

PRESENT – Parish Councillors Geraldine Shepherd, Chair, (GS), Colin Baber (CB), John Hatherell (JH), Annabella Scott (AS), Mark Winston-Davis (MWD), District Councillor Jim Parsons (JP) and Parish Clerk John Shepherd (JS)

1. APOLOGIES FOR ABSENCE – None
2. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN CONNECTION WITH AGENDA ITEMS AS SHOWN AND NOT ALREADY STATED ON REGISTER OF INTERESTS – None.
3. TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13<sup>TH</sup> July 2016 – Previously circulated by email, reviewed and APPROVED.

**Proposed: Colin Baber, Seconded: John Hatherell – Agreed unanimously.**

4. MATTERS ARISING
  - a. Update on selection of professionally developed PC Website

JS said that difficulties were still being experienced transferring data files onto the new parish council laptop and his priority had been to publish the required information onto the existing interim website rather than procuring the professionally developed website. Potential replacement websites were therefore still under review.
  - b. Unapproved Developments at Aldacre House

This was discussed under agenda item 10 b.
  - c. Parking Arrangements for Westonbirt Arboretum Concert Long Weekend

GS said that, as agreed at the last meeting, she had written to the Arboretum thanking them for providing tickets for parishioners and for their efforts in improving the parking arrangements. She read a copy of the email that she had sent to Simon Hough, the Recreation Manager, who had been our point of contact for the event. She had subsequently met Andrew Smith, the new Arboretum Director, who had told her that its content had been circulated to the staff and had been greatly appreciated.
  - d. Possible Use of Beaufort Polo Club as Venue for Next Parish Meeting

GS reported that, as agreed at the last meeting, she had contacted the Beaufort Polo Club about the possibility of their accommodating us for the Parish Meeting. They foresaw no difficulty in doing so, as long as it did not clash with an event during the polo season. GS reminded Councillors that the meeting had to be held between the 1<sup>st</sup> of March and the 1<sup>st</sup> of June, both dates inclusive<sup>1</sup>, and that at the previous meeting it had been proposed that it should be held in March or early April, prior to the AGM. In discussion, it was felt important that it should not be held close to the Parochial Parish Drinks Party that was normally held towards the end of April, so a weekday evening in March would be preferred.
5. TO REVIEW RECEIPTS AND PAYMENTS FOR CURRENT YEAR TO DATE

Councillors reviewed the receipts and payments for the current year to date, as published on the Parish Council website under Accounts 2016/2017. There were no comments.
6. TO CARRY OUT BANK RECONCILIATION

Bank reconciliation was carried out by the Chair and Councillors. No discrepancies were identified.
7. TO NOTE THE RESULTS OF THE EXTERNAL AUDIT

John Shepherd reported that in the opinion of the external auditors the information in the annual return is in accordance with proper practices and no matters had come to their attention giving concern that relevant legislation and regulatory requirements had been met. However, in other matters not affecting their opinion, they pointed out that fixed assets should not have been depreciated but accounted for at purchase cost. Copies of their report were circulated at the meeting and have been published on the Parish Council website.

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<sup>1</sup> Local Government Act 1972, which also states that “The meeting cannot start before 6pm.”

8. TO REVIEW THE CODE OF CONDUCT

No changes had been proposed on the agenda, and none were proposed in the meeting. They will therefore remain unchanged.

9. TO REVIEW AND IF APPROPRIATE ADOPT THE DRAFT STANDING ORDERS.

Councillors reviewed the Draft Standing Orders that John Shepherd had drafted, based upon the national template provided by NALC and a review of other small parish councils, in particular, taking note of minor amendments introduced by Avening Parish Council.

After reviewing the draft, councillors agreed to adopt the Standing Orders.

**Proposed: Mark Winston-Davis, Seconded: John Hatherell – Agreed unanimously**

10. TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED

a. [Erection of staff accommodation - Hare And Hounds Hotel Bowldown Road Westonbirt Tetbury Gloucestershire GL8 8QL](#)

Geraldine Shepherd referred to the previous consideration that had been given to this application prior to the closing date for comments and read the letter that she had sent of behalf of the council recommending refusal. She noted that there had also been a response from Highways expressing concern regarding the splays, both onto the Bowldown Road during the construction phase and subsequently onto the A433 after completion.

She also referred to the Design and Access statement that had only recently been added to the website. In response to a query by John Shepherd, the Case Officer had advised that she was not intending to re-start the consultation period, but would accept further comments from the Parish Council and from those parishioners who had already commented.

Councillors were unimpressed with the Design and Access Statement which only reinforced their concerns about the project. In particular, AS felt that it was grossly inadequate and failed to address relevant issues, such as design, impact on the local environment, in the AONB adjacent to the Westonbirt Conservation area, vehicular access during and after construction, waste disposal, etc.

It was agreed that further comments should be made to Cotswold District Council reinforcing our concerns.

**Action: Geraldine Shepherd**

b. [16/02263/FUL - Alterations and extension to former garage building to provide accommodation, plant room, chimney and air source heat pump \(Revision to permission Ref: No 14/03333/FUL\) - Aldacre House Easton Grey Road Shipton Moyne Tetbury Gloucestershire GL8 8QE](#)

Geraldine Shepherd referred to the previous correspondence from the Case Officer, Scott Britnell, in which he had stated that “I am aware of your concerns with regards to the works being carried out at the above property and I am the case officer who is assessing the current planning application. I am in contact with the planning agent (acting for the owner) to advise them that the application covers only a small section of work and does not cover the larger building, which was demolished and re-built. It was my understanding that the current application would include this element but clearly it does not. It is therefore necessary for a further application to be made to resolve that issue. Of course, should an application be submitted you will be consulted. If no such application is forthcoming then the Council will consider whether planning enforcement action is necessary.”

This is that new application, which, apart from a slight change in title, still only addresses the small, triangular building as “Partial reinstatement of the wall to form a Plant Room” and shows the much larger completely new building as “Existing Building”. This “Existing Building” was only erected, without planning permission, within the past few months.

During extensive discussion it was agreed that the designs of both the enlarged “Existing Building” and the new “Plant Room” were inappropriate and totally out of keeping with the Grade 1 Listed Landscape, that changes had been made to the wall of the Eastern Walled Garden which forms the boundary of the Westonbirt Conservation Area without conservation or planning approval, and that it was incredible that such a blatant disregard for planning controls had been allowed to continue for so long.

It was agreed that the parish council should write to Cotswold District Council opposing this application for these reasons, suggesting that enforcement action should be taken and that permitted development rights on the whole site should be withdrawn.

**Action: Geraldine Shepherd**

11. DATE OF NEXT PARISH COUNCIL MEETING

**The date of the next meeting will be 7<sup>th</sup> December 2016.**