

**Minutes of the Elmore Parish Council Meeting held at Elmore Village Hall on
Monday 23rd July 2012 at 7.45pm**

Subject Heading		Action
Present	Parish Councillors: Mr J Field - Chair – (JF), Mr A Nash – Vice Chair – (AN), Clare Stewart (CS), Mrs J Hobbs – (JH) & Mr T Jones – (TJ). Clerk: Mrs J Smeaton – (JS). Minutes: Mrs D Jones	
In Attendance	Those present: Mr Graham Littleton (GL) (District Councillor – Hardwick Ward), Mr Russell Miles (RM) (District Councillor – Hardwick Ward), Mr Tony Blackburn (TB) (Gloucester County Councillor). Parishioners: Mr John Hardisty, Mr Gordon Davis.	
1. Apologies	PCSO Emma McDonald & PCSO Sam Jones.	
	John Field opened the meeting at 7.45pm and welcomed those attending.	
2. Open Question Time	No questions were asked by those attending.	
3. Police Report	No police report presented. Police had visited Elmore Back to inform residents of burglaries from farm premises. JH reported 2 ‘uninvited visitors’ were found in Barhouse Farm Yard.	
4. Declaration of Member’s Interest in Agenda items	There were no declarations of interest in any agenda item.	
5. Minutes of the previous Annual Parish Meeting held on 27th April 2011	The minutes of the <i>Elmore Annual Parish Council Meeting</i> held on 14 th May 2012 were proposed by TJ and seconded by JH as a true record. At the end of the meeting they were signed off by the chairman. It was noted that the minutes of the <i>Elmore Annual Parish Meeting</i> will be approved in May 2013 at the next annual meeting. However, matters arising from both meetings were referred to.	
6. Matters arising from the minutes of 14th May 2012	<i>Annual Parish Council Meeting</i> <u>Open Question Time</u> appears early in the Agenda. GAPTC suggest this is an occasion to ‘voice general concerns’ rather than to open a general debate. Councillors agreed to review the position of this item on the agenda for the next meeting in the EPC Standing Orders. <u>Police Contact Details</u> have been published by the Clerk but only to the Councillors. They should be sent out on a wider distribution by e-mail. <u>Standing Orders</u> JF to send the item regarding the role of Chair and members to AN for review with the possibility of it being entered into the Standing Orders. <i>Elmore Annual Parish Meeting</i> <u>Speed of Farm Vehicles</u> JF to talk to Elmore Back farmers <u>New Notice Board</u> – on this agenda <u>War Memorial</u> – on this agenda <u>Correspondence relating to Broadband</u> to be forwarded to TB. JH and CS offered to look through old correspondence to locate the information. <u>Date of meetings in 2013</u> The dates for Annual Parish Meeting and Parish Council Meetings to be arranged soon. Clerk JS to contact EVHC letting officer John Hardisty.	JF JF JF JH / CS JS
7 County Councillor’s Report	TB reported meeting with Police Commissioner whose role is to represent the public and keep costs under control. Existing Waterwells location will remain as no tri-service move is now planned. TB reported that Highways would begin cutting verges following bad weather delays. Discussion followed about who is responsible for hedge	

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	cutting. Landowner is responsible for this but Highways tend to give one low cut as verge is cut. GL reminded the meeting that hedges are not meant to be cut between 1 May and 1 August.	
8. District Councillor's Report	Russell Miles, the newly elected District Councillor, thanked EPC for inviting him to attend this meeting. GL-reported on a Rainbow Alliance of parties in SDC and a switch from Cabinet Local Government to Government by Committee. This change has come about because of the conditions of the Localism Act and the new Code of Practice.	
9. GAPTC – Code of Conduct	EPC's Register of Interest The previous Code of Conduct for Councillors was abolished but a new 'code' is to be introduced as part of the Localism Act. However, all councils are required to write their own by 1 st October 2012, A specimen draft been proposed by GAPTC and guidance has also been received from SDC. AH was asked to review the draft and advise whether it would be suitable for EPC. However, as the next EPC Meeting will be after the deadline, AN was asked to circulate his findings to Councillors so that EPC could adopt the new Code before 1 st October and the decision would be ratified at the next meeting. There is also a requirement for each Councillor to register their financial interests. The advice from GAPTC is to do this annually to avoid any problems. The terminology has changed and these 'interests' are now called ' <i>Disclosable Pecuniary Interests</i> ' (<i>DPIs</i>). Once completed, the completed forms need to be kept on file by the Clerk. Once the new Code has been adopted by EPC, Councillors should sign the forms and return them to JS. Discussion about the need to register interests followed and it was agreed that any disclosure acts as a safety valve preventing undue advantage being possible to any one person and at the same time protects each member.	AN ALL
10. War Memorial repairs - update	TJ informed the meeting that the McAllister Masonry were due to begin work early in August and that completion would be well before the end of August. TJ also confirmed that we had obtained a grant from the War Memorials Trust and the Elmore Land Charity. The EPC contribution was also noted. However, EPC will have to cover the costs, incl VAT, until such time as the grants were forthcoming. This was not seen as a problem and even with an expected 5% increase on the original quote the total cost should not exceed £725 inc VAT. TJ also registered the fact that in the future EPC needs to do something about recording the names on a separate board/plaque as they were becoming faded. This was noted. JF recorded a vote of thanks to TJ for his work organising the repairs.	
11. Financial Statement & Audit Results	JS reported that a few errors had been made in completing the audit form and it was to be returned from the auditors. JS was asked if the auditors were happy with the statement apart for the small error, JS did not think that there would be any further delay. JF interpreted the forecast finance sheet of income and expenditure for the meeting. Current balance shows £3,828.04. A ring fenced contingency fund of £1300 and Pond Maintenance of £600 will continue. Projected figures show a sound financial position through to March 2013 even with planned	JS

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	expenditure on the War Memorial restoration and the new Notice board. The precept income remains unchanged.	
12. Pond Maintenance & Highways	In preparation for pond maintenance, the meeting discussed the ownership of trees around ponds and in turn who should maintain them. There was some confusion about the location of private or common land in the parish. It was agreed that JF would contact the Land Registry to attempt to clarify these points before pond maintenance can begin. GCC Highways have filled in all potholes reported to date. Highways will begin grass verge cutting from 1 st August and some hedge growth may be cut at the same time. JH had tried to persuade Yakub Mulla, Area Highways Representative to begin cutting sooner but he did not consider the overgrowing grass and shrubs to be as threatening to our road safety as parishioners do. JH pointed out to the meeting that once grass cutting is done that litter will be revealed and we will need a village working party to help clear it up.	JF
13. New Village Notice Board	TJ reported that the oak notice board (NB) has been ordered and will be delivered within 4 weeks. Elmore Village Hall Committee had agreed to a new site for the board which will be in the NE corner of the Village Hall Car Park inside the existing railings. As the posts for the notice board will be sunk into the tarmac of the Village Hall car park question was raised about the need to checking for underground services prior to any digging. This point was noted. The new NB will cost £855 which will probably be due during August. The committee thanked TJ for his work.	JS
14. Flooding Issues: Update on EA's Proposals	Chairman JF reported on the latest meeting at GCC Scrutiny Committee. The outcome was that the EA will be asked by GCC to 'report again' as the EA's answers were vague and did not contain any detail.–JF reported that TB had fought our case well but there seemed to be some apathy among the other GCC members about the flooding issue. JF gave a resumé of the main points arising from the meeting held on 19 th July between the Severn Voice Flood Task Group with Jo Martin (EA Tewksbury Office) and Anthony Perry. Considerable progress appeared to be made. Our next move will be to host an open meeting for parishioners in Elmore with the EA. Date to be fixed.	JF JF
15. Hosting of the Severn Voice Meeting	Clerk JS will contact Arlingham Parish Council Clerk to check on the agenda and date of the next meeting which is due to be held at Elmore Village Hall.	JS
16. Emergency Plan	JF has been working on this and progress is being made. AN registered thanks to the chairman for the work on this. AN thought that there may be money available from SDC to help with setting this up.	
17. Planning Applications	Wind Turbine near Velthouse Farm AN informed EPC that the application would be considered on 14 th August by the SDC Planning Committee. Elmore Court – Wedding Venue EPC's comments on the application were available on the SDC website. Comments on the website covered the following: <ul style="list-style-type: none"> • Concerns about the degree of disruption from noise and traffic had been registered • Concerns that this development fitted-in with Government Planning Strategy (PPS7) • Archaeological investigation might be needed on the site 	

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	<p>Drainage and septic tanks were issues to be addressed</p> <ul style="list-style-type: none"> • Car park plans may have to be changed. <p>JF informed the meeting that Anselm Guise had written to the EPC offering to show us his business plan as this concerned one of the comments we had raised. However, JF explained that our role was to comment on the plans as they had been submitted to SDC and not to enter into a private debate with the applicant. He therefore suggested that he write to Anselm Guise to explain our position. This was agreed.</p> <p>GL had earlier advised that this application would be taken by SDC Committee in due course.</p>	JF
18. PAYE	EPCs were dismayed at the requirement for this especially as the Clerk was paid so little. It was agreed that JF would contact HMRC for advice.	JF
AOB	<p>TJ pointed out that some previous ‘action points’ had been missed and asked for a target time for minutes of meetings to be circulated to Councillors. This will enable ‘Action’ points to be followed up more quickly. It was agreed that minutes should be with councillors within 2 weeks of each meeting.</p> <p>JH reported the arrival of a fine 15 foot Jubilee Oak Tree from SDC. The meeting agreed that a central location was needed for the planting and discussion on site proposed that it should be planted behind the existing Notice Board close to the hedge. The decisions on planting time and method was to be discussed after the meeting.</p>	JS ?
19. Date of next meeting	The date for the next Elmore Parish Meeting is scheduled for Monday 8 th October 2012 at 7.45pm	
	<p>Chairman.....</p> <p>Date.....</p>	