

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

MINUTES: of the Naunton Parish Council Meeting held on Monday 31st July 2023 at 7.30 pm.

PRESENT: Parish Councillors: Charles Hanks, Keith Russell, David Pickup.

IN ATTENDANCE: GCC Councillor Mark MacKenzie-Charrington, CDC Councillor Len Wilkins, Maxi Freeman, Clerk

MEMBER OF THE PUBLIC: Holly Barnes

- 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** (May 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 items re: website which, due to the age of the software, would need to be rebuilt in the medium term; use of a gov.uk domain, while recommended, would need to be included in a future budget; and audit recommendations, which would be address at item 8. The Chairman then invited GCC Councillor MacKenzie-Charrington to address the meeting. Highlights included:
 - the Tour of Britain had been confirmed as passing through Gloucestershire on 9th September but in the Gloucester and Tewkesbury areas.
 - police were locating their offices on the fire services sites, bringing the police into the community to enable better community policing.
 - GCC is encouraging communities to check grit bins in advance of winter and let them know if new bins are required.

CDC Councillor Len Wilkins then addressed the meeting:

 - CDC had announced the dates for the next Town and Parish Council forums. The nearest, at Moreton in Marsh, will be held on 28th September.
 - Rural England had granted an extra £200,000 'prosperity fund' for parish councils to set up local enterprises.
 - Funding for Visitor Information Centres is being withdrawn between September and December depending on location.
 - CDC will be evaluating solar panel schemes and certifying those that meet their criteria. These systems should also offer good value.
- 5) **Co-option of new councillor/s.** Councillors resolved to co-opt Holly Barnes and MS Barnes accepted. Councillors welcomed her to the Council. **Action: Clerk to lodge Declaration of Acceptance and Register of Interest forms with CDC.**
- 6) **Training.** Councillors agreed to enrol Cllr Barnes in the 'Councillors Tool kit' training once a date for that training had been set. Cllr Barnes is already very familiar with the planning system and councillors decided that training in the planning system would not be needed. **Action: Clerk to request date from GAPTC.** The 'Good Councillors Guide' had already been sent to Cllr Barnes although it is slightly dated.
- 7) **Election of officers.** Councillors discussed the following roles and agreed:
 - a) Vice Chairman. As appointing a Vice Chairman is optional, councillors decided not to appoint a vice chairman but to agree on the day who would chair meetings where the chair could not attend.
 - b) Dog waste supplies. Cllr Pickup will receive orders of dog waste supplies and refill the holders in the village. **Action: Clerk to arrange handover of supplies to Cllr Pickup.**
 - c) Defibrillator maintenance. Cllr Barnes agreed to take on this role. **Action: Clerk to arrange handover from Peter Bell.**

- d) Key holder. Cllr Russell agreed to retain keys to the village hall.
- e) Second PC representative on the village hall committee. Councillors agreed that there was no current need for a second councillor on the village hall committee, as the village hall refurbishment project had been completed. The situation can be reviewed as necessary.
- 8) **Internal audit.** The Clerk outlined the internal auditor's recommendations. Councillors agreed to implement the following:
- a) When new code of conduct is available, Councillors should review Code.
 - b) Review Risk Management policy annually.
 - c) Confirm PWLB standing orders annually.
 - d) One Councillor to carry out internal controls every year. Cllr Russell agreed to carry this out for the current year. **Action: Clerk to provide relevant documents.**
 - e) Reconsider banking arrangements as interests are now higher.
 - f) New format for budgeting as it does not currently show calculations.
 - g) Ensure the 'Reserve' is between 3- and 12-months routine expenditure @£1000 p month. Clerk stated that at e-o-y only 1 month's reserves have been available.
 - h) Council to review budget v actual more frequently than at budget setting time.
 - i) Council to review receipts and payments statement before approving the Annual Financial Statement.
 - j) Dates for the period of exercise of public rights are reported and minuted.
 - k) Ensure website accessibility policy is linked from the home page (not policies).
 - m) Ensure all Registers of Interests are available (redacted) on the council's own website rather than linked to the page on the CDC website.
Action: Clerk to include in the next appropriate meeting/budget meeting/year end.

- 9) **Planning applications**
To comment on: None.

To confirm comments made between meetings: Councillors confirmed comments for the following applications:

23/082185/TCONR Old Rectory. Cut beech back. 'No objections' posted.

23/01654/FUL Single storey rear/side extension to Littons. Posted 'no objections'

The Chairman noted that if the number of councillors responding to requests for comments falls below 3, as had happened recently, then the Clerk cannot post any comments as the responses were not quorate. He encouraged councillors to respond to planning applications.

To confirm comments made between meetings:

23/009941/FUL and 23/00942/FUL 1 Aylworth Cottages (retrospective). No objection.

23/00998/FUL Hill Barn Farm. No objection. Awaiting decision.

23/01467/TCONR Fell cypress at Mill House. No objection.

Councillors confirmed that the correct comments had been posted.

10) **Assets and risk assessment**

Recreation field (including dog waste) & benches	Cllr Hanks had received a cheque for £500 from the Cricket Club towards the works to the entrance to the recreation field. Action: Clerk to bank cheque.
Playground	Cllr Hanks reported no issues with the playground.
Flood Monitoring	Cllr Russell reported that the river was running well although levels were low. The annual clearing would take

	place in October. A small island had been built in which was not currently blocking flow but should be monitored. Action: Cllr Russell to review.
Village Hall	Cllr Russell reported that the repairs to the village hall (due to previous flooding) would start on August 9 th . The floor would be replaced toward the end of August. Works are being carried out under the insurance policy.

11) Finances

a) **Bank signatories.** Cllr Barnes agreed to be the third bank signatory. Action: Clerk to contact Lloyd's bank.

b) **To receive current accounts and bank reconciliation.** Councillors noted balances of £19,278.57 (current account) and £456.88 (savings account) (21 July 2023).

Councillors accepted the reconciliation, which the Chairman and the Clerk signed.

c) **To decide whether to accept the increase in PATA's charges for wages calculations.** Councillors decided to retain PATA and update the standing order to the new rate of £25.80. Action: Clerk to update standing order at Lloyds Bank.

d) To approve payments

863	PKF	Previous year's external audit	LGA 1972 s.111	240.00
864	Douglas Hindley	5 hours strimming	HA 1980 s.96	100.00
865	Community Heartbeat	Defibrillator pads	PHA 1936 s.234	56.34
866	PATA	Arrears due to increase	LGA 1972 s.111	5.10
867	Greenfields	Bodpave installation at the entrance to the recreation field	LGA 1892 s.8 (1)(i)	1895.62
868	M Freeman	Clerk's salary May/June/July 2023 @ £235.17 p m	LGA 1972 s.112 (2)	705.51
869	GAPTC	Internal audit fee	LGA 1972 s.111	180.00


Councillors resolved to make the above payments and three councillors signed cheques. Action: Clerk to post cheques.

12) Any other business

Councillors discussed parking outside Littons, noting that parked vehicles were blocking access on a public road and that if cars were left there while the owners were absent it would be very difficult to provide access. The residents seemed to have raised the off-road parking area so that it could not be used for parking.

There being no further business, the Chairman thanked everyone for their attendance and closed the meeting at 8.17 p.m.

The next meeting will be held on Monday 18th September 2023 at 7.00 p.m. in the village hall.



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Chairman

18th September 2023