

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com
www.toddingtonpc-glos.org

DRAFT MINUTES: of the Annual Parish Council Meeting held in Toddington Village Hall on Monday the 14th May 2018 at 7.30pm.

PRESENT: Parish Councillors: Joe Humber, Nigel Parker, Margaret Merritt and Dan Blake

Two parishioners were present.

Members of the public were welcomed to the meeting and invited to address the council at item 21 on the agenda following the statutory annual meeting business that the Parish Council conducted first.

- 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. Joe Humber was proposed by Cllr Blake and Cllr Merritt seconded this proposal. Cllr Humber agreed to the position and duly signed his 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. Dan Blake was proposed by Cllr Merritt and Cllr Parker seconded this proposal. Cllr Blake agreed to the position and duly signed his Declaration of Acceptance of Office.
- 3) To receive and consider apologies for absence. Apologies received and noted from Cllr Alvis.
- 4) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011). No declarations were received.
- 5) To remind members to update their Declarations of Interest if their circumstances have changed. The Clerk reminded councillors of the need to update their declarations if necessary and this was noted.
- 6) To approve the minutes of a **Parish Council Meeting** held on the **12th March 2018** at 7.30pm in Toddington Village Hall. These were approved and signed as a true record.
- 7) To review and confirm eligibility for the General Power of Competence. As the Council still had two-thirds of elected councilors and the Clerk was CiLCA qualified, the Parish Council had the right to continue to use the General Power of Competence. It was resolved to continue to use this power.

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- 8) To confirm that the Parish Council wish to certify themselves exempt from a limited assurance review under Section 9 of the Local Audits (Smaller Authorities) Regulations 2015 and to sign and return the Certificate of Exemption. The Parish Council agreed to certify themselves exempt. The Certificate was duly signed.
ACTION Clerk to submit certificate to the auditors.
- 9) To approve the internal auditor's report carried out on the 4th May 2018 and to note recommendations. The internal auditor's report was discussed and items raised were noted, in particular that the Parish Council's reserve was not large enough. It was decided that this would be considered at the budget planning meeting in November. Other items would be looked at later in the year.
- 10) To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2017-18. After the Governance Statement was read out to the meeting it was approved by the Parish Council and duly signed by the Clerk and Chairman.
- 11) To approve Section 2 of the Annual Return for 2017/18 and to sign off the end of year accounts for 2017/18. Section 2 of the Return and the Annual Accounts were considered by the whole Council. The Council then resolved to approve the Accounts and Section 2 of the Return. Items were duly signed.
ACTION: Clerk to publish items on the website for public inspection. (Copy of the approved accounts in appendix 1.)
- 12) To review and adopt the revised 2018 Standing Orders for Toddington Parish Council. These were reviewed and it was agreed to accept the revised orders. It was therefore agreed to adopt them.
- 13) To review and adopt the Parish Council's Code of Conduct. These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.
- 14) To review and adopt the Financial Regulations for Toddington Parish Council. These were reviewed and no changes were deemed necessary at this stage. It was agreed that if the Parish Council undertook electronic banking in the future the later Financial Regulations would be considered. It was therefore agreed to adopt the existing regulations.
- 15) To review the Council asset register. These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.
- 16) To review the Parish Council's risk assessment. These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.

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17) To review the Council insurance policy cover is adequate. To approve insurance provider for forthcoming year. The Council agreed its requirements had not changed. They considered three quotes from Inspire, Hiscox and Ecclesiastical. It was resolved to accept the 'Inspire' quote as the policy/schedule met all the requirements and the premium was slightly less than the other quotes. It was resolved to approve the payment of £385.55.

ACTION: Clerk to renew policy.

18) To review and consider whether the Council's Internal Control Policy is adequate. These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.

19) To consider if any other Parish Council policies need reviewing. It was agreed that no other policies needed reviewing at this point in time.

20) To confirm that the Clerk is on SCP salary scale 25. This was confirmed.

21) To receive comments and concerns from the public. No comments were raised.

22) To update Council on the latest General Data Protection Regulations. Clerk informed the meeting that preparations were underway to become compliant with the regulations.

- Councils had just been notified that they did not need to appoint an independent data controller, however all other parts of the regulations needed to be abided by.
- All data was now stored on an encrypted USB key.
- The Parish Council now use a generic not personal email address for the clerk.
- Confirmations were being sought from contacts whose details were being held by the PC and also displayed on their website.
- Clerk was undertaking an information audit to establish what other actions needed to be taken. It was suggested that an Information Retention policy might be needed to be considered by the Council.

ACTION: Clerk to bring this back to future meetings as next steps emerge.

23) To consider and note planning applications and agree responses:

For consideration

Updates (if any) on, Parcel 5736 NewTown, Toddington (17/00179/APP) –

Approval of reserved matters for 33 dwellings including appearance, landscaping, layout and scale (access already approved). Cllr Parker felt that the revised slates on the roofs of the houses that had been finished blended well with the local environment. He wondered whether Newland would agree to using them on all the houses on the development.

It was also noted that the Parish Council had not received any updates recently on the bus pull-in and shelter.

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Action: Cllr Humber to contact Planning and Environment at Tewkesbury Borough Council to receive an update on these items and it was agreed he would also mention again about the slate.

For noting

Land at Consell Green Tewkesbury Road Toddington (17/00424/FUL) – Chair to update meeting on Planning Committee attendance. Chair had attended the committee and read out the Parish Council’s objections. It was understood that this application was refused as it was outside the linear development of the village.

Enforcement

Warren Farm - Chair to update meeting regarding Enforcement Officer visiting the site and Parish Council being informed of applications on boundary of parish. Enforcement and Revenues had still not been out to visit the site. Cllr Parker informed the meeting that ten applications were in for the site but it was understood they were not in this parish. The Council thought that the applications were for a certificate of lawful development, however they were not certain. Cllr Humber also informed the meeting that it was up to the case officer’s discretion as to whether to notify neighbouring parishes about planning applications.

ACTION: Chair to contact Tewkesbury Borough Council to seek clarification on applications and to see when revenues and enforcement would visit the site.

24) Highways & Road Safety Update

Cllr Parker informed the meeting that he had put up the brackets on the posts for the VAS sign and it had been up and running on trial run. However, the battery and sign were quite heavy so it would require 2 volunteers to replace the sign and battery each time. A training session would be held for volunteers.

ACTION: Clerk to provide Cllr Parker with the volunteer’s contact details and he would arrange training. Clarification to be sought on the minimum height position of the sign.

25) Finances

To approve payments and to note receipts. These were noted and approved. Bank reconciliation was approved.

Receipts

- Precept payment received from Tewkesbury Borough Council of £8300.00.

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Payments made between meetings – none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
853	Todd Village Hall	Meeting room hire – March & April	LGA 1972 s.142	21.00
854	K Sales	Clerk's Expenses – April – May	LG(FP)A 1963 s.5	53.62
855	Came & Company	Insurance cover for 2018/19	LGA 1972 s.111	385.55
856	K Sales	Clerks Salary – May	LGA 1972 s.112	327.93
857	K Sales	Clerks Salary – June *	LGA 1972 s.112	327.93
858	Greenfields	Grass cutting - April	HA 1980 s.96	87.90
859	PATA	Payroll Apr-Jun	LGA 1972 s.111	22.50
860	GAPTC	Cllr Training	LGA 1972 s.111	95.00
861	GAPTC	Internal Audit	LGA 1972 s.111	162.93

*Post-dated chq as no meeting in June

BANK RECONCILIATION				
Period to: 30th April 2018				
Lloyds TSB Current & Deposit A/cs				
			£	£
Acc: 02251838 - Statement Balance @ 30.04.18		1460.33		
Acc: 01042917 - Statement Balance @ 30.04.18		11482.55		
Add		0.00		12942.88
Less:				
outstanding/unpresented cheques	848	321.22		
		0.00		321.22
Reconciled balance				12621.66
Cash Book Summary				
Opening balance 01.04.17				4753.49
Add: receipts to date		8300.06		
Less: payments to date		431.89		
				12621.66
Cash Book balance				12621.66

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26) To note recent correspondence and agree responses:

- Gloucestershire Constabulary - new PSCO for the area. Clerk to publish information on website and invite them to the next meeting.
- 'Post Office Near Me' link request on website. It was understood that this was not a link for the local Post Office but a commercial business. Because of this it was agreed that this was not an item the Parish Council wanted on their website.

27) Items for information only.

It was agreed to add the Local Council Award Scheme to the next agenda for discussion.

No other matters were raised.

The Chairman concluded the meeting at 9.20pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 9th July 2018 at 7.30pm in the Village Hall.

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Chairman

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Date

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Appendix 1

TODDINGTON PARISH COUNCIL					
SUMMARY OF ACCOUNTS AT 31 MARCH 2018					
		£	£	£	£
Balance at 1 April 2017					
Lloyds TSB Acc 02251838		3930.71	3931		
Lloyds TSB Acc 01042917		451.16	451		
Petty cash		0.00	0		
less unrepresented cheques		0.00	0		
				4382	
Income					
Precept		8050.00	8050		
Council Tax Support Grant		43.00	43		
Lloyds TSB interest		1.57	2		
VAT recovered		1027.99	1028		
Other		3768.61	3769		
				12891	
TOTAL INCOME				17273	17273
Expenditure					
Clerk's salary		3901.67	3902		
Other payments		8617.85	8618		
TOTAL EXPENDITURE				12520	12520
BALANCE					<u>4754</u>
Balance at 31 March 2018					
Lloyds TSB Acc 01042917		3714.57	3715		
Lloyds TSB Acc 02251838		1460.27	1460	5175	
Uncashed cheques		421.35			
			421	421	
Invested cash at 31 March 2018				4753	4753
Amount to carry forward					<u>4753</u>

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BANK RECONCILIATION AT 31 MARCH 2018						
Lloyds Current & Deposit Accounts						
Balance per Lloyds Acc 02251838				£1,460.27		
Balance per Lloyds Account 01042917				£3,714.57		
					£5,174.84	
Unpresented cheques						
	chq no:	846		£67.03		
		847		£321.32		
		849		£10.50		
		850		£22.50	£421.35	
Uncleared funds						
				£0.00	£0.00	
Balance						£4,753.49
Balance as per cash book 31 March 2018						£4,753.49
Total to carry forward						£4,753.49

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TODDINGTON PARISH COUNCIL						
ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2018						
					Last year 16-17	This year 17-18
1	Balances brought forward				3975	4382
2	(+) Annual Precept				7473	8050
3	(+) Total other receipts				316	4841
4	(-) Staff costs				3105	3902
5	(-) Loan interest				1678	1678
6	(-) Total other payments				2599	6940
7	(=) Balances carried forward				4382	4754
8	Total cash & investments				4382	4754
9	Total fixed assets				5000	7517
10	Total borrowings				19770	18975