

# GOTHERINGTON PARISH COUNCIL

## MINUTES OF MEETING HELD ON 8 AUGUST 2017

**Venue:** Rex Rhodes Building, Gotherington.

**Present:** Chairman Councillors Sylvia Stokes, Howard Samuels, Brian Cosgrove, Bev Osborne, Eddie McLarnon.

**Attendees:** Clerk/RFO, Jules Owen, and 15 members of the public.

<b>Minute Ref.</b>	<b>Details</b>	<b>Actions</b>
8.8.17.1	<p><b>Received and accepted apologies for absence from:</b>            Cllr. Hearn (Chairman), Cllrs. Churchill and Ryman.            Cllr. Harmer sent late apologies via email to the clerk during the meeting.            Vice-chair, Cllr. Stokes took the chair in the absence of the chairman and declared meeting open.</p>	
8.8.17.2	<p><b>Clerk confirmed meeting was quorate</b> and Cllr. Cosgrove declared he was chairman of Gotherington Cricket Club.</p>	
8.8.17.3	<p><b>Minutes of Parish Council Meetings</b> held on 11.7.17 were signed as a true and accurate record.</p>	
8.8.17.4	<p><b>Clerk's Report</b> circulated prior to the meeting was accepted and updated as follows:</p>	
<b>Minute Ref.</b>	<b>Description</b>	<b>Latest update</b>
15.05.09.1	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	Clerk chased but still no progress report – 11.7.17 Chairman to action modification to signatories to bank account. 4 signatories currently at 13.6.17
16.07.10.1	Village community event in 2017	Nature and date to be decided Suggestions: Outdoor cinema, barn dance/BBQ. Cllr. Samuels said it was good for community spirit to do something annually but not a fete
14.2.17.9c	Risk Register	Clerk to check storage at Gloucester Records. Next quarterly review due October Meeting 2017
14.2.17.14	Footpath from Long Furlong to Shutter Lane - cut off access barriers still need removing	Cllr. Samuels met Severn Trent representative who confirmed Severn Trent would replace the barrier in Long Furlong Lane. Representative took photographs of sunken drain, was going to report back to his manager and advise
13.6.17.8i	To fit electricity/gas smart meters	Not possible until wi-fi is available
13.6.17.12.c	Wi-fi in RRB & JWP	Cllr. Samuels to obtain quotation
3.6.17.14a	'No Construction Traffic' signage required in Gotherington Lane	Clerk wrote to Amey,TBC, Linden Homes & Bovis Homes. Amey confirmed receipt, job ref. – 3.7.17
3.6.17.14b	Damaged signage in Stonehouse Green	Cllr. Hamer almost completed repair
3.6.17.14b	Repair of ramps in Gotherington Lane	Clerk wrote to Amey,TBC, Linden & Bovis Homes. Amey confirmed receipt, issued job ref. – 3.7.17
11.7.17.9e	Parish Council Website	Minor updates still required
11.7.17.10b	Planning App. 3 dwellings in Manor Lane	Clerk sent objection to TBC on 14 July 2017
11.7.17.11	GNDP	Referendum on 20 July 2017 was most successful
11.7.17.15	Review of hire charges	Collating information, add to October agenda

11.7.17.15b	Disabled parking space	Clerk to write to local sports groups ASAP
11.7.17.15c	Village Spring Clean	Clerk contacted Highways ASAP To advertise in Spring Topics, clean gateways with different cleaning agent
11.7.17.15d	VAS ref. poor battery life issue	Clerk wrote to Richard Waters and Mark Powers, acknowledgement received

**8.8.17.5 Borough Councillor's Report – No Report**

**8.8.17.6 County Councillor's Report – No report**

**8.8.17.7 Comments received from public:**

A resident asked following questions with reference to Church Centre on behalf of numerous residents. He requested response by leaflet drop, in Topics and in village shop, not only website and to be received prior to purchase of Church Centre:

- 1) By what percentage would the precept be increased to cover the CC purchase and renovation?
- 2) Since the \$106 monies from Charles Church would not be available this year, how would the shortfall be made up?
- 3) Had the PC found out if VAT would be payable? If it was, how would this shortfall be made up? He understood that it was VAT free for NEW buildings only.
- 4) What was the latest amount that the PC intended to borrow with the Loan Agreement?
- 5) How long would the PC be needing this loan? 10 years, 20 years, 30 years?

A resident stated:

- Minutes from all steering group meetings were not on website
- Need to have accurate financial information before going ahead with the purchase
- Under Transparency Act, parish council should listen to what residents were asking and respond, general feeling was that Gotherington was divided

A resident stated:

- Parish council should have a meeting in village hall so everyone could attend, people did not know the true costs and ongoing implications of purchasing the building. Questionnaire was deeply flooded

Cllr. Stokes stated she would address Church Centre questions in agenda item 11.

Resident asked why latest minutes on website were June 2017? Clerk confirmed July 2017 minutes were on [gotheringtonparishcouncil.org.uk](http://gotheringtonparishcouncil.org.uk) and resident suggested a link from [gotherington.org.uk](http://gotherington.org.uk) would be useful.

A resident stated pot holes at end of Malleeson Road were very dangerous.

Cllr. Stokes confirmed Highways were aware but did not consider them to be dangerous as they were not deep holes. Clerk to report to Highways again.

**Cllr. McLarnon to update both websites as required**

**Clerk to report to Highways again**

**8.8.17.8 Finance**

**8.8.17.8a** Received and agreed Financial Report/Bank Reconciliation circulated prior to meeting as below:

**BANK RECONCILIATION 7.8.17**

Opening cash balance	46179.68
Plus income	1643.50
	47823.18
Less expenditure	3031.03
<b>Closing cash balance</b>	<b>44792.15</b>
Made up:	
<b>Parish Council Fund</b>	<b>9093.1</b>
<b>Tennis Club Fund</b>	<b>13194.00</b>
<b>Transparency Fund</b>	<b>1073.05</b>
<b>Church Centre Fund</b>	<b>21432.00</b>
Add unrepresented cheques	246.04
Add expenditure to be authorised	2797.03
<b>Closing balance at bank at 7.8.17</b>	<b>47835.22</b>

Received and agree accounts for payment and those paid since last meeting circulated prior to meeting as listed below.

**8.8.17.8b**

Payee	Details	Ref. No.	Income	Expend.	Expend. to be authorised	Un-presented cheques
B Osborne	Doormat & Stamps	2165				6.74
Vince Larcombe	May village maintenance	2295				150.00
Phil Aplin	GNDP printing flyers	2296				75.00
H Samuels	GNDP stationery - laminating	2298				14.30
Osborne Interiors	Black Uplighter with plastic shade	2303		10.00	10.00	
Guardian Preservation	Damp Survey on Church Centre	BACS		234.00		
M D Gibbons	RRB Cleaning - July 2017	2304		241.50	241.50	
J Owen	Clerk's expenses - July 2017	2305		25.20	25.20	
J Owen	Clerk & RFO salary - July 2017	2306		823.01	823.01	
HMRC	PAYE - July 2017	2307		324.30	324.30	
D. Hearn	Chairman's expenses - July 2017	2308		24.16	24.16	
Kirkwells Ltd.	GNDP Consultancy final payment	2210		1200.00	1200.00	
British Gas	Electricity bill due 9.8.17	DD		100.09	100.09	
British Gas	Gas bill due 9.8.17	DD		48.77	48.77	
RRB	Misc. income	Trsf	33.00			
JWP	Misc. income	Trsf	365.00			
Garden House Nursery	Invoice No. 30021	Trsf	1160.50			
Gotherington CC	Donation	Trsf	25.00			
Dumbleton CC	Donation	Trsf	60.00			
			<b>1643.50</b>	<b>3031.03</b>	<b>2797.03</b>	<b>246.04</b>
<b>OUTSTANDING INCOME</b>						
TBC	Invoice No. 30024 - S106 monies	1996.74				
GHN	Invoice No.3023 - June usage	1138.50				
		<b>3135.24</b>				
<b>OUTSTANDING PAYMENTS:</b>						
Severn Trent	Water bill in dispute	1358.62				

**Budget Monitoring Report as at 7.8.17**

EXPENDITURE	Budget	July 2017	Aug. 2017	Accum.	Balance of	Comments
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	2017/18	Expend./ Income	Expend./ Income	Expend. to date	budget remaining	
RRB servicing	2000	253	242	1341	659	
RRB utilities	2100	31	149	1184	916	
All Insurances	1100	0	0	1002	98	
Salaries/PAYE	11000	1125	1147	6329	4671	
Admin. incl. website & training	1500	123	49	523	977	
Subscriptions - GAPTC	300	0	0	0	300	
Profes. Fees & audits	520	0	0	85	435	
Donations	0	0	0	0	0	
Rent	100	0	0	0	100	
Miscellaneous	500	0	0	62	438	
S106 Expenditure	0	1152	0	2396	<b>-2396</b>	Has been claimed from TBC
GNDP			1200	1200	-1200	
Church Centre			234	234	-234	See below
Tennis Courts Fund	0	0	0	0	0	
Freeman Field	1000	0	0	851	149	
Playground	300	0	0	181	119	
Village - grass cutting	1200	150	0	450	750	
Tree maintenance	2000	900	0	900	1100	
Pavilion maintenance	500	0	10	519	-19	
	<b>24120</b>	<b>3734</b>	<b>3031</b>	<b>17257</b>	<b>6863</b>	
<b>INCOME</b>						
Rex Rhodes Building	11500	893	1194	5420	6080	
Pavilion	500	0	365	493	7	
Precept	12000		0	12000	0	
Council Tax Sup. Grant	120	0	0	118	2	
Interest	0	0	0	0		
Tennis Court Fund	0	594	0	594		See below
Miscellaneous	0	6	0	6		
Donations	0	350	85	2515		
Transparency Grant	0	781	0	1616		See below
Church Centre		21666	0	21666		See below
	<b>24120</b>	<b>24290</b>	<b>1644</b>	<b>44428</b>	<b>6089</b>	
<b>Tennis Court Fund</b>						
<b>Balance at 7.8.17</b>	<b>13194</b>					
<b>Transparency Grant</b>						
<b>Balance at 10.7.17</b>	<b>1102</b>					
Less July expenditure	29					
<b>Balance at 7.8.17</b>	<b>1073</b>					
<b>Church Centre Fund</b>						
<b>Balance at 10.7.17</b>	<b>21666</b>					
Less July expenditure	234					
<b>Balance at 7.8.17</b>	<b>21432</b>					

**8.8.17.8c** Reviewed and agreed Financial Regulations – as per copy attached hereto and displayed on parish council website

**8.8.17.9** **Cobblers Close/The Meadow** - Minutes from Planning Committee

Meeting from 31 July 2017 were signed as a true and accurate record of the meeting.

Cllr. Stokes confirmed they had prepared a statement for the Informal Hearing on 12 September 2017 which had been submitted to Inspectorate on 3 August 2017 as required. **It was agreed Cllr. Stokes would represent parish council with Cllrs. McLarnon and Ryman (if available) supporting.** All other councillors welcome to attend Informal Hearing and residents too but only maximum of two residents recommended to officially attend meeting.

**8.8.17.10** Cllr. Stokes stated referendum for NDP was extremely successful.

Steering Group put in an invoice from Kirkwells for £1,200.00. They did not inform the parish council of the need for any 2017/2018 budget allocation. The invoice would be paid by diverting other allocated funding.

Balance of grant from Localities had been returned last year as councillors had forgotten stage payment 4 was still due. **It was agreed it would be paid with clerk to contact Localities to explain issue and see if they would reinstate grant monies.**

**Clerk to write to Localities, Cllr. Samuels to supply details**

#### 8.8.17.11

Cllr. Osborne gave update on Church Centre as follows:

- All actions from May, June and July parish council meetings had been progressed
- Structural, asbestos, drains and damp surveys had been undertaken
- Structural Survey highlighted concerns ref. roof structure, meeting with KBW scheduled to discuss
- Compilation of formal tender document was in process but would not be issued until results of all surveys had been discussed and resolutions/recommendations of issues agreed
- Estimated completion date was end of September 2017, in line with PWBL approval

Resident asked if front entrance to Church Centre would be only entrance/exit with regard to fire exit.

Cllr. Stokes confirmed it would be only entrance and Cllr. Osborne confirmed fire service were happy with fire procedure and would issue fire certificate for use for 60 people. She confirmed that safety was of utmost importance and would be considered highly throughout the project.

Cllr. Stokes asked Working Group (WG) to look into making window in kitchen larger to enable this to be used as a fire escape too.

Cllr. Stokes replied to resident's questions as follows:

**Questions 1) and 2)** Document produced back in May 2017 breakdown of renovation costs was also on website and in phone box.

Parish Council now knew purchase price would be £50,000.00 and Gotherington with Woolstone and Oxenton PCC had given donation of £21,666.00.

Total proposed expenditure would be circa £180,000.

WG had drafted application for Public Works Loan Board (PWL), a recognised way for funding with fixed term interest rate of approximately 2%

Effect on precept for present band D, would be an increase by £11.00 to £36.00. Therefore, approximately £12.00 per year and £1.00 per month to service the loan

Project was to be financed by:

- £137,000 PWLB
- £21,666.00 PCC donation
- £26,000.00 from S106 Charles Church, (available when first sod was cut)

Cllr. Cosgrove stated figures had not changed, costs had always been £160,000.00 to £180,000.00.

**Question No. 3** - Still no definitive answer for VAT, all indications stated it would not be payable but it was still a risk.

**Question No. 4** – PWLB for £137,000.00 Cllr. Stokes confirmed parish council would not proceed until all finances were in place.

Cllr. Stokes confirmed spreadsheet showing £180,000 should be published.

Cllr. Osborne stated above figures were worst case scenario, following grants applications were in process and not included in current figures:

- Tesco Loan
- Jerusalem Trust
- Heritage Lottery Trust

Resident asked what the Church Centre would be used for?

He stated there are currently three buildings available to hire in the village and Church Centre would be small.

Cllr. Stokes stated the Church were keen to use it and would be happy to pay rent as their donation was unconditional. She said the parish council did not intend to be in competition with the other buildings, they all had their own identities and uses.

Another resident asked what Church Centre would be used it?

Cllr. Stokes stated recitals, readings at Christmas, chess, yoga, knitting/embroidery group, cinema club – lots of small groups may wish to use it, particularly with new residents coming into the village with 50 new houses due to be built.

Resident asked why so much store had been set on questionnaire which was never intended to be a referendum?

Cllr. Stokes stated the parish council could not go ahead with such a large project without the backing of the villagers.

Resident asked why the people did not have the information before they went ahead with questionnaire?

Cllr. Stokes stated 52% of the villagers who returned their survey felt they had enough information. Cllr. Stokes agreed with resident that the main criticism was lack of communication.

**Cllr. Stokes proposed the Working Group put together another A4 x 2 sided sheet which had the information together with 'Effect on the Village Precept' information, timeline and expenditure and how it will be met.** It would also be available on the website and in usual places in the village. If it was viable, parish council would consider printing it.

Resident said he was away on holiday when questionnaire was distributed and parish council meeting had been held the day before he arrived home. He had two letter boxes at his property and neither held a questionnaire upon his return.

Cllr. Stokes confirmed there were circa 440 houses in the village and 450 leaflets were distributed.

Resident asked why only one vote per house?

Cllr. Stokes replied that Council Tax was paid per household.

**8.8.17.12**

**It was proposed cleaning in RRB changing room/toilet & JWP should be done on Friday and Monday each week, one hour in total per week.**

**It was agreed.**

Clerk to update Job Description for cleaner to reflect above proposal. Cllrs. Cosgrove and Samuels offered to clean out showers and changing room area to enable cleaner to commence week beg. 14 August 2017.

**Clerk to update Job Description. Cllrs. Cosgrove & Samuels to attend to changing rooms and showers in RRB Cllr. Samuels**

**8.8.17.13a**

**Freeman Field** - Further to Cllr. Samuels' conversation with Mrs. Tilley, urgency for installation of netting has subsided but Cllr. Samuels agreed to install signage on stile on behalf of Tilley family. Cllr.

	Samuels to circulate proposed wording for signage prior to preparing signage.	
<b>8.8.17.13b</b>	Cllr. Cosgrove to look into removal of green table/bench without costs.	<b>Cllr. Cosgrove</b>
<b>8.8.17.13c</b>	<b>Cllr. Cosgrove outlined storage proposal for cricket net, which would not incur any costs to the parish council,</b> (to be made by N. Sherborne and D. Campbell). <b>Cllr. Cosgrove was seeking permission to install base for storage of cricket net on parish council land.</b> He confirmed local residents were in agreement and stated he would supply letter to the clerk which confirmed he had authorisation from local residents. <b>It was proposed and agreed.</b>	<b>Cllr. Cosgrove to provide letter to Clerk</b>
<b>8.8.17.14a</b>	Poor condition of coffin path between Shutter Lane and Longfurlong Lane was discussed. It was agreed Clerk to contact Highways to with regard to them renovating it.	<b>Clerk to contact Highways</b>
<b>8.8.17.14b</b>	Discussed overgrown path to rear of Lawrence's Meadow and councillors agreed they would endeavour to keep brambles cut back personally. Cllr. Cosgrove stated he would approach neighbours of Freeman Field to discuss overgrown vegetation.	<b>Cllr. Cosgrove</b>
<b>8.8.17.14c</b>	Discussed properties in village with regard to boundary vegetation. Cllr. Osborne agreed to approach a proprietor at 11b Ashmead Drive and Cllr. Samuels agreed to deliver a letter which the Clerk would supply to a property in Malleson Road.	<b>Cllrs. Osborne and Samuels</b>
<b>8.8.17.14d</b>	<b>Cllr. Stokes proposed replacing existing litter bin outside Gotherington School with dog bin using S106 Agreement from Shutter Lane development, it was agreed.</b> Clerk to source dog bin. Cllr. Samuels agreed to put a new label on dog bin at bottom of field.	<b>Clerk to source dog bin Cllr. Samuels</b>
<b>8.8.17.14e</b>	Discussed quotation received for pruning ash trees in Ashmead Drive. It was agreed that due to unexpected GNDP expenditure, parish council was not in a position to proceed.	
<b>8.8.17.15</b>	<b>Other Matters</b>	
<b>8.8.17.15a</b>	<b>It was proposed to update to Standing Orders – Page 3, Section 3e, it was agreed.</b> "Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect on any business."	
<b>8.8.17.15b</b>	Proposal to approve and adopt Complaints Procedure was withdrawn as Clerk located copy of Complaints Procedure adopted on 13 October 2012.	
<b>8.8.17.15c</b>	Following response to draft recommendations on future electoral arrangements for Tewkesbury Borough Council was agreed: <ol style="list-style-type: none"> <li>1. Will we maintain our status as a service village in this combination and maintain our village identity?</li> <li>2. Will we be linked In any way with regard to allocation of further demand to new houses?</li> </ol>	<b>Clerk to submit to TBC by 4.9.17</b>

**8.8.17.16**      **Next Meeting:** 12 September 2017

Meeting Closed: 9.35pm

Signed .....

Chairman .....

Date .....

DRAFT