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MINUTES: of the Annual Parish Council Meeting held on Monday 17<sup>th</sup> May 2021 at 6.00 pm.  
 PRESENT: Parish Councillors: Beverley Chance, Charlie Hanks, David Pickup, Keith Russell, Peter Bell.  
 IN ATTENDANCE: Maxi Freeman, Clerk; One member of the public.

- 1) **Election of Chairman for the year 2021/22.** Cllr Pickup proposed and Cllr Russell seconded Bev Chance as Chairman. Cllr Chance accepted the office.
- 2) **Election of Vice Chairman for the year 2021/22.** Cllr Pickup proposed and Cllr Bell seconded Charlie Hanks as Vice Chairman. Cllr Hanks accepted the office.
- 3) **Apologies for absence.** None.
- 4) **Declarations of Interest on items on the Agenda. (Localism Act 2011).** None.
- 5) **To hear representations from the public regarding items on the Agenda.** None.
- 6) **Approval of minutes of the previous meeting (March 2021)** The meeting approved the minutes and the Chairman signed them. **Action: Clerk to post to website.**
- 7) **Matters Arising (Clerk's Report and report from Chairman).** The Clerk's report was noted.
- 8) **Planning applications**
  - [21/01609/FUL](#) Demolition of existing sheds. New single-storey extension, glass link and new garden shed, Mill Barn, Naunton. Councillors noted the neighbour's concerns regarding the size of a proposed stone chimney for a wood burner. Councillors resolved not to object but to recommend that the chimney be shortened. **Action: Clerk to post comments to CDC planning portal.**
  - [21/01699/FUL](#) Formation of new gallops, Naunton Downs Golf Club. Councillors expressed concern regarding the repeated increase in the development of the golf course. Although the planning statement said that there would not be conflict between golfers using the course and horses using the training gallops, Councillors noted that golfers could tee off at times when horses were on the gallops. In addition, loose horses and mis-hit golf balls could cause serious safety issues. Councillors agreed that the site was being overdeveloped and that the recent application to change the roofing to a cheaper alternative could have been foreseen at the time of the original application as could the 'need' for a long gallop. **Action: Clerk to circulate proposed response to the application for final comment from councillors.**
  - [21/01735/FUL](#) Demolition of existing garage, erection of replacement building to act as holiday let in substitution of new garage approved in planning application reference 13/05291/FUL Springfield, Naunton. Emergency vehicles and the school bus often have difficulty driving through Naunton village due to parked vehicles blocking access. The village has also recently lost a number of trees. Councillors noted that the plans for the proposed holiday let did not show parking space for either residents or visitors and that several trees were located on the plan very close to the proposed holiday let and within a possible parking area for the house and visitors. Councillors were keen to ensure that the conversion did not include or cause removal or damage to these trees and that parking spaces should be allocated on site for both residents and visitors. **Action: Clerk to post comment to CDC Planning portal requesting that the plans specify the location of parking spaces for visitors and residents.**

Councillors noted the following planning outcomes:

21/01343/FUL Replace existing doors with stone mullion windows Waterloo Farm, Naunton GL54 3AF Application withdrawn.

[21/00900/TCONR](#) Remove 2 trees and trim tree at Whiteladies, 4 Village Avenue, Naunton, Gloucestershire, GL54 3AS. No objections.

[21/00351/FUL](#) Use of land to allow siting of two mobile homes to be occupied by equestrian workers (retrospective) James Barn Farm Naunton Cheltenham Gloucestershire GL54 3AZ- Permitted.

[20/03675/FUL](#) Side and rear extensions to 2 Jasmine Cottages. NPC recommended off-street parking be required, either garage as previously approved or other arrangement. Recommendation repeated following further documents being submitted. Permitted.

- 9) **To approve the Certificate of Exemption for 2020/21.** Councillors satisfied themselves that Naunton Parish Council fulfilled the conditions for exemption and resolved to approve the Certificate of Exemption. The Chairman and the RFO signed the form. **Action: Clerk to post to website.**
- 10) **To approve the Annual Governance Statement (Section 1 of the Annual Return) 2020/21** Councillors approved the Annual Governance Statement. The Chairman and the Clerk signed the forms. **Action: Clerk to post to website.**
- 11) **To approve the Accounting Statements (Section 2 of the Annual Return) 2020/21.** Councillors approved the Annual Return. The Chairman and the Clerk signed the forms. **Action: Clerk to post to website.**
- 12) **To review and adopt the Standing Orders.** Councillors noted the changes to Section 18 and resolved to adopt the revised Standing Orders. **Action: Clerk to update and post to website.**
- 13) **To review and adopt the Financial Regulations.** Councillors resolved to adopt the Financial Regulations. Cllr Pickup will carry out an internal finance check. **Action: Clerk to send relevant documents to Cllr Pickup for the internal check. Clerk to post updated Financial Regulations to the website.**
- 14) **To review and adopt the revised Terms of Reference for the Naunton Recreation Ground.** Note: This item was agreed at agenda item 8, 20.1.20 but approval was postponed due to Covid restrictions. The Chairman proposed reducing annual fees for village societies to use the recreation field in light of Covid restrictions but this was not seconded. Councillors voted to charge organisations as per the Terms of Reference. **Action: Clerk to send invoices to village organisations named in the ToR and to post updated Terms of Reference to the website.**
- 15) **Assets and risk assessment.**

Recreation field (including dog waste) & benches	Cllr Bell updated the meeting on bookings. The diary and cricket fixture list were up to date, but the 16 July Music Society event had been cancelled. Cllr Bell confirmed that dog fouling had reduced considerably since the signs had been erected.
Play area (including dog waste)	Cllr Hanks reported on the recent RoSPA inspection and Spacehive playground project progress. The RoSPA report was positive but highlighted that the remaining end of the tunnel still needed to be covered. The tyre for this has now arrived. <b>Action: Cllr Hanks to arrange to fit the covering tyre.</b> The report also noted that the swing seats were close to the swing supports but that it was very low risk and no remedial action was suggested. The playground project had received further pledges bringing the total to in the region of £20,000. The CDC match-funding committee would meet on May 27 <sup>th</sup> and NPC would know whether it had been successful in winning funds from CDC on 7 June.

Flood Monitoring	Cllr Russell reported that the river was running well. Further information is available in the annual report from the Flood Monitoring Group (see website).
Village Hall	Cllr Chance updated the meeting with the annual report (see website).
Other	Cllr Chance reported that a letter had been received complaining about the presence of signs in the village warning dog owners to keep their dogs under control around sheep. The signs included pictures of mauled sheep. Councillors noted that there had been several incidents of sheep being mauled by dogs locally.

- 16) To review potential use of online banking and decide whether to register.** Councillors agreed to register for online banking, with all councillors being signatories and each payment requiring 3 signatories as currently required on cheques. **Action: Clerk to start registration process.**
- 17) To review current process for notifying parishioners of upcoming parish council meetings.** Councillors resolved to post a colourful sign on the noticeboard giving dates of the next meetings. **Action: Cllr Chance to provide and post notice.** Councillors also agreed that NPC should ask the village social committee newsletter to carry a notice from NPC asking anyone who would like to receive agendas and minutes to forward their email address to the Clerk. This would comply with GDPR regulations, provided only the agreed communications were forwarded. **Action: Clerk to request a note in the next newsletter.**

**18) Finances.**

**(a) To receive current accounts and bank reconciliation.** Councillors noted balances of £7,888.77 (current account) and £454.89 (deposit account).

Councillors noted the reconciliation, which the Chairman and the Clerk signed. The Clerk reminded councillors that the internal check agreed at the meeting held in September 2020 was outstanding due to Covid restrictions. Cllr Pickup agreed to carry out the check.

**Action: Clerk to provide list of invoices and access to relevant documents.**

**(b) Payments and receipts.** Councillors resolved to make the following payment:

804	M Freeman	Clerk's salary March/April/May 2021 @ £194.81 p m	LGA 1972 s.112 (2)	584.43
805	Playsafety Limited	Annual playground inspection Invoice 54642	LG(MP)A 1976 s.19(3)	86.40

**19) To approve existing standing orders and direct payments for FY 21/22**

PATA	Quarterly and annual payroll admin	LGA 1972 s.112 (2)	23.25
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.

- 20) To agree dates for meetings in FY 2021/2022** (usually third Mondays in July, September, November, January, March, May) Cllrs resolved to continue with the usual dates. **Action: Clerk to update website with meeting dates.**

**21) Any other business**

The next meeting will be held on Monday 19<sup>th</sup> July 2021 at 7 p.m. in the village hall.

There being no further business, the Chairman thanked everyone for their attendance and closed the meeting at 8.02 p.m.