

Minutes of the meeting of Somerford Keynes Parish Council (SKPC), 14th May 2018

Present: Cllr K. Mogridge (KM), Cllr R Munroe (RM), Cllr. M. McKeown (MM) Cllr S. Powell (SP), Cllr M Rigby (MR), Cllr R. Sleeman (RS), Cllr J. Whitwell (JW), Cllr T. Berry (TB, Cotswold District Council (CDC), Cllr S. Parsons (SPa) (Gloucestershire County Council, GCC), W. Cartwright (WC, clerk) and 5 members of the public.

1. Apologies: None

2. Declaration of interest: None.

3. Election of officers

It being the Annual Meeting of the Council, WC (clerk) took the chair while nominations were received for the position of Chair.

- Chair Karen Mogridge, proposed RM, seconded MM and elected unanimously
- Vice-chair: Ron Munroe, proposed SP, seconded KM
- Footpaths: Roger Sleeman
- Ditches: Karen Mogridge and Clerk (Elected *en bloc* Proposed JW, seconded MM)
- Emergency Plan: Karen Mogridge and Michele Rigby
- Newsletter: Karen Mogridge
- Neighbourhood Development Plan: Sarah Powell and Ron Munroe
- Website: Peter Watkins and Mike McKeown
- Village lake representatives: Michele Rigby and John Whitwell
- Village hall representative: Ron Munroe
- Snow Warden: Andrew Timbrell
- Tree Warden: Lisa Willis

4. Minutes of the meeting held on 9th April 2018 were approved and signed. Proposed SP, seconded RS.

5. Clerk's report

5.1 Keynes Country Park (KCP): The on-going issue of access to the park by local walkers was still in negotiation and RS was waiting to inform the Councillors of proposed meeting dates from Nigel Riglar (GCC). The meeting would involve RS and other Councillors who wished to be involved (MR, KM, RM all volunteered). Currently, a draft lease between GCC and the Cotswold Water Park Trust (CWPT) had been written, but as not yet signed, meaning the original lease remains valid on current access. SKPC were unaware of the date for the completion of the new car park, the development of which is currently underway. There was much discussion about the sporadic, but major and dangerous, traffic problems which occur on hot weekends and whether traffic enforcement options can be explored such as contracting APCOA Parking on a "call out" basis. SPa (GCC) discussed problems in Bibury and offered to give the name of a GCC colleague who deals with car parking issues to give some advice. Actions:

- RS to chase Nigel Riglar (GCC) for meeting dates regarding local access to footpaths within the park
- KM to write to Planning Solutions Limited (PSL, KCP management operator) about employment of APCOA
- SPa to give name of GCC colleague with expertise on car parking to WC who shall contact for advice
- WC to raise the car parking problems with Richard Gray (RG, GCC Highways) and ask for any advice
- WC to contact newly dedicated Parish Police Officer for advice, and potentially attend a PC meeting
- WC to explore Parking@gloucestershire.gov.uk website and any useful advice

5.2 Village lake: Nothing further to report. No objections to the waterbird breeding survey request by Natural England. Action: WC to inform Natural England of agreement.

5.3 LME cycleway: A planning application had now been permitted. Action: WC to contact Mike Viney (Lower Mill Estate, LME) to request that the cycleway is constructed as soon as possible.

5.4 Neighbourhood Development Plan (NDP): SP indicated that a final revised draft should be circulated within a week to SKPC following minor additions e.g. the final map of the conservation area. RM also discussed the inclusion of a key vista site at Shorcote church. Action: SP to circulate final revised draft to SKPC.

5.5 CDC Local Plan: Nothing further to report.

5.6 Flooding: Nothing further to report.

5.7 GCC Highways: WC and KM had met Richard Gray (RG, Highways) which had been useful. A comprehensive note of the meeting prepared by RG had been circulated to Councillors. In terms of flooding on the Spine Road, RG would contact Gill Portlock (local Highways representative) to assess the need for drainage channels/strips. It was agreed that photos of any future problems would be very helpful for Highways. Other outstanding issues had been addressed, including culvert cleaning in Shorcote. It was agreed that the double yellow lines in Water Lane had

faded and that Highways be contacted on repainting these given the overflow car parking issues from Keynes Country Park. Action: WC to contact RG (Highways) regarding double yellow lines.

RS and KM met Mike Barton (MB, GCC Footpaths) and had discussed various footpath issues including the public footpath by Kennel Bungalow, the Old Mill, broken stiles and a blocked bridleway, with solutions being led by GCC. Resurfacing options for the Kennel Bungalow footpath were being explored (as well as potentially widening the path) and obtaining the necessary funds. Action: RS to contact MB (GCC Footpaths) on progress.

5.8 Parish Field: Next meeting with the tenant is scheduled for June 11th.

5.9 Neighbridge: The on-going issues of car parking and litter was discussed, including reference to parishioner letters which had been received. Actions:

- KM to re-write to the CWPT regarding litter problems
- Car parking issues (see 5.1 for action on contacting organisations on advice)
- All to continue to monitor the situation and provide photos if possible.

5.10 Broadband installation: Nothing further to report.

5.11 GCC Minerals Local Plan: Nothing further to report.

5.12 Road speed limits: Nothing further to report. Action: SPa (GCC) to keep SKPC aware of situation in view of any new planning applications which might increase any progress. KM to write to Wiltshire County Council (WCC) with concerns about Spine Road (by Somerford Keynes, Keynes Country Park), request for action and updates.

5.13 Transparency code: Action: MM to provide computing support to KM/WC on Microsoft outlook.

5.14 Second defibrillator: Nothing further to report. A parishioner suggested a contact whom he thought may renovate phone boxes and volunteered to make follow-up enquiries which was greatly appreciated. Action: KM to push the refurbishment of the phone box forward.

5.15 Cotswold Community site: Nothing further to report.

5.16 Village noticeboard: Action: WC to diarise that the noticeboard be oiled twice a year.

5.17 General Data Protection regulations: KM and WC had attended a Gloucestershire Association of Parish and Town Councils (GAPTC) training course which had identified some immediate issues which needed addressing. These included checking that parishioners are happy for their e-mails to be held on distribution lists circulating local parish information, registering with the Information Commissioner's Office (ICO), updating our privacy policy on the website and deleting any information not required. It was agreed that a protocol in line with the National Association of Local Councils (NALC) toolkit should be written and circulated for the next meeting for comment Action: KM write a privacy policy, action ICO registration and circulate protocol to SKPC before next meeting.

5.18 Standing orders: WC had circulated our current standing orders and recently revised guidelines issued by NALC. Action: Councillors to read and comment whether ours are in line with the revised guidelines, with the aim for approval at the June meeting.

5.19 Other matters: Action: WC to arrange that the appointment of a newly dedicated police officer to be publicised on website. Action: WC to communicate with the Church on commemorations of "Battles Over". Action: JW to explore whether the Baker's Arms could be designated as a community asset, especially in view of its possible sale.

6. Planning matters:

18/01200/FUL – Erection of a dwelling at The Orchard, Mill Lane. Objections were raised on the basis of:

- a) Overcrowding of site (also noted increased height of dwelling)
- b) Cars reversing into narrow lane
- c) Not in line with the emerging NDP
- d) Questions over sewerage system

7. Financial Matters:

7.1 Approval of external audit exemption certificate: Proposed RM, seconded SP, agreed unanimously.

7.2 Approval of Annual Governance Statement: Proposed SP, seconded RM, agreed unanimously.

7.3 Approval of Annual Accounting Statements: Proposed SP, seconded MM, agreed unanimously

7.4 Expenditure Zurich annual insurance (£257.60); GDPR course fee (clerk/councillor) (£80); GDPR course - clerk attendance (£49.29); Travel expenses for GDPR course (£20); Miles carpentry - noticeboard maintenance (£100); Spring clean (£56.10). Proposed RS, Seconded MM *en bloc*

7. Questions/AOB: RM gave a brief overview of the Planning Enforcement Training Course that he and KM had attended in April (meeting slides previously circulated by clerk). An explanation of the 28-day rule for the Parish Field tenant was given following queries from a parishioner.

The meeting closed at 9.20 pm.

Next monthly meeting date of the Parish Council: Monday 4th June 2018 at 7.30 pm, Village Hall.