

# SOUTHROP PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 6<sup>th</sup> MARCH 2023

**Present:** Cllr Guest Cllr P Brickley  
Cllr C Brickley Cllr Giles

**In attendance:** Vanessa Lawrence(Clerk), District Cllr Andrews  
Dr L. Brookes and J. Hibbert (Jubilee Close), 6 MOP's

- 122 22/23 Apologies for absence**  
Apologies were received from Cllr Jones, M. Sims and A Howarth (Jubilee Close)
- 123 22/23 Declarations of Interest in Items on the Agenda**  
None received
- 124 22/23 To approve the Minutes of the Parish Council meeting held on the 24<sup>th</sup> January 2023**  
Cllr Guest pointed out a couple of typo's which were corrected. It was **RESOLVED** to approve the Minutes of the Parish Council meeting held on the 24<sup>th</sup> January 2023 as a true and accurate record of the proceedings. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.
- 125 22/23 To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10 minute time limit**  
It was **RESOLVED** to adjourn the meeting for Public participation. All in favour.  
No questions were asked.
- 126 22/23 To agree to reconvene the meeting following Public Participation, if applicable.**  
It was **RESOLVED** to reconvene the meeting. All in favour.
- 127 22/23 Clerks Report**  
The Clerk reported on actions taken since the last meeting, and information received. This included:  
- Details relating to the forthcoming Elections  
- Savings A/c's  
- Internal Audit.  
The report is held with the Minutes.
- 128 22/23 Chairman's announcements**  
The Chair reported that the new commemorative seat (Kings Coronation), has been installed on the green.

## 129 22/23 To receive report from District/County Councillor

- **Cabinet Meeting:6th February**
  - Fees and Charges – Generally to rise - see attached Annex. However Car parking charges have been frozen
  - Car Parking Season tickets – no solution unused Whiteway car park
  - Public Toilet Financial Review – introduction of card payments & increase
  - Homelessness Prevention Grant
  - Revenue Budget, Capital Programme and Medium Term Financial Strategy
- **13<sup>th</sup> March**
  - Business rates relief (Hospitality and Leisure Scheme)
  - Performance report
  - S106/CIL monitoring
  - UK Shared Prosperity Fund and Rural England Prosperity Fund
  - Council tax/Vacant Buildings
  - Designation of land within Cotswold District as a Rural Area
  - Sustainable Transport
  - Contract award – Leisure and Culture facilities
- **Council Meeting:15<sup>th</sup> February**
  - Budget and Council Tax
- **15<sup>th</sup> March –To include:**
  - Leisure and Culture Contract Award -This affects certain facilities only such as Bourton on the Water,
  - Updated member code of conduct
  - Constitution Changes
- **Overview & Scrutiny Meeting - 1<sup>st</sup> March**
  - Call-in – Lease of Land at Station Road Kemble
  - UBICO Business Plan
  - Budget
  - Broadband Delivery
  - Peer Review
  - Future Programme of Work
- **UK Shared Prosperity Fund and Rural England Prosperity Fund**
  - Need to consider possible projects and if appropriate, prepare a draft submission.
- **Implications of Elections Act 2022 (Voter ID implications)**
  - [Comment: CDC Ad campaign just started]
- **Thames Water/Cotswold Canal –**
  - CCT briefing on current public consultation on WRSE Strategy 19<sup>th</sup> January.
  - Thames Water Community Information Event 9<sup>th</sup> February 14:00hrs to 20:00hrs at Bingham Hall, Cirencester
- **Planning**
  - Planning and Development. Currently understaffed and subject to further work on process under the Planning and Development Review.
  - 22/00418/FUL & 22/00419/LBC – Fraser House Awaiting consideration by me.
  - Planning Enforcement (9<sup>th</sup> September 2022)
  - Manor Farm Barns (24<sup>th</sup> January 2019)
  - Land Adjacent to Rottonborough Copse (3<sup>rd</sup> November 2020)
  - Pear Tree Cottage (17<sup>th</sup> May 2021)
  - Laurel Cottage (14<sup>th</sup> April 2022)

- **Forthcoming Meetings:**
  - 13<sup>th</sup> March - Cabinet meeting
  - 15<sup>th</sup> March – Full Council – Only normal and urgent business to be considered as we enter the Pre-election period. Which starts on the 17<sup>th</sup> March.
  - 21<sup>st</sup> March – Overview & Scrutiny
- Q: Dr Brookes asked if by promoting postal voting, will that not increase the cost to tax payers?
- A: Cllr Andrews said that for those that are unable to vote directly, this was the best method and would mean that there won't be a need for photo ID. He also said that for those that liked to go to the polling station, they could still use postal votes and deliver them directly at the polling station.
- Q: Cllr Giles asked what constitutes a vacant building that would warrant investigation?
- A: Property has to be vacant for a certain period of time probably something like a building that has been vacant in excess of a year. A penalty would then be applied to that property.

## **FINANCE**

### **130 22/23 To approve, retrospectively, any payments made since the last meeting and to approve any current payments.**

It was **RESOLVED** to approve payments. Proposed Cllr P Brickley, seconded Cllr Giles – all in favour.

### **131 22/23 To consider and agree cashbook & reconciliation figures at end of February 2022**

It was **RESOLVED** to agree cashbook & reconciliation figures at end of February 2023. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

### **132 22/23 To consider and agree payments made over £100 Qtr 2 and Qtr 3.**

The Clerk reported that there were no payments over £100 in Qtr 2, but there were 5 payments in Qtr 3. It was **RESOLVED** to agree payments for Qtr 3. Proposed Cllr Guest, seconded Cllr Giles – all in favour. These will be published on the website.

**ACTION: Clerk to post figures on the website.**

## **PLANNING**

### **133 22/23 To receive Decision notices:-**

**23/00032/LBC & 22/04341/FUL:** Conversion of outbuilding, addition of outdoor swimming pool and relocation of garden wall at Elmtree Cottage Southrop Lechlade Gloucestershire GL7 3PD –Expiry 2/2/2023 – **Awaiting Decision**

**23/00031/TCNR:** T1 - Lime – fell, T2 - Beech – fell at Southrop Manor Southrop Lechlade Gloucestershire GL7 3NX – Expiry 19/1/2023 – **No objection**

**22/00418/FUL & 22/00419/LBC :** Full Application for Change of use from an office to 1 no. residential dwelling at Fraser House Wadham Close Southrop Lechlade Gloucestershire – Expiry 22/11/22 – **Awaiting Decision**

### **134 22/23 New Planning Applications**

**23/00424/TCNR |** T1- Cypress – Fell at St. Peters Church, Southrop –Validated 8/2/2023: Expiry 18/2/2023 - **Awaiting Decision**

## **OTHER MATTERS**

It was agreed to bring forward item 137 to allow Mr. Hibbert to speak as he had to leave the meeting early.

### **137 22/23 To consider and agree the appointment of additional trustee/s to the Jubilee Close Committee.**

**TG** - Quite a lot has been going on with Jubilee Close in that A.H who is on the Committee sent round a questionnaire about 6 months ago trying to find out what people wanted:-

- how it might be improved?
- what other activities might be incorporated?

He then came to JH and spoke to him about the results and there are various ideas being discussed. The PC have the right to appoint trustees to JC which is set out in the original papers from 1939. We also have an obligation to consider what is in the best interest of the charity and we decided that appointing a 3<sup>rd</sup> trustee would be a good idea:-

- To ease decision making
- To get somebody a bit younger, someone like AH to take an interest and generate support from other likeminded people.

Jubilee Close was designed for young people. PB and TG went to see JH as Chairman of JC to discuss SPC's wish to appoint a 3<sup>rd</sup> trustee and JH agreed and AH's name came up as the best and most obvious choice as he has been involved with JC and is well known in the village. He has taken an interest in many activities such as the fete. AH confirmed that he was happy to take on the role. Condition laid down that new trustee would have to sign the letter of appointment which would include a clause that he would step down if requested to do so by the PC. The reason being that whilst there was a clear procedure for the appointment of a trustee, there was no procedure for the removal of a trustee. It was felt that this was a sensible approach.

JH - Adding trustee cropped up at one of their meetings, some years ago, whereby the appointment of a third trustee was discussed at length and was going to be investigated by Mel Sims. Graham Boydell was to be removed from the Land Registry documents. Changes to ensure that names are removed but only the Charity's name was to be incorporated. This is being arranged at present.

SPC also discussed the constitution and election of the committee itself and provisions are set out in detail in the 1939 document, but this hasn't been followed up particularly well in the past few years. Suggestion for more active and younger people also.

CB - annually refreshing the Committee is a good one.

PB - there have been so many years of dormancy.

MOP - used to be the practice to register charity, but then changed their mind to registering individuals.

LB - organised that change back to charity name and not individuals.

TG – Election of Committee not the trustees is something for the APM and not the Parish Council.

LB – Aware on the 22<sup>nd</sup> got an e-mail when he learned decision to go ahead for 3<sup>rd</sup> trustee before it was put on the draft agenda. At the same time inviting him to comment on third trustee which he did not at this stage feel was needed. He had not been made aware that TG and PB had been to meet with JH. Appointment of committee members is nothing to do with Parish Council. In what context was JH contacted? Approached as Chairman JC committee but as they have no remit then he, being a trustee of equal and longer standing commitment, really felt that he had been kept out of the loop. Not privy to any discussions. The point being he ought to have been consulted as a co-trustee. Why wasn't he consulted?

As well as that wanted to know what is the stimulus for having a 3<sup>rd</sup> trustee? I knew nothing about this.

Want to know what is the necessity of a trustee? We should have been able to resolve and then present to Council.

Further discussion relating to the rationale for the decision for a third trustee took place following which it was **RESOLVED** that Jubilee Close trustees would increase from two to three with the appointment of A. Howarth. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour. It was **RESOLVED** that the new trustee would sign the appointment letter with a clause to accept any request from the Council to step down if requested. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.

**ACTION: Cllr Guest to draft a letter for circulation and acceptance prior to sending to the Clerk for completion and dispatch.**

**135 22/23 To consider and agree publication of information relating to forthcoming election for anyone interested in becoming a Councillor.**

It was **RESOLVED** to publish information relating to Town/Parish elections in May. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

**ACTION: Clerk to publish information relating to the forthcoming Town/Parish elections.**

**136 22/23 To consider information received from H. Richards (GRCC) regarding Flood Warden Scheme.**

Following a presentation from Helen Richards (GRCC) regarding the Flood Warden Scheme, it was agreed that SPC would sign up to the scheme with Cllr C Brickley agreeing to become the Flood Warden. It was felt that this is a worthwhile scheme to prepare for any future event that might occur. This item to be formally approved at the next meeting.

**ACTION: Clerk to add this item to the Agenda for the next meeting.**

**137 22/23 To consider and agree the appointment of additional trustee/s to the Jubilee Close Committee**

As above

**138 22/23 To consider and agree date for Annual Parish Meeting and Annual Parish Council meeting.**

It was **RESOLVED** to hold both the Annual Parish Council meeting and the Annual Parish Meeting on Friday 12<sup>th</sup> May subject to availability.  
Proposed Cllr Guest, seconded Cllr Giles – all in favour.

**ACTION: Clerk to contact the Village Hall to confirm availability.**

**139 22/23 To consider information relating to the King’s Coronation and to agree any funding for this event.**

It was agreed that the Council would contribute towards the Coronation celebrations. Further discussion is needed with Margaret Davey before a definite amount can be agreed. Meeting to be arranged.

**ACTION: Cllrs to meet with Margaret Davey**

**140 22/23 To consider and agree grasscutting programme.**

It was **RESOLVED** to commence the grasscutting programme at the end of March, with further cuts in late June and late July/early August.  
Proposed Cllr Giles, seconded Cllr C Brickley – all in favour.

**ACTION: Clerk to contact Willow Gardening Services to advise.**

**141 22/23 Update on Highways matters**

- **South Farm/Quenington crossroads-** County Cllr Morris is aware of the concerns at this junction and is looking into this. He is also looking at enquiries made regarding white gates at the entrances to the villages. The Clerk is to arrange a virtual meeting with Dan Tiffney (Glos Highways) for 2 weeks time if he is available. Cllr Morris to be copied in when a date can be fixed.

- Cllr P Brickley to contact W. Oxon Council regarding issues on the road between Southrop and the A361

**142 22/23 Update from Jubilee Close Committee**

As above – Item 137

**143 22/23 Anything the Chair considers urgent.**

Nil of note.

**144 22/23 Date of next meeting 12<sup>th</sup> May 2023 – Annual Parish Council Meeting**

**There being no further business the meeting closed at 8.00pm**

.....**Chairman**

.....**2023**