

PRESENT – Parish Councillors Geraldine Shepherd, Chair, (GS), Colin Baber (CB), John Hatherell (JH), Annabella Scott (AS) and Parish Clerk John Shepherd (JS)

1. APOLOGIES FOR ABSENCE – Parish Councillor Mark Winston-Davis (MWD)
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 15th February 2017 – Previously circulated by email, reviewed and APPROVED.
Proposed: AS, Seconded: CB – Agreed unanimously.
4. MATTERS ARISING
 - a. Update on selection of professionally developed PC Website
JS said that he had not yet set up a meeting with CB and MWD to consider the options. He planned to do so during the next few weeks on a Wednesday evening.
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 2017/2018. 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 REVIEW RISK MANAGEMENT POLICY
A link to the Risk Management Policy had been included in the Agenda for review prior to the meeting. No changes were proposed.
8. TO AGREE AN ANNUAL PROGRAMME FOR THE REVIEW OF OTHER POLICY AND PROCEDURAL DOCUMENTS
John Shepherd had proposed dates at which the annual review of Policy and Procedural Documents should take place, as follows.
 - a. Complaint Handling Procedure.
To continue to be reviewed at the July meeting (this meeting).
As this is a very short document (one page) councillors then carried out a review of the Complaint Handling Procedure. No changes were proposed.
 - b. Code of Conduct.
To continue to be reviewed at the September meeting.
 - c. Publication Policy (FOI Publication Scheme)
To continue to be reviewed at the December meeting.
 - d. Financial Regulations. Standing Orders require Financial Regulations to be reviewed at the AGM. However, it was agreed last year that it would be better if they were reviewed at the previous meeting prior to preparation of the end of year accounts and audit. It was therefore suggested that Standing Orders be amended accordingly.
To continue to be reviewed at the February meeting.
 - e. Standing Orders. These had been reviewed at the AGM and this should continue unchanged.
To continue to be reviewed at the AGM.

This review programme was agreed unanimously and it was further agreed that Standing Orders should be amended to change the review date for Financial Regulations from the AGM to the last meeting of the Financial Year.

9. TO CONSIDER THE NEED FOR AN EMERGENCY PLAN

JS reported that the Parish Council had received a request from Cotswold District Council requesting information regarding Emergency Planning.

1. Who was our main contact for Emergency Planning?
2. Have we an Emergency Plan? If so, could we please update it and send them a copy.
3. If not, would we like one?

As far as JS was aware, we do not have an Emergency Plan so he had obtained a template for one from Cotswold District Council. This was very simple and only 4 pages long. He had also obtained a copy of the Tetbury Town Council's completed Emergency Plan. This included a lot of detail and was 26 pages long.

In the past we have only been asked to provide details of emergency contact numbers and places of safety. (N.B. Details of our snow plough operator and requirements for bagged salt are communicated to Gloucestershire Highways and not to Cotswold District Council.)

After discussion, it was agreed that it would be a good idea for the Parish Clerk to draft a simple Emergency Plan based on the Cotswold District Council template for consideration at the next Parish Council meeting.

Action: Parish Clerk

10. TO CONSIDER THE NEED FOR A NEIGHBOURHOOD PLAN.

JS referred to the encouragements that had been made over a period of time within the media, in various government documents and by a letter from our MP to develop a Neighbourhood Plan. However, the resources of the Parish Council were limited and the work involved in developing a Neighbourhood Plan should not be underestimated.

After due discussion, Councillors decided that now was not the time to embark on such a demanding undertaking, but that this should be reviewed annually. The Parish Clerk should include this on the agenda of the Parish Council meeting in a year's time.

Action: Parish Clerk

11. TO CONSIDER ANY NEW PLANNING APPLICATIONS RECEIVED

a. [Proposed alterations - Pickards Lodge Easton Grey Road Westonbirt Tetbury Gloucestershire GL8 8QE](#)

Councillors reviewed the application and were impressed with the sensitive nature of the proposed alterations to this listed building which, not the least owing to its current internal configuration, has over recent years been progressively falling into a state of disrepair.

They considered that the proposed alterations should allow the building to be re-occupied and its future preservation assured without any adverse impact upon its historic status.

Councillors fully supported the proposed alterations and unanimously agreed that a letter should be sent to Cotswold District Council strongly supporting this application.

Proposed: CB, Seconded: AS – Agreed unanimously.

Action: GS and Parish Clerk

b. [Retrospective change of use from plant centre to wood centre and retention of associated structures; renovation of existing building and erection of 2 timber buildings. - Garden Centre Westonbirt Arboretum Bath Road Westonbirt Tetbury Gloucestershire GL8 8QS](#)

Councillors reviewed the application and were fully supportive of the proposed change of use and the associated works detailed in the application and unanimously agreed that a letter should be sent to Cotswold District Council supporting the application,

Proposed: CB, Seconded: JH – Agreed unanimously.

Action: GS and Parish Clerk

12. TO REVIEW THE ARRANGEMENTS ANNUAL PARISH MEETING 2017 AND FOR THE FUTURE PARISH MEETINGS

Councillors reviewed the arrangements for the Annual Parish Meeting that had been held on 22 March 2017 at Woodlands Lodge, Westonbirt School.

They considered that holding the Annual Parish Meeting separate from and prior to the AGM in Woodlands Lodge had been very successful. They noted that the costs had been £31-65, comprising £12-50 for hire of Woodlands Lodge and £19-15 for refreshments. A sum of £100-00 had been included in the budget for this.

They decided that similar arrangements would be made for the Annual Parish Meeting next year and that it would be held on 7th March 2017. They also approved a refund of these costs to the Parish Clerk who had paid the costs of the meeting.

13 UPDATE ON ACTIONS FROM ANNUAL PARISH MEETING 2017

JS reported that the “Posh Nosh” sign that had been screwed to the fence of Mr Lineham’s property adjacent to the A433 had now been removed.

JS updated Councillors on the correspondence received from Gloucestershire Highways regarding the Aldacre sign that had been erected on the verge at the entrance to Parkend. Unfortunately, this had had no effect and the matter remained unresolved.

There was nothing further to report.

14. DATE OF NEXT PARISH COUNCIL MEETING

The date of the next parish council meeting will be on 20th September 2017.