

Clerk: Maxi Freeman, Charlwood, Kineton, nr Guiting Power, Cheltenham, GL54 5UG

[www.nauntonpc.org](http://www.nauntonpc.org)

MINUTES: of the Annual Naunton Parish Council Meeting held on Monday 20<sup>th</sup> May 2024 at 7.00 pm.  
PRESENT: Parish Councillors: Charles Hanks, Keith Russell, David Pickup, Nicki Gibberson.  
CDC Cllr Wilkins  
APOLOGIES Received in advance from Holly Barnes.  
IN ATTENDANCE: Maxi Freeman, Clerk

MEMBERS OF THE PUBLIC: Three

1. **To elect the Chairman of the Council for the year 2024/25**  
Cllr Russell proposed and Cllr Pickup seconded Cllr Hanks as Chairman. Cllr Hanks accepted the nomination and signed the Declaration of Acceptance form. **Action: Clerk to update website.**
2. **To appoint the Vice Chairman of the Council for the year 2024/25**  
Cllr Hanks proposed and Cllr Pickup seconded Cllr Gibberson as Vice Chairman. Cllr Gibberson accepted the nomination and signed the Declaration of Acceptance form. **Action: Clerk to update website.**
3. **To receive Declarations of Interest in items on the Agenda (Localism Act 2011)** None.
4. **To hear representations from the public** regarding items on the agenda. None.
5. **Approval of minutes of the previous meeting (March 2024)** The meeting approved the minutes, and the Chairman signed them. **Action: Clerk to post to website.**
6. **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 8 – 22.
7. **Traffic survey.** Cllr Gibberson explained that the survey had not been completed. The survey would now be extended to include the new speeding phone app and '20's plenty' details. Cllr Gibberson also noted the survey would be carried out by email, rather than face to face, and that the current list needed to be improved to enable this to take place. **Action: Cllr Gibberson and Cllr Barnes to extend the distribution list and amend the survey to include the app and '20's plenty'.**
8. **Motion requesting GCC to implement a 20 mph limit.** Councillors discussed the motion and decided to include it in the survey document so that residents' views could be included.
9. **Quarry traffic at Summerhill.** Cllr Hanks explained that residents had counted 40 quarry vehicles passing Summerhill in one day. Clerk had checked planning permission and found that appx 2 vehicles per day were permitted. GCC Cllr MacKenzie-Charrington had confirmed that GCC Enforcement were already in touch with the quarry regarding a number of breaches of conditions however, the number of vehicles had not been noted as an issue. Councillors decided to ask GCC Highways for an official traffic count. **Action: Clerk to request traffic count from Highways on the road outside Summerhill.**
10. **Large trees.** Cllr Pickup noted that several large trees in the village were blocking light to nearby properties. Clerk had provided CDC advice for this type of situation, which was for the neighbours to discuss the matter before bringing it to the attention of the District Council. **Action: Clerk to include contact details for tree issues on the FAQs on the website.** Cllr Gibberson proposed that a paper version of the FAQs should be distributed around the village. Councillors agreed. **Action: Cllr Gibberson to prepare document for approval and distribution.**
11. **GPFA membership** Councillors agreed to renew membership of GAPTC. **Action: Clerk to arrange payment of £50 subscription.**

- 12. Planning applications** Councillors noted the comments made between meetings on 24/00872/TCNR and confirmed that they were correct, and that several previous applications had not yet had a decision from CDC.
- 13. Insurance** Councillors reviewed the insurance quotations in the Clerk's report and decided to renew insurance with Community First on a three year basis as this represented best value.  
**Action: Clerk to arrange payment of premium and confirm 3 year agreement.**
- 14. Review of annual payments for village associations use of recreation field.** Councillors agreed to continue with the current rates:

Naunton Music Society	Annual fee for use of recreation field	100.00
Naunton Social Committee	Annual fee for use of recreation field	300.00
Naunton Village Hall Soc	Annual fee for use of recreation field	100.00

**Action: Clerk to issue invoices as above.**

- 15. To approve the Certificate of Exemption for 2023/2024.** Councillors accepted the Certificate.  
**Action: Clerk to forward to auditors.**
- 16. To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2023/2024.** Councillors approved the Governance Statement. **Action: Clerk to post to website.**
- 17. To approve Accounting Statements (Section 2 of the Annual Return) for 2023/2024.** Councillors approved the Accounting Statements. **Action: Clerk to post to website.**
- 18. To note dates for the period for the Exercise of Public Rights (3<sup>rd</sup> June to 12<sup>th</sup> July).** Councillors noted dates. **Action: Clerk to post to website and noticeboard.**
- 19. To review and adopt the Standing Orders for Naunton Parish Council.** Councillors considered the Standing Orders and decided to approve them. **Action: Clerk to update and post to website.**
- 20. To review and adopt the Financial Regulations for Naunton Parish Council** Clerk had adapted the new model Financial Regulations to reflect Naunton PC e.g. remove refs to committees, remove refs to Wales etc. Councillors noted that the new regulations permitted the Clerk to authorise payments between meetings if they were under £500, had budget allocated and there was a Power to Spend. Councillors agreed to delegate this authority to the Clerk. **Action: Clerk to post new regs to website.**
- 21. To review the Asset Register** (unchanged since new playground equipment added) Councillors accepted the current Asset Register. Clerk noted that the proposed bench would be added to the asset register. **Action: Clerk to post to website and update as necessary.**
- 22. Assets and risk assessment.** To receive reports on council assets and decide on any action.

Recreation field (including dog waste) & benches	Cllr Hanks reported that the gate and parts of the fencing had been repaired using ring fenced funds. The RoSPA report had only revealed minor work and any issues were very low risk. Cllr Hanks proposed that the installers of the playground were contacted to correct an issue with the swings and councillors agreed. <b>Action: Cllr Hanks to arrange work to swings.</b>
Play area (including dog waste)	Cllr Hanks reported that the playground was very popular and that he had mown the play area.

Flood Monitoring	Cllr Russell reported that works to remove blockages and overhanging branches had needed a contractor for clearance. A thorough clear out had been carried out, including clearing the sluice. <b>Action: Clerk to arrange payment of invoice for £80 for the clearance.</b>
Village Hall	Cllr Gibberson reported that the village hall was in good condition.
Other	Cllr Hanks noted that his search for someone to repair the bench had been unsuccessful. The bench therefore needed to be replaced. A number of options had been included in the Clerk's report. Councillors agreed to buy a 1.8 metre teak bench delivered assembled from Cyan Teak Furniture. <b>Action: Clerk to order bench for delivery to Chairman's address, to include fixings for concrete.</b>

**23. Finances**

a) **To receive current accounts and bank reconciliation.** Councillors noted the current balances and the Chairman signed the approved reconciliation.

b) **To approve payments and note receipts.** Councillors approved the following payments:

Epay	ROSPA	Annual playground inspection	LGA 1892 s.8 (1) (i)	122.40 ✓
Epay	Community First	Annual insurance premium	LGA 1972 s.111	434.94 ✓
Epay	GPFA	Annual subscription to Glos Playing Fields Assoc	LGA 1972 x. 143	50.00 ✓
Epay	Lyster Contracts	Replace gate and gate post on Recreation field	LGA 1892 s.8 (1) (i)	256.10 ✓
Epay	M Freeman	Clerk's salary April/May 2024 @ £235.17 p m	LGA 1972 s.112 (2)	470.34 ✓

**Action: Clerk to arrange payments online.**

**24. To review existing standing orders and direct payments for FY 24/25.** Councillors approved the quarterly standing order in favour of PATA of £25.85 and the annual payment of £1 to St Andrews PCC for the annual lease of the recreation field.

**25. To agree dates for meetings in FY 2024/25.** Councillors agreed to meet every other third Monday i.e. 15<sup>th</sup> July, 16<sup>th</sup> September, 18<sup>th</sup> November, 20<sup>th</sup> January 2025, 17<sup>th</sup> March 2025, 19<sup>th</sup> May 2025 (FY 2025/26)

**Any other business.** There being no further business, the Chairman closed the meeting at 19.30. The Annual Parish meeting was then opened.

The next Parish Council meeting will be held on Monday 15<sup>th</sup> July at 7.00 p.m. in the village hall.

Signed ..... 

Chairman

Date 15<sup>th</sup> July 2024