

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
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MINUTES: of the Annual Parish Council Meeting held in Naunton Village Hall on Monday 23rd May 2016 at 8.00pm.

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

IN ATTENDANCE: Kate Sales, Clerk

Two parishioners were present

Members of the public were welcomed to the meeting and were invited to address the council at item 18 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 2016/17 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 Russell and seconded by Cllr Pickup. Cllr Hanks agreed to the position and duly signed his Declaration of Acceptance of Office.
- 3. To receive and consider apologies for absence.** There were no apologies received.
- 4. To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No declarations were received.
- 5. To remind members to update their Declarations of Interest if their circumstances have changed.** The Clerk reminded councillors of the need to update their declarations if necessary and this was noted.
- 6. To approve the minutes of a Parish Council Meeting held on the 21st March 2016 at 8.00pm in Naunton Village Hall.** A typographical error on County Councillor Nigel Moor's name in item 2 on the minutes was corrected. The change was approved and minuted. The minutes were then approved and duly signed as a true record.
- 7. To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2015-16.** After the Annual Governance Statement was read through it was approved by the Parish Council and duly signed by the clerk and the Chairman.

- 8. To approve Section 2 of the Annual Return for 2015/16 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 to be attached to these minutes.)
Clerk to submit return to Grant Thornton and to publish items on the website for public inspection.
- 9. To review and adopt the Parish Council's Code of Conduct.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 10. To review and adopt the Standing Orders for Naunton Parish Council.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 11. To review and adopt the Terms of Reference for the Recreation Management Committee.** These were still being finalized by the committee and it was agreed that these would be brought back for adoption at the next meeting.
- 12. To review and adopt the Financial Regulations for Naunton Parish Council.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 13. To review the Council asset register.** This was reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 14. To review the Parish Council's risk assessment.** This was reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 15. To review the Council insurance policy cover is adequate. To approve insurance provider for forthcoming year.** The Council reviewed the policy and it was agreed that the Parish Council's requirements had not changed. The quote from the current provider Community First was accepted as the policy/schedule remained the same, met all the requirement. The premium had increased slightly from £178.19 to £187.58.
Clerk to renew the policy.
- 16. To consider if any other Parish Council policies need reviewing.** The clerk informed the meeting that following the internal auditor's recommendations the internal control policy needed re-looking at. The clerk would bring a revised policy back to the parish council for discussion at a later date.
Clerk to revise policy and bring back for discussion.
- 17. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.** Dates proposed are: Monday 4th July, 26th September, November 21st (Budget planning), 23rd January 2017, 20th March 2017, and 22nd May 2017 (Annual Parish Meeting & Annual Parish Council Meeting). The above dates were agreed for 2016/17.
Clerk to book dates in with the Village Hall

18. To receive comments and concerns from the public. No items were raised.

19. To consider and note planning applications and agree responses:

For consideration

Close Hill (16/01577/FUL) - Alteration to dwelling and replacement garage.

For noting

Huntsman Quarries 15/0121/CWMAJM Erection of new building at bloc works and extension of Yard. No notification to date. Gloucestershire County Council have permitted this application.

Village Hall (16/00806/FUL) The Parish Council had no objection to the Hall work (concerns raised over proposals at entrance of steps and path where PC notice board is sited). No objection from Cotswold District Council.

20. Reports from groups

- Flood Group update and to consider and agree equipment purchases for the Group as agreed in the budget.
No update was given as a report had been received in the earlier Annual Parish Meeting.
The purchase of flood relief equipment of Waders and 3 x 3-prong cultivators totaling £171.01 were approved and payment for these to reimburse Cllr Russell was approved. Purchase of the aqua sacks was approved and payment would be made at the next meeting.
The Clerk informed the meeting that the Parish Council had still not received the £1k grant towards the data recorder on the River Windrush from CDC. The clerk had spoken again to Laurence King and he had promised to chase it up.
- Village Hall Committee
No update was given as a report had been received in the earlier Annual Parish Meeting.
- Recreation ground update, grant application and to consider the Annual ROSPA inspection report received.
The inspection report had been received. Cllr Hanks informed the meeting that the playground had been marked as a medium risk. The areas of work needing attention were some padding on the tunnel and timber treatment. Cllr Hanks agreed to undertake the work to address those risks and it was agreed that timber preservative would be purchased by the council.
The Gloucestershire County Council Children Activity Grant Application was signed.

21. To confirm Councillor training night

The clerk confirmed the start time of the training as 7pm at Guiting Village Hall on Wednesday 1st June. Cost was £250 plus trainer mileage and the hire of the hall. It was agreed to split this between Naunton & Guiting Power Parish Councils. All councilors confirmed they could attend.

22. Finances

- To receive current state of accounts and bank reconciliation
The accounts were approved and signed as a true and accurate account.

| BPC EXP vs BUDGET 2015-16 | | | | NAUNTON PARISH COUNCIL | | | | | | |
|------------------------------------|--|----------------|---------|------------------------|----------------|-------------------|-------------|----------------|----------------|----------------|
| | | | | Actual | Antic. | Total | Spend vs | Actual | Antic. | Total |
| | | | | Spend | Spend | Spend | Budget | Income | Income | Income |
| | | | | to | from | to | to | to | from | to |
| | | Budget | 2015/16 | 30.04.16 | 01.05.16 | 31.3.17 | 31.3.17 | 30.04.16 | 01.05.16 | 31.03.16 |
| Precept | | 5355.00 | | | | 0.00 | | 4017.00 | 1338.00 | 5355.00 |
| Council Tax Support Grant | | | | | | | | 0.00 | 0.00 | 0.00 |
| Bank interest | | 0.30 | | | | | | 0.00 | 0.30 | 0.30 |
| VAT refund | | 100.00 | | | | | | 0.00 | 100.00 | 100.00 |
| Other | | 300.00 | | | | | | 0.00 | 300.00 | 300.00 |
| TOTAL | | 5755.30 | | | | | | | | |
| Administration Costs | | 400.00 | | 0.00 | 400.00 | 400.00 | 0.00 | | | |
| Staff Costs | | 2200.00 | | 0.00 | 2200.00 | 2200.00 | 0.00 | | | |
| Insurance | | 200.00 | | 0.00 | 200.00 | 200.00 | 0.00 | | | |
| Audit Costs | | 80.00 | | 0.00 | 80.00 | 80.00 | 0.00 | | | |
| Flood relief | | 736.00 | | 0.00 | 736.00 | 736.00 | 0.00 | | | |
| Equipment* | | 1630.00 | | 0.00 | 1630.00 | 1630.00 | 0.00 | | | |
| Infrastructure | | 450.00 | | 0.00 | 450.00 | 450.00 | 0.00 | | | |
| Subscriptions | | 180.00 | | 0.00 | 180.00 | 180.00 | 0.00 | | | |
| Grants | | 800.00 | | 0.00 | 800.00 | 800.00 | 0.00 | | | |
| Other | | 250.00 | | 0.00 | 250.00 | 250.00 | 0.00 | | | |
| Section 137 | | 25.00 | | 0.00 | 25.00 | 25.00 | 0.00 | | | |
| VAT Paid | | 100.00 | | 0.00 | 100.00 | 100.00 | 0.00 | | | |
| Website | | 100.00 | | 0.00 | 100.00 | 100.00 | 0.00 | | | |
| TOTALS | | 7151.00 | | 0.00 | 7151.00 | 7151.00 | 0.00 | 4017.00 | 1738.30 | 5755.30 |
| * £1k - playground allocated money | | | | | | | | | | |
| Opening Balance as at 1.4.16 | | | | | | £ 4,102.58 | | | | |
| Income during year | | | | | | £ 5,755.30 | | | | |
| Expenditure during year | | | | | | £ 7,151.00 | | | | |
| Antic. reserves at year end | | | | | | £ 2,706.88 | | | | |

| Naunton Parish Council Bank Reconciliation | | | |
|---|--|---|-------------------|
| Period to 30th April 2016 | | | |
| Current account 00462740 | | | |
| Balance @ 21.04.16 | | £ | 7,665.75 |
| Period to 9th March 2016 | | | |
| Deposit account 1612290 | | | |
| Balance @ 09.03.16 | | £ | 453.83 |
| Less outstanding chqs | | | |
| n/a | | £ | - |
| Reconciled Balance | | | £ 8,119.58 |
| Cash Book Summary | | | |
| Opening Balance 01.04.16 | | £ | 4,102.58 |
| Add receipts to date | | £ | 4,017.00 |
| Less Payments to date | | £ | - |
| Cash Book Balance | | | £ 8,119.58 |

- To approve payments & note receipts
First installment of precept (£4017.00) received from CDC on the 21.04.16.
These were noted and approved.

| The following payments were made between meetings | | | | |
|--|-------------------------------|---|-----------------------------|--------------|
| Chq no | Payee | Purpose | Authority | Cheque value |
| No payments made between meetings | | | | |
| The following payments to be approved | | | | |
| Chq no | Payee | Purpose | Authority | Cheque value |
| 633 | K Sales | Clerk's Expenses Apri-May 2016 | LG(FP)A 1963 s.5 | 39.54 |
| 634 | K Sales | Clerk's salary – April & May 2016 | LGA 1972 s.112 (2) | 360.34 |
| 635 | The Community Heartbeat Trust | Electrode pack for the Defibrillator -VAT& postage only | Public Health Act 1936 s234 | 8.60 |
| 636 | GAPTC | Internal Audit | LGA 1972 s.111 | 105.00 |
| 637 | RoSPA | Playground inspection | LG(MP(A) 1976 s.19(3) | 79.80 |
| 638 | GPFA | Membership renewal | LGA 1972 s.143 | 50.00 |
| 639 | HMRC | PAYE repayment | LG(FP)A 1963 | 1.00 |
| 640 | K Sales | Clerk's salary – June* | LGA 1972 s.112 (2) | 180.17 |
| 641 | Community First Trading | Insurance renewal | LGA 1972 s.111 | 187.58 |
| 642 | Cotswold Wardens | Donation for work undertaken | HA 1980 ss.43,50 | 20.00 |

* post-dated chq for 30 .06.2016 as not meeting in June.

Chq 643 was approved under item 20 of the minutes for the payment of £171.01 for flood relief equipment to Cllr Russell. Authority PHA 1936 s.260(1)

23) Correspondence received and to agree response

- **Consultation on CDC's proposed Housing Plan 2016 – 2020 – consultation ends on the 14th June 2016.** Consultation available online at <http://www.cotswold.gov.uk/about-the-council/having-your-say/consultations> for comments

24) 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.

A Highways update regarding the Roads B400731 main Road through Naunton and the B400625 Grange Hill was read out by the clerk. These roads will be closed between the 20th June 2016 and 30th June 2016, between 21:00 and 06:00 to allow for new BT cabling for customer connections.

Clerk to contact Highways to inform them of the fund-raising event in the village on the 25th June so they can ensure the road is open in the day and the road closed and diversion signs are not on display.

Cllr Chance requested that the Naunton Oil Club details were to be put on the Parish Council's website.

25) Clerk's Annual Review

This was a confidential item and was closed to members of the public.

The council were pleased with the clerk's performance over the past year, and it was resolved that her salary would be increased from SCP 20 on the salary scale to SCP 21. The new salary award from the SLCC & NALC for 2016-2018 was also noted. It was therefore agreed that the increase would be backdated to the beginning of April 2016 as specified by the clerk's contract and the SLCC/NALC Salary Award.

The Chairman concluded the meeting at 8.35pm and thanked everyone for their attendance. The next Parish Council meeting will be held on the 4th July 2016 at 8pm in the Village Hall.

.....
Chairman

.....
Date

| NAUNTON PARISH COUNCIL | | | | | | | |
|----------------------------------|--------|--|-------------------|-------------|--|--|-------------------|
| RECEIPTS AND PAYMENTS ACCOUNT | | | | | | | |
| FOR THE YEAR ENDED 31 MARCH 2016 | | | | DETAIL | | | |
| RECEIPTS | | | | £ (2015/16) | | | £ (2014-15) |
| 23.04.15 | | Precept | £3,937.00 | | | | |
| 10.09.15 | | Precept | £1,313.00 | | | | |
| | | Precept | £5,250.00 | | | | £5,000.00 |
| | | VAT recovery | £ 119.70 | | | | £ 156.97 |
| | | Interest | £ 0.24 | | | | £ 0.24 |
| | | Naunton Sports & Cricket Clud - donation | £ - | | | | £ 250.00 |
| | | Flood group donation | £ - | | | | £ - |
| | | GAPTC - transparency grant | £ 381.24 | | | | £ - |
| | | Rec Ground hire | £ 50.00 | | | | £ - |
| | | | £5,801.18 | | | | £5,407.21 |
| PAYMENTS | | | | | | | |
| chq no | payee | item | ex VAT | | | | |
| | | Administration costs | £ 522.89 | | | | £ 175.74 |
| | | Staff costs | £ 2,262.78 | | | | £ 2,854.15 |
| | | Insurance | £ 179.19 | | | | £ 211.27 |
| | | Audit | £ 60.00 | | | | £ 60.00 |
| | | Flood relief | £ 760.00 | | | | £ 232.00 |
| | | Equipment | £ 305.25 | | | | £ 329.50 |
| | | Infrastructure | £ 165.00 | | | | £ 485.00 |
| | | Subscriptions | £ 203.07 | | | | £ 86.43 |
| | | Grants | £ - | | | | £ 800.00 |
| | | Other | £ 842.73 | | | | £ 213.19 |
| | | Section 137 | £ - | | | | |
| | | VAT recoverable | £ 221.05 | | | | £ 119.70 |
| | | | £ 5,521.96 | | | | £ 5,566.98 |
| | | Surplus for the year | £ 279.22 | | | | -£ 159.77 |
| | | General fund b/fd | £ 3,823.36 | | | | £ 3,983.13 |
| | | General fund c/fd | £ 4,102.58 | | | | £ 3,823.36 |
| | | Represented by | | | | | |
| | Lloyds | Current | £ 4,768.04 | | | | £ 3,369.77 |
| | | Deposit | £ 453.83 | | | | £ 453.59 |
| | | Unpresented chqs | £ 1,119.29 | | | | £ - |
| | | | £ 4,102.58 | | | | £ 3,823.36 |

| NAUNTON PARISH COUNCIL | | | |
|--|------------------------------|--------------------|--------------------|
| ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2016 | | | |
| | | Last year 14-15 | This year 15-16 |
| 1 | Balances brought forward | 3983 | 3823 |
| 2 | (+) Annual Precept | 5000 | 5250 |
| 3 | (+) Total other receipts | 407 | 551 |
| 4 | (-) Staff costs | 2854 | 2263 |
| 5 | (-) Loan interest | 0 | 0 |
| 6 | (-) Total other payments | 2713 | 3259 |
| 7 | (=) Balances carried forward | 3823 | 4103 |
| 8 | Total cash & investments | 3823 | 4103 |
| 9 | Total fixed assets | 22,850 | 22,850 |
| 10 | Total borrowings | 0 | 0 |

| NAUNTON PARISH COUNCIL | | | | | | |
|---|--|---------|---|--------|--|--------------------------|
| SUMMARY OF ACCOUNTS AT 31 MARCH 2016 | | | | | | |
| BANK RECONCILIATION | | | | | | |
| | | | | | | £ |
| Balance at 1 April 2015 | | | | | | |
| Opening balance | | | | | | £ 3,823.36 |
| Receipts during the year | | | | | | £ 5,801.18 |
| | | | | | | <u>£ 9,624.54</u> |
| Payments during year | | | | | | £ 5,521.96 |
| Closing balance @ 31.03.16 | | | | | | <u>£ 4,102.58</u> |
| Represented by the bank accounts as under | | | | | | |
| Lloyds - current acc | | 462740 | | | | £ 4,768.04 |
| Lloyds - deposit acc | | 1612290 | | | | £ 453.83 |
| | | | | | | £ 5,221.87 |
| Outstanding cheques | | | | | | |
| | | 625 | £ | 1.00 | | |
| | | 626 | £ | 22.50 | | |
| | | 627 | £ | 36.96 | | |
| | | 628 | £ | 191.61 | | |
| | | 629 | £ | 25.00 | | |
| | | 630 | £ | 85.32 | | |
| | | 631 | £ | 624.00 | | |
| | | 632 | £ | 132.90 | | |
| | | | | | | £ 1,119.29 |
| Amount to carry forward | | | | | | <u>£ 4,102.58</u> |