

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: nauntonpc@gmail.com
www.nauntonpc.org

DRAFT MINUTES: of a Parish Council Meeting held in Naunton Village Hall on Monday 4th July 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 5 on the agenda.

AGENDA

- 1) **Call to order.** The Chairman called the meeting to order at 8pm.
- 2) **To receive apologies for absence.** There were no apologies 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 Annual Parish Council Meeting held on Monday 23rd May 2016 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.**
The Chairman of the Village Hall Committee informed the meeting that following the Donkey Derby event on the 25th June, £14k had been raised. A profit of £10k would be going to the Village Hall refurbishment fund. Mr Adcock wanted to thank everyone who had contributed to making the event so successful including all the volunteers who helped to set-up, run and break down the event. He also took the opportunity to thank Cllr Hanks and Tony Wilson for raising a substantial amount of sponsorship for the event.
Cllr Russell thanked Mr Adcock for all his hard work in the running of the event.
- 6) **Matters Arising**
 - Children Activity Grant from GCC has been submitted and payment should be received in two weeks. Cllr Hanks had now received the formal remittance advice from Gloucestershire County Council, so payment would be imminent.
 - Annual Return and accounts have been submitted to Grant Thornton for audit and all items have been published as required under the Transparency Code.
- 7) **Highways Update - from Bob Skillern**
 - Drainage**
 - Summer Hill/Parkers Barn – System has been jetted and cleansed from open cut through to Grid across Close Hill. Further work to clear excess soil from banks in the works programme.

- Carrier drain B4068 Brockhill Quarry – Installation of carrier drain and associated gullies now completed.
- Annual village gulley clean scheduled for November 2016 – Any blocked gullies should be reported through the Amey help desk 08000 514 514
- Investigations ongoing in Grange Hill regarding ditches and springs.

Surfacing

- Buckle Street Patching works between Brockhill Cross Roads and the Trafalgar Cross Roads, funds committed for this year – awaiting programme date
- B4068 Surface Dressing between A436 and Brockhill – programmed for August 2016.

Other

- Ongoing discussions with Gigaclear regarding remedial works to their trenches throughout the Parish.

TTRO's

From the 11th July to the 31st August the following roads will be subject to temporary traffic orders. Advanced warning of precise dates will be displayed on signs on site.

- **B4068 Naunton Downs to Harford Bridge.** From Jctn A436 Salperton Lane to the Jctn at B4068 for Harford Bridge to Snowhills Road. . (Approx. distance 4.5km)
- **B4068 Harford Bridge to Snowhills Road.** Jctn of the B4068 Naunton Downs to Harford Bridge and Jctn 3/103 Snowhill Road to the B4068. (Approx distance 1.5km).

8) Planning applications

To consider

Keepers Cottage Lower Harford Lane Naunton (16/01829/FUL) - Proposed erection of two storey extension to dwelling. The Parish Council had no objections to this application.

The Old Forge Dale Street Naunton (16/02369/LBC) - Internal alterations, installation of French doors and new flat roof to utility room. The Parish Council had no objections to this application.

The following are from neighbouring parishes

Cotswold Farm Park Guiting (16/02375/FUL) - Visitor Centre extensions and modifications; changes to parking provision; extension to camping/caravanning area with the replacement and relocation of the amenity block; additional agricultural building; provision of rooftop solar panels.

Bemborough Farm Kineton Temple Guiting Cheltenham (16/02469/FUL) - Proposed additional agricultural buildings and formation of a new access.

The Parish Council had no objections to the above applications and felt that that improvements at these two farms were of benefit to the local economy and area.

For noting

2 Mill View Naunton Cheltenham, (16/01707/FUL) - Demolition of boundary wall. Cotswold District Council permitted this application.

Eastern Hill Farm Naunton Cheltenham (15/03531/FUL) - Barn conversion from agricultural use to residential (1 dwelling). Application Refused - dismissed on appeal.

Close Hill (16/01577/FUL) – Alterations plus replacement garage. No objection from Naunton Parish Council however a comment re. the footpath or bridleway was made. Awaiting decision from Cotswold District Council.

9) Update on The Pound

Clerk informed the meeting that she had been in contact with Robert Wellington at Kendall & Davies Solicitors regarding the Pound. Mr Wellington will look into obtaining an official copy of the relevant deeds from the Land Registry when he returns off holiday next week.

10) Governance & Policy

- **To discuss and adopt new Risk assessment and register following the internal auditor's recommendations.** After discussions the above policy was approved and adopted by the Parish Council and it was agreed that a risk inspection of the council's assets would be undertaken over the summer.
- **To discuss and adopt the internal audit policy and procedure.** After discussions the above policy was approved and adopted by the Parish Council. It was decided that because the Parish Council's precept was so small the internal control policy only needed to be carried out twice a year, and this alongside with the other procedures in place would ensure that risks were kept to a minimum. It was agreed that the first internal control audit would take place for the next Parish Council meeting and the second one in January.

11) Reports from groups

- **Flood watch report from Cllr Russell.**
Cllr Russell reported that he had been unable to attend the last Flood Watch Group meeting in April. However, he informed the meeting that Thames Water would be visiting Naunton and the River Windrush on the 22nd July to look at potential problems. Laurence King, Cllr Russell and Cllr Pickup would be at the meeting.
- **Village Hall Committee**
The Chairman for the Village Hall had updated the meeting earlier, there was nothing extra to add.
- **Recreation ground.**
Cllr Bell gave the meeting a list of forthcoming fixtures for the ground. He also presented the meeting with a re-drafted terms of reference that the NRGMC had put together. They were also presently putting together a schedule of charges. It was agreed that the Parish Council would take these and the matters raised from the NRGMC minutes away to consider and this would be brought back for discussion at the next meeting.
Cllr Bell also informed the meeting that the side of the recreation ground had started to be cleared and levelled but more work still needed to be done. Overgrown areas by the track still needed to be sprayed and the trees down by the bottom wall, some of which were the Parish Council's responsibility needed looking at as they were becoming significantly overgrown.

Cllr Russell volunteered to help assist with the work.

12) To compile list of works for Cllr Moor's Lengthsmen Scheme.

A list was compiled for Cllr Moor and a map of the village was used to highlight the locations where the works were required. The map highlighted the different types of work that the Parish Council felt the village required, from, overgrowth and hedge cutting through to pothole filling and grip and gulleys that need to be cleared and dug out. The Parish Council understood that not all this work might be able to be undertaken in the time that would be allocated to Naunton, but felt any improvements and maintenance would be really beneficial to the village.

Clerk to submit the map to Cllr Moor for him to enable the Lengthsmen team to schedule in the work.

13) Milestones

The Chairman informed the meeting that she had been approached by a member of the public informing her that the old Milestone outside Naunton Downs Cottage had disappeared. Work had been undertaken by Gigaclear around the same time and since then it has now been brought to her attention that the stone has re-appeared and been resituated back in the ground. Her concern was that was there any place that kept a record of these ancient milestones for historic value? The local Windrush Historical Society had been contacted to ask if they had such a list or knew of where such a record was held.

14) Annual winter maintenance & salt stock information request from Amey

To ensure details are correct and update Amey accordingly.

It was agreed that the contact details for the snow warden and the snow plough operator were the same as last year. The Parish Council would request a pallet of grit/salt to be delivered to the Village Hall and another one to the Snow Plough operator's address so to ensure outlying properties would be supplied.

Clerk to submit details and requirements to Amey.

15) Finances

- To receive current state of accounts and bank reconciliation**

The accounts and bank reconciliation were approved and signed as a true and accurate account.

BPC EXP vs BUDGET 2016-17				NAUNTON PARISH COUNCIL						
				Actual	Antic.	Total	Spend vs	Actual	Antic.	Total
				Spend	Spend	Spend	Budget	Income	Income	Income
		Budget		to	from	to	to	to	from	to
		2015/16		30.06.16	01.07.16	31.3.17	31.3.17	30.06.16	01.07.16	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						0.06	0.24	0.30
VAT refund		100.00						0.00	100.00	100.00
Other		300.00						1000.00	300.00	1300.00
TOTAL		5755.30								
Administration Costs		400.00		106.04	293.96	400.00	0.00			
Staff Costs		2200.00		541.51	1658.49	2200.00	0.00			
Insurance		200.00		187.58	12.42	200.00	0.00			
Audit Costs		80.00		105.00	-25.00	80.00	0.00			
Flood relief		736.00		171.01	564.99	736.00	0.00			
Equipment*		1630.00		3.00	1627.00	1630.00	0.00			
Infrastructure		450.00		0.00	450.00	450.00	0.00			
Subscriptions		180.00		50.00	130.00	180.00	0.00			
Grants		800.00		0.00	800.00	800.00	0.00			
Other		250.00		20.00	230.00	250.00	0.00			
Section 137		25.00		0.00	25.00	25.00	0.00			
VAT Paid		100.00		18.50	81.50	100.00	0.00			
Website		100.00		0.00	100.00	100.00	0.00			
TOTALS		7151.00		1202.64	5948.36	7151.00	0.00	5017.06	1738.24	6755.30
* £1k - playground allocated money										
Opening Balance as at 1.4.16						£ 4,102.58				
Income during year						£ 6,755.30				
Expenditure during year						£ 7,151.00				
Antic. reserves at year end						£ 3,706.88				

Naunton Parish Council Bank Reconciliation			
Period to 27th May 2016			
Current account 00462740			
	Balance @ 27.05.16		£ 8,665.75
Period to 9th June 2016			
Deposit account 1612290			
	Balance @ 09.06.16		£ 453.89
Less outstanding chqs			
	chq 633	£ 39.54	
	chq 634	£ 360.34	
	chq 635	£ 8.20	
	chq 636	£ 105.00	
	chq 637	£ 79.80	
	chq 638	£ 50.00	
	chq 639	£ 1.00	
	chq 640	£ 180.17	
	chq 641	£ 187.58	
	chq 642	£ 20.00	
	chq 643	£ 171.01	£ 1,202.64
Reconciled Balance			<u>£ 7,917.00</u>
Cash Book Summary			
	Opening Balance 01.04.16		£ 4,102.58
	Add receipts to date		£ 5,017.06
	Less Payments to date		£ 1,202.64
Cash Book Balance			<u>£ 7,917.00</u>

- **To approve payments & note receipts**
£1000 grant received from Cotswold District Council towards the data logger repairs.
The following payments were approved.
*Chq post-dated as no meeting in August

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
644	Kim Bedford	Training course for councillors (50% of invoice payable)	LGA 1972s.111	130.17
645	Guiting Power Village Hall	Hire of Hall for councillor training night (50% of invoice payable)	LGA 1972 s.134(4)	12.50
646	K Sales	Clerk's Expenses May-June 2016	LG(FP)A 1963 s.5	39.72
647	K Sales	Clerk's salary for JULY and the increase resulting from NALC scales and from annual appraisal	LGA 1972 s.112 (2)	30.57 + 186.84 = 217.41
648	K Sales	Clerk's salary – August*	LGA 1972 s.112 (2)	186.84
649	PATA	Payroll services – Apr-Jun	LGA 1972 s.111	22.50

16) Correspondence received and to agree response

- **Thames Valley Water requesting information on private sewage pumps.**
Information to be displayed on Parish Council Noticeboard.
- **Consultation on CDC's Cotswold District Local Plan 2011-2030 – consultation ends on the 8th August 2016.** Consultation available online at <http://www.cotswold.gov.uk> for comments. Poster advertising consultation and drop in events to be displayed on the Village noticeboard
- **Consultation on CDC's Infrastructure Levy Charging Schedule – consultation ends on the 8th August 2016.** Consultation available online at <http://www.cotswold.gov.uk> for comments. Poster advertising consultation to be displayed on the Village noticeboard

17) Any other business

Cllrs raised the question of maybe installing an extra dog-waste bin at the Brake and new signage for the existing dog bins. It was agreed to add this to the agenda for the next meeting. Meanwhile the clerk would look into enquiring about funding for signs and bins.

It was also noted that that a planning application had been received today regarding Longford Barn. It was acknowledged that this couldn't have been considered at this meeting due to the agenda already being published. However, it was agreed that an informal site meeting for this application might be beneficial and then following that if it was deemed necessary and extra ordinary parish council meeting could be called.

The Chairman concluded the meeting at 9.40pm and thanked everyone for their attendance. The next Parish Council meeting will be held on the 21st September 2016 at 8pm in the Village Hall.

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Chairman

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Date