

**Minutes of the Elmore Annual Parish Council Meeting held at Elmore Village Hall on
13th May 2013 (Immediately following the Annual Parish Meeting)**

NOTE: All items in italics were discussed during the Annual Parish Meeting and are shown in these Minutes for the record as the two meetings were consecutive and these topic headings were not repeated.

Subject Heading		Action
Present	Parish Councillors: Mr J Field (JF) - Chair, Mr A Nash (AN) – Vice Chair, Mrs J Hobbs (JH), Mr T Jones (TJ) & Mrs C Stewart (CS). Clerk: Mrs J Smeaton (JS).	
In Attendance	Nick Stewart	
1. Apologies	No apologies	
	JF opened the meeting at 9.45 p.m.	
2. Appointment of Chair and Vice-Chair	Nomination of chairman: TJ nominated JF. JH seconded. JF agreed to serve as Chair for a further 12 months but gave warning that this will be his last year. Nomination of vice-chairman: JF nominated AN to continue in the post. TJ seconded. AN agreed to accept the nomination.	
3. Delegation of Member's responsibilities	Planning Committee – AN (Vice Chair) Co-ordination of millennium ponds – JF (Chair) Looking after the Notice Board – CS Volunteered to do this.	
4. Police Report	<i>PCSO Lee Hutton (LH) attended the meeting. There were 2 crimes to report. One burglary and 1 bag theft from a vehicle. LH stated that unmarked white transit vans have been seen around the area, apparently looking for scrap metal but targeting vulnerable people with a view to robbery. JF mentioned the continual problem of fly-tipping; LH advised people to call the police if anything was seen and make them aware of the problem. CS pointed out that there has been a reasonable police presence within the village and wanted to pass on the thanks for this.</i>	
5. Open Question Time	<i>JF reminded the attendees of the protocol for the Open Question session which was that all questions and statements were to be made through the Chair and no questions were to be directed to anyone else attending. If an answer was required, the Chair may answer or invite someone else to speak. Prior to asking for questions from the floor JF made a statement regarding the Elmore Court Licensing Application:</i> <ul style="list-style-type: none"> - <i>He stated that the Parish Council did not receive the Licensing Application from Stroud District Council (SDC), it was sent to the Hardwicke Parish in error.</i> - <i>He further stated that EPC was not responsible for the appearance of the article about Elmore Court which was published in The Citizen on Friday 10th May despite recent accusations.</i> - <i>He clarified the situation regarding the status of the Licensing Application vis-a-vis the Conditions which applied to the Planning Consent granted by SDC in August 2012: namely that the 'Conditions' attached to the Planning Permission took precedence over anything that may be granted in the Licence.</i> 	

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	<p>- <i>JF also explained that differences between Panning Permission and a Licence Application did not legally constitute grounds for a 'Representation' against that application. He highlighted the four areas that would be regarded as 'grounds', these were:</i></p> <ul style="list-style-type: none"> <i>= Prevention of Public Nuisance (including noise)</i> <i>= Public Safety</i> <i>= Prevention of crime and disorder</i> <i>= Protection of children from harm.</i> <p><i>Gordon Davies stated that he had no objection to the Court having the Licence but wanted to know why the Application that had been made was different to the conditions previously laid down by SDC.</i></p> <p><i>JF invited Anselm Guise (AG) to clarify the situation: AG firstly apologised for his hasty accusations after the appearance of the article in The Citizen.</i></p> <p><i>AG stated that he understood how alarming some of the aspects of the Licence Application sounded. He reassured the Parishioners that even though the Licence states that the alcohol will be-served until 5am in the morning; this is purely for the residents staying the Court.</i></p> <p><i>In regard to 'Live Music' he-stated that he may sometimes like to use a string quartet to greet guests for weddings, and in order to do this, he would need a 'live music' licence.</i></p> <p><i>AG accepted that outdoor plays and films could also be a source of noise and offered to withdraw these requests from his Licence Application.</i></p> <p><i>Dudley Ford stated that he was worried about the noise that may be made and if there is noise made it would already be too late and a disturbance would be created. JF accepted that this might be the case but if complaints were made to SDC then AG might easily lose his Licence.</i></p> <p><i>Louise Ford asked if there was evidence-that the new sound-proof room would actually work. JF stated that this would be part of the tests that would be carried out by SDC prior to any function being permitted on the site and was one of the 'Conditions' laid down in the Planning Permission.</i></p> <p><i>AG stated that he was fully aware that if he breaches any of the conditions on the Planning Permission, the whole licence will be taken away from him.</i></p> <p><i>(See also discussion on this issue under Item 22)</i></p>	
<p>6. Declaration of Member's Interest in Agenda Items</p>	<p>There were no declarations of interest in any agenda item.</p>	
<p>7. Minutes of the previous Parish Council Meeting held on 4th March 2013</p>	<p>The minutes of the meeting held on 4th March 2013 were proposed by AN and seconded by JH as a true record and agreed by all councillors. At the end of the meeting they were signed off by the chairman.</p>	
<p>8. Matters arising</p>	<p>Item 3 – The non-emergency number for the police was not</p>	<p>JF</p>

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<p>from the minutes of 4th March 2013</p>	<p>mentioned in the newsletter. JF still looking into this being included in the Church Circular. Item 6 – Action on Standing Orders still pending. Item 6 – JF still to visit Land Registry. Item 6 – An is awaiting developments on the Dymore Brook Culvert. Item 6 – Parish Website – This has been discussed and a domain name has been brought for the Council by JH. JF proposed to earmark £250 for the website, TJ seconded this and CS was in favour. It was mentioned that this website could perhaps be used for Elmore Village Hall, Elmore Church and Elmore Village Players too, this way the costs could be shared. TJ and JH still to investigate further. Item 14 – Emergency Plan – Work in Progress</p>	<p>JF JF AN</p> <p>TJ/JH</p>
<p>9. Finance Report, audit status, risk assessment & insurance</p>	<p><i>JF outlined the financial position of EPC funds:</i></p> <ul style="list-style-type: none"> - <i>Expenditure exceeded income by £269 in the last FY. This was partly due to the ‘one-off’ expenditure on the new Notice Board, repairs to the War Memorial and the Jubilee Event.</i> - <i>Considering this, the bank balance still stands at a healthy position of £3,565.59, this includes the ring-fenced contingencies of the Emergency Fund of £1,300 and Pond Maintenance of £600.</i> - <i>The forecast for 2013/14 looks healthy too.</i> <p><i>A revised Risk Assessment had been prepared by JF; this will be emailed to all Councillors to check and comment upon. The Insurance for Elmore Parish Council has been renewed and continues in line with the Council’s activities.</i></p>	<p>JF</p>
<p>10. Adoption of Income/Expenditure Statement for 2012/13</p>	<p><i>TJ proposed the adoption of the Income and Expenditure Statement for FY 2012/13 and JH seconded.</i></p>	
<p>11. The precept for 2013/14 and Forecast Expenditure for 2013/14</p>	<p>Precept: <i>JF stated that as agreed at the last meeting, EPC has not increased the Precept for 2013/14, it remains at £2,4000 for the year.</i></p> <p>Forecast of expenditure: <i>JF stated that in view of the slight overspend in the last FY, the forecast expenditure for this year is modest.</i></p>	
<p>12. County Councillor’s Report</p>	<p><i>Did not attend - NTR</i></p>	
<p>13. District Councillor’s Report</p>	<p><i>Councillor Graham Littleton (GL) stated that, in his role at SDC, he had nothing to do with the licensing applications as he only dealt with the planning applications but had taken advice from the relevant officer at SDC and fully concurred with JF’s explanation of the rules.</i></p> <p><i>Javelin Park: GL attended the GCC’s planning meeting at Gloucester Rugby Club where the planning application was rejected. However, it may now be subject to an appeal. He stated that he didn’t have a problem with the concept of an incinerator but it’s in the proposed location that was grounds for objection.</i></p>	

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	<p><i>GL stated that the last 12 months had been the wettest on record and emphasised the importance of the IDB pumping scheme. The IDB budget for electricity was £17,000 for the whole of this area last year but the actual expenditure was £32,000 just for Elmore Back. A similar situation existed with the pumping station in Longney.</i></p>	
<p>14. Flood Defences and the Environment Agency's Plans for Elmore - Update</p>	<p><i>A very successful Open Meeting took place in EVH on 29th January with the EA where they outlined their revised plans. A number of issues were raised during that meeting and subsequently the EA has sent further amendments to their intended strategy. The major changes being:</i></p> <ul style="list-style-type: none"> <i>- The flood risk for the houses at Elmore Back is now 1:50 rather than 1:20</i> <i>- The flood risk for Weir Green is now 1:100</i> <i>- The EA has met the requirement for compensating habitat for the next 20 years so there will be no need to earmark Elmore Back Meadows in that timeframe.</i> <p><i>The title of the Elmore page in the new Strategy is to be corrected as it currently shows just 'Elmore Back', when it covers a few areas from Elmore through to Longney. JF stated that we expect the revised EA Flood Risk Management Strategy document to be published sometime this month.</i></p>	
<p>15. Review of EPC Standing Orders</p>	<p><i>No one raised anything that needed altering. The Standing Orders would continue to be reviewed annually and amended as required.</i></p>	
<p>16. Communication and consideration of an Elmore Parish Council Website</p>	<p><i>JF asked the Parishioners if they would like a more frequent issue of the newsletter. They all seemed content with the current one per year. However, a Parish Website was thought to be the best option, where the Parish Council could include the newsletter. This was discussed and JF proposed to earmark £250 for the website. TJ seconded this and all councillors voted in favour.</i></p> <p><i>JH mentioned that she had already brought a domain name for the Council website, so it was just the building of the website that needed to be done. It was suggested that this website could perhaps be used for Elmore Village Hall, Elmore Church and Elmore Village Players too, this way the costs could be shared. TJ and JH still to investigate further.</i></p>	<p>TJ/JH</p>
<p>17. Highways: Weir Green and update on Works by Severn Trent</p>	<p>Highways: <i>The Parish Council maintained the stocks of salt and grit throughout the winter but there wasn't a great requirement for them this last winter. JH stated there will be sufficient stocks of salt/grit for the coming winter.</i></p> <p>Verges: <i>Over the wet winter there was considerable damage caused to the verges in the village and much of this damage was caused by careless driving. JF stated that proposed to send letters to SDC, Van Couriers and Highways to make them aware of the problems that we have had within the village.</i></p> <p>Weir Green: <i>Quite a bit of damage has been caused to the flood bank at Weir Green by visitor's cars during Severn Bore</i></p>	<p>JF</p>

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	<p><i>Periods. TJ has been in consultation with the EA and Elmore Court Estate about a possible solution. It was agreed that short posts were to be put into the ground and signs would be put up by the EA to tell people not to park on the banks. The EA has also agreed to take Weir Green off their website showing Severn Bore watching sites. TJ stated that AG has agreed that the posts could be sourced from around the Elmore Court Estate.</i></p> <p>Works by Severn Trent: Severn Trent are renewing the water main throughout the village. CS had liaised with Morgan Sindall, the contractors who were acting for Severn Trent and prevented total road closures during the project work. It was agreed that these works have gone reasonably smoothly so far. The problem will be when tackle Lake Street and some delays will occur.</p>	TJ
<p>18. The need for an Elmore Village Emergency Plan - Update</p>	<p><i>An Emergency Plan for Elmore is currently being drafted. Recent cuts in funding have meant that there is now no money available to fund equipment or facilities we might need and everything has to be done on a self-help basis. This factor has changed the structure of the draft Emergency Plan and work is in progress. The first draft should be available by the end of the year. SDC are offering free first aid training, JF to call for volunteers from the village for this training. As part of the Emergency Plan, EPC are still looking at having a defibrillator within the village.</i></p>	JF ALL
<p>19. The need for an Elmore Village Design Statement - Update</p>	<p><i>The Chair invited Andy Nash (AN) to lead on this matter. The Village Design Statement is a document which helps decision making for planning applications. AN stated that there have been applications in the past that have caused concerns and are not within the character of the village. A Village Design Statement sets out guidance for the village. AN did express concern that this may be too expensive or difficult to do. A draft would be ready by September and then will be reconsidered</i></p>	AN
<p>20. Broadband and telephone lines - Update</p>	<p>Broadband Speeds: The problems continue with the Broadband reception and speeds for the central part of Elmore. JF has been in correspondence with the BT SW Regional Manager and following the abortive attempts to drill under the canal, it now appears that Elmore was so low on the priority list that it is now unlikely that BT will make further investments. Various alternatives have been suggested to BT including utilising the existing Dymore Brook Culvert under the canal or replacing the existing single cable with fibre optics. BT has been made aware that several households have adopted alternative solutions; i.e. wireless and satellite Broadband.</p> <p>Farleys End: Recently, 19 households were without telephones for 3 weeks. This was caused by the cutting of the main cable by a Highways ditch clearer, although the break has been repaired, the job still remains incomplete and JF has written to</p>	JF

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	<i>the regional Manager of BT and Open Reach stating the displeasure. No reply has been received yet.</i>	
21. Maintenance of Millennium Ponds	<i>No formal maintenance of the ponds took place last year but a spring-clean is now overdue. £600 has been ring-fenced for this purpose and JF will be seeking volunteers to help with the work.</i>	JF
22. Planning and associated Applications – Update and outstanding issues	<p><i>There were several Planning Applications under consideration:</i></p> <ul style="list-style-type: none"> <i>- 36/37 Elmore: A non-contentious Listed Building application to remove partition walls. This will be looked at in the next couple of days by the Planning Committee.</i> <i>- 26 Farley’s End (Duncan’s Cottage): A small extension. This will be looked at in the next couple of days by the Planning Committee.</i> <i>- Elmore Court – Licensing Application – A discussion took place about the ‘Conditions’ laid down in the SDC Planning Permission and the subsequent legal position the Licence; the licensing hours applied for; the possibility of noise from loud music/film soundtracks/sound effects during outdoor plays; the numbers permitted to attend events at Elmore Court and traffic density. On the basis that the Planning Permission Conditions took precedence over anything granted in the Licence, the Parish Council would support the Licence Application as long as there were some voluntary concessions made, namely:</i> <ul style="list-style-type: none"> <i>= No Amplified Live Music Outdoors</i> <i>= No Films Outdoors</i> <i>= No Public Nuisance</i> <i>= No Plays outdoors</i> <p><i>AG was happy to make these voluntary concessions to SDC and AG was also apologetic for not consulting the Parish Council prior to submitting the Licensing Application.</i></p> <p><i>AN stated that the draft of the EPC submission would be circulated for approval prior to the deadline of 23rd May.</i></p>	<p>AN</p> <p>AN</p> <p>JF</p>
11. Date of next meeting	Monday 22 nd July 2013 at Elmore Village Hall at 7.45pm.	
	Chairman.....	
	Date.....	