

Clerk: Maxi Freeman, Charlwood, Kineton, nr Guiting Power, Cheltenham, GL54 5UG  
E-mail: [nauntonpc@gmail.com](mailto:nauntonpc@gmail.com)  
[www.nauntonpc.org](http://www.nauntonpc.org)

DRAFT MINUTES: of the Annual Parish Council Meeting held in Naunton cricket pavilion on Monday 21<sup>st</sup> May 2018 at 8.00pm.

PRESENT: Parish Councillors: Beverley Chance, Peter Bell, Keith Russell, Charlie Hanks and David Pickup

IN ATTENDANCE: Maxi Freeman, Clerk

## AGENDA

1. **To elect the Chairman of the council for the year 2018/19 and to receive the new Chairman's Declaration of Acceptance of Office.** Beverley Chance was proposed by Cllr Russell and seconded by Cllr Pickup. The rest of the council unanimously supported their proposal. Cllr Chance agreed to the position and duly signed her Declaration of Acceptance of Office.
2. **To elect the Vice Chairman for the council year and to receive the Vice Chairman's Declaration of Acceptance of Office.** Charlie Hanks was proposed by Cllr Pickup and seconded by Cllr Russell. Cllr Hanks agreed to the position and duly signed his Declaration of Acceptance of Office.
3. **To receive and consider apologies for absence.** None as all councillors attended
4. **To approve the minutes of the Parish Council Meeting held on 19<sup>th</sup> March 2018.** Minutes were approved with an amendment to Pt. 14 "Cllr Bell, not Cllr Pickup' informed the meeting .."
5. **To receive the Clerk's Report.** The Clerk's Report was noted and Councillors decided that the research to protect the untarmacked track opposite Nigel Twiston Davis's yard belonged with Guiting Power and Temple Guiting Parishes. **Action: Clerk to notify both parish councils.**
6. **To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2017-18.** After the Annual Governance Statement was read through it was approved by the Parish Council and duly signed by the clerk and the Chairman. **Action: Clerk to update records.**
7. **To approve Section 2 of the Annual Return for 2017/18 for submission to internal auditors, followed by external auditor.** **Action: Clerk to include internal auditors notes and recommendations for consideration at the next meeting.**
8. **To review and adopt the Parish Council's Code of Conduct.** No changes were deemed necessary. It was therefore resolved to adopt them. **Action: Clerk to update records.**
9. **To review and adopt the Standing Orders for Naunton Parish Council.** Clerk informed the meeting that due to the introduction of GDPR the Standing Orders need to be changed, together with an updated Privacy Policy but that this needed to take into account the fact that the Council was not to be included in the Data Protection

Register. Clerk also noted inconsistencies in the current Standing Orders. **Action:** Clerk to check applicability of GAPTC policy and updates in light of non-registration. Clerk to correct all inconsistencies and amendments and resubmit at the next meeting.

10. **To review and adopt the Financial Regulations for Naunton Parish Council.** No changes were deemed necessary. It was therefore resolved to adopt them. **Action:** Clerk to update documents.
11. **To review the Council Asset Register.** Clerk noted that the data logger and all flood equipment now belong to the Flood Monitoring Group; a new see saw had been added and a further dog waste bin had been bought. It was resolved to adopt the updated asset register. **Action:** Clerk to update asset register. Clerk to load updated documents to website.
12. **To review the Parish Council's risk assessment.** The Risk Assessment had been reviewed in September and was considered up to date. Clerk noted that the previous review had determined that older Council documents should be archived at Gloucester Records Office. The Council rejected this in favour of keeping documents locally. **Action:** Cllr Chance to ensure safe keeping at the Village Hall.
13. **To decide on the insurance provider for the forthcoming year.** Four quotes had been obtained by the Clerk for similar cover. The most economical policy which included cover for the defibrillators was chosen. The premium has risen from £168 last year to £212.33 this year. **Action:** Clerk to arrange policy.
14. **To receive comments and concerns from the public.** No items were raised.
15. **To consider and note planning applications and agree responses:**  
**For noting:**  
[18/01291/FUL](#) Lavender Hill Farm and [18/01295/FUL](#) Greystones, Grange Hill. 'No objection' comments posted.
16. **Annual RoSPA report on the playground.** Cllr Hanks highlighted RoSPA's concerns: some repainting needed on the swings; tyres to be installed on the tunnel to cushion entrances; extensive rot to the climbing frame which the Council should plan to replace. **Action:** Cllr Hanks to review and price repairs and replacement of the frame. Also to carry out repainting and cushioning.
17. **To consider whether to renew membership of the Gloucestershire Playing Fields Association.** The Council resolved to renew its membership. **Action:** Clerk to renew.
18. **To consider whether to renew membership of GAPTC (Gloucestershire Association of Parish and Town Councils) .** The Council resolved to renew its membership. **Action:** Clerk to renew.
19. **To consider a grant to St Andrews Church.** Cllr Chance proposed granting £100 to the church partly as a grant and partly as compensation for allowing the Council to meet in the church while the Village Hall was being renovated. All Councillors agreed. Councillors also authorised the £1 payment to the Parochial Council for rent of the recreation field., due in arrears for 2017. Next payment due 31 December 2018, for 2018 in arrears. **Action:** Clerk to make payments to Naunton Parochial Church Council.

20. **Website** Councillors agreed to add the following links to the website: 'Post office near me' locator; Police contacts link. **Action: Clerk to update website.**

21. **Finances**

- The current accounts and bank reconciliation were approved and signed as a true and accurate account.
- Payments and receipts were noted. Cheques were signed as per agenda but with the addition of the £100 and £1 cheques to Naunton Parochial Church Council and the cheque to Gloucestershire Playing Fields Association.

The following payments were made between meetings:			
Chq no	Payee	Purpose	Cheque Value
710	Naunton Village Hall Trustees	Village hall restoration loan	50,000
711	Kendall & Davies Solicitors	Land registry fee for The Pound	30.00
Cheques for signing:			
Chq no	Payee	Purpose	Cheque Value
708	Kingfisher Direct Ltd	New dog waste bin for Summerhill Lane	211.79
712	M Freeman	April/May salary for Clerk @ 194.81 p mth	389.62
713	JRB Enterprises	Dog bags	132.90
714	RoSPA	Annual inspection	84.00
715	GAPTC	Annual subscription	88.02
716	Kendall & Davies Solicitors	Legal fees for First Registration of The Pound	360.00
717	Naunton Parochial Church Council	Grant and contribution towards costs of using the church for meetings.	100.00
718	Naunton Parochial Church Council	Rent for Recreation Field 2016/2017 (paid in arrears annually)	1.00
719	Gloucestershire Playing Fields Association	Annual subscription	50.00
720	Community Heartbeat	Defibrillator training	210.00
721	Community First	Annual insurance	212.33

22. **Any other business**

Defibrillator training. Cllr Bell confirmed that 13 people attended this training and that it was felt to have been very worthwhile.

As the Village Hall does not open formally until late July, and the next Parish Council meeting is scheduled for 16 July, the Chairman asked Cllr Russell whether it would be possible to use the hall for the meeting in advance of the formal opening. Cllr Russell was positive that that could be arranged although COouncillors may need to bring chairs with them. **Action: Clerk to write to the Chair of the Village Hall Trustees to confirm use of the hall on July 16.**

The Chairman concluded the meeting at 8.50 pm and thanked everyone for their attendance. The next Parish Council meeting will be held on the 14th July 2018 at 8pm in the Village Hall. Dates for all meetings during 2018/19 are:

- 16 July 2018
- 17 September 2018
- 19 November 2018
- 21 January 2019

The next annual meeting will take place on 18 May 2019.

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Chairman

18 May 2019  
Date