

CLERK: Ruth Waller, Copperfields, Colman. Temple Guiting. GL54 5RT

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DRAFT MINUTES: of a Meeting of the Parish Council held via Zoom video Conference on Monday the 6th July 2020 commencing at 7.45pm. The time of the meeting starting was delayed due to the Clerk experiencing some technical difficulties.

PRESENT: Parish Councillors: Christine Fawcett (Chairperson), Nigel Parker, Richard Cook and Bert Alvis.
Ruth Waller (Clerk) and 7 members of the public

Cllr Fawcett opened the meeting at 7.33pm welcoming all those present.

200706/01 To receive and consider apologies for absence. None.

200706/02 To receive Declarations of Interest on items on the Agenda: None declared.

200706/03 To approve the minutes of the Parish Council Meeting held on the 18th May and the Planning meeting held on the 15th June 2020 both via Zoom video conference: The minutes of both these meetings were approved and signed as a true record and duly signed by the Chairman.

200706/04 To receive Clerk's Report circulated prior to the meeting and agree actions: The Clerk's report had been circulated to Cllrs prior to the meeting and its contents noted.

200706/05 To receive comments and concerns from the public: Comments had been received, via email relating to agenda item 10ii (planning) and would be read out at that point. A resident had contacted the Clerk relating to the dog e bin opposite Church Lane on the B4077. The Clerk had been informed that this bin would be moved due to its dangerous location. Council agreed to consider suggestions from residents as to a new location for the dog waste bin

200706/05 To receive resignations from Cllrs Fawcett and Merritt and agree next actions: Cllrs Fawcett had offered her resignation following moving out of the Parish. Cllr Merritt had been a long-serving member of the Council and felt that it was now time to retire. Both Councillor's resignations were accepted by Council and it was agreed that the Clerk would notify Tewkesbury BC of these vacancies.

Cllr Parker then took over proceedings as Chairperson for the remainder of the meeting. The retiring Councillor remained as a member of public. On behalf of the Parish Council, Cllr Parker thanked both Councillors for their time and commitment during their service. Once the Notice had been published, electors of Toddington Parish had 28 days to request an election. If an election was not called, Council could co-opt at the next full Council meeting.

200706/06 To confirm that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign and return the Certificate of Exemption: Council confirmed that it met the required criteria to certify themselves except from the limited assurance review and the Exemption certificate was signed.

Action: Clerk to submit completed Certificate to the External Auditors by the 31st July.

200706/07 To consider and approve the Annual Governance Statement (Section 1 of the Annual Return) for 2019-20: The Governance Statement was read out to the meeting and

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approved by the Parish Council. The statement will be signed by the Clerk and Chairman following current Social distancing guidelines.

200706/08 To consider and approve Section 2 of the Annual Return for 2019-20: Section 2 of the Return were considered by the whole Council. **The Council resolved to approve the Accounts and Section 2 of the Return.** Items will be signed by the RFO and chairman following current social distancing guidelines.

ACTION: Clerk to publish items on the website for public inspection. (Copy of the approved accounts will also be available on the website.)

200706/09 To consider and note the following planning applications:

For consideration

- i) **20/00530/FUL - The Quadrant** Toddington Cheltenham: Erection of a detached garage/store: Councillors agreed there was NO OBJECTION to this planning application.
- ii) **20/00385/OUT** | Outline application for the demolition of existing dwelling and the construction of 2 no. dwellings, with all matters reserved for future consideration except for access | Ashgrove Toddington Gloucestershire GL54 5D: Councillors resolved to OBJECT to this planning application for the following reasons:
 - Little difference from previous applications submitted for this property and subsequent refusal.
 - Comments made by the Conservation Officer ref. Application:16/00866/FUL relating to this site are still applicable.
 - Concern regarding access onto the busy B4077. A Highways safety survey is requested.
 - Concern regarding the close proximity to neighbouring properties.
 - The proposed development would cause unacceptable harm to the character and appearance of the surrounding area,
- iii) **20/00571/PDAD** | Prior approval for conversion of agricultural building into 1no. larger dwellinghouse (use class C3) and associated building operations. | Land At Toddington: Councillors agreed that there were NO OBJECTION to this planning application. The comments of external agencies were noted and supported on this and a previous application for this site, which was refused by TBC. (20/00098/PDAD)

For noting:

- i) **20/00303/TPO:** 6 Church Meadows, Toddington – TPO 228 T1- Cedar, Thin branch tips towards garage to reduce chance of branch failure with snowfall, also trim back to give 4 meters clearance of garage and deadwood tree: CONSENT

200706/11 To note Auto-Enrolment status with the Pensions Regulator: Clerk confirmed that the re-declaration of compliance cannot be completed before the 31st December 2021. The last re-enrolment date to complete the re-declaration is 3th June 2022.

200706/12 To approve change in Clerks' contract: The increase in hours from 4.5 to 6 hrs a week was confirmed. The Clerks Salary Scale is SCP 16 from the 1st June 2020. The Clerk's Contract would be amended to reflect these changes.

200706/13 Highways update including winter updates information: The ongoing resurfacing of the B4077 was discussed along with access arrangements for residents. No winter update information had been requested by TBC yet.

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200706/14 To receive update on quotes for the Parish notice board: Clerk had investigated the preferred aluminium frame notice board chosen by Council at a previous meeting. She advised that this particular board did not appear very robust and may not be good value for money in the long-term if the Parish Council was to purchase this. With this in mind, the item was deferred for further investigation.

Action: Clerk and Cllr Cook to investigate other options for two aluminium notice-boards.

200706/15 Finances

- a) **To confirm signatories for the bank accounts:** Council resolved that Margaret Merritt would remain as a signatory until the RFO was able to arrange a change in signatories. Cllr Cook agreed that he would be happy to become a signatory on the account. Cllr Parker and Alvis remain as signatories.
- b) **The statement of accounts and bank reconciliation had been circulated to Cllrs prior to the meeting and were approved.**

Period to: 31st May 2020			
Lloyds TSB Current & Deposit		£	£
Acc: 02251838 - Statement Bala	5130.26		
Acc: 01042917 - Satement Balar	10338.23		
Add	0.00	15468.49	
Less:			
outstanding/unpresented cheque	113.20		
	165.00		
	93.00		
	391.47		
			762.67
Reconciled balance			<u>14705.82</u>
Cash Book Summary			
Opening balance 01.04.20		6524.05	
Add: receipts to date	8944.44		
Less: payments to date	762.67		
		14705.82	
Cash Book balance			<u>14705.82</u>

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c) To approve increase in the Clerk's home working payment from £4 to £6 a week: This increase was due to an increase in the Government's budget. Council approved this increase and any back-payment due from April 2020.

d) The following payments were approved:

Payments made between meetings (delegated powers): None					
Payments to be Approved:					
Cheque No	Amount	Payee	Purpose	Authority	VAT to be re-claimed
943	£186.00	Greenfields	Grass cutting (May)	HA 1980, s.96	£31.00
944	£607.02	Mrs. R Waller	April – June Salary	LGA 1972, s112(2)	None
945	£137.40	HMRC	Tax	LGA 1972, s.111	None
946	£12.75	PATA UK	Payroll services	LGA 1972, s.111	None
947	£186.00	Greenfields	Grass cutting (June)	HA 1980, s.96	£31.00
	£25	GRCC	Annual Subs	LGA 1972, s.143	None

200706/16 For Information: No further matters raised. Council were hopeful that they would be able to Co-opt two new Councillors at the meeting in September.

The Chairman closed the meeting at 8.40pm and thanked everyone for their attendance.

The next full meeting of the Parish Council will be held on 14th September at 7.30pm, again via Zoom video conference.

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Chairman

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Date