

# GOTHERINGTON PARISH COUNCIL

## MINUTES OF MEETING HELD ON 11 OCTOBER 2016

**Venue:** Rex Rhodes Building, Gotherington

**Present:** Chairman David Hearn and Councillors Sylvia Stokes, David Ward, Howard Samuels, Bev Osborne, Rodney Churchill, Caroline Ryman

**Attendees** Clerk - Jules Owen, C. Cllr. Bird, B. Cllr. Gore and 13 members of the public

### AGENDA

- 16.10.1 Received and accepted apologies for absence:** **Actions**  
Cllr. Howard.
- 16.10.2 Declarations of interest on the agenda:**  
None.
- 16.10.3 Minutes of the meetings held on 13 and 21 September 2016** were both signed and approved as a true and accurate record.
- 16.10.4 Co-option of new Parish Councillor:**  
Councillors put questions to two applicants, Eddie McLarnon and Lewis Harmer and a vote ensued.  
Eddie McLarnon won the vote with a majority, he signed the Declaration of Acceptance of Office and Register of Member's Interests. He was issued with the Councillors Code of Conduct and Standing Orders and duly took his seat as a Parish Councillor.
- 16.10.5 Clerk's Report – review of actions**

Minute Ref.	Description	Action required
16.04.07.1	Review hire charges for RRB and tennis courts. Also shared responsibilities of Parish Council and sports clubs	Bev has produced a discussion paper – need to arrange a meeting to discuss
16.04.14.2	Relocation of table tennis table	Table tennis table has been dismantled Taken into storage
16.05.09.1	Manor Lane Flooding	Amey camera inspection carried out. Remedial works awaiting. Clerk contact 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
16.06/08.4	Quarterly review of Risk Register	On Agenda for November
16.06.08.6	Update Clerk's Contract and arrange NIC payments to HMRC	Contract completed. GAPTC recommended PATA for NIC/HMRC payroll, details have been circulated to Councillor. Clerk now contacted HMRC and It has been agreed NIC will be paid directly
16.08.05.1	To fill Councillor Vacancy	On Agenda for October
16.07.07.1	Add Councillors as signatories to bank account	DH to complete individual application forms for Councillors to process themselves
16.07.08.3	Community requirements for future S106 funding	Results of flyer discussed at Meeting. To be discussed with Joan Desmond & Anj Patel
16.07.10.1	Village community event in 2017	Nature and date to be decided
16.07.11.3	Rain shelter for petanque piste	Cllr Samuels & Ward had spoken to most neighbours and preference for all was petanque club's design for shelter. A new plan of piste submitted and accepted which means the health and safety issue will no longer be an issue
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 – has this been completed?
16.08.10.2	Purchase and location of extra dog bin. S106 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

Ensure playground inspection book is maintained

16.09.7.4	Pegs keep being removed from goal posts, sign to be installed to cover us for insurance purposes	Cllr. Ryan purchased more pegs and mallet and installed laminated sign. She spoke to supplier and there is no alternative method of securing the posts which would be anymore satisfactory than is currently in place now.
16.09.10.1	Update on Rex Rhodes Building	Awaiting further electrical work
16.09.10.2	Acquisition of the Free Church	Awaiting survey
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
16.09.12	Neighbourhood Development Plan	Planning Policy Assessment and Evidence Base Review has been placed on the website
16.9.21.3	Proposed planning application 1600965/OUT for up to 50 dwellings on Malleson Road	Clerk sent Objection to the Planning Application to Tewkesbury Borough Council

**16.10.6. Borough Councillor's Report:**

B. Cllr. Gore gave an update on the following three planning applications:

- Malleson Road – due in November or December Planning Meeting.
- Ashmead - due in November or December Planning Meeting.
- Trumans Farm – due in November or December Planning – she recommended it would be a good idea to object again now that numbers have been reduced.

Clerk to send letter regarding size of farm machinery to Dave Simmons at G.C.C.

**16.10.7. County Councillor's Report:**

C. Cllr. Bird gave an update on the JCS and also discussed generally his thoughts on the planning system. He was concerned the Plan would not deliver what local people hoped and wanted – localism just does not exist. Unless there was a fundamental reason for refusing a planning application a Planning Inspector would give Planning Permission. He was appalled by the whole nature of what was happening with planning locally and in the UK and the fact that all the current applications would go through if there were no actual planning reasons for them not to.

Cllr. Stokes asked if it would be worth us lobbying the Councillors. Both B. Cllr. Gore and C. Cllr. Bird said yes, lobbying would be good and sometimes it would influence their vote.

C. Cllr. Bird assured Councillors that he would still continue to protest on behalf of small villages, he would still be very supportive and he would be happy to

answer any questions.

**The meeting was adjourned so the public could comment on any matter**

A representative from the Petanque Club said they would like to be involved in the Petanque Shelter discussions.

Eddie Godsell mentioned about speeding – Chairman explained about the vehicle activated signs that are coming very soon and also suggested that maybe we should buy a radar gun just so we can see exactly how fast people are going through the village.

**The meeting was reconvened**

**16.10.8.0 Finance**

**16.10.8.1** The Finance Report and bank reconciliation were accepted – see attached copies.

Clerk confirmed she had been in touch with HMRC and would pay NIC directly. The External Audit had been received back from Grant Thornton, the appropriate Declaration would be displayed on the website.

We have been awarded a Grant of £15,000.00 from TBC for funding towards the community pavilion. Cllr. Hearn had sent off the paperwork to TBC. Cllr. Samuels would then be able to use that receipt to claim the Summerfield Grant.

**16.10.8.2** Accounts for payment were distributed and payments were approved.

**16.10.8.3** To consider the set of criteria for assessing proposed S106 expenditure - this item to be added to the agenda for the next meeting. Clerk

**16.10.8.4** To consider S106 expenditure for improving Freeman Field or improving triangle in Malleson Road/Shutter Lane – this item to be discussed at meeting on 19 October 2016. Clerk to prepare Agenda

**16.10.8.5** My Community Grant – as we did not use Kirkwell's for analysis of results for NDP which we had budgeted for, therefore we have had to refund £525.64 to Groundworks UK. Clerk

**16.10.9.0 Planning Matters**

**16.10.9.1** Application 16/0088/TWMAJW – Wingmoor Farm West Waste Management, Stoke Road, Bishops Cleeve – Application discussed and no objection to this application agreed.

**16.10.9.2** Application 16/00956/FUL - Roseville Gotherington Fields Application discussed and no objection to this application agreed.

**16.10.9.3** 16/01075/FUL - Red Roofs, Shutter Lane, Application was discussed with following concerns highlighted: Clerk to write to Planning Dept. with letter of concern

- Sewerage
- Narrow lane and access
- Provision of services
- Assurance that the services will be adequate the access and visibility
- Will the plots be of suitable size? Would not want to compromise the density
- Lack of sufficient parking

Within 50m of a listed building

**16.10.9.4** It was agreed Cllr. Osborne would attend on 18 October 2016 to present at the Planning Meeting for the Planning Application 16/00539/OUT – Lioncourt for up to 65 dwellings on Trumans Farm

It was also suggested lobbying the Planning Committee Members regarding to this planning proposal.

Cllr. Churchill proposed we get together with the other parishes, (Service Village Forum) adjacent with Gotherington too and lobby but it was later agreed to start with Gotherington initially.

Cllr. Churchill offered to prepare a draft document which would be circulated to all Parish Councillors for their input, based around 'What is the point of GNDP' and stating Parish Councillors are outraged at the fact that what we have been doing for the last two years has had little or no affect and the government is allowing it to persist. Spending all of this time and money, some of it public money – such a waste.

Cllr.  
Churchill

Once the document has been finalised, it should be sent to local and national press, together with members of TBC Planning Committee and to any others that Councillors think it may be beneficial. A list should be drawn-up so that once the document is ready, it can be sent to as many people as possible and as soon as possible.

#### **16.10.10.0 Highways**

**16.10.10.1** Visit from Mark Snape was postponed as the vehicle activation speed signs were not ready for delivery yet.

Chairman suggested the Parish Council should buy a radar speed gun to use to gather information, they cost circa £100.00 and should ensure it is one that records data to log evidence.

Clerk to  
contact  
Cotswold  
and  
Savilles  
Estate

Cllr. Churchill offered to do some research into other data collection equipment that may be available and come back with details

B. Cllr. Gore handed over a Letter from the Cotswold Conservation Board which may be a reason for Trumans Farm to be turned down.

Cllr.  
Churchill

**16.10.10.2** Cllr. Stokes stated the signage on highways advertising houses for sale was very annoying, they should be positioned only on the properties for sale. This was particularly visible by the triangle by the Shutters – Cotswold and Savilles seemed to be the worst culprits.

Clerk to  
contact  
Cotswold  
and  
Savilles  
Estate  
giving 7  
days  
notice

#### **16.10.11.0 Freeman Field**

**16.10.11.1** Cllr. Osborne gave an update on the community pavilion. Extra cost had been incurred due to the stopcock not being deep enough so it will cost us a further £130.00 to £160.00. Building is due to commence 21 November 2016.

**16.10.11.2** A proposal was made to authorise nominated personnel, i.e. Cllr. Osborne, Cllr. Samuels and the Chairman to spend up to a maximum accumulative of £1,000.00 for unforeseen expenditure during the build of the new community pavilion.

A meeting to approve expenditure on kitchen equipment and other items together with CCTV was arranged for Wednesday 19 October 2016 at 2.00pm.

**16.10.11.3** Maintenance schedule for Freeman Field – to be updated at a later date.

**16.10.11.4** Petanque Rain Shelter on Freeman Field – a new plan was submitted for the petanque area which included a new, possibly larger piste and new position for the rain shelter.

Cllr. Samuels proposed Councillors adopt the Petanque Club's design, (Chris Hollins) £1,540.00 to be made 6ft wide and made from stronger wood. Grass will remain so savings will be made with the ground works. The plan will be the new plan as submitted today.

Cllr. Osborne asked if it could be rotated so it would be more useful as a community shelter. Eddie Godsell was concerned about people outside the petanque club using the shelter when petanque is actually being played, from a health and safety aspect.

An amendment to the proposal that we change the rotation of the shelter so that it is now across the top corner. 45% degrees to the current position, was proposed.

The amendment was withdrawn so back to the original proposal.

A vote was taken. The proposal was approved with two people against and was approved in principle on the plan and type of design put forward. Two additional quotes are required to conform to Standing Orders for both the cost and the safety aspects.

It was agreed the rain shelter would be funded by the Parish Council, probably from S106 income.

Cllr. Osborne was against the proposed petanque shelter for health and safety reasons and ongoing issues of vandalism. She was also concerned with regard to building issues and the general build quality of the proposed shelter.

She also reminded everyone that three quotes would be required in total.

**16.10.11.5** The remedial works to the top football pitch as per quotation from Jason Hobbs for £2,600.00 plus VAT to be deferred to a later date.

**16.10.11.6** With regard to the bench for Ivor New, Cllr. Samuels said he had been in touch with home where Ivor New passed away but they would not pass on his details. Cllr. Samuels was instructed to continue to go ahead and purchase the bench.

**16.10.11.7** Cllr. Ryan had received complaints about the footpath around Tilley's field but it was confirmed that it is not an official path. Farmer is supposed to roll the official footpaths once they have ploughed them.

**16.10.12. Date and Time of Next Meeting:**

8 November 2016, 7.30pm at Rex Rhodes Building

**Any Items for next Agenda:**

- Risk Register
- Standing orders – to look at how many quotes are required
- To consider the set of criteria for assessing proposed \$106 expenditure

**Time Meeting Closed: 10.00pm****Financial Report For 11.10.16****Cheques for payment:**

11/10/2016	V. Larncombe Gotherington	Grass cutting	1902	165.00
11/10/2016	Village Hall	Room Hire on 21.9.16	1903	8.00
11/10/2016	GAPTC	Training	1904	410.00
11/10/2016	J Owen	Clerk's salary	1905	845.88
11/10/2016	HMRC	PAYE	1906	TBC
11/10/2016	J Owen Groundwork	Clerk's expenses	1907	116.27
11/10/2016	UK	Refund of GNDP Grant	1908	525.64
11/10/2016	V. Larncombe Grant Thornton	Grass cutting	1909	150.00
11/10/2016	UK LLP	Annual Audit Fee	1910	360.00

			<u>Receipts</u>	<u>Payments</u>	<u>Un-reconciled</u>
19/09/2016	Gotherington Football Club	Donation	100.00		
19/09/2016	Gotherington Cricket Club	Donation	2000.00		
19/09/2016	Gotherington Tennis Club	Donation	5000.00		
20/09/2016	Garden House Nursery	RRB hire	3176.25		
05/10/2016	Gotherington Petanque Club	Donation	50.00		
07/10/2016	Tennis Court Takings	Last emptied on 23.8.16	66.71		
15/09/2016	Glasdon UK Ltd	Bin for Freeman Field		1887	52.67
15/09/2016	J Owen	Clerk & RFO Expenses See cheque number		1888	712.80
15/09/2016	Rigby Taylor	1890		1889	0.00
15/09/2016	Rigby Taylor	White liner machine		1890	780.00
15/09/2016	B & Q All Sorts	Fluorescent tubes		1891	34.86
15/09/2016	Electical	Rex Rhodes Building		1892	500.00
15/09/2016	D Ward	Printing for NDP		1893	11.48

15/09/2016	B & Q	Fixing for radiator covers in RRB	1894	10.19	
15/09/2016	B Osborne	Admin	1895	17.16	
13/09/2016	M McEvoy	Cleaning at RRB	1896	189.00	
15/09/2016	Jason Hobbs	Remedial work to cricket square & outlying area	1897	1075.00	
15/09/2016	GAPTC	CiLCA fee	1898	220.00	
15/09/2016	British Gas	Utilities for RRB	DD	65.69	
15/09/2016	GAPTC	Training 15.9.16	1899	35.00	
15/09/2016	Wyre Forest Log Cabins Ltd	Deposit for pavilion-later paid by BACS	1900	0.00	
15/09/2016	A Cooke	Memory stick for Clerk information	1901	10.00	10.00
22/09/2016	Wyre Forest Log Cabins Ltd	50% deposit for pavilion-replaced chq no 1900	BACS	24117.60	
30/09/2016	Wyre Forest Log Cabins Ltd	2nd stage payment - 15% of bal. for pavilion	BACS	12058.80	
03/10/2016	British Gas	Utilities for RRB	DD	141.64	
07/10/2016	Chris Arnold	Tree surgery on Freeman Field	BACS	1080.00	
11/10/2016	V. Larncombe Gotherington	Grass cutting	1902	165.00	165.00
11/10/2016	Village Hall	Room Hire on 21.9.16	1903	8.00	8.00
11/10/2016	GAPTC	Training	1904	410.00	410.00
11/10/2016	J Owen	Clerk's salary	1905	845.88	845.88
11/10/2016	HMRC	PAYE	1906	0.00	0.00
11/10/2016	J Owen	Clerk's expenses	1907	116.27	116.27
11/10/2016	Groundwork UK	Refund of GNDP Grant	1908	525.64	525.64
11/10/2016	V. Larncombe Grant Thornton	Grass cutting	1099	150.00	150.00
11/10/2016	UK LLP	Annual Audit Fee	1100	360.00	360.00
			<b>10392.96</b>	<b>43692.68</b>	<b>2625.65</b>

<b>Net payments</b>	33299.72
<b>Cash B/F</b>	39338.73
<b>Bank Reconciliation - 10.10.16</b>	
Reconciled Bank Statement	6039.01
Unreconciled cheques	2625.65
Balance at Bank	8664.66

#### Further Information

18.10.16 British Gas Utilities for RRB 83.03

#### Outstanding Invoice

Garden House Nursery for £1,142.64 due to pay on **Garden House Nursery paid in full on 11.10.16**

13.10.16

**Pavillion Fund**      Received  
donation from  
Patanque Club  
for £50.00

**Annual Audit**      We have received the Audit back from Grant  
Thornton with their account for £360.00

**S106 Claim**      Sent off claim to TBC for White Line Marker &  
Goals, total of £2,919.00 - awaiting Invoice for  
deposit for Roller so we can claim for this too.

Signed .....

Chairman .....

Date .....