

# GOTHERINGTON PARISH COUNCIL

## MINUTES OF MEETING HELD ON 14 NOVEMBER 2017

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

**Present:** Chairman David Hearn, Councillors: Howard Samuels, Bev Osborne, Caroline Ryman, Rodney Churchill, Lewis Harmer, Martin Oxley and Eddie McClarnon.

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

<b>Minute Ref.</b>	<b>Details</b>	<b>Actions</b>
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14.11.17.1	Chairman welcomed everyone and clerk confirmed no apologies received.	
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14.11.17.2	No declarations of interest received and clerk confirmed meeting was quorate.	
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14.11.17.3	Minutes of Parish Council Meetings held on 10 October 2017 were signed as a true and accurate record.	
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14.11.17.4	Chairman proposed and agreed Clerk's Report circulated prior to the meeting and updated as follows:	
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<b>Minute Ref.</b>	<b>Description</b>	<b>Latest update</b>
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15.05.09.1	Manor Lane Flooding	Amey camera inspection carried out. Awaiting remedial work. Clerk chased on 5.12.16 Clerk to chase and get progress report – 11.7.17
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16.07.07.1	Review bank signatories	Chairman to action modification to signatories to bank account Chairman to priorities as only 3 signatories currently – 10.10.17
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16.07.10.1	Village community event in 2018	Nature and date to be decided. Suggestions: Outdoor cinema, barn dance/ BBQ
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14.2.17.9c	Risk Register	Clerk to check storage at Gloucester Records. Next quarterly review February 2018 meeting
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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.
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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 to chased - 14.11.17
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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
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11.7.17.15	Review of hire charges	Working group collating information
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11.7.17.15b	Disabled parking space	Clerk progressed with Richard Waters on 14.8.17. Clerk chased 14.11.17 Richard Waters had left so difficult to ascertain who was dealing with it now
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11.7.17.15c	Village Spring Clean	To advertise in Spring Topics, clean gateways with different cleaning agent – Cllr. Osborne to put in Spring Topics
8.8.17.13b	Upkeep around green table	Wild flowers area discussed - Cllr. Osborne to investigate
8.8.17.13c	Storage of cricket net	Cllr. Cosgrove to supply letter from residents confirming agreement
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 completed forms, balance to be completed <b>ASAP</b> for all parish council activities
10.10.16.12f	Internal Review	Chairman and Vice-Chair to complete internal review of Clerk

<b>Minute Ref.</b>	<b>Details</b>	<b>Actions</b>
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<b>14.11.17.5</b>	Cllr. Samuels gave a report on the panel meeting which took place on 16.10.17 with the CEO of GAPTC present, regarding a complaint by a councillor against another member regarding the distribution of survey forms. Chairman asked Cllr. Harmer if he accepted the outcome statement and Cllr. Harmer confirmed he did.	
<b>14.11.17.6</b>	Cllr. Osborne reported on NALC Annual Star Council Awards which was open to over 10,000 councils. Gotherington Parish Council were awarded the runner-up prize in recognition of the JWPavilion project.	
<b>14.11.17.7</b>	B. Cllr. Gore reported JCS was in final stage and would go back to full council on 5.12.17 for agreement to adopt the plan. Tewkesbury Borough Plan was next which would go to consultation in due course. She reported on the sad death of the inspector for The Meadow Hearing, a new date was potentially 7 December 2017. Now that JCS was further on and GNDP had been adopted GPC may be in a stronger position.	
<b>14.11.17.8</b>	There was no C. Cllr. Report.	
<b>14.11.17.9</b>	Chairman nominated Martin Oxley as a member of Gotherington Parish Council and he was unanimously elected. He signed the Declaration of Acceptance of Office and Register of Interests and was issued with the Code of Conduct.	
<b>14.11.17.10</b>	Received following comments from the public: <ul style="list-style-type: none"> <li>• Hedge between Rex Rhodes Building (RRB) and JWPavilion -</li> </ul>	

- top needed trimming – Cllr. Osborne offered to do it
- Trees in Ashmead Drive still needed pruning and would it be possible for road sweeper to include this minor road in regular schedule due to leaves from trees?  
Chairman stated it was a County Council issue  
Clerk to contact GCC ref. road sweeper
- It was confirmed hearing date for The Meadow would be on 7 December 2017
- With regard to Reserve Matters for 50 dwellings on Malleson Road, it was felt 12 December 2017 was short timescale for response. Policy for Developers Approaching Gotherington Parish Council was mentioned. It was highlighted that street lighting should be excluded at this point too.  
Clerk to apply to TBC for extension  
Clerk to post policy on website
- As VAS were not fit for purpose due to difficulty with maintenance, to reduce speed in the village, a resident requested speed bumps at the entrances to the village, (bottom of Malleson by Shutter, Gretton Road by school and Cleeve Road by bad bend)  
Cllr. Churchill stated when they applied previously, Highways stipulated street lighting would be required.  
Cllr. Ryman stated speed bumps may result in complaints by residents due to noise and vibrations.  
A resident said she had seen speed bumps painted on the road in another area which were very effective.  
Clerk to contact Highways
- Progress of disabled parking space was raised  
Clerk to contact Highways to progress

#### 14.11.17.11 Finance

**14.11.17.11a** Chairman proposed and resolved to adopt Financial Report/Bank Reconciliation and Budget Monitoring Report circulated prior to meeting and it was agreed unanimously. Chairman agreed bank reconciliation to bank statement. RFO confirmed Garden House Nursery had paid outstanding balance of £1032.64  
Cllr. Ryman asked for Auto Enrolment Pension to be added to agenda for next meeting.

**14.11.17.11b** Chairman proposed and resolved to adopt accounts for payment and those paid since last meeting circulated prior to meeting and it was agreed unanimously.

FINANCIAL REPORT AT 12.11.17				Payments to be authorised	
Payee	Details	Ref. No.	Receipts	Payments	
Garden House Nursery	Invoices 30026 and 30025	Trsf	1539.00		
Cash/Cheques	JWP Income		164.00		
Cash	Marque hire *		60.00		
Severn Trent	Church Centre	DD		96.41	
Tennis court safe	Tennis court income		207.35		
British Gas	Electricity RRB & JWPavilion	DD		120.21	
1 & 1 Internet Ltd.	Website hosting	DD		17.96	
Community Heartbeat	Defibrillator bulb	2322		0.60	0.60
Wellies for Ian Wilson	Village maintenance	2330		10.00	10.00

J Owen	Clerk's expenses - Sept & Oct 2017	2331	76.35	76.35
HMRC	PAYE - September 2017	2332	264.04	264.04
J Owen	Clerk & RFO salary - October 2017	2332	734.10	734.10
Dawn Gibbons	RRB & JWP Cleaning - September 2017	2333	270.25	270.25
			<b>1970.35</b>	<b>1589.92</b>
				<b>1355.34</b>

**BANK RECONCILIATION  
12.11.17**

<b>Opening cash balance</b>	<b>46883.06</b>
Plus receipts	1970.35
	<u>48853.41</u>
Less payments	1589.92
<b>Closing cash balance</b>	<b>47263.49</b>
Made up:	
<b>Parish Council Fund</b>	<b>13749.25</b>
<b>Tennis Club Fund</b>	<b>13401.35</b>
<b>Transparency Fund</b>	<b>962.50</b>
<b>Church Centre Fund</b>	<b>19150.39</b>
Add unpresented cheques	<u>497.40</u>
Add payments to be authorised	<u>1355.34</u>
<b>Closing balance at bank at 12.11.17</b>	<b>49116.23</b>

**OUTSTANDING INCOME**

Garden House Nursery	Invoice No.30027- Sept.	1032.64
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**NOTES**

\*Marquee Hire-banked £100 cash but only credited with £60 query with bank ongoing

Christmas Tree ordered for outside village hall from Gotherington Nurseries

**GOTHERINGTON PARISH  
COUNCIL Budget  
Monitoring Report at  
12.11.17**

**EXPENDITURE**

Budget 2017/18	Nov. 2017 Expenditure / Income	Acculmative expenditure/ income to date	Balance of budget remaining
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Rex Rhodes Building - servicing	2000	270	1859	141	
Rex Rhodes Building - utilities	2100	120	1383	717	
All Insurances	1100		1002	98	
Salaries/PAYE	11000	998	8349	2651	
Admin. incl. website & training	1500	95	683	817	
Subscriptions - GAPTC	300		267	33	
Professional Fees inc. audits	520		565	-45	
Donations	0		0	0	
Rent	100		0	100	
Miscellaneous	500		86	414	
S106 Expenditure	0		2396		Paid by TBC in Sept. net of VAT
GNDP	1000		1200	-200	
Church Centre		96	2419		See below for Church Centre
Tennis Courts Fund	0		0	0	
Freeman Field	1000		877	123	
Playground	300		181	119	
Grass cutting, pathways/verges	1200	10	900	300	
Village - Tree maintenance	1000		900	100	
Pavilion maintenance	500		519	-19	
	<b>24120</b>	<b>1589</b>	<b>21586</b>	<b>5349</b>	

#### INCOME

Rex Rhodes Building	11500	1539	6581	4919	
Pavilion	500	164	573		
Precept	12000		12000	0	
Council Tax Supp. Grant	120		118	2	
Interest	0		0	0	
Tennis Courts Fund	0	207	594		See below Tennis Court Fund
Miscellaneous	0	60	6		
Donations	0		2515		
Transparency Grant	0		1616		
Church Centre	0		21666		See below for Church Centre
S106 Grant	0		1996		See S106 expend. above
VAT refund			0		
	<b>24120</b>	<b>1970</b>	<b>47665</b>		

#### Tennis Court Fund

Balance at 8.10.17	<b>13194</b>
Plus November income	207
<b>Balance at 12.11.17</b>	<b>13401</b>

#### Transparency Grant

Balance 8.10.17	<b>995</b>
Less November expenditure	30
<b>Balance at 12.11.17</b>	<b>965</b>

**Church Centre Fund**

Balance 8.10.17	<b>19247</b>
Less November expenditure	96
<b>Balance at 12.11.17</b>	<b>19151</b>

- 14.11.17.11c** Clerk received completed Risk Assessment forms from councillors. She thanked councillors for their assistance and confirmed she would update list and ascertain which Risk Assessments were still outstanding Clerk to update list and re-issue for completion
- 14.11.17.11d** Ref. Model Financial Regulations by NALC (Jan. 2016) - Cllr. Ryman stated there were still some anomalies, clerk agreed to update and forward to Cllr. Ryman for her approval.
- 14.11.17.11e** Parish Action Plan – Cllr. Ryman asked for MUGA to be added, to be funded by S106.
- 14.11.17.11f** Budget Proposal meeting was cancelled – clerk to circulate new dates
- 14.11.17.12** Planning Matters – Ref. New Hearing for The Meadow, David Ward agreed to represent the parish council, he was also going to organise a residents meeting.
- 14.11.17.12a** Application No. 17/01162/App1 – 50 dwellings Malleson Road. Reserved Matter pursuant to outline planning Cllrs. McLarnon and Samuels agreed to set-up a resident group and maybe invite developers to a meeting. Clerk to apply to TBC for extension
- 14.11.17.12b** Application No. 16/00965/OUT Outline - 50 dwellings Malleson Road. The formation of a new vehicular access, pedestrian and cycle links, open space, landscaping and associated infrastructure  
It was agreed timescale was short. Clerk to apply to TBC for extension
- 14.11.17.12c** Application No. 17/01042/APP - Crane Hill Farm, Woolstone. Erection of general purpose agricultural building. After discussion it was agreed the parish council objected for several reasons:
- Visibility from locations within Gotherington Parish
  - Impact on views parish residents would experience when walking through Woolstone and up to Crane Hill
  - It would harm natural setting of Crane Hill
  - Proposed large building in such a sensitive location would harm views
  - Believed size of building was outside that necessary to service the farm
- 14.11.17.12d** Application No. 16/00965/OUT 17/01077/FUL - Retrospective

application for erection of a fence to front and side of property at 29 Gretton Road, Gotherington.

Clerk read comments from TBC planning officer which members discussed and agreed to accept.

**14.11.17.12e** Received update with regard to installation at 6 Malleson Road from the owner who confirmed he had been asked by TBC planning officer to apply for retrospective planning permission.

**14.11.17.12f** It was confirmed the GNDP Steering Group would stay in place, GNDP would be reviewed every 5 years.

**14.11.17.13** J W Pavilion – It was agreed and resolved to fit a timer to the heater in the JWPavilion as previously mentioned to councillors.

**14.11.17.14** There was a long discussion with regard to VAS – Cllr. Samuels stated it would cost £690.00 per sign for manufacturer to convert to solar power. Chairman stated if an accident occurred and signs were not working, parish council may be liable. David Ward agreed to prepare a plan to convert using other solar panels. As VAS were only guaranteed for one year, this would no longer be a consideration. Cllr. Osborne asked about mounting solar panels on the highway and stated parish council would be responsible. Chairman suggested writing to Highways again about VAS signs not being fit for purpose. Cllr. Samuels agreed to set-up a team to assist him with changing batteries to keep signs activated.

Clerk to follow-up Highways again

**14.11.17.15** Church Centre

**14.11.17.15a** Cllr. Osborne confirmed the tender had been advertised in the Echo on 30 October 2017 and was now available on government tender portal. Closing date was 27 November 2017. Five contractors had carried out site visits so just a case of waiting now.

**14.11.17.15b** Chairman reported on four different options available for reclaiming the VAT on the Church Centre (CC) project:

1. Continue current practice until we were told it was wrong – it was felt this was not an option
2. Increase PWBL – 2 major reasons not to do this:
  - we said we would not increase the budget
  - it would take time and trustees were getting impatient
3. Spoke to Elysian – create a separate company and lease CC for peppercorn rent. This would allow us to reclaim the VAT on building but they would get benefit of the income
4. Register the CC in isolation which would allow us to claim the VAT but would reduce the profits by 20%

The resulting complexity of option 4 would result in the RFO requiring support which would cost £1,000.00 per annum, however despite all the downsides, this was the option working group were proposing.

Cllr. McLarnon suggested speaking to other parish councils to see how they get on with this method.

Cllr. Ryman said that we could be substantially worse off if we

did opt to tax.

Cllr. Harmer stated that when we got tenders back, we would be in a position to negotiate and deduct particular items.

Chairman allowed residents questions:

- What if VAT was not reclaimed, what was the VAT current shortfall? Cllr. Osborne said circa £24,000.00
- What would be the position if we registered for VAT? Cllr. Ryman stated that all other buildings would still be outside the scope – all CC would be in 'Partial Exemption Scheme'. She explained how it worked. We would need an RFO who was an accountant, it would be prudent to budget in costs.
- A resident wished to discuss further with Cllr. Ryman after the meeting.
- Asked about grants from local business – it was confirmed applications had been made to Grundons, Tesco's etc.

Chairman proposed to resolve to adopt VAT Option No. 4

Cllr. Ryman made a counter proposal to defer the decision until tenders had been opened.

It was agreed to defer the decision until tender information was available.

**14.11.17.16 Other Items**

**14.11.17.16a** Several members could not attend on proposed date for Code of Conduct Seminar with Monitoring Officer from Tewkesbury Borough Council so clerk agreed to circulate new dates

**14.11.17.16b** Members discussed if parish council meetings should be recorded and general feeling was that it was not required at the present time.

**14.11.17.16c** With regard to the war memorial, Cllr. Osborne reported that Jackie Wayne was busy until Christmas but would follow it up in the New Year.

**14.11.17.16d** Cllr. McLarnon proposed and it was resolved the 'Villager of the Year Award as nominated by residents' would take place at the Annual Meeting on 8 May 2018.

**14.11.17.16 Next Meeting: 12 December 2017  
Meeting Closed: 21.32pm**

Signed .....

Chairman .....

Date .....