

GOTHERINGTON PARISH COUNCIL

MINUTES OF MEETING HELD ON 12 DECEMBER 2017

Venue: Rex Rhodes Building, Gotherington.
Present: Vice Chairman Cllr. Howard Samuels, Cllrs. Rodney Churchill, Lewis Harmer, Eddie McLarnon, Bev Osborne, Martin Oxley and Caroline Ryman.

Attendees: Clerk/RFO, Jules Owen and 12 members of the public.

Minute Ref.	Details	Actions
12.12.17.1	Received and accepted apologies for absence from: C. Cllr. Mel Gore. Vice chairman declared meeting open and stated he would be chairing the meeting as the chairman had resigned. Vice chairman said David Hearn resigned after 7 years as chairman. He was very much involved in village life, including the GNDP, J. W. Pavilion and the on-going programme of purchase and renovation of the Church Centre and hopefully he would remain involved in that project. The parish council wished to thank him for all the hard work he had done over of the years. Cllr. Osborne asked if David Hearn's letter would be read out, the vice chairman stated it was on the table if people wished to read it.	

12.12.17.2 No declarations of interest were received and clerk confirmed meeting was quorate.

12.12.17.3 Minutes of Parish Council Meeting held on 14 .11.17 were signed by vice chairman as a true and accurate record.

12.12.17.4 Clerk had been advised by TBC that no election was required so could now co-opt a member to fill vacancy.
Ian O'Gorman was nominated by vice chairman and unanimously elected as a member of Gotherington Parish Council.

12.12.17.5 Vice chairman proposed Clerk's Report and it was resolved to accept it, as circulated prior to the meeting and updated as follows:

Minute Ref.	Description	Latest update
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	Review bank signatories	Clerk to chase and get progress report – 11.7.17
16.07.10.1	Village community event in 2018	Action to modify bank signatories to be prioritised. Nature and date to be decided. Suggestions: Outdoor cinema, barn dance/ BBQ.
14.2.17.9c	Risk Register	Clerk to check storage at Gloucester Records. Next quarterly review February 2018 meeting.
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. He took photographs of sunken drain, to report back to his manager and advise.
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. Clerk chased on 11.12.17
3.6.17.14b	Repair of ramps in Gotherington Lane	Clerk wrote to Amey,TBC, Linden & Bovis Homes. Amey confirmed receipt, issued job ref. Clerk chased on 11.12.17

11.7.17.15	Review of hire charges	Cllrs. Samuels & Ryman met with Garden House Nursery, agreed new rate of £5.85 p/h from 1.1.18
11.7.17.15b	Disabled parking space	Clerk progressed with Richard Waters on 14.8.17. Clerk chased with Chris Riley on 11.12.17
11.7.17.15c	Village Spring Clean	Cllr. Osborne to insert piece in Spring Topics to promote event, received quote to clean gateway.
8.8.17.13b	Upkeep around green table	Wild flowers area discussed - Cllr. Osborne to investigate.
8.8.17.14b	Overgrown path to rear of Lawrence's Meadow	Councillors agreed to cut brambles back personally – Cllrs. Samuels and Harmer offered to help with this.
8.8.17.14c	Property with boundary vegetation	Cllr. Samuels delivered letter to resident in Malleson Road but no improvement to date.
8.8.17.14d	Replace litter bin with dog bin outside school	Dog bin delivered, Cllr. Harmer & Samuels to fit.
8.8.17.14e	Ash Trees in Ashmead Drive	Quote received but no funds available currently.
10.10.16.12e	Risk Assessments for insurance purposes	Received several forms back, balance to be completed ASAP for all parish council activities.
10.10.16.12f	Internal Review	Chairman and Vice-Chair to complete internal review of Clerk. Date to be arranged once chairman/vice chairman elected.
12.12.17.6	No Borough Councillor's Report	
12.12.17.7	No County Councillor's Report	
12.12.17.8	Received following comments from members of the public:	
	<ul style="list-style-type: none"> • Lady considering taking on the village shop introduced herself and a discussion around what was required/how to improve the shop ensued. • Resident said with regard to the resignation of the chairman, she trusted the integrity of the council was upheld and stated it now left the council inexperienced. • Resident said widening the junction would help but traffic lights were required. Also, with a pavement there would need to be a crossing on A435. Vice chairman said there appeared to be a crossing near the garage on the plan and Cllr. Osborne stated Highways were undergoing a strategic review and were unlikely to install traffic lights due to a 50 house development. • Same resident suggested an exercise area for dogs off lead as opposed to another playground on new Malleson Road development. Vice chairman and Cllr, Osborne both agreed this was a good idea. • Resident said that narrowing the junction would make the queue in Malleson Road twice as long. • Resident asked: with regard to integrity of parish council and recent training, was it successful? Vice chairman stated there was always lots to learn. • Resident asked why not have traffic lights on Malleson Road? Cllr. Osborne stated traffic lights had not been asked for. • Resident requested the parish council communicate why there had been such a high turnover of members. 	
12.12.17.9	Finance:	
12.12.17.9a	Vice chairman proposed and resolved to adopt Financial Report/Bank Reconciliation and Budget Monitoring Report circulated prior to meeting and it was agreed unanimously. Vice chairman agreed bank reconciliation to bank statement.	

FINANCIAL REPORT AT 12.12.17

Payee	Details	Ref. No.	Receipts	Payments	Payments to be authorised
Garden House Nursery	Invoice 30026	Trsf	1032.64		
British Gas	Electricity RRB and JWP	DD		136.97	
Water Plus	RRB and JWP	DD		82.32	
Royal British Legion	Poppy Appeal	2335		25.00	
Howard Samuels	Toilet Rolls	2336		8.00	
Eurolink	CCTV annual service	2337		144.00	
Glasdon UK Ltd	Dog bin	2338		234.87	234.87
J Owen	Clerk & RFO salary - Nov. 2017	2339		713.64	713.64
J Owen	Clerk's expenses - Nov. 2017	2340		94.25	94.25
PATA (UK)	Payroll service	2341		22.50	22.50
All Sorts Electrical	Timer in JWPavilion	2342		60.00	60.00
HMRC	PAYE - November 2017	2343		63.98	63.98
Power P & F Ltd.	Roller service	2344		277.48	277.48
Winchcombe Town Council	GDPR Training Session	2345		20.00	20.00
SLCC	Regional Training Seminar	2346		82.80	82.80
TBC	Code Of Conduct training session	2347		200.00	200.00
D Gibbons	Cleaning RRB & JWP	2348		287.50	287.50
NALC	Annual Star Awards	2349		60.00	60.00
Local World Limited	Tender advertising	2351		211.20	211.20
HMRC	PAYE Nov. 2017 total 249.78			185.80	185.80
Baby Sensory	JWP income	Cash	180.00		
S Keen	JWP income	Chq	288.00		
C M Davies	JWP income	Chq	22.00		
Cash	JWP income	Cash	53.00		
			1575.64	2910.31	2514.02

BANK RECONCILIATION 12.12.17

Opening cash balance	47263.49
Plus receipts	1575.64
	<u>48839.13</u>
Less payments	2910.31
Closing cash balance	45928.82
Made up:	
Parish Council Fund	12656.08
Tennis Club Fund	13401.4
Transparency Fund	932.20
Church Centre Fund	18939.19
Add unpresented cheques	<u>172.00</u>
Add payments to be authorised	2514.02
Closing balance at bank 12.12.17	48614.84

**GOTHERINGTON PARISH
COUNCIL Budget Monitoring
Report at 12.12.17**

	Budget 2017/18	Dec. 2017 Payments/ Receipts	Accumulative payments to date	Balance of budget remaining
PAYMENTS				
Rex Rhodes Building - servicing	2000	500	1859	141
Rex Rhodes Building - utilities	2100	219	1383	717
All Insurances	1100	0	1002	98
Salaries/PAYE	11000	986	8349	2651
Admin. incl. website & training	1500	457	683	817
Subscriptions - GAPTC	300	0	267	33
Professional Fees inc. Audits	520	0	565	-45
Donations	0	25	0	0
Rent	100	0	0	100
Miscellaneous	500	0	86	414
S106 Expenditure	0	235	2396	
GNDP	1000	0	1200	-200
Church Centre		211	2419	
Tennis Courts Fund	0	0	0	0
Freeman Field	1000	277	877	123
Playground	300	0	181	119
Grass cutting,pathways/verges	1200	0	900	300
Village - Tree maintenance	1000	0	900	100
Pavilion maintenance	500	0	519	-19
	24120	2910	21586	5349
RECEIPTS				
Rex Rhodes Building	11500	1033	6581	4919
JW Pavilion	500	543	573	
Precept	12000		12000	0
Council Tax Supp. Grant	120		118	2
Interest	0		0	0
Tennis Courts Fund	0		594	
Miscellaneous	0		6	
Donations	0		2515	
Transparency Grant	0		1616	
Church Centre	0		21666	
S106 Grant	0		1996	
VAT refund			0	
	24120	1576	47665	
Tennis Court Fund				
Balance at 12.12.17	13401			
Transparency Grant				
Balance 14.11.17	995			

Less December payments 30
Balance at 12.12.17 932

Church Centre Fund

Balance 14.11.17 19150
 Less December payments 211
Balance at 12.12.17 18939

GPC Church Centre as at 12.12.17

Payee	Details	Ref	Receipts	Payments	Running total
W, Goth & Oxenton PCC	Donation towards purchase CC	120	21666.00		21666.00
Guardian Preservation	Damp Survey on CC	BACS		234.00	21432.00
Rowntree Partnership	Inspection Report for CC	2312		1200.00	20232.00
Drain Doctor	Drain survey for CC	2316		427.20	19804.80
Gloucester Asbestos	Asbestos report for CC	2321		558.00	19246.80
Severn Trent Water	Water	DD		96.41	19150.39
Local World Limited	Tender advertising	2351		211.20	18939.19

- 12.12.17.9b** Cllr. Ryman proposed and resolved to adopt accounts for payment and those paid since last meeting circulated prior to meeting and it was agreed unanimously.
- 12.12.17.9c** Cllr. Ryman proposed and resolved to adopt Model Financial Regulations by NALC (Jan. 2016) and it was agreed unanimously.
- 12.12.17.9d** With Auto Enrolment Pension date for parish council being 1.1.18 it was agreed clerk would meet with Cllrs. Ryman, Harmer & Churchill prior to Christmas.
- 12.12.17.9e** It was agreed Parish Action Plan would be updated once budget was finalised.
- 12.12.17.9f** Cllr. Ryman discussed draft budget which had been prepared at recent Budget Proposal Meeting. She stated following D band figures:
 Last year was £25.00
 This year's draft figure, which included £10,700.00 discretionary expenditure items still be agreed would be £45.81
 Add in repayment of PWBL for Church Centre of £12.95, gave draft figure of £58.76
 A discussion took place covering various costs in the draft budget. Two past members agreed to assist with finalising the budget and Cllr. McLarnon proposed the parish council should communicate the figures via the website when available, this was agreed unanimously.

12.12.17.9g	It was agreed clerk would distribute details of outstanding risk assessment via email for councillors to complete.	Clerk to distribute Risk Assessments
12.12.17.9h	Cllr. Ryman proposed and resolved that once a chairman was in place it would be a priority to update bank mandate, it was agreed unanimously.	
12.12.17.10	Planning Matters:	
12.12.17.10a	Received a report from Cllr. Ryman and two residents who attended the Appeal Hearing ref. The Meadow. Inspector had previously carried out a site visit on his own but there would be further site visit on 3.1.18. Inspector's Report would not be available until the end of March 2018 at the earliest. Cllr. Ryman was praised stating that she spoke extremely well throughout the hearing.	
12.12.17.10b	Received an update with regard to JCS and TBC Local Plan (TBC LP) from Cllr. McLarnon who attended TBC on 5 December 2017 when TBC voted to accept the JCS Inspector's report. Cheltenham and Gloucester had also voted to accept the report. There would now be a 6 week wait for legal challenges to come forward, policies in the document would then be given full weight. TBC LP was due to complete in 2019. Currently we have JCS top level and GNDP bottom level in place, just TBC LP required to complete middle level.	
12.12.17.10c	Discussed response to 17/01162/App - Parcel 7561 Malleson Road, Reserved Matters submission appearance, layout, scale and landscaping) for erection of 50 dwellings and associated infrastructure pursuant to outline planning. Vice chairman had previously circulated a draft response but Cllr. Ryman was concerned if hedge were retained, houses would be isolated, also she was keen to retain open green space for children's play space/MUGA as may be able to utilize S106 funding. She proposed and it was resolved to circulate vice chairman's draft response again for comment and clerk would submit final version on 14.12.17 as agreed with Planning Officer, this was agreed unanimously.	Clerk to submit comments to TBC on 14.12.17
12.12.17.10d	Members agreed there were no objections to Planning Application 17/01135/FUL Single story rear extension -18 Malleson Road.	
12.12.17.11	Freeman Field – Members discussed issue of maintenance of leylandii hedge between RRB and 56 Malleson Road. Cllr. Ryman proposed and it was resolved that the parish council could not contribute towards the maintenance of resident's boundaries, it was agreed unanimously.	Clerk to advise potential purchaser.
12.12.17.12	Highways & Footpaths:	
12.12.17.12a	Vice chairman confirmed people were now assisting with changing VAS batteries but they still needed to be updated with solar panels. This could be done at cost of £35.00 each and a resident had offered to pay £20.00 towards cost. Clerk stated she had contacted Highways to chase previous correspondence which stated VAS signs were unfit for purpose. After a discussion vice chairman proposed the clerk write to Highway to advise them the parish council intended to update VAS by fitting their own solar panels, this was agreed unanimously.	Clerk write to Highways to advise
12.12.17.12b	Members considered action with regard to vehicles parking-up/sleeping overnight by The Shutters island. As The Shutters own the land it was agreed the clerk would write asking the proprietors to fit suitable signage to the fence to avoid unsociable behaviour.	Clerk to write to Shutters requesting signage

- 12.12.17.12c** Cllr. Ryman proposed Cllrs. Churchill and Oxley contact resident in Cleeve Road with regard to overgrown hedge. It was agreed unanimously. Cllrs. Churchill and Oxley to contact resident
- 12.12.17.12d** Cllr. McLarnon discussed Gotherington Cross Policy and suggested public could make comments on a special area of the parish council website by a given date, (2 weeks was suggested). Cllr. Ryman offered to draft a letter at the end of the public consultation period, taking into account their comments. Clerk would then submit the letter and also send copy to the appellants, (Charles Church and Gallagher's).
- 12.12.17.12e** Discussed road closure for 6-8 weeks and the W1 W2 bus service. Cllr. Churchill offered to contact Marchants as we have still not received any news with regard to revised routes for residents. Cllr. Osborne suggested GOWNS may be able to assist with transport for residents in absence of bus service. Cllr. Churchill to contact Marchants
 Since the meeting, service changes have been announced:
<http://www.marchants-coaches.com/Service-Announcements>
- 12.12.17.13** Church Centre: Cllr. Osborne reported tenders had been received but she was unable to give any information due to confidentiality. Working Group would make a presentation to full council with details of tenders etc. There would then be an extraordinary parish council meeting which members of the public would be invited to. Vice chairman asked if it would be possible for a progress report to be posted on the website and Cllr. Churchill stated he would action that. Cllr. Churchill to action progress report for website
- 12.12.17.14** Other Matters:
12.12.17.14a Members considered producing a monthly newsletter as a method of improving parish council communications. Following points were discussed:
- Need to be aware of data protection legislation
 - Methods of distribution – via email or mailing list on website
 - Link to Facebook
 - Consistency – would need to be monitored by 2 or 3 members to maintain consistency of content
- 12.12.17.14b** Cllr. Osborne proposed and it was resolved to add an agenda item, close to the commencement of the meeting, to formally request if anyone was intending recording the proceedings. It was agreed unanimously.
- 12.12.17.15** **Next Meeting: 9 January 2018**
Meeting Closed: 21.25pm

Signed

Chairman

Date