

Clerk: Maxi Freeman, Charlwood, Kineton, nr Guiting Power, Cheltenham, GL54 5UG
E-mail: nauntonpc@gmail.com
www.nauntonpc.org

MINUTES: of the Annual Parish Council Meeting held on Monday 15th May 2023 at 7.45 pm.

PRESENT: Parish Councillors: Charles Hanks, Keith Russell, Peter Bell.

IN ATTENDANCE: Maxi Freeman, Clerk

- 1) **Election of Chairman for the year 2023/24.** Cllr Russell proposed and Cllr Pickup seconded Charles Hanks as Chairman. Cllr Hanks accepted the office.
- 2) **Election of Vice Chairman for the year 2023/24.** Cllrs decided to postpone further appointments until additional councillors were available.
Apologies for absence. None.
- 3) **Declarations of Interest on items on the Agenda (Localism Act 2011).** None.
- 4) **To hear representations from the public regarding items on the Agenda.** None.
- 5) **Unfilled councillor vacancies.** Councillors decided to approach suitable candidates in the village.
- 6) **Election of other officers.** Councillors agreed that Cllr Hanks will take on the management of the recreation ground. Comprehensive notes from the out-going Chairman showed that a key holder needed to be appointed and that the Chairman's archived materials were to be stored in the new space at the Village Hall Cllr Russell agreed to be key-holder and to arrange archival. The emergency number sign at the recreation ground would be removed as most members of the public now have mobile phones and can call emergency services direct. Dog gloves for public use and the maintenance of the defibrillator were also listed.
Action: Cllr Hanks to remove sign and ask ex-Cllr Bell whether he would continue to manage the dog gloves and maintenance of the defibrillator.
- 7) **Approval of minutes of the previous meeting (March 2023)** The meeting approved the minutes and the Chairman signed them. **Action: Clerk to post to website and circulate by email.**
- 8) **Matters Arising (Clerk's Report and report from Chairman).** The Clerk confirmed that the majority of the recent work had concerned audit preparation and correspondence. **Action : Clerk to pass information regarding deposition over land at Aylworth House to village newsletter.**
- 9) **Planning applications**
To comment on:
23/00627/FUL 1 Aylworth Cottages. Application for erection of agricultural storage/livestock building and associated works. This replaces application 22/00998/FUL, which the CDC Landscape Officer had recommended was refused due to impact on the AONB of the resulting strip-development. Councillors resolved to post comments of objection on the grounds of overdevelopment of the site and impact on the AONB. **Action: Clerk to post the comment to the planning portal.**

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. Awaiting decision.
Councillors confirmed that the correct comments had been posted.
- 10) **To appoint an independent internal auditor for FY 2022/23.** Having satisfied themselves that the GAPTC chosen auditor was independent, Councillors resolved to appoint an internal auditor provided by GAPTC. **Action: Clerk to request auditor from GAPTC.**

- 11) To approve the Certificate of Exemption for 2021/22.** The Clerk informed Councillors that, as neither income nor expenditure for the year 2022/23 had exceeded £25,000, the Council was exempt from an external audit. Councillors therefore adopted the Certificate of Exemption. **Action: Clerk to send copy to the external auditor and post to the website.**
- 12) To approve the Annual Governance Statement (Section 1 of the Annual Return) 2022/23.** Councillors approved the Annual Governance Statement. The Chairman and the Clerk signed the forms. **Action: Clerk to post to website.**
- 13) To approve the Accounting Statements (Section 2 of the Annual Return) 2022/23.** Councillors approved the Annual Return. The Chairman and the Clerk signed the forms. **Action: Clerk to post to website.**
- 14) To note dates for the period for the Exercise of Public Rights.** The dates for Exercise of Public Rights were set as 5th June to 14th July 2023. **Action: Clerk to pin notice to the parish noticeboard and post to website.**
- 15) To review and adopt the Standing Orders.** Councillors considered items 17 (c) and 17 (d)(i) which required quarterly reporting and resolved to remove this requirement. **Action: Clerk to update and upload amended copy to website.**
- 16) To review and adopt the Financial Regulations.** Councillors considered items, 2.2,3.2, 4.8, 6.3, 6.4, 6.11, 6.17 and 7.4. Items 6.3, 6.4 and 6.17 did not include email as a means of communication. Councillors resolved to insert 'email' in addition to letter. Councillors resolved that the other items required excessive reporting and decided to remove these. **Action: Clerk to update Financial Regulations and post amended version to the website.**
- 17) To review the Asset Register.** Councillors resolved to adopt the updated Asset Register. **Action Clerk to post to website.**
- 18) Assets and risk assessment.**

Recreation field (including dog waste) & benches	Cllr Hanks confirmed that the improvements to the entrance to the recreation field would start w/c 12 th June.
Play ground	Cllr Hanks reported that the annual RoSPA safety report on the playground rated the facility as very good and that only very minimal works were highlighted.
Flood Monitoring	Cllr Russell reported that the river was running well. Cleaning and biological testing takes place every month. Further information is available in the annual report from the Flood Monitoring Group (see website).
Village Hall	Cllr Russell reported that the new stairs up to the storage area above the hall had now been installed.
Other	The Coronation medals had been very well received across the village.

19) Finances.

- (a) To receive current accounts and bank reconciliation.** Councillors noted balances of £20,427.53 (10 May 2023) (current account) and £456.28

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

b) To approve payments and note receipts

The following payments to be approved				
Epay	ROSPA	Annual playground inspection	LGA 1892 s.8 (1) (i)	111.00
Epay	Community First	Annual insurance premium	LGA 1972 s.111	412.10

Epay	GPFA	Annual subscription to Glos Playing Fields Assoc	LGA 1972 x. 143	50.00
Epay	M Freeman	Expenses: 75 Coronation medals (Minute 1/23 Item 9) Running Imp	LGA 1972 s.137	180.29
Epay	M Freeman	Expenses – printer ink (£21.54) and stamps (£5.44)	LG(FP)A 1963 s.5	26.98
Epay	M Freeman	Clerk's salary March/April 2023 @ £235.17 p m	LGA 1972 s.112 (2)	470.34

Councillors resolved to make the above payments. **Action: Clerk to revert to cheque payments until a third online authoriser could be arranged.**

The following credits have been received:				
	CDC	CDC Precept part 1		9564.00
	Deposit a/c	Interest April 2023		0.29
	Deposit a/c	Interest May 2023		0.26
	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
The following payments were made between meetings:				
DD	PWLB	Village hall loan 1 repayment	LG(MP)A 1976 s.19(3)	1610.97
Note: The total amount outstanding of the £100,00 loan from the PWLB was £79,650 at year end.				

20) To review existing standing orders and direct payments for FY 22/23

PATA	Quarterly and annual payroll admin	LGA 1972 s.112 (2)	£23.85
St Andrews PCC	Annual lease of the recreation ground	LG(MP)A 1976 s.19(3)	£1.00

Councillors resolved to continue these regular automated payments.


21) To agree dates for meetings in FY 2023/2024 (usually third Mondays i.e. 18th July, 19th September, 21st November, 16th January, 20th March, 15th May). Councillors resolved to adopt these dates with the exception of July, where two councillors could not attend on July 18th. The meeting was changed to 31th July instead. **Action: Clerk to post to the website.**

22) Any other business

Councillors joined in thanking the out-going Chairman, Cllr Chance, for her leadership of the parish council, and her hard work and service to the village over the past 24 years.

The next meeting will be held on Monday 31th July 2023 at 7.00 p.m. in the village hall.

There being no further business, the Chairman thanked everyone for their attendance and closed the meeting at 8.35 p.m.



Chairman

31th July 2023

