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DRAFT MINUTES: of a Parish Council Meeting held in Naunton Village Hall on Monday 20<sup>th</sup> March 2017 at 8.00pm.

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

IN ATTENDANCE: Kate Sales, Clerk

One parishioner was present

*Members of the public were welcomed and invited to address the council at item 5 on the agenda.*

## AGENDA

- 1) **Call to order.** The meeting was called to order at 8pm
- 2) **To receive apologies for absence.** No apologies were received.
- 3) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No Declarations were received.
- 4) **To approve the minutes of the Parish Council Meeting held on Monday 23<sup>rd</sup> January 2017 at Naunton Village Hall.** The minutes were approved and duly signed as a true record.
- 5) **To hear representations from the public regarding items on the Agenda.** No items were raised.
- 6) **Matters Arising**
  - **The replacement stone bench outside the Littons.** Since the last meeting, a generous offer was received from Graham Powell who had offered to fund all the repairs and engraving costs for the replacement bench. He had requested that in doing this an additional inscription on the back of the bench for 'CMP. Lived in Naunton 1970-2017' was included. This was in memory to Corrinne Powell who had sadly passed away recently. All other personal contributions from residents would no longer be required and the Parish Council expressed thanks for all these offers of donations. The finished bench would still belong to the Parish Council and once the work had been completed the maintenance would be the responsibility of the Council. The Council also agreed to the request to move the bench to a less vulnerable location. The Parish Council wanted to thank Graham Powell him for his generous offer. All councillors were in favour of this and it was agreed that the work could go ahead.
- 7) **Highways Update – from Bob Skillern at Highways**
  - No updates received

**8) Planning applications**

**To consider**

No applications to consider

**For noting**

**4 Sunny Cottage (17/00687/TCONR)** - Willow in rear garden - complete removal. Cotswold District Council permitted this removal.

**No.3 Sunny Cottage Naunton GL54 3AF (CDC\_00000091277)** Query raised with Cotswold District Council over installation of a gas supply -concerns have been raised over the drilling through the stone Lintel and the fact that pipes will be visible. Confirmation sought as to whether LBC was required. **Update requested**

**Opposite Kiftsgate House, Naunton (CDC\_00000091279)** Query raised with Cotswold District Council over the siting of a Shepherd's Hut with adjoining wash/toilet facilities have. Although hut is mobile confirmation has been sought as to whether planning permission was required. **Update requested**

- 9) To acknowledge clerk's resignation from the council and to agree course of action to replace her.** The Council acknowledged the clerk's resignation and that her last day in employment would be the 31<sup>st</sup> March 2017. As there had been no applications for the post it was agreed that the services of a locum clerk be investigated. There were two locum clerks and the Parish Council agreed that availability for them should be sought. It was agreed that a locum should be available for 4 hours a week.

**To discuss the internal audit report and recommendations.** The clerk informed the meeting that the internal audit report had been received. Areas of work that needed to be improved were around risk assessment of assets and the asset register. The Clerk would circulate the report and it was agreed that the council would bring this back to a future meeting to discuss how to go about improving matters in these highlighted areas.  
*ACTION: Clerk to circulate report and councillors to discuss findings at future meeting.*

**10) Training courses**

- Planning applications from the town and council perspective 21 March – Cllr Chance to attend. It was agreed that Cllr Chance should attend. Payment of £50 would be in item 18 for approval.

- 11) To inform Council that ROSPA inspection of playground will take place in April.** Council were informed and the report would be sent by ROSPA once the inspection had taken place.

**To agree letter of support for Village Hall funding, prepared by Cllr Russell.** It was agreed that a letter of support for this venture would be signed.

*ACTION: Clerk to provide letter to Cllr Russell.*

- 12) To confirm the date for the Annual Parish Meeting and the Annual Parish Council Meeting is the 22<sup>nd</sup> May 2017.** These were confirmed with an earlier start time of 7pm.

- 13) To confirm the dates of the Parish Council meeting for 2017/18.** The following dates were confirmed:

- 17<sup>th</sup> July
- 18<sup>th</sup> September
- 20<sup>th</sup> November

- 15<sup>th</sup> January 2018
- 21<sup>st</sup> March 2018

**14) To confirm re-valuation of Assets from Asset Register so they are in line with the Governance & Accountability Regulations.** Following the external auditors report last year the Parish Council had re-looked at the value of their assets as required under the Governance & Accountability for Smaller Authorities in England (June 2016). Following this guidance, it was agreed that items where the original purchase costs were not known a nominal value of £1.00 be added. It was resolved to adopt the new Asset Register following these changes.

*ACTION: Asset register updated and published on website.*

#### 15) Reports from groups

- **Flood watch Group**

Lawrence Holden presented to the meeting an update on the new subscription service for the data logger services. Three levels of subscription had been put together. Firstly, a basic package for an annual cost of £336. This package would not cover unforeseen breakdowns. The second package cost £1450 per annum. This package would include one day of planned maintenance by Hydrologic, an allowance of £200 for spare parts and one day covering any breakdown. The final option was that Hydrologic would take over the full running and maintenance and have surplus funds for parts. This package was extremely expensive. A questionnaire had been circulated to 22 households outlining the options and so far, 13 responses had been received. The majority of responses, (11), had agreed to the standard, 1 had opted for the Intermediate and 1 for the full package.

Three respondents said they would like a meeting to discuss options further and if possible would the Chair and Vice Chair of the Parish Council attend.

The Chair thanked Mr Holden for all his work on the matter.

*ACTION: It was agreed Mr Houlden and Cllr Russell would liaise to setup a meeting.*

- **Village Hall Committee**

No further items were raised

- **Recreation Ground Committee**

Cllr Bell provided an update on up-coming events. He also informed the meeting that the bramble clearance would take place shortly and signs would be put up to inform ramblers and dog walkers etc that it would be taking place and chemicals were being used. Cllr Russell volunteered to help if required with the work.

Cllr Bell also informed the meeting that the combination code for access to the Defibrillator would be circulated to all trained residents. The code was circulated to all councillors at the meeting. It was also agreed that a date for a refresher course be investigated. A refresher course would be in the region of one and half hours and there was no set cost but a donation was looked for in the region of £175.

*ACTION. Cllr Bell to circulate code and investigate possible training dates.*

The new see-saw for the play area was approved and Cllr Hanks informed the meeting that a 25% deposit was required on order and that the final balance needed to be paid within 30 days of delivery. Delivery would take up to four

weeks from the order being placed. It was agreed that the deposit would be paid.

*ACTION. Clerk to send off deposit and send confirmation email to supplier's Caledonia Play.*

Forthcoming grass cutting work was discussed, and it was agreed that the play area, the path going down to the road and the Indian Path would need attention.

*ACTION. It was agreed that Cllr Russell would speak to Mr Hindley for the works to go ahead.*

#### 16) Finances

- **To receive current state of accounts and bank reconciliation.** These were received and approved as an accurate record.

	Budget	Actual Spend	Antic. Spend	Total Spend	Spend vs Budget	Actual Income	Antic. Income	Total Income
	2016/17	to 28.02.17	from 01.03.17	to 31.3.17	to 31.3.17	to 28.02.17	from 01.03.17	to 31.03.17
<b>INCOME</b>								
Precept	5355.00			0.00		5355.00	0.00	5355.00
Council Tax Support Grant						0.00	0.00	0.00
Bank interest	0.30					0.22	0.08	0.30
VAT refund	100.00					239.35	0.00	239.35
Other	300.00					1350.00	0.00	1350.00
<b>TOTAL</b>	<b>5755.30</b>							<b>6944.65</b>
Administration Costs	400.00	374.34	87.46	461.80	-61.80			
Staff Costs	2200.00	2111.07	236.32	2347.39	-147.39			
Insurance	200.00	224.78	0.00	224.78	-24.78			
Audit Costs	80.00	105.00	0.00	105.00	-25.00			
Flood relief	736.00	171.01	0.00	171.01	564.99			
Equipment*	1630.00	318.75	1311.25	1630.00	0.00			*
Infrastructure	450.00	52.50	397.50	450.00	0.00			
Subscriptions	180.00	82.75	89.22	171.97	8.03			
Grants	800.00	0.00	800.00	800.00	0.00			
Other	250.00	199.92	35.00	234.92	15.08			
Section 137	25.00	0.00	25.00	25.00	0.00			
VAT Paid	100.00	81.65	18.35	100.00	0.00			
Website	100.00	0.00	100.00	100.00	0.00			
<b>TOTALS</b>	<b>7151.00</b>	<b>3721.77</b>	<b>3100.10</b>	<b>6821.87</b>	<b>329.13</b>	<b>6944.57</b>	<b>0.08</b>	<b>6944.65</b>
* £1k - playground allocated money plus £300 grant received from GCC								
Opening Balance as at 1.4.16				£ 4,102.58				
Income during year				£ 6,944.65				
Expenditure during year				£ 6,821.87				
Antic. reserves at year end				£ 4,225.36				

<b>Bank Reconciliation</b>			
<b>Period to 28th February 2017</b>			
<b>Current account 00462740</b>			
Balance @ 28th February 2017			£ 7,070.67
<b>Period to 28th February 2017</b>			
<b>Deposit account 1612290</b>			
Balance @ 28th February 2017			£ 454.05
Less outstanding chqs			
668	£ 186.84		
669	£ 12.50		
			<b>£ 199.34</b>
Payments received			
	£ -		<b>£ -</b>
<b>Reconciled Balance</b>			<b>£ 7,325.38</b>
<b>Cash Book Summary</b>			
Opening Balance 01.04.16			£ 4,102.58
Add receipts to date			£ 6,944.57
Less Payments to date			£ 3,721.77
<b>Cash Book Balance</b>			<b>£ 7,325.38</b>



- **To approve payments & note receipts.** The following were approved for payment.

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
670	K Sales	Clerk's Expenses Feb-Mar	LG(FP)A 1963 s.5	64.96
671	GAPTC	Planning Training Course	LGA 1972 s.111	50.00
672	K Sales	Clerk's salary for March & Overtime	LGA 1972 s.112	236.62
673	PATA	Payroll services Jan-Mar 17	LGA 1972 s.111	22.50
674	GAPTC	Internal Audit service	LGA 1972 s.111	150.00
675	GAPTC	Annual Subscription	LGA 1972 s.143	89.22
676	Caledonia Play	25 % Deposit for see-saw	LG(MP)A 1976 S.19(3)	388.75

**17) Correspondence received and to agree response**

- Report sent from County Cllr Moor. Clerk to circulate to councillors.
- Report sent from District Cllr Keeling. Clerk to circulate to councillors.
- Invitation to Cotswold Tree Wardens event on the 5<sup>th</sup> April. For information only.
- Invitation to police & Crime commissioner's event on the 30<sup>th</sup> March. For information only.
- Complaint received from a resident concerning the state of the footpath to the rear entrance of the Churchyard. The condition of the path had deteriorated badly due to equestrian vehicles using it to access the nearby stables. The council noted the complaint.

**18) 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 resident raised concern over the number of trees being cut-down recently in the village and asked whether the Parish Council had a Tree Warden to act on its behalf. The Chair informed the meeting that they had had asked for volunteers for this role but had so far been unsuccessful at finding anyone interested. The resident informed the meeting that he was complaining to Cotswold District Council about the unnecessary removal of the willows at Close Cottage. The Council thanked him for letting them know.

The Chairman thanked everyone for their attendance at the meeting and closed the meeting at 9.40pm. The next Parish Council meeting will be the Annual Parish Meeting on the 22<sup>nd</sup> May starting at the **earlier time of 7pm**, immediately followed by the Annual Parish Council meeting.

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Chairman

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Date