DRAFT MINUTES: of the Annual Parish Council Meeting held in Naunton Village Hall on Monday 22nd May 2017at 8.00pm.

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

IN ATTENDANCE: Maxi Freeman, Clerk

 Janet Eustace, Interim Clerk

 Two parishioners were present

*Members of the public were welcomed to the meeting and were invited to address the council at item 16 on the agenda following the statutory annual meeting business that the Parish Council needs to conduct first.*

**AGENDA**

1. **To elect the Chairman of the council for the year 2017/18 and to receive the new Chairman's Declaration of Acceptance of Office.** Beverley Chance was proposed by Cllr Bell and seconded by Cllr Russell and the rest of the council unanimously supported their proposal. Cllr Chance agreed to the position and duly signed her Declaration of Acceptance of Office.
2. **To elect the Vice Chairman for the council year and to receive the Vice Chairman's Declaration of Acceptance of Office.** Charlie Hanks was proposed by Cllr Chance and seconded by Cllr Pickup. Cllr Hanks agreed to the position and duly signed his Declaration of Acceptance of Office.
3. **To appoint a new Clerk.** Councillors approved the appointment of the new Clerk.
4. **To receive and consider apologies for absence.** No apologies were received.
5. **To receive Declarations of Interest on items on the Agenda (Localism Act 2011).** No declarations were received.
6. **To remind members to update their Declarations of Interest if their circumstances have changed.** The Clerk reminded councilors of the need to update their declarations if necessary and this was noted.
7. **To approve the minutes of a Parish Council Meeting held on the 20th March 2017 at 8.00pm in Naunton Village Hall**. An error was noted in the future meeting dates. The change from 21st March 2018 to 19th March 2018 was approved and minuted. The minutes were then approved and duly signed as a true record.
8. **To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2016-17.** After the Annual Governance Statement was read through it was approved by the Parish Council and duly signed by the clerk and the Chairman.
9. **To approve Section 2 of the Annual Return for 2016/17 for submission to Grant Thornton's for Audit, and to note the internal auditors report and recommendations.** The internal auditors report was considered in conjunction with the whole of the Annual Return. Section 2 of the Annual Return was considered by the whole council. The Council then resolved to approve Section 2 and the end of year accounts. These were duly signed by the clerk and the Chairman. The council then approved the annual return for submission to Grant Thornton. (A set of accounts is attached to these minutes and displayed on the website.)

*Clerk to submit return to Grant Thornton and to publish items on the website for public inspection.*

1. **To review and adopt the Parish Council's Code of Conduct.** No changes were deemed necessary. It was therefore resolved to adopt them.
2. **To review and adopt the Standing Orders for Naunton Parish Council.** No changes were deemed necessary. It was therefore resolved to adopt them.
3. **To review and adopt the Financial Regulations for Naunton Parish Council.** No changes were deemed necessary. It was therefore resolved to adopt them.
4. **To review the Council Asset Register.** The values used in year’s Asset Register changed significantly from previous years’. Where purchase prices were not known, a value of £1 was assigned. This brought the value of the Asset Register down from £22,850 to £4,445. It was resolved to adopt the new values.
5. **To review the Parish Council's risk assessment.** This item was deferred to the July meeting.

*Clerk to add as agenda item.*

1. **To approve the insurance provider for the forthcoming year.** The Council three quotes obtained by the Clerk for similar cover. Interim Clerk advised that playground equipment is not usually insured. The most economical was chosen (Hiscox, provided by Came & Co). The premium has fallen slightly from £187.58 last year to £168 this year.

 *Clerk to arrange the policy.*

1. **To receive comments and concerns from the public.** No items were raised.
2. **To consider and note planning applications and agree responses:**

**For consideration**

**1 Aylworth Cottages** (17/01650/FUL) **–** Amendment to planning permission 15/01205/FUL – Erection of plant room and fitting additional roof lights. Neighbours have been contacted and no objections have been raised.

**Lavender Hill Farm** (17/01785/FUL) – Siting of a steel shipping container in farmyard for storage of food and fertiliser. Neighbours have been contacted. No objection as the building will not be easily visible.

**Waterloo Farm** (17/01801/FUL) – Extensions and alterations to farmhouse; demolition of agricultural barn and replacement with home workshop. The Council was concerned that the changes would lead to the development of a separate home. Council to comment that the changes should go ahead with the condition that the new workshop must remain ancillary to the existing main residence and not become a separate home.

*Clerk to comment on planning portal.*

**For noting**

**The Pound, Naunton** (17/00378/FUL) – Single storey link extension. No objections raised. CDC have permitted.

1. **Reports from groups**

**RoSPA report on the playground**

Cllr Hanks highlighted RoSPA’s concerns that some equipment was rotten and needed to be repaired or preferably replaced. The cost of replacement is estimated at £8,000. Interim Clerk to provide contact details for maintenance specialist used at Upper Oddington (since done).

The Chairman and Interim Clerk informed the Council that the playground must be checked every month using a standard check list. These are to be stored for 20 years as an insurance requirement and for Health & Safety checks.

1. **To consider a possible future precept increase for Public Works Loan for the Village Hall refurbishment**

Cllr Russell raised the issue of the next steps in renovating the Village Hall following the Village Hall Meeting held on 29 April 2017. The Council resolved to consult parishioners through a survey asking whether they supported the project and how they would view the increase in precept. The Parish Council Working Group (Cllrs Russell, Hanks and Bell) will obtain exact figures and establish a process for contacting parishioners (especially Council Tax payers). It will then report back to the Council.

*Clerk to add as agenda item*.

1. **To consider whether to renew membership of the Gloucestershire Playing Fields Association.** The Council resolved to renew its membership.

*Clerk to renew membership*.

1. **Finances**
* To receive current state of accounts and bank reconciliation

The accounts were approved and signed as a true and accurate account.



NAUNTON PARISH COUNCIL

SUMMARY OF ACCOUNTS AT 31 MARCH 2017

BANK RECONCILIATION

Balance at 1 April 2017

Opening balance £4,102.58

Receipts during the year £6,944.59

 **£11,047.17**

Payments during year £4,723.82

**Closing balance £6,323.35**

Represented by the bank accounts as under

Lloyds - current acc 462740 £7,723.72

Lloyds - deposit acc 1612290 £454.07

 £8,177.79

Outstanding cheques

 YES £ -

**Amount to carry forward £8,177.79**

Signed by Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Responsible Finance Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date 22 May 2017

* To approve payments & note receipts

Cheque 678 was cancelled as the Flood Committee had already paid the invoice for which Cheque 678 had been written. Payments were noted and approved. No receipts were received.

|  |
| --- |
| **The following payments were made between meetings:** |
| **Chq no.**  | **Payee** | **Description** | **Value** |
| No payments made between meetings |
| **The following payments to be approved:**  |
| **Chq no.**  | **Payee** | **Description** | **Value** |
| 677 | Caledonian Play | Remainder of cost of see-saw  | 1477.25 |
| 678\* | Hydro logic services | Flood monitor | 168.00 |
| 679 | RoSPA | Playground inspection | 79.80 |
| 680 | JEC Consultancy | Salary for Interim Clerk May 2017 | 240.00 |
| 681 | Naunton Village Hall | Annual grant/hire for Village Hall | 500.00 |
| 682 |  M Freeman | GoDaddy website renewal for 2 years paid by personal card | 323.91 |
| 683 | M Freeman | Salary for Maxi Freeman | 119.88 |
| 684 | Dog bags | JRB Enterprises | 132.90 |

\* cancelled due to prior payment by Lawrence Holden

1. **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.*

* Cllrs Russell, Bell and Chance have transferred the deeds for The Pound from Lloyds Bank to Kendall & Davies in Stow in the Wold. The Chairman has a receipt for the title deeds given to the solicitor.

*Clerk to photograph deeds for the Council’s own records.*

* Defibrillator training. Cllr Bell is organizing training for anyone in the village. The cost is £170. Dates for the training will be agreed at the next Parish Council meeting on 17th July 2017.

*Clerk to add as agenda item*.

* Clerk’s CiLCA training.

*Clerk to check dates of next training and add to the agenda for the next meeting.*

The Chairman concluded the meeting at 9.27pm and thanked everyone for their attendance. The next Parish Council meeting will be held on the 17th July 2017 at 8pm in the Village Hall.

……………………………………………… ...........................................

Chairman Date