

CLERK: Maxi Freeman, Charlwood, Kineton, nr Guiting Power, Glos GL54 5UG
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The next meeting of Naunton Parish Council will be held on Monday 20th November 2023, starting at 7.30 pm. The meetings will take place in the village hall.

M Freeman, Clerk to the Council

15th November 2023

Members of the public are welcome to attend and are invited to address the council at item 2 on the agenda.

AGENDA

Call to order

- 1) **Declarations of Interest** on items on the agenda (Localism Act 2011) from Councillors
- 2) **To hear representations from the public regarding items on the agenda**
- 3) **Approval and signing of the previous meeting's minutes** (September 2023)
- 4) **Matters Arising** (Clerk's Report and update from Chairman)
- 5) **Co-option of new councillor.** Councillors to decide on co-option of a new councillor.
- 6) **Training.** Cllrs Hanks and Pickup to share learnings from the recent 'Planning in Plain English' course.
- 7) **Speeding in the village.** Cllr Barnes to raise the issue. Councillors to decide on any action.
- 8) **Planning applications**

To comment:

[23/03437/LBC](#) (FYI only) Internal works to open up ground floor, reveal old timbers and install underfloor heating. Littons. Deadline 30th November.

[23/03259/FUL](#) Demolition of existing animal shelter and erection of new, larger animal shelter/storage. This application replaces 23/03298/FUL and locates the new building 3m west to avoid falling within the curtilage of a neighbouring listed building.

Note: 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. Comments received from Cllr Hanks only. Deadline 21st November.

Inquorate responses (i.e. fewer than 3 councillors responded):

[23/01896/FUL](#). Resubmission for Conversion of a disused storage barn to a single house at Church Farm, Naunton. Deadline expired but decision not yet made. Other comments included from CDC and Highways. CDC concerned re: excessive glazing and Highways concerned re traffic joining B4068.

23/03821/FUL Revisions to 23/02322/FUL Hill Barn Farm – Demolition of annex and rebuilding. Permitted.

To confirm comments made between meetings:

No quorate responses.

To note changes since the last meeting:

[23/02677/FUL](#) Bakehouse Cottage, Naunton GL54 3AA. Erection of replacement conservatory. Permitted.

[23/02307/FUL](#) Mill Barn. Demolition of existing sheds and construction of new single-storey side and rear extension. Permitted.

[23/02167/CLOPUD](#) Close Cottage, Naunton GL54 3AA. Certificate of lawful proposed use or development under Section 192 of the Town and Country Planning Act 1990 for removal and replacement of animal shelter. Refused.

[23/01654/FUL](#) Amendments to Littons application for a side extension. Application permitted, with a condition that protection zones are created around all trees and hedgerows during construction.

- 9) **Assets and risk assessment.** To receive reports on council assets and decide on any action required.

Recreation field (including dog waste) & benches	Cllr Hanks to report.
Play area (including dog waste)	Cllr Hanks to report.
Flood Monitoring	Cllr Russell to report on Flood Monitoring Group and partial obstruction in the river fat Close Hill bridge.
Village Hall	Cllr Russell to report on Village Hall Committee
Any other assets:	

- 10) **Asset check list.** Councillors to agree arrangements for annual check of assets listed in the Risk Inspection checklist ([this is the link](#)).

11) **Governance**

Councillors to review the following documents:

- a) ~~OOB~~ Risk Management policy
 - b) ~~OOB~~ PWLB standing order at bank/PWLB statements/PWLB payments made
- (Note: Web accessibility, GDPR, Internal controls, equality policy, recreation Ground Terms of Ref, Risk Register (PC operations, not assets), Complaints procedure, Publication scheme to be reviewed at the January meeting).

12) **Internal financial controls**

- a) Councillor Russell to report on Internal Controls checks carried out.
 - b) Councillors to review Internal Controls Policy, which states ‘1. A bank reconciliation to be performed by a member of Council after every meeting’.
- Councillors to decide on any action.

13) **Finances**

- a) **Bank signatories.** The PC’s Financial Regulations state that three signatories are required for any banking transaction. The PC has not been able to use online banking as it cods not have a third signatory. It has not been possible to register Cllr Barnes yet. Councillors to consider whether to reduce the number of signatories to two.
- b) **To receive current accounts and bank reconciliation**
 Current account balance A/c 00462740: £16,950.58 (15 Nov 2023)
 Deposit account balance A/c 01612290: £458.58 (15 Nov 2023).

Naunton Parish Council Reconciliation				
Period 1 April to 15 November 2023				
Current account 00462740 Online				
		Balance @ 15 November 2023	16950.58	
Deposit account 01612290 Online				
		Balance @ 15 November 2023	458.58	
Total			17409.16	
Less outstanding cheques				0
Reconciled balance			17409.16	
Cash book summary				
		Opening balance 1.4.23	11289.60	
		Add receipts to date	15407.22	
		Less payments to date	9287.66	
Cash book balance			17409.16	
Signed:				
Clerk & RFO				
Chairman				
Date: 20th November 2023				

c) To approve payments and note receipts

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

The following credits have been received:				
	Deposit a/c	Interest October 2023		0.29
	Deposit a/c	Interest November 2023		0.31
19.10.23	Treasurers a/c	Community Infrastructure levy (CIL)		933.45
21.9.23	Treasurers a/c	CDC Precept part 2		3188.00
Payments between meetings:				
26 th September PWLB VH loan - £1616.95				
4 th September PATA quarterly SO – £23.25				

14) Budget and precept setting for FY 2024/25. Please see separate documents for details and budget planning document.

- a) Councillors to decide on the budget for the financial year 2024/25.
- b) Councillors to decide on the precept amount and any balance from reserves needed to fund the budget.

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.

The next meeting will be held on Monday 15th January 2023 at 7.30 p.m. in the village hall.