

GOTHERINGTON PARISH COUNCIL

MINUTES OF MEETING HELD ON 8 NOVEMBER 2016

Venue: Rex Rhodes Building, Gotherington

Present: Chairman David Hearn and Councillors Sylvia Stokes, David Ward, Howard Samuels, Bev Osborne, Eddie McLarnon and Caroline Ryman.

Attendees: Clerk/RFO, Jules Owen and 4 members of the public.

8.11.16.1 Received and accepted apologies for absence from: B. Cllr. Gore, C. Cllr. Bird and Cllr. Rodney Churchill.

8.11.16.2 Declarations of interest on the agenda items: None recorded.
Clerk confirmed the meeting was quorate.

8.11.16.3 Minutes of the Parish Council Meetings held on 11 and 19 October 2016 were both signed as a true and accurate record.

8.11.16.4 Clerk's Report – review of actions -1.11.16

Minute Ref.	Description	Action required
16.04.07.1	Review hire charges for RRB and tennis courts	Meeting took place recently, update available shortly
16.05.09.1	Manor Lane Flooding	Amey camera inspection carried out. Remedial works awaiting. Clerk contacted Amey to chase-up remedial work
16.05.09.1	RoSPA report actions	Ongoing
16.06.08.3	To appoint internal auditor for March 2017	Ongoing
16.06.12.1	Consider management of community pavilion when operation	Ongoing
16.07.07.1	Add Councillors as signatories to bank account	DH to complete individual application forms for Councillors to process themselves
16.07.10.1	Village community event in 2017	Nature and date to be decided
16.07.11.4	Moss treatment of tennis courts	Mike Mintram authorised to commission work on behalf of Parish Council
16.08.10.1	Cut vegetation to path around school	School need to carry out work – check if completed
16.08.10.2	Purchase and location of extra dog bin. \$106 funds still available specifically for this £253.85	No further dog bins currently required but funding still available Cllr Ryan has dog fouling signs ready to install, just needs to check with land owners
16.08.10.6	Identification of damaged signs	Yvonne & Brian Cosgrove compiled a list which the Clerk sent to Highways. No response received to date
16.08.11.1	Damage to TPO trees in Shutter Lane	Trees removed – ensure replacement
16.08.11.1	Maintenance of Freeman Field	LH prepared maintenance schedule which has been circulated to all Councillors for their input and then further discussion
16.09.10.1	Update on Rex Rhodes Building	Ensure playground inspection book is maintained Awaiting further electrical work

16.09.11.3	Purchase of strimmer was discussed but concerns about the insurance aspect were expressed	To be discussed again at a future date
16.10.6	B. Cllr. Gore suggested contacting Dave Simmons ref. Trumans Farm application	Clerk contacted D. Simmons regarding objection to road narrowing due to farm machinery. He replied stating that Oliver Eden was dealing with this case and he had forwarded our message for his attention
16.10.9.3	Planning Application No.16/01075/FULL-Red Roofs, Shutter Lane	Clerk sent letter of concern. Lloyd Jones at TBC confirmed 'the concerns raised will be addressed in the report to Planning Committee.'
16.10.9.4	A lobbying document is to be prepared which can be sent to local and national press, members of TBC Planning Committee etc. as soon as possible	RC to prepare draft document to be circulated to Councillors for their input, based around 'What is the point of GNDF' A list should be drawn-up too so it can be sent to as many people as possible soon as it is ready
16.10.10.1	Position of vehicle activated signs were discussed	Clerk contacted Out Reach to request permission to site on telegraph poles but it was denied. Now awaiting to hear from Highways as to whether they can be sited on 30ph road signs. It is hoped to have a meeting with their representative in the near future
16.10.10.2	Signage on highway displayed by Estate Agents was discussed, it should be positioned only on the properties for sale	Clerk contacted Cotswold Estate Agents & Savilles regarding signage, particularly near Shutter Inn triangle. Response received from Cotswold's agreeing to remove signage
16.10.11.6	Still no contact details available for Ivor New's family ref. memorial bench	Bench has been purchased, waiting for his daughter to contact Ellen again

Actions on Clerk's Report

16.8.10.1 Cllr. Stokes confirmed vegetation around the school now completed.

16.10.11.6 Cllr. Samuels handed a cheque to the clerk for £322.00 from Mrs. A. M. Green for payment for the bench and confirmed she is going to organise the plaque.

16.10.10.2 – Cllr. Stokes reported that Savills' sign has been removed – Cllr. Samuels to remove Countryside sign but he will advise the house owners out of courtesy.

16.08.10.6 - Clerk to follow-up damaged road signs with Highways

8.11.16.5. B. Cllr. Gore sent details of grant -see **8.11.16.7.g**

8.11.16.6. No report received from C. Cllr. Bird.

The meeting was adjourned for the public to comment but as no comments were received, the meeting was reconvened.

Clerk to follow-up

8.11.16.7. Finance

Financial Report for 8.11.16

Cheques for payment:

08/11/2016	All Sorts Electrical	Electrical work at RRB	1915	250.00
08/11/2016	M McEvoy	Cleaning RRB	1916	148.50
08/11/2016	J Owen	Clerk & RFO's salary	1917	665.76
08/11/2016	J Owen	Clerk's expenses	1918	108.49
08/11/2016	GAPTC	Training	1919	35.00
08/11/2016	SLCC	Training - CiLCA Registration	1920	250.00
				1457.75

			Receipts	Reconciled	Unpresented cheques
10/10/2016	Garden House Nursery	RRB Income	1142.64		
31/10/2016	TBC	S106 Grant income	2919.00		
07/11/2016	Garden House Nursery	RRB - October Income	1049.14		
07/11/2016	C Ryman	Pegs & Mallet for football posts	1911	40.65	
07/11/2016	B Osborne	RRB supplies	1912	44.18	
07/11/2016	Cotswold Teak Ltd.	Bench In Memory Ivor New	1913	322.00	
07/11/2016	Castlegate Lights	Lights for pavilion	1914	151.17	
07/11/2016	British Gas	Electricity for RRB	DD	83.03	
08/11/2016	All Sorts Electrical	Work at RRB	1915		250.00
08/11/2016	M McEvoy	Cleaning RRB	1916		148.50
08/11/2016	J Owen	Clerk & RFO's salary	1917		665.76
08/11/2016	J Owen	Clerk's expenses	1918		108.49
08/11/2016	GAPTC	Training	1919		35.00
08/11/2016	SLCC	CiLCA Registration	1920		250.00
			5110.78	641.03	1457.75

BANK RECONCILIATION AS AT 7.11.16

Opening cash bal. as at 10.10.16	6039.01
Add income	5110.78
Less expenditure	2098.78
Closing cash bal. as at 7.11.16	9051.01
Add cheques to be authorised 8.11.16	1457.75
Add unpresented cheques	1001.91
Bal. as per bank statement 7.11.16	£11,510.67

Further Information

16.11.16

British Gas Electricity for RRB 79.12

October Invoice

Garden House Nursery Paid in full 1142.64

7.11.16

TBC have paid Capital Grant Award This is not included in the Bank balance as not yet received in bank 11154.39
TBC Capital Grant Balance still outstanding 3845.61

7.11.16

Summerfield Grant Still waiting to receive this 3000.00

7.11.16

VAT Refund Still waiting to receive this 8017.81

Wyre Forest Cabins Ltd

2 further stage payments to be made:
Due on delivery 7,235.28 inc.VAT
Due on satisfactory completion 4,823.52 inc.VAT
Also, cost of additional groundworks Due on completion of additional groundworks 1,116.00 inc.VAT

We need to reimburse BO for cost of kitchen, circa 2,500.00 from Howdens

8.11.16.7.a

a) Financial Report/Bank Reconciliation was distributed at the meeting – see above
Cllr. Ryman brought to the attention of the RFO that the Standing Orders state quarterly receipts and payments against budget figures to identify any overspending should be presented.

8.11.16.7.b

b) Accounts for payments were agreed.

8.11.16.7.c

c) Chairman authorised expenditure for the Village Hall Christmas tree.

8.11.16.7.d

d) Quarterly review of Risk Register was carried out and various responsibilities identified. Meeting was arranged for 10.00am on 15.11.16 to assess all aspects of the Rex Rhodes Building.

Clerk to check with Cllr. Churchill ref. swings
Clerk to update Risk Register

8.11.16.7.e

e) Cllr. Osborne gave update of a sub-committee meeting Cllrs. Osborne and Samuels together with the clerk, had looked at all costs of RRB. It discussed about potentially increasing the hourly hire rate for Garden House Nursery of £5.50 by less than 10% to £6.00 per hour.
A discussion ensued and it was agreed to keep the current rate and review it annually for Garden House Nursery. With regard to the rate for casual rentals, Cllr. Osborne is to do further research for the next meeting.

- 8.11.16.7.f** f) Standing Orders were reviewed with regard to the following points:

How many quotes are required versus expenditure – the following increased values were agreed and the Standing Orders were modified to read:

Section 18 c (b) of value greater than £1,000.00 up to £5,000.000, three quotations will be sought.

Section 13 c Replace with the following:

Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall contribute to the discussion but not vote when considering a matter in which he has another interest if so required by the council's Code of Conduct.

Clerk to take advice from GAPTC ref. personal/pecuniary Interest

- 8.11.16.7.g** g) It was agreed not to apply for the Equipment For Over 50's Grant Funding due to the short time scale and in view of all the other projects currently going on.

8.11.16.8 Neighbourhood Development Plan

- a) The working group's decision to appoint Liz Beth as Examiner of our GNDP was ratified.
- b) Cllr. Ward gave an update report on our NDP.

8.11.16.9 Planning Matters

- 8.11.16.9.a** a) There were no recent planning applications to consider

- 8.11.16.9.b** b) Ref. Planning Application 16/00965/OUT Malleson Road

Clerk to write again – in view of all the minor alterations, all our objections still stand

- 8.11.16.9.c** c) In preparation for TBC Planning Committee on 22 November 2016 where three major planning applications are expected to be decided, Cllr. Stokes will prepare a lobbying for the clerk to send to all T.B.Cllrs. She encouraged as many councillors and public to attend the meeting on 22 November 2016 at 9.00am.
- Cllr. Churchill wishes to present Trumans Farm, Cllr. Samuels would like to present Malleson Road and Cllr. Ward wishes to present Cook's Meadow although it is not clear if it is to be heard at this meeting or not.
- Cllr. Stokes urged everyone to get together and discuss the points they are all going to make.

8.11.16.10. S106 Agreements

- 8.11.16.10.a** a) It was agreed the reason to set a criteria for assessing proposed S106 expenditure had passed.

- 8.11.16.10.b** b) The quotes for a Village Hall extension to submit for current S106 Agreements were discussed but it was agreed that for

costs of circa £140K - £150K it would not provide a useful space and would lose car park spaces too and therefore is not viable at this time. A new village hall was discussed briefly and will be added to the agenda for the next meeting. It was agreed to submit the MUGA again and on site playing facilities – submit these items for all S106 Agreements. Also include: Road junction, footpath, cycle path to Bishops Cleeve, there may also be potential for tapping into central funding for new community building when we have the land available.

- 8.11.16.10.c** c) Cllr. Osborne gave an update on the acquisition of the Free Church building. She is currently working together with Cllr. Samuels to 'add Asset of Community Value to it' as this would secure it initially, as per the recent Report. This also gave the recommended price of £70K the owners are very keen to sell to us. After a long discussion it was agreed that more research is required before a Full Structural Survey or any other costs are incurred. Brian Cosgrove has expressed an interest in this project so it was agreed that a working party should be set-up with the following: Brian Cosgrove, the Chairman, Cllrs. Osborne and Samuels.

8.11.16.11. Freeman Field

- 8.11.16.11.a** a) Cllr. Osborne gave an update on the community pavilion – all going well, delivery scheduled for 15 November 2016. Official Opening to be 4 December 2016 at 2.00pm by Anne Woolley. A plaque is being made.

- 8.11.16.11.b** b) Expenditure for tables and chairs for community pavilion agreed at a cost of £958.39 plus VAT. However, they cannot be ordered until TBC confirmation received ref. S106 funding or other income received.

- 8.11.16.11.c** c) Cllr. Samuels reported on petanque rain shelter - waiting for 3rd quote which should be to hand for December Meeting. Cllr. Ward reported that the Chairman of the Petanque Club was not happy with comments made by the Chairman, Cllr. Hearn at the previous meeting about the build quality of work by Chris Hollings.

- 8.11.16.11.d** d) To consider maintenance schedule for Freeman Field – to be delayed until March 2017
Clerk to diarise for March 2017

8.11.16.12 Other Matters

- 8.11.16.12a** a) It was agreed a letters of thanks and flowers to be sent to Ellen and Adrian Cooke in recognition for all their help in covering the roles of Clerk and RFO.

- 8.11.16.12.b** b) After a discussion it was agreed that an expression of interest response would be sent to TBC regarding their motion to employ an Environmental Warden for three year term with the cost being split between parishes.
Clerk to send response and also ask if fields would be included in the monitoring by the Warden

8.11.16.12.c c) It was agreed a letter should be sent to our MP prior to the third reading of the Neighbour Planning Bill. Cllr McLarnon will draft the letter for the clerk to send. Clerk to send letter

8.11.16.13.d d) A message had been received from Jeff and Clare Newsum who wished to convey their thanks for the fitting of the new bin in the car park.

8.11.16.14 Date and Time of Next Meeting – 12 December 2016

Meeting closed 9.50pm

Signed

Chairman

Date

DRAFT