

GOTHERINGTON PARISH COUNCIL

MINUTES OF MEETING HELD ON 11 APRIL 2017 AT 7.30PM

Venue: Rex Rhodes Building, Gotherington.

Present: Cllr. David Hearn (Chairman), Councillors Sylvia Stokes, Rodney Churchill, Brian Cosgrove, Eddie McLarnon, Bev Osborne, Caroline Ryman and Howard Samuels.

Attendees: Clerk/RFO, Jules Owen and 2 members of the public.

14.3.17.1 Received and accepted apologies for absence from B. Cllr. Mel Gore.

14.3.17.2 No declarations of interest were received.
Chairman confirmed meeting was quorate.

14.3.17.14.a **Agenda item 14a was moved**

Lewis Harmer was not present but chairman proposed to co-opt him as parish councillor and it was agreed unanimously. He later joined the meeting, signed Acceptance of Office form and Member's Interest form and took his place on parish council.

14.3.17.3 Minutes of parish council meeting held on 14 and 21 March 2017 were both signed by chairman as a true and accurate record.

14.3.17.4 Clerk's Report circulated prior to meeting was updated as follows:

Minute Ref.	Description	Latest update
16.06.09.1	Manor Lane Flooding	Amey camera inspection carried out. Awaiting remedial work. Clerk chased on 5.12.16
16.07.07.1	Add councillors as signatories to bank account	Chairman to action modification to signatories to bank account – 11.4.17
16.07.10.1	Village community event in 2017	Nature and date to be decided. Suggestions: Outdoor cinema - BO awaiting response to her enquiry. RC suggested barn dance and maybe BBQ. HS said it was good for community spirit to do something annually but not particularly a fete. Other councillors to give it more thought and come back with ideas for next meeting.
16.08.10.6	Identification of damaged signs	Residents compiled list which clerk sent to Highways. No response received to date. Clerk chased on 5.12.16 Clerk chased with Amey – 14.2.17 Clerk to contact Amey regarding Give Way road marking by War Memorial which needs repainting, this is a legal requirement. Also prioritise damaged road signs previously notified to them – 30mph and bend signs near Moat Farm and chase these-up.
10.1.17.7	Installation of 2 VAS	Awaiting delivery from Centaur Homes. SS proposed buying small platform for use when moving signs. EM had one PC could use to see if suitable before purchasing. It was confirmed Highways would supply and install poles, Centaur Homes would buy and fit brackets.
14.2.17.9c	Risk Register	Clerk to check storage in RRB/Gloucester Records, also include Cloud storage for data and produce Data Protection form. Cllrs. Stokes & Osborne added J W Pavilion. Clerk's Annual Appraisal date added. Next quarterly review due 9 May 2017.

14.2.17.14	Ash trees in Ashmead Drive	Clerk contacted Hartpury & Pershore Colleges. Still no response from colleges so Clerk to get quote for pruning trees in Ashmead Drive.
14.2.17.14	Footpath from Long Furlong to Shutter Lane - cut off access barriers still need removing	HS met Severn Trent representative who confirmed Severn Trent would replace the barrier in Long Furlong Lane, it had to be 'like for like'. It would stop horses which was a good thing in view of mess they often left. Representative took photographs of sunken drain, was going to report back to his manager and advise.
14.2.17.15	NDP Update	Clerk confirmed Final Examination Report received on 6.4.17 from Liz Beth. Unfortunately ruled out Meadow as Local Green Space which was disappointing but she did allow Freeman Field to be LGS. Meeting arranged at TBC for 28.4.17 to accept modifications. Extraordinary Meeting called for Parish Council on 19.4.17 to propose and agree they fully supports amended Neighbourhood Plan going forward to referendum.
14.3.17.5	No report from Borough Councillors	
14.3.17.6	No report from County Councillor	
14.3.17.7	Following comment was received form a resident: Planning application for 3 dwellings in Manor Lane had been withdrawn.	
14.3.17.8	Finance	
14.3.17.8.a	Receive and agreed Finance Report/Bank Reconciliation circulated prior to meeting. Cllr. Ryman asked for further information to be given on the Budget Monitoring Report.	
14.3.17.8.b	Received and agreed accounts for payment and those paid since last meeting circulated prior to meeting. Clerk to research SLCC Forum, contact fellow clerks, also D. Roscoe regarding specialist VAT advice. It was agreed to pay £55.15 to cover new cricket roller until beginning of new insurance policy in June but it was felt quote for £336 for renewal was very expensive so needed to obtain further quotes prior to renewal.	Clerk
14.3.17.8.c	Clerk gave details of £834.98 received from Transparency Grant which she applied for. Expenditure for scanner for use by clerk of £60.00 was proposed and agreed from this grant.	
14.3.17.8.d	Clerk confirmed parish council was now compliant with Transparency Code but stated further Transparency Grant funding was available for setting-up parish council's own website. Working party to discuss various options.	
14.3.17.8.e	Purchase of Concertina Folding Mobile Cricket Net Cage from IDU Trading Ltd., £3,000.00 plus VAT was proposed and agreed, authorised \$106 funding and payment received. Cricket Club made £1,000.00 donation to parish council. Clerk circulated three quotes with agenda from David Carvey, Net World Sports and IDU Trading Ltd.	
14.3.17.8.f	Discussion of proposed hire charges for Rex Rhodes Building and J W Pavilion was reported as still ongoing and carried forward to next meeting	
14.3.17.8.f	Cllr. Samuels gave update with details of work with clerk to get quotes prior to renewing insurance at beginning of June and received agreement from council to move away from current provider if viable despite being tied-in for a further year.	

14.3.17.9	Planning Matters	
14.3.17.9.a	Re: App. No. 17/00165/ADV - Signage at Gotherington Cross Garage - Cllr. Stokes reported a member of public bought this planning application to our attention and therefore clerk had written to TBC stating that it was not highlighted to our councillors and took away our independence and integrity. TBC had apologised and extended the response date to enable it to be discussed at our parish council meeting. It was agreed there were no grounds for objection – clerk to notify TBC.	Clerk
14.3.17.9.b	Re: Environmental Permit Variation Application: Starveall Farm, Pamington. It was agreed parish council would object, they had concerns regarding air pollution aspect – clerk to notify TBC.	Clerk
14.3.17.9.c	Cllr. Osborne reported with regard to S106 matters relating to Malleson Road Persimmon Homes development. Kate Tate had been very helpful and had re-written S106 Agreements making several major changes which parish council requested at a meeting and were detailed in emails which Cllr. Osborne had circulated to councillors.	
14.3.17.9d	Cllr. McLarnon stated Trumans Farm appeal had now been validated, ref: APP/G1630/W/17/3167141 and response had to be submitted by 28 April 2017. Discussion took place and it was agreed Cllr. McLarnon would prepare a response which he would then circulate to councillors for their input prior to clerk submitting.	Cllr. McLarnon
14.3.17.10	Rex Rhodes Building Cllr. Samuels reported that with his connection with the Village Hall, Barbara Pond stated cleaners should have a contract of employment and terms of reference and therefore presumably, the same would apply to parish council. After a long discussion it was agreed Cllr. Samuels and clerk would prepare a Contract of Employment and Job Description for the RRB cleaner for approval by parish council at the next meeting. Hourly rate for current cleaner was discussed and it was agreed that for future cleaners, rate would be discussed prior to advertising the post.	Cllr. Samuels & Clerk
14.3.17.11	Freeman Field & J W Pavilion	
14.3.17.11.a	Cllr. Samuels stated there was still some minor work to be completed on Petanque Shelter, however, Snape Contracting were a reputable company and therefore was happy for invoice to be settled. Chairman had receive letter from Mary Manders-Trett on behalf of Gotherington Petanque Club, thanking parish council for their help in planning and funding refurbishment of the piste and new rain shelter. Clerk confirmed she had received cheque for a donation of £1,000.00 at the meeting from Gotherington Petanque Club.	
14.3.17.11.b	It was agreed Cllr. Samuels would go ahead and arrange for table tennis table to be reinstalled.	Cllr. Samuels
14.3.17.11c	Cllr. Samuels reported on a successful meeting with RoSPA Inspector on 10 April 2017. Inspector was very impressed with J W Pavilion and Petanque Shelter, he stated both were a credit to parish council. Cllrs. Osborne and Ryman were also present, they confirmed Inspector appeared generally quite happy with playground with the exception of uneven surface around Witch's Hat but already received authorisation for S106 funding for this.	
14.3.17.12	Chairman reported the parish council had a mandate to proceed with the acquisition of the Church Centre with a limited number of items to be successfully resolved. He recommend the parish council should update	

vendor so they do not withdraw their offer and also the chairman was to write to PCC asking them if they could increase their offer.

The working party were going to meet ASAP to discuss items to be resolved.

14.3.17.13 Highways & Footpaths

14.3.17.13.a Cllr. Ryman reported overgrown hedge in Gotherington Lane, on left hand-side as you approach Gotherington from Bishops Cleeve, (where bottle bank used to be). Clerk to find out who owns hedge and send letter requesting hedge are cut-back. Clerk

14.3.17.13b Cllr. Cosgrove had circulated a report to councillors with a recommendation that big tree in Lawrence's Meadow should be removed. Residents wished to replace it with number of small, more attractive trees. The tree is on Open Space owned by parish council. He highlighted the fault that Chris Arnold had found in the tree stem some 15ft above ground. Eight residents affected by tree had offered to contribute towards costs. A discussion took place and it was agreed tree should be removed, particularly as a fault has been identified and parish council could be liable for damage if they failed to take action. Cllr. Stokes stated money had been allocated in the budget as trees in the village are coming up to 30 years old and parish council had a responsibility, therefore this proposal would set a precedent. Cllr. Stokes proposed parish council go ahead with removing tree and accept donations from resident who were showing pride in their village, replacement trees would be planted next autumn. This was agreed. Three quotes had been circulated previously and approximately £400.00 in donations would come from residents of Lawrence's Meadow.

Cllr. Osborne stated she would contact Chris Arnold ASAP to arrange for removal of tree and stump due to the health and safety issue. Cllr. Osborne

14.3.17.13.c A discussion took place regarding parking around Shutter Inn and Cllr. Cosgrove stated Enterprise had agreed to improve pub car park so hopefully that would improve parking situation.

14.3.17.14 Other items

14.3.17.14.b Cllr. McLarnon reported that if village objectives could be identified it would be useful when planning S106 expenditure etc. Cllr. Stokes referred to Parish Plan which was completed in 2014 and looked at short, medium and long term planning and would need updating. She offered to forward a copy to Cllr. McLarnon. She also mentioned the Village Survey, a flyer distributed via Topics in 2016 which received some 10% response. It was agreed to put Village Objectives on agenda for next meeting. Clerk mentioned Annual Plan which was also tied-in with budget planning so another useful planning tool. Cllr. Stokes

14.3.17.14.c In a confidential session, received and agreed report from staffing committee ref. clerk's appraisal circulated prior to meeting.

14.3.17.15 Next Meeting: 9 May 2017

7.00pm Annual Meeting

7.30pm PC Meeting

Meeting Closed – 9.45pm

GPC Financial Report 8.4.17

		Chq.No.	
Jason Hobbs	Work to cricket square (\$106)	2133	1708.00
Power Prec. & Fab. Ltd	Powerroll Club Roller	2134	7608.00
Previously authorised cheques			9316.00
B Osborne	Tesco - cleaning materials	2135	30.95
TBC	Annual grounds maintenance	2136	538.56
J Owen	Clerk & RFO salary	2137	1205.84
J Owen	Clerk's expenses - March	2138	35.85
IDU Trading Ltd	Concertina Critcket Net Cage	2139	3600.00
M McEvoy	Cleaning from February 2017	2140	103.50
Ink Spot	Printing for CC Survey	2141	124.00
HMRC	PAYE for March 2017	2142	72.79
Snape Contracting Services Ltd	Petanque piste & shelter	2143	16738.18
Cheques to be authorised			22449.67
Total Expenditure			31765.67

Oxenton Parish Meeting		80.00
Garden House Nursery		935.00
GCC		1000.00
TBC \$106 Grant	Roller, J. Hobbs	7637.70
Garden House Nursery		1133.00
TBC \$106 Grant	Petanque Shelter, Cricket Net	16948.48
JWP Income	Pavilion hire	104.00
Total Income		27838.18

BANK RECONCILIATION at 8.4.17	
Opening cash balance	16805.10
Plus income	27838.18
	44643.28
Less expenditure	31765.67
Closing cash balance at 8.4.17	12877.61
Add unpresented cheques	39.98
Add cheques to be authorised	22449.67
Closing balance at bank a 8.4.17	35367.26

Further income due

HMRC - Estimated	VAT to be claimed back	4657.00
Garden House Nursery	March Invoice	1265.00
GAPTC	Transparency grant	834.98
Petanque Club	Donation	1000.00
		7756.98

Outstanding – no gas or electricity

No gas or electricity bills included this month as not received yet

**Gotherington Parish Council
Budget Monitoring - 14/3/17**

	Budget 2017/18	April 2017 Expenditure/ Income	Notes
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EXPENDITURE

Rex Rhodes Building - servicing	2000	135	
Rex Rhodes Building - utilities	2100	0	
All Insurances	1100	0	
Salaries/PAYE	11000	1279	
Admin. incl. website & training	1500	160	
Subscriptions - GAPTC	300	0	
Professional Fees inc. Audits	520	0	
Donations	0	0	
Rent	100	0	
Miscellaneous	500	0	

Maintenance:

Tennis Courts Fund	0	0	See details below*
Freeman Field	1000	0	See details below+
Playground	300	0	See details below+
Village - grass cutting (pathways/verges)	1200	539	
Village - Tree maintenance	2000	0	
Pavilion maintenance	500	0	
	24120	2113	

INCOME

Rex Rhodes Building	11500	2068	
Pavilion	500	104	
Precept	12000	0	
Council Tax Supp. Grant	120	0	
Interest	0	0	
Tennis Courts Maintenance Fund	0	0	
Miscellaneous	0	0	
Donations	0	1080	
	24120	3252	

Funding for projects in reserves+

Current balance	7611	
Freeman Field	1260	
Playground	188	
Balance at 8.4.17	6163	

Tennis Court Fund*

31.3.2016 balance plus income	13123
Plus March 2017 Income	493
less Moss Treatment	-1016
Balance at 8.4.17	12600

Chairman

Signed

Date