

GOTHERINGTON PARISH COUNCIL

MINUTES OF MEETING HELD ON 13 JUNE 2017 AT 7.30PM

Venue: Rex Rhodes Building, Gotherington.

Present: Cllr. David Hearn (Chairman), Councillors Rodney Churchill, Brian Cosgrove, Lewis Harmer, Eddie McLarnon, Bev Osborne, Caroline Ryman and Howard Samuels.

Attendees: Clerk/RFO, Jules Owen and no members of the public.

13.6.17.1 Received and accepted apologies for absence from Cllr. Stokes

13.6.17.2 No declarations of interest were received.
Chairman confirmed meeting was quorate.

13.6.17.3 Minutes of parish council meetings held on 9 and 23 May 2017 were signed by chairman as a true and accurate record.

13.6.17.4 Clerk's Report circulated prior to meeting was updated as follows:

Minute Ref.	Description	Latest update
16.06.09.1	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	Chairman to action modification to signatories to bank account – 11.4.17 4 Signatories currently – 13.6.17
16.07.10.1	Village community event in 2017	Nature and date to be decided. Suggestions: Outdoor cinema -BO awaiting response. Cllr. Churchill suggested barn dance and maybe BBQ. Cllr. Samuels said it was good for community spirit to do something annually but not particularly a fete. Other councillors to give it more thought and come back with ideas for next meeting.
16.08.10.6	Identification of damaged signs	Response received 3.5.17 – circulated to councillors. Chevrons on bend not to be replaced as not required in 30mph limit Bend warning signs to be removed as being replaced by VAS
10.1.17.7	Installation of VAS	Cllr. Samuels confirmed all VAS signs now installed.
14.2.17.9c	Risk Register	Clerk to check storage at Gloucester Records. On agenda for this meeting - next quarterly review due October Meeting 2017
14.2.17.14	Ash trees in Ashmead Drive	Cllr. Osborne awaiting quote fro Chris Arnold
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 they would replace barrier in Long Furlong Lane. Representative took photographs of sunken drain, was going to report back to his manager and advise.
14.3.17.11c	Witch's Hat uneven surface	£106 funding authorised – work to be carried out as per RoSPA report – Cllr. Ryman had commissioned Greenfields.

Min. Ref.	Details	Action
13.6.17.5	B. Cllr. Gore reported with regard to Cleveland's North, many responses still outstanding and it would probably not go to Planning Committee until October. Cllr. Ryman asked if GNDP had weight outside boundaries of the settlement? Cllr. Gore stated it should, it had been tested in Highnam who had a	

completed NDP. She stated she was on the Planning Committee and therefore was not in a position to comment further.

- 14.3.17.6 No report from County Councillor.
- 14.3.17.7 There were no public present.
- 13.6.17.8 **Finance**
- 13.6.17.8.a Received and agreed Financial Report/Bank Reconciliation circulated prior to meeting.
Cllr. Ryman reported she had met with Cllr. Samuels and RFO with a view to presenting the budget in a more useful format which they would be working on together over the coming months.
- 13.6.17.8.b Received and agreed accounts for payment and those paid since last meeting circulated prior to meeting.
- 13.6.17.8.c Considered and approved Independent Internal Auditors's Report Y/E 31.3.17 from Iain Selkirk. It was agreed that Cllr. Samuels would implement spot checks on accounts procedure from time to time. Cllr. Samuels
It was proposed in accordance with standing orders Sect. 17 para. f. that where it was necessary to make a payment before it had been authorised by the Council, such payment should be authorised by the Clerk up to the value of £500.00 with the approval of the Chairman or Vice-Chairman of the Council. It was agreed.
- 13.6.17.8.d Approved and signed Annual Governance Statement for External Auditors Grant Thornton & Co.
- 13.6.17.8.e Approved and signed Accounting Statement for External Auditors, Grant Thornton & Co.
RFO would now submit Annual Return to Grant Thornton & Co. and post required Notice of Annual Return and accounts on website by due dates. Annual Return and accounts would be available for inspection between 3 July 2017 and 11 August 2017 as required. RFO
- 13.6.17.8.f Following documents were approved, signed and adopted:
- Data Protection Policy
 - Publication Scheme
- 13.6.17.8.g Cllr. Churchill reported new parish council website was almost ready to go live, he urged councillors to visit website and complete their areas of responsibility. Photographs required from Cllrs. Cosgrove, Harmer and McLarnon ASAP. Cllr. Samuels confirmed he had recently had a meeting with Claire Douglas and the clerk. Claire Douglas had kindly offered to maintain the existing village website if councillors would email her with social/items of interest for her to upload, the two websites would link to each other. This would enable the parish council website to be used purely for parish council business, as per Transparency Act requirements. Councillors
Cllrs. Cosgrove, Harmer and McLarnon
- 13.6.17.8.h. Receive and agreed updated Asset Management Agreement for roller, Cricket Club had agreed to pay a maximum of £250.00 towards annual maintenance which Cllr. Cosgrove assured the parish council would be sufficient. Previous information from Cricket Club had stated £300.00 per annum. Clerk
- 13.6.17.8.i Cllr. Samuels reported that without wifi it was impossible to fit smart meters and it would preferable and more efficient not having to read the meters each month. Clerk - add to Clerk's Report
- 13.6.17.8.j Reviewed Risk Register - updated as discussed, to be reviewed quarterly. Cllr. Samuels to provide section for VAS – Clerk to provide template. Clerk - add to October Agenda
Cllr. Samuels

13.6.17.9 Planning Matters

- 13.6.17.9.a** Discussed response to Planning Consultation - 17/00399/OUT - Land to west of Evesham Road, (North Cleavelands) Evesham Road, Bishops Cleeve
Cllr. McLarnon to prepare objection statement, it would be circulated to councillors for their input, clerk to submit. Meeting to discuss objection at 2.00pm on 14 June 2017, Cllr. Osborne to confirm venue.
Even though parish council object strongly to proposed development it was essential they submit S106 agreement requirements – Cllrs. Stokes, Samuels & Churchill to liaise ASAP.
- Cllr. McLarnon
Cllr. Osborne
Cllrs. Stokes, Samuels & Churchill
- 13.6.17.9.b** Discussed Planning Condition Consultation 16/01075/FUL Red Roofs, Shutter Lane.
Cllr. McLarnon had checked TBC website and could not find anything untoward relating to this. It was agreed to state only low level lighting should be permitted in this area.
- Clerk
- 13.6.17.10.** Cllr. Samuels showed everyone the GNDP poster which would be displayed in the village and flyer to be inserted in Topics to be circulated circa 10 July 2017.
Cllr. Samuels proposed the parish council would pay for printing 450 flyers, approximate cost of £60.00 and £10.00 for laminating pouches. It was agreed.
- 13.6.17.11.** Cllr. Osborne stated there was nothing new to report on Church Centre as meeting notes had been circulated - they were planning an open day on 3 July 2017.
Cllr. Ryman asked how the survey was going to be funded the KBW recommend?
Cllr. Osborne responded, from PCC fund, circa £600.00
Cllr. Ryman stated that when they commenced spending, producing a budget spreadsheet would be essential to ensure a tight handle on the finances.
- 13.6.17.12. Rex Rhodes Building & J W Pavilion**
- 13.6.17.12.a** Cllr. Samuels reported he had received excellent feedback from Garden House Nursery with regard to new cleaner.
Cllr. Osborne discussed the need to include JWPavilion and changing rooms in cleaning schedule. As these areas had not been included in previous cleaner's role they would require extra time.
It was proposed and agreed to engage the cleaner for 1 extra hour per week to include these two areas. Her Job Description would need to be updated to reflect the extra workload. The question of washing tea towels for JWP was raised by Cllr. Osborne and it was agreed this would need to be discussed with the cleaner.
- Clerk
- 13.6.17.12.b** Cllr. Samuels reported he had replaced 5 toilet seats in RRB
- 13.6.17.12.c** There was a discussion with regard to the installation of wifi in the RRB and JWPavilion which highlighted advantages and disadvantages. It was agreed Cllr. Samuels would get a quotation.
- Cllr. Samuels
- 13.6.17.12.d** It was agreed Cllrs. Churchill, Samuels, Osborne & Ryman would meet to discuss proposed hire charges for RRB and JWPavilion – Cllr. Churchill to arrange meeting date.
- Cllr. Churchill
- 13.6.17.12.e** There was a long discussion regarding residents having access to WC in JWPavilion and it was agreed this was not possible as the pavilion was hired out. If residents joined the tennis club, they would have access during tennis club sessions. Clerk to respond to emails from residents.
- Clerk
- 13.6.17.13 Freeman Field**
- 13.6.17.13a** Due to financial constraints, together with the fact that it was only once a year

when extra bin was required, it was agreed a further bin would not be installed.

- 13.6.17.13b** Discussed 16ft tall netting required now style had been removed from Freeman Field, however as it was not in the budget it would have to wait until next tranche of \$106 was available. Cllr. Cosgrove to get quotes. Cllr. Lewis advised councillors that Mrs. Tilley was very unhappy - clerk to email Mrs. Tilley explaining situation. Clerk
- 13.6.17.14** **Highways & Footpaths**
- 13.6.17.14a** Clerk to write to Highways with regard to installing sign north of Homelands building site in Gotherington Lane 'No Construction Traffic'. Oncoming traffic was compromised and war memorial was in danger of being damaged. Clerk
- 13.6.17.14b** Cllr. Harmer to inspect and assess damaged signage at Stonehouse Green off Yew Tree Drive. Cllr. Harmer
- 13.6.17.14c** Clerk to write to Highways, developer and Planning Dept. with regard to repair of ramps in Gotherington Lane where entrance to developments are, on both sides of road, as developers are not adhering to Construction Method Statement. Clerk
- 13.6.17.15** **Other items**
Chairman reported he had spoken to Chairman of Village Hall Committee and understood the Village Hall was out of the control of the parish council. The parish council would like to have some input regarding a possible Reversion Clause and the Chairman therefore agreed to attend the next Village Hall Committee Meeting on behalf of the parish council.
- Meeting closed: 9.35
- 13.6.17.16. Next Meeting: 11 July 2017**

Chairman

Signed

Date

Financial Report at 10.6.17

Payee	Details	Ref No.	Income	Expenditure	Payments to be authorised	Un-presented Cheques
HMRC	PAYE April 2017 bal., total due 172.34	2160		92.18		
Garden House Nursery	Invoice No. 30019 (March usage)	BACS	1265.00			
ICO	Data Protection	DD		35.00		
Advanced Moulds Ltd	Chairs & Trolley for RRB	2161		1244.09		
British Gas	Electricity RRB & JWPavilion	DD		183.66		
Came & Co.	Insurance policy 2017/18	2162		947.96		947.96
William Parkinson	Cleaner - May 2017	2163		168.00		
B Osborne - Tesco	Refreshments for Parish Meeting	2164		46.86		46.86
HMRC	VAT refund	BACS	5833.14			
Severn Trent Water	Water Rates - RRB & JWP	DD		150.52		
1&1 Internet Ltd	Domain name web hosting	DD		9.58		
B Osborne	Doormat & Stamps	2165		6.74	6.74	
PATA (UK)	Payroll service	2166		27.50	27.50	
Amazon.uk.co	Cannon scanner Transparency Grant	2167		59.99	59.99	
J Owen	Clerk & RFO salary - May 2017	2168		921.48	921.48	
HMRC	PAYE - May 1 2017	2169		390.45	390.45	
Iain Selkirk	Internal Auditor's Fee	2170		85.00	85.00	
TBC	Brown bin	2291		45.00	45.00	
J Owen	Clerk's expenses - May 2017	2292		32.85	32.85	
Screwfix Direct Ltd.	Toilet seats for RRB	2293		59.97	59.97	
British Gas	Gas bill for RRB	DD		255.12	255.12	
British Gas	Electricity for RRB & JWP	DD		178.73	178.73	
			7098.14	4940.68	2062.83	994.82

BANK RECONCILIATION AT 10.6.17

Opening cash balance	23364.16
Plus income	7098.14
	30462.30
Less expenditure	4940.68
Closing Cash Balance	25521.62
Made up:	
Parish Council Fund: 12,522.47	
Tennis Club Fund: 12,600.00	
Transparency Fund: 399.15	
Add un-presented cheques	994.82
Add payments to be authorised	2062.83
Closing balance at bank at 10.6.17	28579.27

Further income due

Garden House Nursery	Invoice No. 30020 (April usage) paid 13.6.17	990.00
Garden House Nursery	Invoice No. 30021 (May usage)	1160.50
TBC	Invoice 30022, S106 monies for RRB chairs	1036.74

Outstanding £1358.62 water bill still in dispute

Gotherington Parish Council Budget Monitoring – 10.6.17	Budget 2017/18	April 2017 Expenditure/ Income	May 2017 Expenditure/ Income	June 2017 Expenditure/ Income	Notes
EXPENDITURE					
Rex Rhodes Building - servicing	2000	135	438	273	
Rex Rhodes Building - utilities	2100	0	235	769	
All Insurances	1100	0	55	947	
Salaries/PAYE	11000	1279	1346	1432	
Admin. incl. website & training	1500	160	107	84	
Subscriptions - GAPTC	300	0	0	0	
Professional Fees inc. Audits	520	0	0	85	
Donations	0	0	0	0	
Rent	100	0	0	0	
Miscellaneous	500	0	15	47	
S106 Expenditure				1244	
Transparency Grant Expenditure				60	
	19120	1574	2196	4941	
Maintenance:					
Tennis Courts Fund	0	0	0	0	See details below*
Freeman Field	1000	539	312	0	
Playground	300	0	181	0	
Village - grass cutting (pathways/verges)	1200	0	300	0	
Village - Tree maintenance	2000	0		0	
Pavilion maintenance	500	0	502	7	
	5000	539	1295	7	
INCOME					
Rex Rhodes Building	11500	2068	0	1265	
Pavilion	500	104	24	0	
Precept	12000	0	12000	0	
Council Tax Supp. Grant	120	0	118	0	
Interest	0	0		0	
Tennis Courts Maintenance Fund	0	0	0	0	
Miscellaneous	0	0	0	0	
Donations	0	1080	1000	0	
Transparency Grant	0	0	835	0	
	24120	3252	13977	1265	

Tennis Court Fund*

31.3.2016 balance plus income	13123
Plus March 2017 Income	493
less Moss Treatment	-1016
Balance at 10.6.17	12600

Transparency Grant 835

Less:

Computer	300
Scanner (net of VAT)	50
Clerk - 9 hours website	87
Balance at 10.6.17	398

**GOTHERINGTON PARISH COUNCIL
REPORT OF THE INDEPENDENT INTERNAL AUDITOR
FOR THE YEAR ENDED 31 MARCH 2017**

I have examined the books and records of the Council as at 31 March 2017
Whilst I have not performed an audit I can confirm that the attached statements are
in accordance therewith and comply with all the requirements stipulated by the
Accounts and Audit Regulations 2011 and CIPFA guidelines


Jain Selkirk FCA
Appointed Independent Internal auditor

Malvern Worcester
May 2017

**GOTHERINGTON PARISH COUNCIL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017**

	£	2016
RECEIPTS		
Precept	8,000	12,000
Council Tax	208	369
Interest	-	201
Rent	359	326
Pavilion Fund	7,782	-
Miscellaneous Grants	20,827	-
Garden House Nursery	11,648	9,770
Grant towards Rex Rhodes Building		7,687
S 106 Income	27,750	
Miscellaneous Income	1,827	955
Business Rates Rebate	-	2,259
Tennis Club	1,136	1,181
VAT Recovered	13,208	3,195
	<u>92,745</u>	<u>37,943</u>
PAYMENTS		
Staff Costs	7,267	2,356
Building Maintenance	5,406	2,080
Utilities	2,580	2,929
Neighbourhood Development	-	10,846
Rex Rhodes Building Refurbishment	-	11,781
Pavilion	47,057	-
GNDP	3,119	-
Insurance	809	693
Training	1,175	170
Sports	10,432	-
Freeman Field	4,407	-
Playground	578	
Subscriptions	525	-
Defibrillator	258	-
Donations	375	-
Village Fete	724	-
Equipment	-	6,631
Audit	410	390
Rent	26	435
CCTV	-	1,325
Church Centre	1,850	-
Tennis	1,108	
Village Maintenance	707	-
Administration	931	1,180
Cleaning	-	1,440
Grass Cutting	1,025	1,570
Website	99	490
Trees	-	520
Miscellaneous	493	
VAT Reclaimable	13,916	5,422
	<u>105,277</u>	<u>50,258</u>
Deficit for the Year	- 12,532	- 12,315
General Fund b/fwd	30,807	43,122
General Fund c/fwd	<u>£ 18,275</u>	<u>£ 30,807</u>
Represented by		
Lloyds Bank	18,275	30,807
	<u>£ 18,275</u>	<u>£ 30,807</u>

APPENDIX TO THE STATEMENT OF ACCOUNTS

GOTHERINGTON PARISH COUNCIL

2016/2017

BANK RECONCILIATION

Opening Balance	30,806.86
Receipts during the year	<u>92,744.54</u> 123,551.40
Payments during the year	105,276.60
Closing Balance	£ <u><u>18,274.80</u></u>
Represented by the bank accounts as under:-	
Lloyds	18,314.78
O/S CHQ	39.98
	<u>£ <u>18,274.80</u></u>

DRAFT