Councillors)</b> J Collins, R Hawksworth, J Henry, D Hughes and R Smith of Ettington Parish Council	
<b>In Attendance:</b> S Furniss, Clerk; Cllr I Seccombe, WCC; and approximately 6 members of the public.	
1	<b>Apologies for Absence</b> None received.
2	<b>Acceptance of Apologies for Absence</b> N/A
3	<p><b>a) Election of Chairman and Signing of Acceptance of Office</b> There being no nominations this item will be included on agenda for June 2019</p> <p><b>b) Election of Vice Chairman and Signing of Acceptance of Office</b> Cllr Smith was nominated and unanimously approved as the Vice Chairman. Cllr Smith chaired the meeting from this point forward.</p>
4	<p><b>Review of and Re-adoption of :</b></p> <ul style="list-style-type: none"> <li>a) Risk Register</li> <li>b) Asset Register – Appendix 1</li> <li>c) Standing Orders</li> <li>d) Finance Regulations Code of Conduct</li> <li>e) Dealing with Complaints</li> <li>f) Councillor Expenses</li> <li>g) Dealing with the Press, Media and Filming, Recording and Broadcasting of Meetings</li> <li>h) Grants to Community Centre</li> <li>i) Freedom of Information/Publication Scheme</li> <li>j) General Data Protection Regulations</li> <li>k) Retention of Documents Policy</li> <li>l) Social Media Policy</li> <li>m) Gifts and Hospitality Policy</li> <li>n) Use of Resources Policy</li> <li>o) Staff Disciplinary Policy</li> <li>p) Appraisal Policy</li> </ul> <p>It was <b>resolved</b> that the content of document a) be revised and presented at the June meeting; the content of document b) are correct subject to removal of the Dell laptop together with the dugout and goal posts which are considered to have been gifted to Ettington Rovers; that documents c) to p) be readopted.</p>
5	<b>Co-option of Members</b> It was <b>resolved</b> that David Hughes be co-opted as a Councillor.
6	<b>Declaration of Disclosure Pecuniary Interest</b> Cllr Hawksworth stated that she has an interest in respect of Item 10 - <b>19/00613/REM</b> – this land backing onto her property.
7	<b>To Confirm Minutes</b> It was <b>resolved</b> that the minutes of 10 April 2019 be approved as a true record.
8	<p><b>Community Centre Update</b></p> <p>Tony Batchelor requested £1347.74 to move distribution panel to enable wiring of new heaters. Cllr Hawsworth suggested that it would be a good idea to get a consultant to review the building and its heating systems to ascertain what, if any, actions would maximise efficiency of heating system.</p>

	<p>Steve Austin has offered to act as secretary to the Community Centre Management Team and has been appointed to this role. Cllr Hawsworth suggested that the services of the PC's Clerk might be offered to the CCMT and funded by the PC for a maximum of 6 months to support the development of robust governance systems.</p> <p>It was <b>resolved</b> that the grant be awarded; that Cllr Hughes, in his capacity as Chair of the Community Centre Management Team include a) review of heating system; and b) offer by PC to fund the services of the Clerk as outlined above, be included on the agenda of CCMT for their June meeting.</p>
9	<p><b>Warwickshire County Council/Stratford District Council update</b></p> <p>Cllr Seccombe of WCC reported the council is in final year of 4 year funding cycle and on target to achieve the budget savings. Have had to raise the tax as government funding has decreased and demand for service increased. Do provide some non-statutory services such as county music service and the library service which the Council consider to be of importance. A Government spending review is due later this year which is likely to be a one year offer rather than one covering 4 years. Caffeine and Machine have been very successful are working hard to balance thriving business but also be a good neighbour with initiatives such as ANP Recognition to identify unsafe driving and 'banging home' the message regarding safe driving. They are happy to ban any customers who do not respect other road users or who commit traffic offences. Shipston Community Forum will be held on 18 June in Ettington Community Centre.</p> <p>Apologies were received from Cllr O'Donnell of SDC</p>
10	<p><b>Open Forum</b></p> <p>Stuart Dudley from SGE architects spoke in respect of Planning Application 19/00613/REM and stated the application is for private use only for an international dressage competitor; there is no floodlighting proposed; though WCC have asked for flood assessment this is standard for such a development.</p> <p>Following work on the hedge which was the subject of a report undertaken by Middlemarch the occupant of the property to which this backs onto stated that the hedge had been decimated leaving his property exposed. Cllr Hughes responded that this is work in progress and the hedge left to see what growth regenerated and that whippings of a suitable type will be planted at the appropriate time.</p>
11	<p><b>Planning Matters</b></p> <p><b>a) Applications</b></p> <p><b>19/00709/FUL</b> Proposed demolition of existing stables and replacement with new stable block and associated equestrian facilities with change of use to include ménage, horse walker and lunge pen at Black Martin , Banbury Road, Ettington, CV377PB <b>Comments due by: 16 May 2019.</b></p> <p>It was <b>resolved</b> that no objection be made.</p> <p><b>19/00613/REM</b> Submission of Reserved Matters application for the matters of appearance, landscaping, layout and scale, in connection with previously approved application 15/01035/OUT. [Outline planning application for up to 14 dwellings with some matters reserved (appearance, landscaping, layout and scale), demolition of No. 81 Banbury Road, new vehicular access off the Public Highway (to be adopted), a balancing pond and other ancillary and enabling works.] At Land Off, Banbury Road, Ettington, An amendment/additional information has been received for the application shown above as follows:</p>

	<p>Boundary treatments Plan Drainage strategy Attenuation basin cross sections</p> <p>If you have any further observations you wish to make on the amendment please write to me by: <b>22 May 2019</b> It was <b>resolved</b> that no further observations be made.</p> <p><b>b) Decisions</b></p> <p><b>19/00442/FUL</b> 3 Banbury Road, CV37 7SN. Dropped kerb and driveway – granted <b>noted</b> <b>19/00615/FUL</b> 13 Nelson Close, Rear extension, garage and porch - granted <b>noted</b></p>
12	<p><b>Finance Report</b> - Appendix 2</p> <p>It was <b>resolved</b> that the payments listed be authorised. There were no queries regarding the Year End report other than one regarding whether there had been miscoding resulting in apparent high administrative costs. The Clerk will check this and if this is so the error corrected and the summary report presented at the June meeting for sign off.</p>
13	<p><b>Clerk's Report</b> - Appendix 3 Content noted with no additional action other than in respect of:</p> <p>Item 2: Overgrown Hedge at Banbury Road: It was <b>resolved</b> that the Clerk write to the householder thanking them for the anticipated cutting back of hedge following birds fledging.</p>
14	<p><b>Correspondence Report</b> Appendix 4 The content was noted and Cllrs Hughes and Hawksworth both intent to attend the Shipston Community Forum.</p>
15	<p><b>Tree Report</b> Appendix 5</p> <p>It was <b>resolved</b> that the recommendations made in the report be undertaken in the recommended timescales and that a tender process be undertaken for the year one work and that the successful contractor will be offered the work in years two and three.</p>
16	<p><b>Audit</b> Appendix 6</p> <p><b>a)</b> To consider, complete and approve Section 1 – Governance Statement</p> <p>The Governance Statement was discussed and completed and signed by the Chairman and the Clerk.</p> <p><b>b)</b> To consider and approve Section 2 – Accounting Statement</p> <p>It was <b>resolved</b> that the Accounting Statement was a true and accurate record and was duly signed by the Chairman and Clerk. It was further <b>resolved</b> that the AGAR be submitted to PKF Littlejohn and all other requirements be followed.</p>
17	<p><b>Purchase of IT Equipment for Chairman</b> This matter was deferred until a Chairman is appointed.</p>
18	<p><b>Youth Project</b></p> <p>A meeting has been arranged with Canvas Spaces for 23 May.</p>
19	<p><b>WCC Councillors Grant</b></p>

	No projects were put forward but it was suggested that the application be forwarded to Ettington Diggers and the Church.
20	<p><b>Tennis Courts</b></p> <p>Cllr Hughes presented costings for goal posts and nets/posts.</p> <p>It was <b>resolved</b> that replacement goals be purchased with a maximum spend of £375. The issue of surface renewal and nets/posts renewal remain on agenda with Members identifying what issues/concerns need to be taken into account before a significant spend is considered.</p>
21	<p><b>Change of Unmetered Power Supplier</b> Unity Aid have proposed two alternative suppliers Opus with an estimated 1.62% saving estimated over 4 years and SSE with an estimated 4.78% saving over 4 years.</p> <p>It was <b>resolved</b> that supplier be changed to SSE.</p>
22	<p><b>Planters</b> Cllr Hawksworth reported that she has received an offer to sponsor replacement planters. There was discussion regarding planning of wild flowers instead of/in addition to planters. It was <b>resolved</b> that Brookes Plants be reimbursed for spring planting to a maximum budget of £200.</p>
23	<p><b>Handrail at Footpath Exit – Halford Road</b></p> <p>It was <b>resolved</b> that Cllrs Hughes and Smith will meet with Mark Taylor to establish what work needs to be carried out. If the rail is replaced then it will be included on both the Asset and Risk Registers with note that it is to be inspected annually.</p>
	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Additional PC representative on Community Centre Management Team – June 2019</li> <li>• Meeting schedule June 2019</li> <li>• Staircase for Community Centre – June 2019</li> <li>• Tennis Courts – June 2019</li> <li>• Mower Replacement (including option to lease)– July 2019</li> <li>• Councillor Portfolios 2019</li> <li>• Website Replacement – July 2019</li> <li>• Housing Needs Assessment July 2019</li> <li>• How to spend the £8,000 resulting from sale of land – September 2019</li> <li>• Grounds Maintenance Contract – November 2019 (due for renewal April 2020)</li> </ul> <p>Insurance – December 2019 (3 year agreement with Came &amp; Co expires April 2020)</p>
	<p><b>Dates of Future Meetings</b> All meetings are held in the Lounge at the Community Centre at 7.30 pm unless otherwise stated</p> <p>13 June 2019 - Ordinary Meeting</p> <p>10 July 2019 – Ordinary Meeting - Provisional Date which may be subject to change.</p>