

Clerk: Maxi Freeman, Charlwood, Kineton, nr Guiting Power, Cheltenham, GL54 5UG
www.nauntonpc.org

MINUTES: of the Naunton Parish Council Meeting held on Monday 20th November 2023 at 7.30 pm.
PRESENT: Parish Councillors: Charles Hanks, Keith Russell, David Pickup, Cllr Barnes.
IN ATTENDANCE: Maxi Freeman, Clerk
MEMBER OF THE PUBLIC: One

- 1) **To receive declarations of Interest** on items on the agenda (Localism Act 2011). None.
- 2) **To hear representations from the public** regarding items on the agenda. None.
- 3) **Approval of minutes of the previous meeting** (September 2023) The meeting approved the minutes, and the Chairman signed them. **Action: Clerk to post to website and circulate.**
- 4) **Matters Arising** (Clerk's Report and report from Chairman). The Clerk drew councillors' attention to the contents of the report which would be discussed at items 10, 11, 12 and 14.
- 5) **Councillor vacancy.** Cllr Hanks proposed and Cllr Russell seconded the co-optioin of Nicola Gibberson as the fifth councillor. Ms Gibberson gave a brief outline of her history – having lived in Naunton for 8 years in total, worked in marketing and property (which included building local communities). As a member of the Village Hall committee, her co-optioin to the PC would fill the second place on the VH committee allocated to the PC. Councillors voted unanimously to co-opt Ms Gibberson, who completed the Declaration of Acceptance and the Register of Interests at the meeting. **Action: Clerk to update the website, and forward forms to CDC Election and Democratic services.**
- 6) **Training.** Cllrs Hanks and Pickup found the 'Planning in Plain English' online training very high quality and recommended it to other councillors. The Powerpoint notes will be shared with other councillors. The training included the bases for objections and the many considerations which make planning decisions an inexact science. **Action: Cllr Hanks to send copy to Clerk for distribution and future use.**
- 7) **Speeding in the village.** Cllr Barnes explained that there were several places in the village where speeding was frequent and potentially dangerous. Cllr Barnes proposed:
 - * a 20 mph speed limit in the village
 - * a police speed van visit
 - * setting up a Community Speedwatch group
 - * VAS equipment for a possible three locations in Naunton (Summerhill, the road from the B4068 opposite Church Farm, the centre of the village.

Councillors resolved unanimously to:

 - * apply to GCC for a 20 mph speed limit in the village
 - * request a visit from the police speed enforcement team
 - * arrange training for residents interested in forming a Community Speedwatch group
 - * investigate whether there were any grants to fund VAS equipment and post installation
 - * agree locations for posts (if funding is available) with GCC Highways, for VAS equipment**Action: Clerk to carry out/arrange resolutions.**
- 8) **Planning applications**
[23/03259/FUL](#) Demolition of existing animal shelter and erection of new, larger animal shelter/storage. The initial application followed the refusal of CDC to grant CLOPUD for the existing animal shelter ([23/02167/CLOPUD](#)) on the basis that: 'The proposed development does not meet the criteria of Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended, in that it proposes to erect a building on an agricultural unit of less than 0.4 hectares and does not relate to an agricultural trade or business'. Councillors resolved to object to this application on the basis

that it is too high and unnecessary for an animal shelter; the footprint was also considerably larger than the current shelter - far larger than required for the grazing land available. Councillors noted that any new shelter should be a similar size and style to the current, temporary, structure. **Action: Clerk to post comments to CDC planning portal.**

The Chairman then reminded councillors to make every effort to respond to requests for comments promptly.

9) Assets and risk assessment

Recreation field (including dog waste) & benches	Cllr Hanks reported that the recreation field is in good condition and that damage from the bonfire night event was fairly minimal considering the weather. The social committee had repeated that they would repair the damage to the bonfire area shortly.
Playground	Cllr Hanks noted that the area would need to be mowed again before winter and confirmed that he would mow it.
Flood Monitoring	Cllr Russell reported that river clearance had taken place and that the river was running well. However, stones and plants had been used to build an 18" high obstacle. This would accumulate silt and debris, which could cause a blockage. Councillors resolved to agree a letter to be sent to the owners of the river bank at that point. Action: Clerk to draft letter and send once agreed.
Village Hall	Further events were being added to the village hall calendar to help improve village hall finances (while not detracting from the Cricket Club or the pub's activities). The hall was also being promoted more externally. Large events had caused problem parking in the village, so that emergency vehicles could not have got through. Councillors suggested that the village hall committee ensures parking is considered and booked for events with more than 20 vehicles. Action: Cllrs Gibberson and Russell to discuss with the VH committee.

10) Asset check list. Councillors agreed to carry out the annual check of items on the asset list and report back at the January meeting. **Action: Cllr Hanks to organise inspections apart from the flood equipment, which Cllr Russell agreed to check.**

11) Governance

a) **Risk Management policy.** Councillors approved the risk management policy. **Action: Clerk to update website.**

b) **PWLB checks.** Councillors noted that the standing orders, bank payments and PWLB statements agreed.

12) Internal financial controls

a) Councillor Russell reported that he had completed the Internal Financial Controls (IFC) check list. **Action: Clerk to update IFC and website.**

b) Councillors queried item 1, requiring a councillor to complete a reconciliation after every meeting. Cllrs resolved to remove this requirement. **Action: Clerk to update the IFC and website.**

13) Finances.

a) **Bank signatories.** Councillors resolved to add Cllr Gibberson to the signatories list. **Action: Clerk to complete forms from Lloyd's bank and to follow up with Lloyds re: inclusion of Cllr Barnes.**

b) **Current accounts and bank reconciliation.** Councillors noted the current balances and accepted the reconciliation, which the Chairman and the Clerk signed.

c) **To approve payments and note receipts** Councillors resolved to make the below payments and three councillors signed cheques. **Action: Clerk to post cheques.**

873	M Freeman	Expenses – envelopes, stamps.	LGA 1972 s.111	11.19
874	M Freeman	Clerk's salary October/November 2023 @ £235.17 p m	LGA 1972 s.112 (2)	470.34
875	M Freeman	GoDaddy - Website builder renewal	LGA 1972 s.111	172.66
876	GAPTC	Training – 'Planning in Plain English'	LGA 1972 s.111	70.00

14) Budget and precept setting for FY 2024/25.

Councillors reviewed the expenditure and income for the current year and the projected figures to the end of the year. In deciding the budget for the next financial year (24/25) councillors used an estimated inflation rate of 5.6% (average forecast). To meet its commitments - including repayments for the village hall loan, existing and future activities - a budget of £14,274 was agreed. In addition councillors recognised the need to retain 3 months operating costs at all times, as noted by the internal auditor, and to retain ringfenced sums (election fund and recreation ground). Councillors resolved to use the projected EOY reserves in FY 24/5. A precept of £15,938.50 p.a was agreed. **Action: Clerk to complete precept request to CDC.**

	Budgetted expenses 24/25	Budgetted income 24/25	NOTES
Income			
Precept inc VH loan payments			
Council tax supp grant		0	
Donations (Rec ground mtce)		0	
Bank interest		4.85	
Rec ground rental		600	
Other (VAT & CIL)		200	
TOTAL		804.85	
Expenditure			
VH loan repayments	6656		
Administration costs	100		
Staff costs	3230		
Insurance	453		
Audit costs	200		
Flood relief	100		
Playground inspection	120		
Playground maintenance	0		
Infrastructure (strimming, benches, dogs, Rec Ground, speeding project)	2800		
Subscriptions (GAPTC and GPFA)	158		
Grants	0		
Rent	133		New £132 Village Hall rent
Other (inc training)	74		New Councillor training
Section 137	150		
Annual allocation for poss. Contested elections	100		Accumulates by £100 p.a.
TOTAL	14274.00		
Ringfenced funds			
2 x fund for possible election		200	
Advisory 3 months operation costs (25% x 13797.84)		3568.5	
Recreation ground - carried over (1048.14) + 625 (rental) +500 (donation) - (1895.62 spent on bodpave)		277.52	
Total ringfenced		4046.02	
Precept requirement			
Funding required (expected expenses+ ringfenced sums) - income		17515.17	
Reserves (expected income - expected expenses at YE 23/4)		1576.67	
Balance to be funded by precept		15938.5	
Increase in precept (24/25 compared with 23/24)		3186.5	
Increase as a % of 23/24 precept		25%	

Any other business. So that the Chairman can attend, councillors decided to change the date of the next meeting to 22nd January 2024 at 7.30 p.m. in the village hall. There being no further business, the Chairman closed the meeting at 20.28.