

# GOTHERINGTON PARISH COUNCIL

## MINUTES OF MEETING HELD ON 9 MAY 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, Howard Samuels and Lewis Harmer.

**Attendees:** Clerk/RFO, Jules Owen and 18 members of the public.

**9.5.17.1** Chairman welcomed everyone to the meeting and outlined the way the meeting would proceed – item 7 would be followed immediately by item 11 when he would begin by addressing the issues raised in item 7.

After item 11 was completed he would return to item 8 and continue through the agenda in numerical order until 9.40 pm, any items not considered being deferred to the next Parish Council Meeting on 13 June 2017.

Apologies were received and accepted from C. Cllr. Gore.

**9.5.17.2** There were no declarations of interest and Chairman declared meeting was quorate.

**9.5.17.3.** Minutes of Parish Council Meetings held on 6, 11 and 19 April 2017 were all signed as a true and accurate record of the meetings by Chairman.

**9.5.17.4** Clerk's Report which had been circulated prior to the meeting was updated.

Minute Ref.	Description	Latest update
	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. 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 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. Cllr. Samuels confirmed should all be installed by end of May 2017.
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 risk info. Clerk's Annual Appraisal date added. Next quarterly review due 9 May 2017- held over to next meeting due to long meeting.
14.2.17.14	Ash trees in Ashmead Drive	Still no response from colleges. Cllr. Osborne to ask Chris Arnold to quote when she contacted him about removal of tree in Lawrence's Meadow. Cllr. Osborne

- 14.2.17.14 Footpath from Long Furlong to Shutter Lane - cut off access barriers still need removing
- 14.3.17.11c Witch's Hat uneven surface
- 14.3.17.13b Removal of tree in Lawrence's Meadow
- waiting for Chris Arnold to get back to her.  
Cllr. Samuels 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.
- \$106 funding received – work to be carried out as per RoSPA report – Cllr. Ryman to contact Chris at Greenfields ref. surface round Witch's Hat.  
Cllr. Osborne to instruct Chris Arnold - Cllr. Osborne waiting for Chris Arnold to get back to her, he is currently very busy.

9.5.17.5 No Borough Councillor's report

9.5.17.6 No County Councillor's report

9.5.17.7 The following questions/comments were received from members of the public:

- Concerned about purchase of Church Centre and percentages who were in favour. Asked if residents were being misled as it would require a substantial loan over many years. Also stated there were no collection boxes and several forms were not collected. Before final decision was taken, audited account of costs should be produced and another vote taken, resident felt it was going against wishes of villagers.
- Church Centre had not been advertised on website or Facebook - resident had been away when survey was taken and first time he became aware of the project was after the initial meeting so had no opportunity to do anything about it, results of survey should be discounted.
- It should be made clear how much had to be borrowed, how it would be repaid and when. Also, what would happen if the project went ahead and was later sold, would the funds be distributed between the households who would be paying 33% of the precept?
- When would Highways Dept. repair the highways by war memorial and outside the Village Hall?
- If the Parish Council does not purchase the Church Centre, what was the likely outcome of the site? Had any figures been published and if not, could they be published?

9.5.17.11 Cllr. Cosgrove addressed the questions from members of the public in order:

Confirmed the number of replies received:

226 responses received

147 said Yes to buy and content to pay

9 said Yes to buy but not content to pay increased precept

61 – said No

9 unattributed – 7 said No, 2 said Yes

**Final figures: 147 in favour to 61 against**

He stated they were not fraudulently obtained, survey forms had been retained in archive storage.

He confirmed several Petanque Club members had voted Yes and that he visited Lawrence's Meadow 3 times to collect survey forms, as did other members of the Parish Council when collecting from their allocated areas. His address was also at the foot of the survey form so people could have posted them through his door if they wished.

He stated a return of over 50% was a phenomenal return

With regard to the information being misleading, he reiterated that all the information was in the survey form.

Cllr. Ryman confirmed some comments she received stated financial information was included in the survey form but it was not clear what the cost per household would be, how long the loan would be and specifically how it would be funded.

Cllr. Stokes stated that when the form was produced it was bound to be a long term project and we did not have all the information that was available now.

Cllr. Harmer stated that his form was not collected and as he works from home, he was in mostly. He also said the project should be self-funding.

Cllr. Osborne replied that hopefully it would be self-funding but obviously the Parish Council needed to have a back-up plan.

Cllr. Harmer asked what the exit strategy would be if it was not self-funding?

Cllr. Stokes stated the PCC which involved many people in the village, had committed £22,000.00 that was a gift with no terms and conditions, with the exception of using the

building from time-to-time free of charge. If we disposed of the building we would have to repay the donation.

Cllr. Osborne confirmed the building would need to be hired out for more than 13 hours per week to be self-funding.

Chairman stated that councillors were volunteers, it was all done for free, Chairman resented an orchestrated tirade of emails aimed at himself and the Vice-Chairman trying to do the best for the village. The Parish Council had spent nine months on this project and the steering group had spent hundreds of hours, doing it in good faith.

Cllr. Stokes said councillors had a responsibility to have foresight for villagers, Mr. Freeman took out a loan over sixty years to buy the Freeman Field, what a good job he did. The decision tonight was to see if it was the best way forward.

Cllr. Samuels asked if the loan of £100,000.00 was a fixed loan in writing. Cllr. McLarnon confirmed it would be fixed on the day the loan was taken out.

Cllr. Osborne confirmed any additional S106 that came into the village would be used to pay off the loan faster, £26,000.00 was confirmed and there may be further elements available, potentially £80,000.00. Figures prepared were worst case scenario but loan was flexible, (cannot pay anything off in first 12 months) but after that depending on the interest rate there may be penalty or discount event if paid off early.

Tewkesbury Borough Council had confirmed that if a piece of land became available to build a new village hall, there would be no claw-back.

Cllr. Samuels asked why there was such a large variance in three quotations received for the renovation work. Cllr. Osborne confirmed they got better at knowing what they wanted as they saw each building company and therefore they were not 'for like quotes' i.e. some included contingency etc. also, they had not been negotiated yet.

Cllr. Stokes confirmed loan would be totally funded by increase in precept that would not be available until April 2018.

She asked the RFO if looking at reserves, did Parish Council have enough to do what it had to do in the course of it's normal duty in the village.

RFO confirmed the Parish Council budget was very tight but she was happy to proceed on the basis already agreed, i.e. no Parish Council monies or Tennis Club fund would be used to fund the Church Centre.

Cllr. McLarnon said that he felt sure the Meadow and Trumans Farm would be built on with 450 additional residents. Cllr. Samuels stated that a bigger building would then be required.

Cllr. Osborne stated the NDP listed Church Centre as a building that needed protecting and if we could not agree on spending £100,000.00 how would we possibly agree on spending £600,000.00 or 700,000.00?

Chairman suggested if Parish Council violated the NDP would others do the same but David Ward confirmed the Church Centre had been removed from NDP. Cllr. Ryman and David Ward confirmed it was the inspector's recommendations that the Church Centre was removed.

Chairman apologised to David Ward.

Cllr. Cosgrove asked if anyone in the room would like to buy the two fields in Woolstone Lane for £750,000.00 plus £500,000 for a fabulous new village hall. This would incur a debt of ten or twelve times the size being discussed now. What was the alternative? Was the demand for social facilities going to get less?

Cllr. Harmer stated the residents had not been given enough time and information.

Cllr. Churchill asked why the Church Centre had been removed from the NDP and if it affected the 'Village' status as everyone at the meeting enjoyed the village statues. It was confirmed that revised NDP would have a list of non-designated heritage assets which may include the Church Centre.

Cllr. Ryman stated it was not an ideal building but it was the only one available.

Question of ownership and how was it going to be managed was raised. Cllr. Osborne stated it would have to be transferred to Parish Council for the loan but long term management had not be discussed. There were benefits of being a charity like the Village Hall but would not want there to be conflict between the two buildings.

Cllr. Stokes asked about timeline and could the renovation be delayed until S106 was received?

Cllr. Cosgrove said it could be delayed but damp was a massive problem and it would be preferable to do prior to the winter. However, if delayed until March 2018 it would allow time for planning, going through tendering process etc. and avoid rushing. It would also give time to organise potential clients and for them to get their programmes organised.

Cllr. Ryman stated that still no answer on VAT had been received and therefore would need to vote on worst case scenario. If £22,400.00 VAT was not recoverable we may have to borrow more money to cover this or extend the term of the loan.

It was stated that with regard to the loan, the overall amount was ringfenced and you only pay when you start to draw it down – you did not need to use it all. £137,000.00 was the

amount needed to be borrowed.

**Chairman gave public another opportunity to ask questions:**

- It was stated the public had not been given enough information to make a decision and had not had the opportunity to ask questions
- Resident said 75% of public say they will think about it but do nothing – he referred to Topics which gives contact details, also everyone had the option to come to the PC Meeting

Cllr. Stokes confirmed that everyone had the opportunity to ask their questions at the meeting at 6 April 2017.

- Resident was surprised to hear the VAT may not be claimed back and that the loan was to be increased
- Resident asked would it be possible for a motion to take a vote to supply further information?
- Youngsters in the village had fond memories of it as a village hub, memorial service, etc and would be happy to support it, it was great space and should be saved

Cllr. Harmer asked if Parish Council could have a display and put it out to the village again. He did not feel they had received enough information.

Cllr. Churchill stated the steering group had provided clear information in the survey and the village responded well. At the meeting on 6 April Meeting 2017 they agreed to collect further information so tonight was to be the night of the decision.

Cllr. Ryman thought it would not be productive to go back out to the village even though lack of information provided at the time and she thought the survey should have been approved prior to going out. However, she felt there was a better handle on it now and they should put their trust in the Parish Council to make the right decision.

Cllr. Samuels stated the results were not binding, they were indicative.

Chairman confirmed that if the result of the survey had been close it may have been different but there was a large majority.

Cllr. Stokes said the survey showed sufficient goodwill from the village.

Cllr. Churchill stated that he took a decision at last Parish Council meeting to go away and identify all things which had not been considered for the village. Over last four weeks, the steering group had done that to a reasonable standard, there were still many things to be finalised but they were now in a position to take the project forward.

**Chairman proposed, Parish Council accept the plan on the bases of the worst case scenario, (no further \$106 available and not able to recover any VAT) loan was £137,000.00 over 30 year term.**

Seconded by Cllr. Churchill

Against, Cllr. Harmer and Cllr. Samuels

Motion carried

Chairman stated Parish Council should inform village of the decision and it was agreed this would be done via flyer. Expenditure of £300.00 for flyer was approved and it was suggested Ellen Cooke be approached for printing.

Cllr. Churchill left meeting at 21.21pm prior to Finance but confirmed he was happy with all Finance issues.

**9.5.17.8. Finance**

**9.5.17.8.a** Financial Report/Bank Reconciliation circulated prior to meeting were proposed and agreed. Clerk reported Garden House Nursery had paid April account on 9 May 2017. She asked if Garden House Nursery could complete online booking record in advance so that she would be able to invoice correctly and also person cleaning would know whether cleaning was required particularly as cleaning is being done on a daily basis. Clerk reported that GAPTC had advised Transparency Fund was available again, closing date 14 May 2017 and she was completing application for further £500.00 ref. website, this was proposed and agreed.

**9.5.17.8.b** Accounts for payment and those paid since last meeting circulated prior to meeting were proposed and agreed.

**9.5.17.8.c** Expenditure for Microsoft 365 for pc laptop of £59.95 for one year was proposed and agreed.

**9.5.17.8.d.** Clerk noted Minutes of 9 August 2016, ref. 16.08.07 where it stated 'The Cricket Club confirmed that they would pay the annual maintenance charge' (ref. portable net and new roller). Cllr. Cosgrove agreed to update Asset Management Agreement for roller to reflect Minutes.

**9.5.17.8.e.** Cllr. Samuels reported electric smart meter to be fitted on 22 May 2017 but gas meter would not be fitted until end of year.

**9.5.17.8.f** Cllr. McLarnon reported he was working on new Parish Council website and it was agreed

- Clerk would write to Claire Douglas to advise her of the situation.
- 9.5.17.8.g** Cllr. Samuels circulated quotes from Kirkhouse, Mogo Direct Chairs and Cotswold Chairs for 25 chairs and 1 trolley for Rex Rhodes Building. He proposed expenditure for £1036.74 plus VAT to be funded by S106 agreement which was agreed.
- 9.5.17.8.h** To review Risk Register was deferred to next meeting.
- 9.5.17.8.i** To receive and agree proposed hire charges for Rex Rhodes Building and J W Pavilion was deferred to next meeting.

**9.5.17.9 Planning Matters**

- 9.5.17.9.a** It was agreed there was no grounds for objection with regard to planning application 17/00374/, Construction of 64 bed Care Home Cleavelands, Bishops Cleeve.

**9.5.17.10 GNDP**

David Ward gave a report on the progress of the NDP and the forthcoming referendum on 20 July 2017. After a successful referendum it will have full weight. NDP must be formally adopted by TBC but this will not take place until circa 19 September 2017. It is most important that as many residents as possible vote in the referendum. On 30 May 2017 in the Rex Rhodes Building at the Parish Meeting there will be a presentation to raise awareness of the NDP. The Steering Group will also distribute leaflets near the time to every household. Cllr. Ryman proposed a vote of thanks to David Ward and his team for all their hard work with the NDP.

**9.5.17.12. Rex Rhodes Building**

- 9.5.17.12.a** Cllr. Samuels reported that he had shown two different professional contract cleaners round the Rex Rhodes Building, one did not come back with a quote and he proposed Dawn Gibbons for the position. Her colleague, Donna Clarke who he also met would cover if Dawn Gibbons was unavailable for any reason. She was fully insured and would provide her own materials. Fee £11.50 per hour and no holiday pay to be covered as Parish Council would not be employing her, to commence from 1 June 2017, it was agreed.
- 9.5.17.12.b** Cllr. Samuels confirmed good quality camera had replaced damaged CCTV camera, all re-set and working well now. Expenditure had already been agreed in 9.5.17.8.b.
- 9.5.17.12.c** Cllr. Samuels reported small maintenance jobs required (new toilet seats etc.) to update Rex Rhodes Building, authorised expenditure of £200.00.

**9.5.17.13. Freeman Field & J W Pavilion**

To propose and agree action and expenditure to install a further brown bin for cricket club grass cuttings was deferred to next meeting.

**9.5.17.14. Highways & Footpaths**

- 9.5.17.14.a** To propose and agree for a sign to be installed north of Homelands building site on Gotherington Lane to say 'No Construction Traffic' was deferred to next meeting.
- 9.5.17.14.b** To propose and agree contract for grass cutting of footpaths was deferred to next meeting.

**9.5.17.15. Other items**

To discuss and agree village objectives – information circulated previously was deferred to next meeting.

- 9.5.17.16. Next Meeting: 30 May 2017 Parish Meeting  
including presentation on GNDP and Vehicle Activated Signs**

**Next Parish Council Meeting: 13 June 2017**

Meeting closed: 9.45pm

## GPC Financial Report 6.5.17

### Expenditure

Date	Payee	Details	Ref. No.	Amount
11/04/17	Community First	Roller Insurance til renewal	2143	55.15
11/04/17	Cleeve Fire Protection	Pavilion	2144	201.60
11/04/17	Cleeve Fire Protection	RRB	2145	51.60
11/04/17	Wellis for Ian Wilson	Village maintenance	2146	15.00
11/04/17	W Parkinson	RRB Cleaner - March 19 days	2147	152.00
09/05/17	British Gas	Electricity RRB & JWPavilion	DD	235.38
<b>Previously authorised payments</b>				<b>710.73</b>
08/05/17	1and1 Internet Ltd	Website & domain name	DD	17.96
09/05/17	Playsafety Ltd.	RoSPA Annual Report	2149	180.60
09/05/17	S Tobias Heat & Plumb	Annual Gas Cert. & Boiler service	2150	90.00
09/05/17	Greenfields Gdn Serv.	Install tennis table etc.	2151	300.00
09/05/17	J Owen	Clerk & RFO salary	2152	1266.02
09/05/17	HMRC	PAYE - April 2017	2153	80.16
09/05/17	Euro Office	Stationery	2154	33.46
09/05/17	W Parkinson	RRB Cleaner - April	2155	144.00
09/05/17	GAPTC	Training Risk Management	2156	15.00
09/05/17	Vince Larcombe	Clear by school sign & April cut	2157	300.00
09/05/17	J Owen	Clerk's expenses - March	2158	40.50
09/05/17	Security 1 Ltd	CCTV camera & setup	2159	312.00
<b>Cheques to be authorised</b>				<b>2779.70</b>
<b>Income</b>				
13/04/17	C R Ryan	Pavilion Hire	115	24.00
13/04/17	G Petanque Club	Donation	115	1000.00
13/04/17	TBC	Precept 2017/18	DD	12000.00
13/04/17	TBC	Council Support Tax	DD	118.00
27/04/17	GAPTC	Transparency Grant	116	834.98
<b>Total income</b>				<b>13976.98</b>

<b>BANK RECONCILIATION AT 8.4.17</b>	
Opening cash balance	12,877.61
Plus income	13976.98
	26,854.59
Less expenditure	3490.43
<b>Closing cash balance at 6.5.17</b>	<b>23364.16</b>
Made up:	
<b>Parish Council Fund £10,764.16</b>	
<b>Tennis Club Fund £12,600.00</b>	
Add Unpresented cheques	70.15
Add cheques to be authorised	2779.70
<b>Closing balance at bank at 6.5.17</b>	<b>26214.01</b>

### NOTES

Further income due

HMRC	Jan-March 2017 VAT claimed	5833.14
Garden House Nursery	March Invoice	1265.00
Garden House Nursery	April Invoice	990.00
		<b>8088.14</b>

### Transparency Grant Application

We are in process of applying for further funds so need to approve application, closing date 13.5.17

### Gotherington Parish Council Budget Monitoring - 6.5.17

	Budget 2017/18	April 2017 Expenditure/Income	May 2017 Expenditure/Income	Notes
<b>EXPENDITURE</b>				
Rex Rhodes Building - servicing	2000	135	438	
Rex Rhodes Building - utilities	2100	0	235	
All Insurances	1100	0	55	
Salaries/PAYE	11000	1279	1346	
Admin. incl. website & training	1500	160	107	
Subscriptions - GAPTC	300	0		
Professional Fees inc. Audits	520	0		
Donations	0	0		
Rent	100	0		
Miscellaneous	500	0	15	
<b>Maintenance:</b>				
Tennis Courts Fund	0	0	0	See details below*
Freeman Field	1000	539	312	
Playground	300	0	181	
Village - grass cutting (pathways/verges)	1200	0	300	
Village - Tree maintenance	2000	0		
Pavilion maintenance	500	0	502	
	<b>24120</b>	<b>2113</b>	<b>3491</b>	
<b>INCOME</b>				
Rex Rhodes Building	11500	2068		
Pavilion	500	104	24	
Precept	12000	0	12000	
Council Tax Supp. Grant	120	0	118	
Interest	0	0		
Tennis Courts Maintenance Fund	0	0		
Miscellaneous	0	0		
Donations	0	1080	1000	
Transparency Grant	0		835	

24120

3252

13977

**Tennis Court Fund\***

31.3.2016 balance plus income	13123
Plus March 2017 Income	493
less Moss Treatment	-1016
<b>Balance at 6.5.17</b>	<b>12600</b>

Chairman .....

Signed .....

Date .....

DRAFT