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DRAFT MINUTES: of a Parish Council Meeting held in Naunton Village Hall on Monday 26th September 2016 at 8.00pm.

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

IN ATTENDANCE: Kate Sales, Clerk

No parishioners were present

AGENDA

- 1) **Call to order.** The Chairman called the meeting to order at 8pm.
- 2) **To receive apologies for absence.** None received.
- 3) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No declarations were received.
- 4) **To approve the minutes of the Parish Council Meeting held on Monday 4th July 2016 at Naunton Village Hall.** The minutes were approved and duly signed as a true record.
- 5) **To hear representations from the public regarding items on the Agenda.** No members of the public were present so no representations were made.
- 6) **Matters Arising**
 - Lengthmens schedule had been submitted to the County Council and the team had been in the village addressing numerous issues including the drain outside Elm Tree Cottage, repairs of potholes at Village Avenue, and clearing a number of grips. Some strimming work had also been done at school bank opposite the Chapel. Councillors noted that the team were also working off a list of jobs provided to them by Harry Roberts from Highways as well. Therefore there were more jobs than the allotted time allowed for and subsequently some items were not done as in-depth as they could have been. Councillors agreed in future they would plan in advance what jobs were needed and order them in priority.
To aid working on a priority list the Clerk will write to County Councillor Moore to find out when the next Lengthsman scheme will take place and thank him for the work that had been undertaken.
 - Salt requirements submitted to Amey. This had been submitted.
 - Internal control procedure to be performed. This had been performed by Cllr Chance and the Clerk updated the meeting with its findings. It was noted that an internal Auditor need appointing for 2016/17 and it was agreed that this would be an agenda item for the next meeting.
 - Update on risk inspection of council's assets undertaken on the 28.07.16. The Clerk updated the meeting on the findings. The following items needed attention. The two wooden benches both needed some repairs. The one situated by the Village Hall was in need of new seat bars as the old ones were rotting and was also in need in a coat of wood preservative. The one at the west entrance to the Churchyard had a loose arm and the frame was cracked. It was

suggested that some metal strapping would be sufficient to repair it *Cllr Hanks agreed to undertake the work.*

It was also noted that the noticeboard was in need of a coat of wood preservative. *Cllr Russell agreed to carry out this work.*

7) Update on flood monitoring system

It had been reported that the flood monitor was still not working and residents had written into the council raising concerns as to why it had not been functioning for many months now. The Parish Council were under the impression that when it had been agreed back in March that the local group the Naunton Flood Alert Service, (NFAS) would take on the organising of the alert notification system via a subscription scheme and paid £624 for the latest repair that everything was in working order and up and running. Cllr Russell informed the meeting that Mr Houlden the Chairman of the NFAS had back in June given him a copy of a service/subscription proposal and he had assumed this had been circulated to all interested parties. He subsequently realized this wasn't the case and spoke to Mr Houlden on the 9th September. He informed him that he had found a new option for a cheaper subscription service but had been too busy to investigate this further. He promised him he would look at it within three weeks.

Cllr Russell promised to contact Mr Houlden now the three-week period had expired and ask him to clarify whether the equipment was working, and if not why not, and to circulate a revised service/subscription proposal to all interested parties.

8) Highways Update - from Bob Skillern

Drainage

- Work gang due to arrive at the village shortly to clean out the open drainage channels and tidy up some of the ditches around the village.

Other

- The need to repair the pavement at the bottom of Summerhill, turning towards the pub – this was still outstanding.
- The Spoil Pile at Harford Bridge. Parishioners had raised concerned over the large mound of earth from the drainage works was causing a blockage to drivers and now fly-tipping waste was being dumped. Highways have informed the council that they plan to use the spoil on some verge reconstruction work. Amey have been unable to programme the work yet. Highways will continue to chase for the work to be completed.

Clerk to contact District Council over the having the fly-tipped rubbish removed.

9) Planning applications

To consider

For noting

Keepers Cottage Lower Harford Lane Naunton (16/01829/FUL) - Proposed erection of two storey extension to dwelling. Cotswold District Council have permitted this application.

The Old Forge Dale Street Naunton (16/02369/LBC) - Internal alterations, installation of French doors and new flat roof to utility room. Cotswold District Council have permitted this application.

1 Aylworth Cottages Aylworth Lane Naunton (16/02742/FUL) - Change of use of stables and garage to form holiday accommodation. The Parish Council declined to comment on this application as permission had previously been given to the conversion of 15/01205/FUL, therefore they felt this was a decision to be made by Cotswold District Council.

2 Mill View Naunton (16/02901/FUL) - Demolition of boundary wall (10m). Cotswold District Council have permitted this application.

Staddlestones Naunton (16/03083/TCONR) - Reduce the height of 2x rowan, 2x ash and 1x flowering wild cherry. Cotswold District Council have permitted this application.

190 Close Hill, Naunton (16/03214/TCONR) - Tree Works. Cotswold District Council have permitted this application.

Longford Barns (16/02581/LBC & 16/02580/FUL). The Parish Council supported the application for preserving the Structures in the form of a single dwelling. Acknowledged the existence of Bat species.

Summerhill Barn (16/01937/FUL). An Invitation had been received from CDC to speak at a committee meeting with regard to this application. The council had not been aware of further applications at that time nor had been approached to support this by applicant/agent.

10) Food Bank – 5th Anniversary event – Chair to update meeting.

The chair reported that she had accepted the invitation to celebrate the 5th anniversary of the North Cotswold Foodbank. She had visited the warehouse on route to the Village Hall and was impressed with all that is done there. Chatted to some of the volunteers whilst enjoying the coffee and home made cakes. James Milton gave thanks to all the volunteers, Collection Centres, Local Businesses and donors he was exceptionally proud (and emotional) to be celebrating the 5th Anniversary of this venture and the much needed help it had given to over 5,500 people/families in need at troubled times.

11) Dog waste bin update

The Clerk had spoken to the District Councillor Richard Keeling and he had confirmed that he might be able to fund the additional dog waste bin the parish wanted. He had requested a map showing the proposed location. The site had to be easily accessible to the District Council for emptying. After discussions it was decided that the best location would be up Summerhill Lane on the right at entrance to The Brake.

Clerk to contact County Cllr Keeling and provide him with location map.

12) To note Grant Thornton's report regarding the Annual Return for 2015-16.

The Annual Return had been signed off with no problems. However, the report noted that the Parish Council had not reviewed its asset register or carried out a recent risk assessment for the period of 2015/16. It was agreed that both these items had now been done and that the Parish Council would look at the values of their assets again.

Clerk to publish the notice of completion by the 30th September 2016 as required.

13) To agree website hosting renewal with godaddy.com for £47.88

It was agreed to continue with godaddy for the website site.

Clerk to renew subscription.

14) Reports from groups

- **Flood watch report from Cllr Russell**

Cllr Russell informed the meeting that the annual river clearing 'event' would take place on the 15th October at 10am starting from the Dovecote. It was anticipated that if there was good attendance again from residents that it would only take a couple of hours. Cllr Bell and Cllr Hanks volunteered to help. Cllr Russell also informed the meeting that Cllr Pickup, Lawrence Houlden and himself had met with Andrew Weston from Thames Water. They conducted a walkabout of the drainage system in the village to see how it worked. The promised works had been completed, however no testing could take place until some bad weather occurred and the river levels had swollen.

- **Village Hall Committee**

Nothing to report

- **Recreation ground**

Cllr Bell attend the GPFA event on the 16 September. It was a lovely evening but limited attendance. Other attendees seemed to be councils and other organisations who had benefited from GPFA investment. It seemed there was funding available for the right projects which predominately were linked to encouraging children to get active and sport. Naunton has only a small number of children in the parish so whether the parish would be eligible for funding was questionable.

Cllr Bell also informed the meeting that the brambles in the recreation ground had been cleared and pruning had been undertaken.

Following the latest NRGMC meeting the following charging system had been proposed. Car park hire for residents no charge, outside events £50. Recreation ground use for village events would be free of charge. Residents who wished to hire the ground for events including the installation of marquees would incur costs of £150 and persons unconnected to the village who wished to do hold similar events would be charged £250. The Parish Council agreed that these sounded acceptable and any monies raised from hire charges could be used towards maintenance and improvement costs.

15) Finances

To receive current state of accounts and bank reconciliation. The accounts and bank reconciliation were approved and signed as a true and accurate account.

BPC EXP vs BUDGET 2016-17			NAUNTON PARISH COUNCIL						
			Actual	Antic.	Total	Spend vs	Actual	Antic.	Total
			Spend	Spend	Spend	Budget	Income	Income	Income
			to	from	to	to	to	from	to
	Budget	2015/16	31.08.16	01.09.16	31.3.17	31.3.17	31.08.16	01.09.16	31.03.16
Precept	5355.00				0.00		4017.00	1338.00	5355.00
Council Tax Support Grant							0.00	0.00	0.00
Bank interest	0.30						0.10	0.20	0.30
VAT refund	100.00						239.35	0.00	239.35
Other	300.00						1300.00	0.00	1300.00
TOTAL	5755.30								
Administration Costs	400.00		168.26	231.74	400.00	0.00			
Staff Costs	2200.00		945.76	1254.24	2200.00	0.00			
Insurance	200.00		187.58	0.00	187.58	12.42			
Audit Costs	80.00		105.00	0.00	105.00	-25.00			
Flood relief	736.00		171.01	0.00	171.01	564.99			
Equipment*	1630.00		3.00	1627.00	1630.00	0.00			
Infrastructure	450.00		0.00	450.00	450.00	0.00			
Subscriptions	180.00		50.00	130.00	180.00	0.00			
Grants	800.00		0.00	800.00	800.00	0.00			
Other	250.00		162.67	87.33	250.00	0.00			
Section 137	25.00		0.00	25.00	25.00	0.00			
VAT Paid	100.00		18.50	81.50	100.00	0.00			
Website	100.00		0.00	100.00	100.00	0.00			
TOTALS	7151.00		1811.78	4786.81	6598.59	552.41	5556.45	1338.20	6894.65
* £1k - playground allocated money plus £300 grant received from GCC									
Opening Balance as at 1.4.16					£ 4,102.58				
Income during year					£ 6,894.65				
Expenditure during year					£ 6,598.59				
Antic. reserves at year end					£ 4,398.64				

Naunton Parish Council			
Bank Reconciliation			
Period to 31st August 2016			
Current account 00462740			
Balance @ 31st August 2016			£ 7,580.16
Period to 9th June 2016			
Deposit account 1612290			
Balance @ 31st August 2016			£ 453.93
Less outstanding chqs			
chq 648	£ 186.84		
	£ -		£ 186.84
Reconciled Balance			£ 7,847.25
Cash Book Summary			
Opening Balance 01.04.16			£ 4,102.58
Add receipts to date			£ 5,556.45
Less Payments to date			£ 1,811.78
Cash Book Balance			£ 7,847.25

- **To approve payments & note receipts**
 VAT refund received on the 10.08.16 for £239.35
 The following payments were approved.

The following payments were made between meetings				
Chq no	Payee	Purpose	Authority	Cheque value
No payments made between meetings				
The following payments to be approved				
Chq no	Payee	Purpose	Authority	Cheque value
	Douglas Hindley	Grass cutting and strimming	HA 1980s.96	52.50
	Community Heartbeat Trust	New battery for Defibrillator	PHA 1936 s.234	246.00
	K Sales	Clerk's Expenses July-Sept 2016	LG(FP)A 1963 s.5	66.90
	K Sales	Clerk's salary for September	LGA 1972 s.112 (2)	186.84
	K Sales	Clerk's salary – October*	LGA 1972 s.112 (2)	186.84
	PATA	Payroll services – July - Sept	LGA 1972 s.111	22.50

16) Correspondence received and to agree response

- **GAPTC – latest courses available.** It was agreed that the clerk should attend the ‘Planning from the Parish Council Perspective’ on the 6th October.
- **Police Sergeant Rich Knapp replacing Richard Payne.** Clerk to update website when new contact details have been received.
- **Pension Regulator staging date notification.** The staging date is the 1st January 2016. Clerk to make a note of date and to ensure regulations are met.

17) Any other business

NOTE: no decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.

No items were raised.

The Chairman concluded the meeting at 9.40pm and thanked everyone for their attendance. The next Parish Council meeting will be held on the 21st November 2016 at 8pm in the Village Hall.

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 Chairman

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 Date