

# GOTHERINGTON PARISH COUNCIL

## MINUTES OF MEETING HELD ON 13 SEPTEMBER 2016

**Venue:** Rex Rhodes Building, Gotherington

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

**In Attendance:** Clerk/RFO Jules Owen and 12 members of the public

- Ref. No. Details**
- 16.09.0 Planning Meeting**  
Before commencement of the meeting the Chairman informed all present that the planning section of the meeting would be addressed at a separate meeting on **Wednesday 21 September 2016 at 7.30pm.**
- 16.09.1 Apologies for absence:** None
- 16.09.2 Declarations of interest on the agenda:** None
- 16.09.3** The Minutes of the meetings held on 9, 16 and 19 August 2016 were all signed and approved as a true and accurate record
- 16.09.4.1 Clerk's Report - review of actions**  
The Clerk reported on actions from previous meetings as follows:

	Description	Responsibility	Action Taken
16.04.07.1	Review hire charges for RRB and tennis courts Shared responsibilities of Parish Council and sports clubs	Cllrs. Stokes, Osborne, Ryman, Samuels and Hearn	Meeting needs to be scheduled Bev produced discussion paper. Has been postponed several times
16.04.14.2	Relocation of table tennis table	Contractor	Awaiting installation of pavilion
16.05.09.1	Manor Lane flooding		Amey camera inspection carried out. Remedial work awaited. Clerk to write to Amey to follow-up
16.05.11.1	RoSPA report actions	Cllrs	Ongoing
16.06.08.3	To appoint internal auditor for March 2017	Cllrs. and RFO	Ongoing
16.06.08.4	Quarterly review of Risk Register	Clerk	Due October 2016 - on the Agenda for October Meeting
16.06.08.6.	Update RFO contract to include clerks post	RFO	COMPLETED
16.06.12.1	Consider management of Community Pavilion when operational	Cllrs	Ongoing
	To fill councillor vacancy	Cllrs	Clerk to write to Eddie McLarnon

16.07.07.1	Allow RFO access to bank account and add signatories	RFO	Clerk's access to bank account now completed. Councillor Hearn to complete individual applications for Councillors to add signatories for them to process
16.07.0703	Liaise with Garden House to confirm hire hours and obtain payment	RFO Cllrs. Osborne & Samuels	Councillor Osborne to contact Karen Russell
16.07.08.3	Community requirements for future S106 funding		Results of flyer circulated to residents were discussed at the Meeting To be discussed further at meeting with Joan Desmond & Anj Patel
16.07.09.1	Agree footpath grass cutting schedule	Cllr. Samuels	Meeting held and extra cut commissioned – COMPLETED
16.07.09.2	Confirm Freeman Field grasscutting schedule	Clerk	Email complaint sent. Cutting carried out
16.07.09.3	Grasscutting to play area	Cllr. Osborne	Obtaining quote from Greenfields. Interim cut commissioned from V. Larcombe COMPLETED
16.07.10.1	Village community event 2017	Cllrs.	Not fete. Nature and date to be decided
16.07.11.3	Rain shelter for petanque	Cllrs.	Cllr. Samuels to consult with immediate neighbours and ask for preference on 3 designs
16.07.11.1	Drainage to SE of Freeman Field	Cllr. Osborne	Agreed to obtain quotes for decision and action in the autumn - COMPLETED
16.07.11.4	Moss treatment to tennis courts	Tennis Club	Mike Mintram authorised to commission work on behalf of Parish Council Completed?
16.08.10.1	Cut vegetation to path around school	Clerk	School need to carry out work - Cllrs Ryman & Stokes
16.08.10.2	Purchase and location of extra dog bin	Cllrs.	Decision needed
16.08.10.6	Identification of damaged signs	Cllr. Stokes	Yvonne & Brian Cosgrove have compiled a list - Clerk to send list to Highways
16.08.10.7	Damage to TPO trees in Shutter Lane	Cllr. Samuels	Trees have been removed. Ensure replacement
16.08.11.1	Maintenance to Freeman Field	Cllr. Howard	Cllr Howard has prepared schedule which will be circulated to everyone for their input and then discussed again Check playground inspection book is maintained
16.08.11.04	Purchase and installation of waste bin	Cllr. Osborne	COMPLETED

#### 16.09.5 **Borough Councillor's Report**

Cllr. Gore reported that last week Lawrence Robertson was trying to obtain clarification as to when the NDP would get weight as currently it carries no weight. Modifications to the JCS document are currently being considered and then voting will take place. She will give us an update after the Council Meeting on 25 October 2016

**16.09.6 County Councillor's Report:** No report

**Members of the public were then invited to make comments under Public Question Time:**

- Question to Borough Councillor – are they going to keep to numbers in service villages?  
Response - they are not looking to increase numbers but some may be adjusted
- Cllr. Gore asked what had happened to the bench outside Gotherington School?  
Response - it had been damaged, presumably by a car, the police had been notified of an incident but no details were available. Ivor New's daughter would like to have a memorial bench put in the village and it has been suggested that this would be a good place for it
- A resident wanted to confirm the Parish Council had received the letter and revised drawing of the Petanque Shelter  
Response – confirmed it had been received  
Cllr. Ward said Pat Herbert is willing to pay the total cost, circa £1,500.00 for the manufacture and erection of the shelter  
Chairman stated the Parish Council are not against a Petanque Shelter but the main issues are health and safety – people jumping onto it etc.  
As this point would be discussed later on the agenda the Chairman said he would allow additional comment later in the meeting from members of the public  
A resident asked if NDP, The Meadow, Malleson Road and Trueman Farm could all be addressed at the meeting on 21 September 2016  
Response – confirmed it would be

The Meeting was then reconvened

**16.09.7.0 Finance** – Finance Report/Bank reconciliation had been distributed prior to the meeting

**16.09.7.1** Clerk confirmed she had finally obtained access to the bank account after five months. However, due to her limited access, it would require a current signatory to complete individual applications to add other Councillors as signatories to the account. Each Councillor would then need to present themselves at the bank together with their completed application form and photo ID to process their application

**16.09.7.2 Financial Report for 13.9.16**

**Cheques issued since the August Meeting:**

16.8.16	M McAvoy	RRB Cleaning	1882	126.00
25.8.16	Power Precision Fabrications Ltd	Deposit for Powerroll Roller	1884	600.00
5.9.16	Goalfix Sports Ltd	2 Goals and nets	1886	2722.80

**Cheques to be authorised at Meeting on 13.9.16**

25.8.16	B Osborne	Cash to pay boys who tidied path on Freeman Field	1883	360.00
13.9.16	J Owen	Clerk & RFO, August & September	1887	719.60
13.9.16	Glasdon UK Ltd	Dog bin for Freeman Field		52.67

**Receipts since the August Meeting:**

23.8.16	Tennis Court Takings	Last emptied on 20.6.16	85.70
5.9.16	Dumbleton Cricket Club	Second payment	35.00
			<b>120.70</b>

**Bank Reconciliation at 9.9.16**

Opening Balance 31.3.16	39026.18
Less after date cheques	202.40
	38823.78
Plus receipts as per cashbook	27075.99
	65899.77
Less expenditure as per cashbook	26568.54
	39331.23
Plus unreconciled cheques	3330.30
Closing balance at bank 9.9.16	<b>42661.53</b>

**Additional Information for Councillors:**

Following DD payment is due:

15.9.16	Electricity	65.69
---------	-------------	-------

Gas is billed quarterly so nothing due this month, next due in October 2016

Contract ends in April 2018 but we can start to negotiate on 7 January 2018

**Outstanding Invoice:**

Garden House Nursery for £3,176.25 due to pay on 9.9.16

**S106 Agreement** The following is an extract from Anj Patel - see attached document

Play facilities contribution	Towards providing/improving off site play facilities/equip at Rex Rhodes Triangle with any residual being used towards cost of improving Gotherington Parish Village Hall	<b>Still available to spend 2,992.66</b>
Dog waste bin and signs contribution	Towards the provision of dog waste bins and signage	<b>Still available to spend 253.85</b>
Sports facilities contribution	Towards the provision of off site sports, community and recreational facilities with any residual being used towards cost of improving Gotherington Parish Village Hall	<b>To be advised 41,569.00</b>

## Pavilion Fund

Details:	GPC	10,000.00
	Cricket Club donation	4,000.00
	Bonfire donation	1,000.00
	Village Fete donation	492.00
	Cricket Club donation	2,000.00
	Football Club donation	100.00
	Petanque Club donation	50.00
		<b>17,642.00</b>
Plus further possible	Summerfield Grant of 3,000.00	
Plus further possible	TBC Grant of 15,000.00	

RFO confirmed she is working on updating the budget and also setting-up cost centres for the Rex Rhodes Building etc. She asked what other cost centres Councillors would like to see?

- Rex Rhodes Building
- Sports Pavilion
- Freeman Field
- Village Maintenance
- Utilities
- Plus a few others too!

- 16.9.07.3 Expenditure to clear path on Freeman Field path for £360.00 was approved
- 16.0974 With regard to purchasing a mallet, Cllr Ryman is to speak to supplier to see if there is an alternative method of securing the goals as pegs keep being removed which makes the goals unstable  
Cllr Stokes proposed we put a sign on to ensure we are covered for insurance purposes and Cllr Ryman was authorised to spend up to £50.00 to buy more pegs and a mallet
- 16.09.7.5 It was agreed there should be a set of criteria for assessing proposed S106 expenditure.  
Cllr Gore strongly advised the Parish Council to talk to other villages, particularly Alderton, she said Anj Patel is keen to help too
- 16.09.8.1 It was agreed the following planning matters will discussed at a Planning Meeting on 21 September 2016 at 7.30pm at Rex Rhodes Building:
- 16/00901/OUT Cook's Meadow
  - 16/00539/OUT Trumans Farm
  - 16/00965/OUT Malleson Road
- 16.09.8.2 Response to S106 consultation flyers were discussed  
47 replies received, 450 flyers sent out, so very few replies. They came back mainly from the Village Shop  
90% fall into 6 categories listed on the flyer  
To be discussed further at meeting with Joan Desmond and Anj Patel – date to be advised
- 16.09.8.3 Lighting in the shutter Lane development was discussed  
The Clerk is to write to TBC to express disappointment that the Parish Council has not been not alerted to this lighting earlier  
Clerk also to write to Mark Snape at Centaur Housing to see how they are being lit and who is paying for their electricity
- 16.09.9.0 **Highways**
- 16.09.9.1 Yvonne and Brian Cosgrove have prepared a list of the damaged road signs. The Clerk will send a copy to Highways for their reactions – 7 are marked 'Urgent'

- 16.09.9.2 Cllr Ryman has the dog fouling signs ready and will talk to the land owners before installing them
- 16.09.9.3 The electronic speed signs were discussed. Clerk to write to TBC reminding them of the requirement they committed to and asking when they will fulfil it?  
A further camera was discussed with regard to the travellers but decided against
- 10.09.10.0 **Rex Rhodes Building**
- 16.09.10.1 All the electrical work has been completed but the electrician has recommended some further updates which are required  
These were approved
- 16.09.10.2 The acquisition of Church Centre was discussed  
Noel Ballely is very positive, they would like us to own it – a survey is to be done and further discussions will then take place
- 16.09.11.0 **Freeman Field**
- 16.09.11.1 The purchase of the new community pavilion was approved.  
Chairman confirmed we were in a position to place the order and then call in the money we had been promised
- 16.09.11.2 Cllr. Howard had put a schedule together for the maintenance of the Freeman Field which he would circulate for everyone to add to. It would then be discussed again at the next meeting
- 16.09.11.3 The purchase of a strimmer was discussed. Concerns were expressed about the insurance aspect of someone using a strimmer. To be discussed again at a future date
- 16.09.11.4 The new design/construction of the proposed petanque shelter on the Freeman Field was discussed. Councillors had a number of questions which were put to the petanque contingent. The issue of insurance was also discussed  
Standing Orders state we have to get three quotes for expenditure of this value and therefore Cllr Osborne had got a further two quotes as follows:
- 1) Greenfields - with cedar shingle roof so no maintenance £3,330.00 inc. VAT
  - 2) Lugarde, (also supplying the sports pavilion) £1,368 inc VAT
  - 3)
- It was pointed out that money would not a problem as this type of project would be eligible for S106 funding  
Advice had had been taken from ROSPA which stated that the shelter could not be sited within 2m of the established fence due to health and safety  
Cllr Stokes stated that as a public body, the Parish Council has a responsibility to health and safety and a duty of care to everyone in the village  
It was proposed the Petanque Club go away and look at it again. The Parish Council wished to convey their thanks to Pat Herbert for her kind offer of the donation  
We need to approach the houses in Malleon Road for their reaction. Cllr. Samuels will do this on an informal visit, he will show the three options available and ask for their preference
- 16.09.11.5 Expenditure to repair the cricket square and remedial work to outlying areas of Freeman Field to Jason Hobbs for £1075.00 was approved
- 16.09.12 Cllr Ward gave an update on the Neighbourhood Development Plan and reported on a disappointing meeting with TBC in which they appeared to be stating that it was their job to decide what is built and when and they are not interested in anything in our NDP at this stage. He stated that must continue to work to ensure our GNDP is 'made' as soon as possible as this will protect us against further development in the future
- 16.09.13 It was agreed a bench in memory of Ivor New be sited outside Gotherington School. The Clerk to

contact Ellen to ascertain if the bench that was demolished was dedicated to anyone and also to obtain contact details for Ivor New's daughter so we can contact her regarding the cost of the bench. Cllr Samuels was authorised to spend £500.00 on the purchase of a bench as he had sourced the previous bench

13.16.14 Amendments to the Clerk's Contract were discussed and approved. The cost of CiLCA training and study time was also approved for the Clerk which will commence on 28.10.16

13.09.15 It was agreed the Clerk would write to Mr. Eddie McLarnon regarding his interest in the role of Parish Councillor and invite him to the next meeting

13.09.16 **Date and Time of Next Meeting**

11 October 2016 at 7.30pm at the Rex Rhodes Building, Gotherington

Signed .....

Chairman .....

Date .....