**Naunton Parish Council**

Clerk’s Report for

**Monday 14th November to 13th January 2025**

**Supporting documents for meeting on 20th January 2025**

Please note that documents required for the meeting may be included as links to OneDrive. This is to reduce the number of pages and the size of the attachments.

|  |  |  |
| --- | --- | --- |
| **Agenda item 3** | **November minutes for approval and signing – Link only** | 2 |
| **Agenda item 5** | **Grange Hill quarry planning application – comments by Temple Guiting Parish Council Quarry Working Party** | 2 |
| **Agenda item 6** | **CPRE Climate campaign** | 3 - 4 |
| **Agenda item 9**  | **Internal Controls Policy, Certificate and Policy** | 5 - 6 |
| **Agenda item 10** | **Financial Regulations Section 7 - signatories** | 7 |
| **Agenda item 11** | **Financial Regulations Section 9 - card** | 8 |
| **Agenda Item 12** | **Emergency Plan** | 8 |

**Agenda item 3 – Minutes of the November meeting of NPC**

A copy of the document will be included in the file of docs for signing.

[**..\..\Agendas & Minutes\Minutes\2024 - 2025\Nov 2024\Minutes NPC meeting 18th November 2024 for signing.docx**](../../Agendas%20%26%20Minutes/Minutes/2024%20-%202025/Nov%202024/Minutes%20NPC%20meeting%2018th%20November%202024%20for%20signing.docx)

**Agenda item 5 – Grange Hill Quarry planning application response**

The quarry has applied to consolidate two current planning permissions in what seems to be a paper exercise. However it could provide an opportunity for GCC to address concerns expressed by residents and councillors regarding the condition of the road between the quarry and Buckle Street.

Temple Guiting Parish Council, through its Quarry Working Party, has monitored quarry activity in the North Cotswolds for several years. It has consulted with other local parishes and provided information to GCC regarding concerns about volumes and types of extraction, infill, transport and road conditions. The QWP has submitted the following comments to GCC and CDC:

***Comments on application 24/0067/CWMAJM, Grange Hill Quarry***

 *Temple Guiting Parish Council has reviewed application 24/0067/CWMAJM. There are no proposed changes to existing activities and consolidation of conditions could simplify management and enforcement of the existing quarry. As such, Councillors did not object to the application.*

 *Grange Hill Quarry is part of the cluster of quarries in our area. The quarry documentation is being updated and consolidated, which provides an excellent opportunity to review the existing conditions relating to cleaning and loading of HGVs, with the aim of improving the condition of the road between the quarry and Buckle Street. Quarry vehicles transfer mud from the site onto the road as well as spilling aggregates and lime onto the surface. A proactive assessment leading to a programme to improve prevention of and responses to the mud covered surface should be considered at this opportunity.*

*The road is also very badly worn between the quarry and Buckle Street due to the number of large HGVs using a single track road. As a result of using the verges to allow vehicles to pass, HGVs also transfer mud from the roadside to the surface. A review could consider providing more and better passing places to reduce this problem.*

**Agenda item 6 – CPRE climate campaign**

CPRE Gloucestershire supports the [Climate and Nature Bill](https://bills.parliament.uk/bills/3776) as it progresses through Parliament and nears a crucial stage. CPRE is asking residents and organisations to write to their MP to ask the to support the Climate and Nature Bill.

The Bill would create new UK law that addresses the full extent of the climate and nature crisis in light of current scientific information. This is the only proposed legislation that ensures a comprehensive approach to the double emergency. It aims for the UK to act quicker to keep global heating down to 1.5°C in order to avoid the worst impacts of climate change. By urgently reducing greenhouse gas emissions and building on the Environment Act 2021, we can better help nature ‘recover’ by 2030.

Here's the draft letter:

Sir Geoffrey Clifton-Brown (North Cotswolds, Con)

Email: cliftonbrowng@parliament.uk

Subject: Supporting the Climate and Nature Bill

Dear Sir Geoffrey,

I am writing to you to ask, as a constituent, if you will please support the Climate and Nature Bill (or CAN Bill), legislation which is supported by CPRE, here, at a county level, and also nationally.

In North Cotswolds, and across Gloucestershire, we are already seeing the effects of the climate and nature crisis locally. We live in a rural constituency, which is prone to severe flooding. This year alone we’ve had many red alerts for flooding and are currently dealing with the devastating after effects of Storm Bert—damaged businesses and farmland, school and GP surgery closures, communities cut off due to impassable roads and rail closures—with Christmas just around the corner.

The CAN Bill was reintroduced into Parliament on 16 October by Roz Savage with 11 cross-party co-sponsors including two Conservative MPs, Sir Roger Gale and Simon Hoare. The second reading of the CAN Bill will be on Friday 24 January.

The CAN Bill enshrines the UK’s two, key, existing international commitments on climate and nature into law. These commitments were both made under previous Conservative Governments and are:

1. To “halt and reverse biodiversity loss by 2030” as agreed at the 2022 UN Biodiversity COP in Montreal during Rishi Sunak’s premiership.

2. To “limit global warming to 1.5°C” as agreed at the 2015 climate COP in Paris under David Cameron’s premiership. The treaty was signed by (the then Foreign Secretary) Boris Johnson.

Do you support both of these international commitments? At present, the Government is not on track to meet either of them—and our existing legislation falls far short of their ambition.

Because meeting these international pledges would require large-scale changes across society, the CAN Bill proposes a proposed temporary, advisory citizens’ assembly—representative of British society—to support the Government’s delivery of the integrated climate and nature action we need to see.

This would be very much like the 2020 Climate Assembly UK that was set up by Parliament, under Boris Johnson’s premiership, and would not dilute Parliament’s sovereignty.

Reflecting on the 2020 Climate Assembly, Alok Sharma said: “This Assembly represents the very best of civil society. It’s people from across the whole country who have come together, giving up their time to shape the future on climate action. […] I do believe that the climate assembly has shown us the benefits of working with a dedicated group. One that’s been given time and information to consider complex issues in full.” I believe that the CAN Bill’s Citizen’s Assembly would be equally valuable.

As explained, the Labour Government is not on track to achieve the UK’s two, vital international commitments for 2030. This is the last Government that can ensure these pledges, made under previous Conservative Governments, can be met.

I do hope you will express your support for the CAN Bill and help hold the Government’s feet to the fire on this vital issue. In the meantime please could you escalate my concerns as your constituent to DEFRA and DESNZ.

I look forward to hearing from you, and very much hope you will support, and vote for, the CAN on 24 January.

Yours sincerely,

Naunton Parish Council

**Agenda item 9 – Internal Financial Controls**

**Internal Controls Policy**

Objective: To safeguard the Council’s funds and to minimise risk

Due to the small size of the Council‘s precept the following Internal Financial Control Checklist and Certificate should be completed every year, following a parish council meeting.

To complete the procedure, use the checklist overleaf.

1. For electronic payments, check six random payments listed in the minutes against bank statements and against invoices. If payment by cheque, check six random cheque stubs against bank statements and against invoices.
2. List the six items checked in the relevant section of the checklist.
3. Once complete, the appointed councillor should sign the certificate below.
4. RFO to sign certificate once inspection is complete.
5. Councillor and/or RFO to report results to the council. The results should be minuted and, if necessary, actioned.

Councillors should take turns in carrying out the Internal Financial Control review.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATE OF INTERNAL FINANCIAL CONTROL 2024/25**

Check carried out following the November 2024 meeting:

We certify that the Internal Financial Check was satisfactory. Any amendments are noted in the minutes of the meeting where the results of the IFC were reported.

Councillor: Keith Russell Councillor: David Pickup

Signed: ………………………………………………… Signed: ……………………………………………………….

RFO: Maxi Freeman

Signed: ……………………………………………………….

Date: 20th January 2025



**Agenda item 10 – Financial Regulations Section 7 – Electronic payments**

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council’s bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. A full list of all payments made between meetings shall be provided to the next council meeting.

7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker’s standing order, provided that the instructions are signed or approved online by three members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker’s standing order shall be reviewed by the council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council’s financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

**Agenda item 11 – Financial Regulations Section 9**

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

**Agenda item 12 – Emergency Plan** (copy also included in meeting email).

[**..\..\Planning\Naunton PC Community-Emergency-Plan Jan 2025 v 1.docx**](file:///C%3A%5CUsers%5Cmbfre%5COneDrive%5CNaunton%20PC%5CPlanning%5CNaunton%20PC%20Community-Emergency-Plan%20Jan%202025%20v%201.docx)