

Clerk: Maxi Freeman, Charlwood, Kineton, nr Guiting Power, Cheltenham, GL54 5UG
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MINUTES: of the Annual Parish Council Meeting held on Monday 16th May 2022 at 6.30 pm.
PRESENT: Parish Councillors: Beverley Chance, Charlie Hanks, Keith Russell, Peter Bell.
IN ATTENDANCE: Maxi Freeman, Clerk

- 1) **Election of Chairman for the year 2022/23.** Cllr Russell proposed and Cllr Hanks seconded Bev Chance as Chairman. Cllr Chance accepted the office.
- 2) **Election of Vice Chairman for the year 2021/22.** Cllr Russell proposed and Cllr Bell seconded Charlie Hanks as Vice Chairman. Cllr Hanks accepted the office.
- 3) **Apologies for absence.** Received in advance from Cllr Pickup.
- 4) **Declarations of Interest on items on the Agenda (Localism Act 2011).** None.
- 5) **To hear representations from the public regarding items on the Agenda.** None.
- 6) **Approval of minutes of the previous meeting (March 2022)** The meeting approved the minutes and the Chairman signed them. **Action: Clerk to post to website and circulate by email.**
- 7) **Matters Arising (Clerk’s Report and report from Chairman).** The Clerk confirmed that the majority of the recent work had concerned audit preparation and correspondence.

8) **Planning applications**

To comment on:

[22/01330/FUL](#) Rebuilding of conservatory, demolition of existing garage, erection of carport and garden studio Parkers Cottage Naunton GL54 3AA Councillors agreed unanimously that they had no objections to the application. **Action: Clerk to post the comment to the planning portal.**

[22/01371/FUL](#) .Variation of condition 4 (removal of mobile home) imposed under permission 19/02235/FUL (Change to equestrian use). The chalet was permitted to provide rural worker’s accommodation. Stables, Brockhill Quarry, Naunton GL54 3BA Councillors agreed unanimously that they had no objections to the application. **Action: Clerk to post the comment to the planning portal.**

To confirm comments made between meetings:

[22/00904/FUL](#) Erection of extensions to main dwelling, Summerhill House, Naunton GL54 3AZ. No objections posted. Awaiting decision.

[22/01204/FUL](#) and [22/01205/LBC](#) Erection of single storey side extension, Church Farm House Naunton Cheltenham Gloucestershire GL54 3AJ No objections posted. Awaiting decision.

[22/01194/TCONR](#) T1 - Silver birch - fell. T2 - Larch - fell. T3 - Hawthorn - fell. T4 - Crab Apple - 1.5m overall crown reduction. T5 - Cherry - 1.5m overall crown reduction. T6 - Apple - 1.5m overall crown reduction. T7 - Cockspur thorn - thin the crown by approx. 20% and lift off the wall by 0.5m | Stonegate Naunton Cheltenham Gloucestershire GL54 No objections.

[22/0000676/LBC](#) Minor external improvements to Farmhouse Dale Street Naunton Cheltenham Gloucestershire GL54 3AU No objections posted. Awaiting decision.

[22/00455/FUL](#) Alterations and change of use from agricultural outbuilding to holiday let Roundhill Farm House Lower Harford Lane Naunton Cheltenham Gloucestershire GL54 3AQ No objections posted. Awaiting decision.

Councillors confirmed that the correct comments had been posted.



To note changes since the last meeting:

22/00455/FUL Roundhill Farmhouse, Lower Harford Lane, GL54 3AQ Alterations and change of use from agricultural to holiday let. The Chairman noted that this application had been withdrawn.

- 9) **To approve the Certificate of Exemption for 2021/22.** The Clerk informed Councillors that because the finances for the playground project had taken outgoings to over the £25,000 limit, the council was not exempt from an external audit this year. **Action: Clerk to request external audit and provide required documents to the auditor.**
- 10) **To approve the Annual Governance Statement (Section 1 of the Annual Return) 2021/22** Councillors approved the Annual Governance Statement. The Chairman and the Clerk signed the forms. **Action: Clerk to post to website.**
- 11) **To approve the Accounting Statements (Section 2 of the Annual Return) 2021/22.** Councillors approved the Annual Return. The Chairman and the Clerk signed the forms. **Action: Clerk to post to website.**
- 12) **To review and adopt the Standing Orders.** Councillors noted the changes to Section 18 , removing references to the EU and setting new minimum tendering figures, and resolved to adopt the revised Standing Orders. **Action: Clerk to update and post to website.**
- 13) **To review and adopt the Financial Regulations.** Councillors resolved to adopt the Financial Regulations, which had been updated to include reference to online banking. **Action: Clerk to post updated Financial Regulations to the website.**
- 14) **To review the internal auditor's report for 2021.22** Councillors resolved not to adopt the suggestions from the internal auditor.
- 15) **Assets and risk assessment.**

Recreation field (including dog waste) & benches	Cllr Bell confirmed that dog fouling had reduced significantly. The bench near the village hall had partially collapsed and that he had put a safety notice on the bench. Action: Cllr Bell to obtain 3 quotes for repair works. The bench near the church was in very poor condition and would be scrapped. Action: Cllr Bell to remove the plaque and scrap the bench.
Play area (including dog waste)	Cllr Hanks reported on the very successful launch event for the new playground and that it was being very well used. The RoSPA inspection report had no points of action other than refixing the litter bin. Cllr Hanks also reported that the latches on the gates were not working. Action: Cllr Hanks to check the gates for a solution and to refix the litter bin. Councillors noted that supplies of dog waste bags were running low. Action: Clerk to order new supplies
Flood Monitoring	Cllr Russell reported that the river was running well. Further information is available in the annual report from the Flood Monitoring Group (see website). Action: Clerk to post report to the NPC website. Cllr Russell noted that the walkabout with Helen Richards from the GCC Community Flood Resilience team had been helpful and that he would follow up the conversation regarding help keeping the drains clear of debris swept down into the village in heavy rain.
Village Hall	Cllr Chance confirmed the receipt of the annual report from the Village Hall Committee but that the AGM had not taken place yet. Action: Clerk to post report to the NPC website.

Other	The Platinum Jubilee Event medal order had had to be extended to cover further children living part time in the village. A total of 80 medals has now been ordered plus bunting and a flag. Councillors approved the further purchases.
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16) Finances.

(a) To receive current accounts and bank reconciliation. Councillors noted balances of £17525.93 (current account) and £454.89 (deposit account). Councillors noted that a payment of £7,200 was outstanding for playground equipment and that the VAT claim would be slightly over £6,000. Because the transactions relating to the playground project had taken the council's outgoings to over £25,000 the fees for the resulting external audit would be paid from the small maintenance fund remaining after the end of the project.

Councillors noted the reconciliation, which the Chairman and the Clerk signed.

(b) Payments and receipts. Councillors resolved to make the following payments:

834	M Freeman	Clerk's salary March/April 2022 @ £194.81 p m	LGA 1972 s.112 (2)	389.62
839	M Freeman Expenses -	50 Jubilee medals (Running Imp invoice paid)	LGA 1972 s.137	101.75
	M Freeman Expenses	15 Jubilee medals + 1 flag + bunting (Running Imp invoice paid)	LGA 1972 s.137	54.03
837	ROSPA	Annual playground inspection	LGA 1892 s.8 (1) (i)	105.00
838	GAPTC	Annual Audit fee	LGA 1972 s.111	175.00

An invoice for further medals will be payable to Cllr Chance at the next meeting. Councillors noted the income and expenditure for the Recreation Ground and the summary of the Playground Project income and expenditure included in the agenda.

17) To approve existing standing orders and direct payments for FY 22/23

PATA	Quarterly and annual payroll admin	LGA 1972 s.112 (2)	23.85
St Andrews PCC	Annual lease of the recreation ground	LG(MP)A 1976 s.19(3)	1.00

Councillors resolved to continue these regular automated payments.

The Clerk informed Councillors that the invoices to the village societies would be issued this month and that the VAT claim would also be made this month.

18) To agree dates for meetings in FY 2022/2023 (usually third Mondays in July, September, November, January, March, May) Cllrs resolved to continue with the usual dates. **Action: Clerk to update website with meeting dates.**

19) Any other business

None. The next meeting will be held on Monday 18th July 2021 at 7 p.m. in the village hall.

There being no further business, the Chairman thanked everyone for their attendance and closed the meeting at 7.34 p.m.

Signed
Chairman

July
18th July 2022