

LOWER SLAUGHTER PARISH COUNCIL  
Proper Officer - Paul Sinclair. c/o Park View, Mill Lane, Lower Slaughter  
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### **Minutes of Annual Parish Council meeting**

**Held on Monday 20 May 2019 at 6.45pm at St Mary's Church, Lower Slaughter**

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Councillors present: Cllrs Chapman, Randles, Roche, Sinclair and Thomas.

In attendance: 5 members of the public  
Liz Dowie (consultant)

The meeting commenced at the later time of 7.40pm due to the late finish of the preceding Annual Parish Meeting.

**190520/1 To elect the Chairman and to receive the Declaration of Acceptance of Office**

Having been proposed by Cllr Thomas and seconded by Cllr Roche, Cllr Sinclair was duly elected as Chairman and signed the Declaration of Acceptance of Office.

**190520/2 To elect the Vice-Chairman and to receive the Declaration of Acceptance of Office**

Having been proposed by Cllr Chapman and seconded by Cllr Randles, Cllr Thomas was duly elected as Vice-Chairman and signed the Declaration of Acceptance of Office.

**190520/3 Acceptance of Office**

It was confirmed that, following the Parish Council elections on 2 May 2019, all councillors had signed Declarations of Acceptance of Office and had completed Register of Members' Interests Forms. Returns of Election Expenses Forms would be sent by councillors direct to the Elections Officer.

**190520/4 Apologies**

Apologies were received from Mr David Tansley.

**190520/5 Declarations of Interest**

Cllr Thomas declared an interest, as a neighbour, in agenda items 15.2 and 15.3 – planning application for Lavender Cottage.

Cllrs Chapman, Randles and Roche, as allotment holders, declared an interest in agenda item 21.

**190520/6 Minutes of previous meeting**

*The minutes of the meeting held on 18 March 2019 were agreed and signed as a true record.*

**190520/7 Matters arising from the minutes**

There were no matters arising other than those covered elsewhere in the agenda.

**190520/8 To appoint the Proper Officer**

Having been proposed by Cllr Thomas and seconded by Cllr Roche, Cllr Sinclair was duly elected as Proper Officer.

**190520/9 To appoint the Responsible Financial Officer**

Having been proposed by Cllr Sinclair and seconded by Cllr Randles, Cllr Chapman was duly elected as Responsible Financial Officer.

**190520/10 To allocate Councillor responsibilities**

The following councillor responsibilities were approved:

Highways – Cllr Thomas

Trees – Cllr Thomas

Allotments – Cllr Randles

Communications – Cllr Roche

**190520/11 To allocate non-Councillor responsibilities**

River – Cllr Sinclair will speak to Bob Ayers and ask if he is prepared to continue in this role.

Rights of Way – Steve Randles agreed to continue to report on Rights of Way matters.

Snow – To be confirmed as the current representative was not present at the meeting.

**190520/12 To review and adopt policies and council documents**

The following policies / documents (having previously been circulated) had been reviewed and were formally adopted by the Council:

Standing Orders

Code of Conduct

Financial Regulations

Asset Register

Filming and Broadcasting Policy

Planning Statement

Cllr Sinclair explained the content and purpose of the new Planning Statement and confirmed that all policies ~~were~~ will be available on the website.



**190520/13 To receive comments from the public**

Mr Battersby referred to a previous statement by the Council that it would not in general comment on straightforward residential planning applications. He believed that the Parish Council should consider and comment on all applications in a timely manner. Cllrs Sinclair, Thomas and Chapman responded to his comments and stated that the Council considers all applications and then decides either not to comment or to take further action prior to submitting a comment to the Cotswold District Council Planning Portal. The Council will not comment if there is no technical reason to do so.

For contentious planning applications the Council will facilitate a public meeting and the last such example was advertised to residents by flyers delivered to every household.

Mrs Edwin commented that the Parish Council should engage more with villagers on planning applications, perhaps through the LSVN, as has happened in the past.

Councillors believed that they had discharged their duty well in respect of planning matters but in an effort to achieve greater transparency had now agreed and published a Planning Statement.

Robin Cochrane gave further information about the options for replacing the posts on the bridge on Scare Lane. It was agreed that Cllr Thomas would have further discussions with him outside the meeting.

**190520/14 Finance**

14.1 Cllr Chapman had previously circulated the Cashbook for 2018/19, the end of year Bank Reconciliation, the Risk Assessment Paper and Schedule of Capital Assets. He summarised income and expenditure for the year ended 31 March 2019 and confirmed that, with an underspend of approximately £4,000 due to lower than expected costs on allotments, tree maintenance and staff and the receipt of £20,000 for the filming of Emma, the Council was

in a strong financial position. *The annual accounts, bank reconciliation, risk assessment paper and schedule of capital assets were approved by the Council.*

14.2 The formal appointment of an internal auditor was imminent and the audit would be carried out in good time for the end of year documentation to be submitted to the external auditor.

14.3 Cllr Chapman explained the assertions on the Annual Governance Statement (AGAR Section 1) and *all were agreed by the Council.* As the Council does not employ a Clerk, the statement was signed by Cllr Sinclair as Chairman and Cllr Chapman as Responsible Financial Officer.

14.4 The Accounting Statements 2018/19 (AGAR Section 2), having been previously circulated, *were agreed by the Council* and signed by the Responsible Financial Officer and the Chairman.

14.5 *The current financial status (report previously circulated) was agreed by the Council* and the report was signed by Cllr Randles.

14.6 *The following payments sanctioned since the last meeting were approved by the Council:*

Castle Water – allotment water rates	£20.40	Smallholding & Allotments Act 1908 s23
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PATA Payroll admin charges	£15.00	LGA 1972 s111
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14.7 *The following payments due were approved by the Council:*

E Dowie – secretarial services	£490.30	LGA 1972 s111
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ABComplete Ltd – pest control on Allotments	£186.00	Smallholding & Allotments Act 1908 s23
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K Chapman – postage	£30.50	LGA 1972 s111
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*The Council also confirmed its agreement to fund new posts and stone for the repair of the Scare Lane bridge up to a total of £250.*

14.8 *The Council agreed to renew the annual subscription to GAPTC (Gloucestershire Association of Parish and Town Councils) and to take out a new subscription with CPRE (Campaign for the Protection of Rural England).*

14.9 Cllr Chapman had circulated the renewal quotation for insurance. Came & Company had recommended continuation of the cover with Ecclesiastical at a premium of £464.97 (3 year Long Term Agreement). *The Council agreed to this subject to confirmation of insurance provision for wardens under the policy.*

## **190520/15 Planning Applications**

### **15.1 To note/consider applications since the last meeting**

18/01681/FUL Scrap Haulage Yard, Gilder, Fosseyway, Lower Slaughter GL54 2EY  
Re-development of existing scrap yard and haulage depot to create electric car charging service station and associated works.

Cllr Thomas read out a draft response which had taken into account the updated and additional information on the Planning Portal and which summarises the Council's continued objection to this application. *The Council agreed that this objection would be submitted, provided none of the content contradicted the traffic engineer's report which was expected to be submitted with 7 days.*

19/00966/FUL Dikler Farm, Fosseyway, Lower Slaughter. Extension of existing farm building to provide storage and winter lambing housing. PERMITTED

19/01345/FUL Greyholme, Copse Hill Road, Lower Slaughter. Replace roof tiles and veranda to roof to glazing, render sides and rear elevations. Expiry 30 May 2019. *No comment.*

19/01394/FUL Grafters, Fosseyway, Lower Slaughter. Proposed menage. EXPIRED

19/01552/FUL Church Farm, Copse Hill Road, Lower Slaughter. Installation of a new boiler flue. Expiry 6 June 2019 *No comment.*

**15.2 To note response to other planning applications**

18/04597/FUL Lavender Cottage, 15 Mill Lane, Lower Slaughter, GL54 2HX

Erection of two storey extension (revised plans).

Following the site visit on 19 March an objection had been submitted by the Parish Council and the application had since been permitted.

**15.3 To consider response to email from David Tansley regarding application**

**18/04597/FUL**

Cllr Sinclair's proposed response had been circulated and *all Councillors agreed that this may now be sent. Appendix 1*

**15.4 To discuss any other planning issues**

No other planning issues were raised.

**190520/16 To discuss and agree proposal in respect of disbursement of Film and Broadcasting Fund**

*It was agreed to defer this item until the July meeting, as confirmation of receipt of the second tranche of funds was awaited.*

Cllr Sinclair advised that the fund would support local projects and residents would be asked to consider how the fund might be used.

**190520/17 To receive updates on Highways, River, Rights of Way, as appropriate**

All updates had been received at the Annual Parish Meeting.

**190520/18 Highways, Traffic and Parking Report**

18.1 Reinstatement of TRO – this had been covered in the Annual Parish Meeting.

18.2 Bus stop cleaning – the cost had been approved and *it was agreed that the cleaning of the bus shelter could now be arranged.*

18.3 Road condition at bus stop - Cllr Thomas was pursuing this. (Subsequent to the meeting confirmation had been received that a works order has been raised and a date for the work will be fixed in due course).

18.4 Consider update of the parking notice in The Square – Cllr Roche would circulate the previous notice for consideration by Councillors.

**190520/19 Village Grass Cutting and Maintenance Report**

It was noted that Bibury Garden Services had been instructed not to cut the grass in The Square pending further filming of "Emma".

**190520/20 Reports from Local Organisations and Charities**

All updates had been received at the Annual Parish Meeting.

**190520/21 Allotments and Orchard Report**

Cllr Chapman had delivered his report at the Annual Parish Meeting.

**190520/22 Parish Website Report**

There were no items to report.

**190520/23 Reports from Wardens**

23.1 River – Bob Ayers was not present at the meeting.

23.2 Rights of Way – Steve Randles had delivered his report at the Annual Parish Meeting.

23.3 Snow – there were no items to report.

23.4 Trees – there were no items to report.

**190520/24 Parish Clerk**

*The Council agreed that it would proceed with the recruitment of a Parish Clerk.*

**190520/25 Correspondence**

A litter bin had been requested for the bus stop on Fosseway opposite Slaughter Pike. Cllr Roche agreed to contact the garage to ascertain if they might be willing to contribute towards this.

A list of works around the village had been provided by a resident. Some had been covered at previous meetings. However, it was noted that the stone footbridge was in need of repair and Christine Edwin and Cllr Roche knew of good stonemasons who might be contacted to quote for the work.

It had been suggested that the Bledisloe Cup sign on The Square should be removed. However councillors considered that this was not necessary.

**190318/26 Date of next meeting:** Sunday 14 July 2019 at 6.00pm – Lower Slaughter Village Hall

The meeting closed at 8.30 pm



Signed .....

**Chairman**

**Date .14 July 2019.....**

APPENDIX 1



c/o Park View  
Mill Lane  
Lower Slaughter  
Cheltenham  
GL54 2HX

14/5/19

Mr Tansley  
Lavender Cottage  
15 Mill Lane  
Lower Slaughter  
Cheltenham  
Gloucestershire  
GL54 2HX

Cc Richard Keeling

Re: 18/04597/FUL - Lavender Cottage 15 Mill Lane Lower Slaughter Cheltenham Gloucestershire GL54 2HX - Erection of two storey rear extension

Dear Mr Tansley

It was a pleasure to meet you at the recent planning committee meeting.

Further to your email 22 March 2019 in which you asked if due process had been followed in respect of the Council's consideration and response to your application in respect of Lavender Cottage, Mill Lane.

As you are aware, I was not present at the last meeting where your application was discussed however, I have reviewed the proceedings and am happy that due process was followed and the Council adhered to its own Standing Orders and the national guidelines in respect of all aspects of its deliberations and subsequent comments.

You are correct that Lower Slaughter Parish Council (LSPC) did on the first occasion it was discussed not have an objection and you are also correct that it is the Council's policy, as a general rule, not to comment on domestic planning applications. It is a fact that Cotswold District Council asked you to revise the plans.

Following the submission of your revised plans a number of our villagers made their objections known. The Council took these objections when considering your revised plans. At the Council's meeting on the 18 March 2019 a number of members of the public expressed their objection to your application and at that meeting the occupants of 16 Mill Lane invited the Council to view their property and see for themselves what impact this would have.

In light of the strength of public opinion represented at the meeting, the Council agreed to attend. It was agreed that 2 members of the Council would visit the property in order to determine if there were any material planning considerations which might warrant an objection. It was also agreed that those

members would present their findings to a third Council member and submit a comment to the case officer at Cotswold District Council planning if appropriate.

This is all a matter of record in the Council's Minutes from the 18 March 2019 meeting.

Councillor Thomas declared an interest and subsequently was not involved in the meeting discussion, site visit or the submission of the Council's comments.

Kind regards

Paul Sinclair  
Chairman Lower Slaughter Parish Council