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MINUTES: of a Parish Council Meeting held in Naunton Village Hall on Monday 23rd January 2017 at 8.00pm.

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

IN ATTENDANCE: Kate Sales, Clerk

One parishioner was present

- 1) **Call to order.** The Chair called the meeting to order and asked the meeting to respect a minute's silence to remember the life of former councillor, Cathy Turton, who had sadly passed away.
- 2) **To receive apologies for absence.** Apologies were received and noted from Charlie Hanks.
- 3) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No Declarations were made.
- 4) **To approve the minutes of the Parish Council Meeting held on Monday 21st November 2016 at Naunton Village Hall.** It was noted that in the minutes on item 9 regarding the outcome of discussions surrounding the scale of charges for the recreation ground, these were not clear enough. It was agreed to discuss and clarify this at item 14 on the agenda. Apart from this the minutes were approved and duly signed as a true record.
- 5) **To hear representations from the public regarding items on the Agenda.**
It was agreed that the parishioner would speak when item 11 on the agenda was reached.
- 6) **Matters Arising**
 - Stone Bench outside Littons – feedback from villagers on course of action. Donations had been offered by two residents of the village and the Parish Council expressed their thanks for those. Councillors decided that they did not want to claim on the Council's insurance as future premiums would increase and this would affect all parishioners when precepts were set and therefore could impact on council tax increases. The Parish Council felt it should go back to the Social Group Committee for them to decide what course of action should be taken and the Parish Council would offer a donation towards the repairs.
 - Auditor for 2016/17 confirmed with GAPTC. Audit taking place on the 10.02.17.
 - Local Minerals Plan Consultation. County Cllr Nigel Moor confirmed he would make representations on behalf of the Parish Council regarding Huntsman's quarry preferred sites.
 - Feedback regarding drainage works on the B4068 reported to Highways. Highways saw the flooding for themselves on the junction back in November 2016 and are assessing how to make further improvements to stop the road flooding and will inform the Parish Council of course of action to be taken.
 - Pensions Regulator – Declaration of Compliance completed.

- Extra insurance premium paid to cover playground equipment.

7) Highways Update – from Bob Skillern at Highways

- Large sign at Naunton Inn & Naunton Village sign – both signs have been re-instated.
- Drainage works on the B4068 completed last year and the grip at the junction of Harford Bridge.
- Spoil from Harford Bridge removed and new gully dug.

8) Planning applications

To consider

Close Cottage, Naunton (17/00204/TCONR) – 25% reduction of Oak, reduction of Walnut and removal of two Beech trees close to the garage. The Parish Council had no objections to this application.

For noting

Sheepwell Cottage 16/03896/FUL & 16/03897/LBC – Proposed first floor side extension and replacement porch.

Cotswold District Council have permitted this application.

Windrush Vale 16/04556/TCONR Tree works. Cotswold District Council have permitted this application.

Longford Barn Summerhill Lane Naunton (16/02580/FUL & 16/02581/LBC) - Conversion of Longford Barn and ancillary buildings into single dwelling -

Cotswold District Council have permitted this application.

No.3 Sunny Cottage Naunton GL54 3AF (CDC_00000091277) Query raised with Cotswold District Council over installation of a gas supply -concerns have been raised over the drilling through the stone Lintel and the fact that pipes will be visible. Confirmation sought as to whether LBC was required.

Opposite Kiftsgate House, Naunton (CDC_00000091279) Query raised with Cotswold District Council over the siting of a Shepherd's Hut with adjoining wash/toilet facilities. Although hut is mobile confirmation has been sought as to whether planning permission was required.

9) To approve budget and precept for 2017/18

After discussions over the projects the Parish Council wanted to address in the new financial year, councillors resolved to adopt the budget below for 2017/18 and the precept was set at £5676.00. This was an increase of £321.00 from the previous year.

NAUNTON PARISH COUNCIL						
		Total	Spend vs	Total	Proposed budget for 2017/18	
	Budget	Spend	Budget	Income	Budget	Reasons for + / -
	2016/17	31.3.17	to	to	£	
INCOME						
Precept	5355.00	0.00		5355.00	5676.00	*increase shown to maintain adequate reserve
Council Tax Support Grant				0.00	0.00	
Bank interest	0.30			0.26		
VAT refund	100.00			239.35	400.00	
Other	300.00			1300.00		
TOTAL	5755.30			6894.61	6076.00	
Administration Costs	400.00	400.00	0.00		400.00	
Staff Costs	2200.00	2263.32	-63.32		2360.00	new rates as agreed at review meeting
Insurance	200.00	224.78	-24.78		260.00	extra premium for playground
Audit Costs	80.00	105.00	-25.00		110.00	As spent in current year
Flood relief	736.00	171.01	564.99		0.00	
Equipment*	1630.00	1630.00	0.00	*	2085.00	Included Dog bin £210+VAT extra for see saw £700 Dog bags £220. Replace stone for bench (no engraving) £150
Infrastructure	450.00	450.00	0.00		100.00	£100 grass cutting
Subscriptions	180.00	180.00	0.00		180.00	
Grants	800.00	800.00	0.00		800.00	rent to village hall
Other	250.00	250.00	0.00		250.00	to include possible training cllrs & clerk
Section 137	25.00	25.00	0.00		25.00	
VAT Paid	100.00	100.00	0.00		400.00	
Website	100.00	100.00	0.00		120.00	
TOTALS	7151.00	6699.11	451.89	6894.61	7090.00	
* £1k - playground allocated money plus £300 grant received from GCC					* Playground fund now zero after purchase of see-saw in budget	
Opening Balance as at 1.4.16		£ 4,102.58			£ 4,298.00	
Income during year		£ 6,894.61			£ 6,076.00	
Expenditure during year		£ 6,699.11			£ 7,090.00	
Antic. reserves at year end		£ 4,298.08			£ 3,284.00	

ACTION: Clerk to submit precept request to Cotswold District Council by the deadline of the 31.01.17.

10) Training courses

- Preparing for Audit for clerk. Weds 22.02.17. 25% of cost is £12.50. It was agreed that the clerk should attend this training course. Payment was approved under Authority LGA 1972 s.111 and cheque 669 was signed.

11) Update on flood monitoring system

Cllr Pickup informed the meeting that he spoken to Mr Houlden and the FROG had been put re-instated today and was up and running again. Data was being submitted to the website and would hopefully continue to submit data daily at 6am. Mr Houlden had agreed to check it remained operational over the next few days to confirm it was working reliably, and noted that the service renewal was due on the 9th February. Cllr Chance expressed she had no confidence in Mr Houlden as Chair of the Flood Group. This was in relation to the length of time it had taken to get Mr Houlden to reinstate the FROG, and the fact that he had not replied to both her and Cllr Russell's repeated efforts to contact him over the past few months. It was acknowledged that he had a busy workload.

A parishioner asked that if Mr Houlden was too busy to manage the Flood Group and get the private subscription service up and running maybe someone else from the Group who had some more time available to them could take over as Chair? He also drew the

Parish Council's attention to the fact that there were pledges waiting to be put towards the scheme making up the sum of around £2k.

It was agreed that the Flood Group should meet as soon as possible to discuss a way forward with the scheme; work out a simplified subscription service; open the necessary bank account, and contact interested parties. The Parishioner was invited to attend the meeting as he had a list of potential subscribers for the scheme. Cllr Russell was also invited to attend the meeting.

ACTION: *Cllr Pickup to arrange a meeting between the Flood Group committee members.*

12) Update on purchase of new playground equipment by Cllr Hanks.

No progress as waiting until the start of the new financial year for funds to become available.

13) Update on current location of defibrillator by Cllr Bell.

Cllr Bell had spoken to SW Ambulance Service and the 200-metre radius was the distance from the Defibrillator's current setting that the Emergency Services could pinpoint the location of the machine. It was agreed that the current location was the best position for the machine and the 200-metre radius did not affect the operational use of the machine. Therefore, the village did not warrant a second machine to be purchased. It was agreed that when phoning the Emergency Services, the position would be established then.

Discussion over the combination code took place as the Parish Council wanted more people to have access to it, but not allow it to be so common that theft or misuse could occur. It was decided to let everyone who had received training on the Defibrillator to be given the code plus all committees within the parish as well.

ACTION: *Cllr Bell to organise distribution of the combination code.*

14) Reports from groups

- **Flood watch Group**

Cllr Russell reported that Thames and Western Water had been checking seals and pipe works for leaks. He agreed to follow up to find out the results of the inspections.

- **Village Hall Committee**

Cllr Russell reported that the Village Hall was facing a substantial refurbishment, and when looking for funding it would need the support of the District and Parish Council. It was agreed that the Parish Council would offer a letter of support outlining the benefits to the community that the refurbishment would offer.

ACTION: *Cllr Russell to prepare draft letter.*

- **Recreation Ground Committee**

Cllr Bell updated the meeting on the latest bookings for the ground, and following on from the query over the wording in the last meeting's minutes. The new terms of reference were clarified and approved, and can be found in Appendix one at the end of the minutes.

Cllr Bell informed the meeting that he and Cllr Hanks would be tackling the weeds on the scrubland. Weed killer would be used to get rid of the brambles and notices would be displayed when the work was being carried out.

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.

It was noted that the budget for 'Flood relief' work was still in credit. It was believed that this was due to the fact that the aqua sacks (that had been agreed at last year's budget meeting) had still not been purchased.

ACTION: Cllr Russell to investigate why these had not been purchased.

Bank Reconciliation			
Period to 31st December 2016			
Current account 00462740			
Balance @ 31st December 2016		£	7,511.82
Period to 31st December 2016			
Deposit account 1612290			
Balance @ 31st December 2016		£	454.01
Less outstanding chqs			
chq 656	£	1.00	
chq 661	£	187.04	
chq 664	£	37.20	
		£	225.24
Reconciled Balance			£ 7,740.59
Cash Book Summary			
Opening Balance 01.04.16		£	4,102.58
Add receipts to date		£	6,894.53
Less Payments to date		£	3,256.52
Cash Book Balance			£ 7,740.59

BPC EXP vs BUDGET 2016-17		NAUNTON PARISH COUNCIL							
		Actual	Antic.	Total	Spend vs	Actual	Antic.	Total	
		Spend	Spend	Spend	Budget	Income	Income	Income	
	Budget	to	from	to	to	to	from	to	
	2016/17	31.12.16	01.01.17	31.3.17	31.3.17	31.12.16	01.01.17	31.03.16	
INCOME									
Precept	5355.00			0.00		5355.00	0.00	5355.00	
Council Tax Support Grant						0.00	0.00	0.00	
Bank interest	0.30					0.18	0.08	0.26	
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	339.34	60.66	400.00	0.00				
Staff Costs	2200.00	1693.32	570.00	2263.32	-63.32				
Insurance	200.00	224.78	0.00	224.78	-24.78				
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	318.75	1311.25	1630.00	0.00				*
Infrastructure	450.00	52.50	397.50	450.00	0.00				
Subscriptions	180.00	82.75	97.25	180.00	0.00				
Grants	800.00	0.00	800.00	800.00	0.00				
Other	250.00	187.42	62.58	250.00	0.00				
Section 137	25.00	0.00	25.00	25.00	0.00				
VAT Paid	100.00	81.65	18.35	100.00	0.00				
Website	100.00	0.00	100.00	100.00	0.00				
TOTALS	7151.00	3256.52	3442.59	6699.11	451.89	6894.53	0.08	6894.61	
* £1k - playground allocated money plus £300 grant received from GCC									
Opening Balance as at 1.4.16				£ 4,102.58					
Income during year				£ 6,894.61					
Expenditure during year				£ 6,699.11					
Antic. reserves at year end				£ 4,298.08					

- **To approve payments & note receipts**

It was noted that a payment from Cotswold Running Club of £50 for use of the recreational ground had been received.

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
665	K Sales	Clerk's Expenses Dec-Jan 2016	LG(FP)A 1963 s.5	44.07
666	ICO	Data Protection registration	LGA1972 s.143	35.00
667	K Sales	Clerk's salary for January	LGA 1972 s.112	186.84
668	K Sales	Clerk's salary – February*	LGA 1972 s.112	186.84

*post-dated cheque as no meeting in February
Chq 669 also paid – see item 10.

16) Correspondence received and to agree response

- Letter from residents offering a donation towards the repairs of the stone bench. Parish Council to thank residents and update them on decisions taken tonight.
- GAPTC - Buckingham Palace Garden party nominations. A nomination was approved and the Clerk to submit this to GAPTC.
- December report received and circulated from County Cllr Nigel Moor.
- GAPTC feedback request on Police and Crime Commissioner engagement events/meetings within the P&TC sector. It was agreed that the Parish Council would enquire about the possibilities of reducing speed limits to 20mph in the village.
- Cotswold Hare Trail. The Council decided no action was needed.
- Cotswold District Council – Cotswold District Local Plan 2011-2031 public consultation meeting dates. Poster to be displayed on the village noticeboard. A CD with all the District Council's reports was left with the Chair, residents were welcome to request it in case they wanted to view the plans in more detail.

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.

A question was raised about how to increase the awareness of the Parish Council's meetings and minutes. It was noted that all agendas and minutes were published on the Parish Council's website and the village noticeboard. Other ways to increase awareness could be discussed at a future meeting.

The Chairman concluded the meeting at 10pm and thanked everyone for their attendance. The next Parish Council meeting will be held on the 20th March 2017 at 8pm in the Village Hall.

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Chairman

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Date

APPENDIX 1:

NAUNTON RECREATION GROUND MANAGEMENT COMMITTEE (NRMGC)
TERMS OF REFERENCE

The NRMGC was set up as a Sub Committee of the Parish Council who are the owners of the 99 year Lease for The Naunton Recreation Ground, which expires in 2107.

The purpose of The NRMGC is to ensure that specific usage of the ground (i.e excluding passive use – dog walking, children’s casual use for playing etc) is properly regulated, adequately covered by insurance and does not cause a nuisance to other villagers. In addition, during the period 1st April and 30 September that such usage should not prejudice the established use of the ‘cricket pitch’ area by the Naunton Cricket Club or cause damage to the pitch. Details of the terms and conditions of such use are set out in Minutes of NRMGC Meetings dated 6 Dec 2007, 13 Mar 2008 and 6 July 2008.

The NRMGC shall: -

- (A) liaise with any users of the ground and follow any guidelines set by Naunton Parish Council (NPC) from time to time.
- (B) agree hire charges with users according to an agreed scale of charges shown below and keep an Annual Calendar of Events and Bookings.
- (B.i) Naunton Cricket Club (NCC) is an Authorised User, subject to the club purchasing their own insurance cover for playing cricket and their Pavilion. As part of the agreement NCC maintain the Cricket Pitch, the bank to the east of the pitch and rough mow the children’s play area. In return they pay no rent and have priority for use of the field based round the Fixture List over other Licencees on all Sundays during the Cricket Season (April to September inclusive) unless NRMGC (with agreement of NCC rep) have agreed an application pre-season. NCC and Village Hall/Social Committee (VHSC), as in the past, work together on agreeing dates for communal village events, in the interests of both organisations by means of good co-operation and communication between them. The Pavilion is solely occupied by NCC and is not included in any Licence. Anyone wishing to play cricket would have to make their arrangements with NCC rather than NRMGC, having first applied through NRMGC, and any fee payable for preparation of/use of the pitch or the pavilion would be payable to NCC. Anyone wishing to use NCC water or facility must agree this with them and re-imburse accordingly. Otherwise, all fees are payable to the NPC – who will ring fence the money for maintenance or improvements at the Recreation Ground.
- (B.ii) the Village Hall Social Committee (VHSC) is also an Authorised User and not required to pay rent for the use of the site, subject to their insurance policy covering their events, as the events are run for the benefit of the village as a whole.
- (C) Agree Charges for use of the Ground and notify Naunton Parish Council

Village People and Village Organisations :

Car Parking

Nil

Events held by or in aid of Village Organisations	Nil
Private functions, Marquees etc. up to	£150.00

Non Village People and Other Organisations:

Car Parking	£ 50.00
Private functions, Marquees etc. up to	£250.00

Rules regarding the hiring of the ground and Set Charges may be subject to change within any guidelines which the NPC may give from time to time.

Forward any monies received and copies of invoices raised for the use of the Recreation Ground to the Parish Clerk for inclusion in the Parish Council accounts and records.

(D) Members of the NRGMC shall be -:

1. a member of the NPC, appointed by them to be the NRGMC's Chairman
2. a representative appointed by the NCC
3. a representative appointed by the VHSC
4. any other members co-opted by the NRGMC Chairman in discussion with the NPC.

Membership of the NRGMC shall be reviewed and voted on annually at the AGM of the Parish Council.

(E) NRGMC carries out most of its business by e-mail. In the event that the Chairman calls a meeting of Members, it will normally be for a specific application, and will be quorate with a minimum of three members. E-Mail opinion from absentees will normally be taken into account.

(F) At each meeting of the NPC the NRGMC Chairman shall report on any NRGMC proceedings that have taken place since the previous Parish Council meeting, including bookings taken, invoices issued, monies received and recommendations made and approved. Minutes of any meetings produced relating to those meetings. Any items for discussions or approval by the NPC shall be supplied in time to be included on the NPC's Agenda.

(G) These terms of reference shall be reviewed annually at the AGM of Naunton Parish Council.