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| **ODDINGTON PARISH COUNCIL****MINUTES OF THE ANNUAL MEETING HELD ON 20 MAY 2021** |
| Present:  Cllr S Canning Cllr A Cox Cllr M Green (from item 10) Cllr S Griffiths Cllr J Sawyer Cllr D Thorpe GCC Cllr Mackenzie-Charrington CDC Cllr CunninghamFour members of the public were in attendance.  |

Apologies: Cllr A Every

1. **Election of Chairman**. Cllr David Thorpe was elected to serve as Chairman for the forthcoming year. Cllr Thorpe signed the Declaration of Acceptance of Office. Cllr Thorpe thanked the outgoing Chairman, Peter Davis, for his contribution to the Council and the village and welcomed Cllrs Mackenzie-Charrington and Cllr Cunningham.
2. **Election of Vice Chairman**. Cllr Griffiths was elected to serve as Vice Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.
3. **Minutes of the Meetings** held on 18 March and 4 May 2021which had been previously circulated where agreed as a true record of the meetings and signed by the Chairman.
4. **Matters arising from the Minutes.**
5. **Declarations of Interest**. The Chairman declared an interest in planning application 20/04549/FUL and took no part in the discussion.
6. **Adjournment for public to raise issues.** Cllr Griffiths conveyed a message from the Chairman of the Village Hall Committee thanking the outgoing Chairman and welcoming Cllr Thorpe. He also thanked the Council for the help he and his wife had received with the Fox planning application.
7. **Financial issues**.
8. **Internal Audit**

Council received a copy of the internal auditors report and noted that no comments had been made.

Council received a copy of the Annual Return for the year ending 31 March 2021 which had been subject to internal audit.

1. **Governance**

Council considered the Annual Governance statement and noted the requirement for a sound system of internal controls. They considered the items listed on the return and agreed that controls were in place. Council RESOLVED that the Chairman should sign section 1 of the Return.

1. **Accounting Statements.**

Council considered the Accounting statements for 2020/21. The Clerk explained the variances between years ending March 2020 and March 2021. Council RESOLVED that the Chairman should sign Section 2 of the Annual Return.

1. **Certificate of Exemption**

Council received a copy of the Certificate of Exemption and RESOLVED that the Council had met the qualifying criteria and should declare itself exempt from external audit.

1. **Accounts for payment**

 Council RESOLVED to pay the following accounts:



1. **Insurance**

The Clerk explained that this was the final year of a three year agreement with Community First to provide insurance and that a review would be needed next year.

1. **Review of Bank signatories**

It was Resolved that Cllr Thorpe should be added to the bank mandate as a signatory.

**8. Village Amenities and Facilities**

* Parish Council support for the Oddington Picnic. Cllr Griffiths reported on plans for the Village picnic to be held on Sunday 27 June. This would not be a fund raiser and was instead intended to be a celebration of the end of COVID restrictions. Councillors considered a request for a grant and it was RESOLVED under s137 that £250 from the fete reserve should be allocated to this event.
* ROSPA Playground Report. It was noted that the fence needed replacing and it was agreed that the Clerk should seek quotes. The high slide was an old piece of equipment and would need replacing at some point. The bolts on the other two pieces of equipment had been tightened. The Clerk was asked to check progress on the memorial seat planned for the playground.
* Blue Atlas Cedar by the Sheiling. The Clerk reported that the Tree Officer had given approval for the tree to be cut down and replaced with a Bird Cherry. She was asked to obtain quotes and liaise with the owner of the Sheiling. It was noted that the memorial seat needed repairs. Cllr Every was asked to speak to the Digweed family. Mr Davis updated the Council on discussions with the Bamfords and the Tree Officer about the beech tree adjacent to the graveyard.
1. **Reports from Councillors**

Cllr Mackenzie-Charrington reported on his appointment to various GCC Committees. He gave an update on COVID and reported that Cheltenham A&E was due to return to operating 24 hours a day from 1 July. He reported that there had been a number of issues arising from the Stow Fair which would be addressed at a wash up meeting. It was agreed that the Clerk would alert Cllr Mackenzie-Charrington of any issues arising requiring his attention.

Cllr Cunningham reported that cashless carparks would be introduced by the end of the year and that households could have 2 green bins for an extra fee. The CDC Planning department is very short staffed and delays are occurring. A Panel Schedule Review Panel had been established to consider (in camera) which applications should go to Committee. The Parish Council expressed concern at this development and in particular at the loss of transparency. Cllr Cunningham said he would pass these concerns to the Chief Executive.

1. **Planning.**
* **21/01479/FUL | Change of use of land to residential land to enable vehicular access for Church Place Cottage | Church Place Cottage Church Place Lower Oddington.** The Council has no objections.
* **21/01307/FUL | Installation of children's play equipment in private garden (retrospective) | Old Rectory Lower Oddington.** The Council notes that the play equipment is sited within the conservation area and is very visible from Church Road. It is also within the character boundary identified in the Conservation map. It was agreed that the applicant should be required to stain the equipment green and planting screening along the boundary with the adjacent house. The Council also asks that consideration be given to replacing the yellow plastic elements of the equipment with something less visible.
* **21/01785/FUL Full Application for Use of dwelling by any persons in addition to those employed in agriculture, agricultural engineering and forestry at Corsham Field Farmhouse.** The Council has no objections to this application.
* **21/01921/FUL Full Application for Replacement of the entrance porch, with replacement external doors and windows at Apple Trees Back Lane Upper Oddington.** The Council has no objections to this application.
* **20/04191/FUL Application for Construction of a new dwelling following the demolition of a modern portal framed building in place of extant permission reference 19/02620/FUL (for the conversion of modern agricultural building to two dwelling houses) at Banks Farm Upper Oddington.** Cllr Cunningham gave details of the most recent developments and said he would be discussing with the planning officer. It was agreed that the applicant should be asked to add the small section of stonewall to the east to give neighbours privacy.
* **20/04549/FUL Application for Erection of a dwelling and associated works at Land West Of Brans Cottage Brans Lane Upper Oddington.** The Council has no objections to this application.
* **20/04635/LBC and 20/04634/FUL Full Application for Single storey extension, removal of summer house and shed and erection of guest cabin, new entrance porch, internal reconfiguration and alterations and landscaping works at The Fox Inn Lower Oddington.**

The Council **objects** to this application. The application addresses the Council’s concerns about the boundary between the Fox Inn and Rose Cottage but makes no effort to provide any additional car parking spaces.

The Council takes issue with the Highway Officer’s statement that based on the analysis of the information submitted the Highway Authority concludes that there would not be an unacceptable impact on Highway Safety or **a severe impact on congestion**.’ We refer the Planning Officer to comments in our first submission and also to the results of the parking survey carried out by the Council and local residents.

The Highways Officer also states that ‘the planning statement indicates there is no increase in the level of accommodation, with the type of accommodation simply changing with a greater proportion being provided for guests.’ This fails to acknowledge that several of the guest rooms are in an area formally used as a private residence. In addition the conversion of existing staff accommodation into guest accommodation will add to the pressure on car parking as staff will have to travel from accommodation in other villages.

We note that an off road car park has been provide at the Wild Rabbit in Kingham (under the same ownership) and request that similar provision be required here. If off road car parking is not provided the Council will be consulting residents on the possible introduction of parking restrictions including parking permits.

**11. Date of next meeting 1 July 2021 at 6.30 pm**

The meeting ended at 7.30 pm

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 Chairman

1 July 2021