

GOTHERINGTON PARISH COUNCIL
MINUTES OF MEETING HELD 13 MARCH 2018

Venue:	Rex Rhodes Building, Gotherington.	
Present:	Chairman Howard Samuels, Cllrs. Rodney Churchill, Lewis Harmer, Bev Osborne and Caroline Ryman.	
Attendees:	Clerk/RFO, Jules Owen and 8 members of the public.	
Minute Ref.	Details	Actions
13.3.18.1	Chairman declared meeting open and welcomed everyone. He thanked the recently resigned parish councillor, Eddie McLarnon for all his hard work. Chairman also wanted to send best wishes on behalf of the parish council to regular attendee currently in hospital. Received and accepted apologies for absence from B. Cllr. Gore.	
13.3.18.2	No declarations of interest were received and the clerk confirmed the meeting was quorate. No-one intended recording the proceedings.	
13.3.18.3	Minutes circulated prior to the meeting were signed by the chairman as a true and accurate record of the meetings on 13 February 2018.	
13.3.18.4	Chairman stated with regard to the vacancies for 3 parish councillors, that with local elections due to take place in May 2019 it would be a good opportunity for new members to sample parish council life for just a year without signing-up for the normal 4 year term.	
13.3.18.5	Received and updated Clerk's Report 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 Clerk to chase and get progress report – 11.7.17 Clerk to chase again – 13.2.18
16.07.07.1	Review bank signatories	Chairman working on this – 13.3.18
16.07.10.1	Village community event in 2018	Nature and date to be decided. Suggestions: Outdoor cinema, barn dance/ BBQ
14.2.17.9c	Risk Register/Risk Assessments	Clerk to check storage at Gloucester Records. Meeting on 19.3.18 to complete thorough review.
14.2.17.14	Footpath from Long Furlong to Shutter Lane - cut off access barriers still need removing	Chairman met Severn Trent representative ref. the barrier in Longfurlong Lane. Representative took photographs of sunken drain, was going to report back to his manager and advise.
11.7.17.15c	Village Spring Clean on 28/29 April 2018	Cllr. Osborne stated she had been unable to contact company who quoted to clean gateways, she would get new quote to get gateways cleaned professionally.
8.8.17.14c	Property with boundary vegetation	Clerk to provide further letter to chairman for delivery to resident in Malleson Road stating work would be undertaken by GPC at cost to resident if not completed by 30.4.18
8.8.17.14d	Replace litter bin with dog bin by school	Dog bin delivered, Cllr. Harmer & Samuels to fit.

12.12.17.12a	VAS signs	Clerk arranged meeting with Highways Manager for 17.4.18 to discuss VAS.
12.12.17.12b	Overnight parking by the Shutters island	Cllr. O'Gorman confirmed land in front of Shutters was not registered to them. Cllr. Osborne to purchase signage 'No Overnight Parking' to go on residents tree, max. of £50.00
9.1.18.16a	Memorial bench request	Location to be agreed by members – several locations discussed. Further discussion on 13.3.18 – Chairman to meet resident to agree.
9.1.18.16b	Trees in Lawrence's Meadow	Chairman to attend their next resident's meeting to progress this matter – 13.2.18.
13.2.18d	Parish Action Plan	Meeting on 21.3.18 to update Action Plan
13.3.18.6	No Borough Councillor's Report.	
13.3.18.7	No County Councillor's Report.	
13.3.18.8	<p>Following comments received from members of the public:</p> <ul style="list-style-type: none"> As Church Centre (CC) project was not going ahead why was it necessary to repay costs to PCC as previous chairman stated their grant was unconditional and would not need to be paid back? <p>Chairman said it would be covered under agenda item No. 13. Representative of PCC stated it was unconditional – PCC did not expect free hire when CC was available to hire etc.</p> <ul style="list-style-type: none"> Spokesperson for a group stated they hoped to form a charity, it would be independent and not run in competition with the village hall or parish council <p>Chairman said it would be covered under agenda item No. 13.</p> <ul style="list-style-type: none"> Budget Monitoring Reports in minutes on website needed to be updated <p>Clerk confirmed she would do it.</p> <ul style="list-style-type: none"> Was there any indication as to when the inspector would give a decision on the Meadow Appeal? <p>At the end of March at the earliest</p> <ul style="list-style-type: none"> Decision on Malleson Road was delegated approve. 	
13.3.18.9	Parish Council Procedures	
13.3.18.9a	It was resolved to adopt Terms of Reference for Staffing Committee. Proposed by chairman, seconded by Cllr. Ryman and agreed unanimously.	Clerk to post on website
13.3.18.9b	To resolve to adopt updated Complaints Procedure: held-over until a future meeting.	
13.3.18.9c	To resolve to adopt Social Media Policy: held-over until a future meeting.	
13.3.18.10	Finance	
13.3.18.10ab/b	<p>Accounts for payment and those paid since last meeting circulated prior to meeting were proposed by the chairman, seconded by Cllr. Osborne and agreed unanimously. See Appendix 1 on page 6.</p> <p>Chairman discussed Water bill which had been debited from bank account for £1,481.30 Chairman had been in touch with Water Company who said there may be a leak but metre reading was in line with the bill. Cllrs. Harmer and Churchill both agreed to assist the chairman with reading metre which was set very deep in the ground.</p>	

13.3.18.10b	Members discussed Budget Monitoring Report – see Appendix II on page 7. Income for JWP was updated to £487.00. Proposed by Caroline and seconded by chairman and agreed unanimously.	
13.3.18.10c	It was resolved to adopt statutory increase to auto enrolment pension contribution which would increase from 1% to 2% for employers contribution from 6 April 2018. Proposed by Cllr. Ryman and Seconded by Cllr. Harmer and agreed unanimously. Chairman signed P.A.T.A. authorisation form.	Clerk to return authorisation form to P.A.T.A.
13.3.18.10d	Received report from Cllr. Harmer with regard to hire charges, he confirmed he had analysed all costs and income from last year for all parish council facilities and would be ready to discuss his findings soon.	
13.3.18.11	Freeman Field & JWP	
13.3.18.11a	Cllr. Osborne confirmed combination gate padlock had been replaced on Freeman Field gate.	
13.3.18.11b	Chairman confirmed he had not heard anything further from the cleaner and therefore presumed she was still cleaning JWP.	
13.3.18.12	Highways & Footpaths	
13.3.18.12a	Members discussed email from Longfurlong Lane Residents Ass. and agreed to provide one 200 ltrs. grit bin at a cost of circa £130.00 to be located at the end of the first lay-by, they agreed to level the site as required. Proposed by the chairman and seconded by Cllr. Osborne. The Longfurlong Lane Residents Ass. wished to thank the parish council for the use of the grit spreader which GPC had provided during the recent snow. It had been left with them for future use.	
13.3.18.12b	Chairman reported on Gotherington Cross Policy, he confirmed the Highways Manager would attend the parish council meeting on 8 May 2018 to give an update on plans for Gotherington Cross junction, also a resident had offered to assist too. Cllr. Ryman said she had met C. Cllr. Bird locally and mentioned the issues. He stated it was due to lack of finance but he had been unaware of the S106 funds or development in Malleson Road. There was a discussion about the junction, it was agreed the chairman would download data being collected by the VAS as this may be accepted as evidence to demonstrate the need for upgrading the junction. A resident stated the most recent trip data was from the Malleson Road development It was agreed the clerk would invite C. Cllr. Bird to attend the meeting on 8 May 2018.	Chairman to download data from VAS. Clerk to invite C. Cllr. Bird on 8 May 2018
13.3.18.13	Church Centre	
13.3.18.13a & c	Prior to members considering their response to request for surveys etc. from owner of Church Centre, Cllr. Ryman had taken advice with regard to releasing surveys/reports – most would only be valid for 6 months and may therefore have time expired. Cllr. Harmer suggested selling them at a discount so that GPC	

	<p>could recoup some of the money initially paid out. It was suggested some surveys may have a caveat stating they must not be shared. Cllr. Osborne stated when GPC initially started speaking to the Trust, they said GPC could have their surveys. Also, as GPC had disadvantaged the Trust by some two years, it would only be fair to share the information. Any with a caveat, GPC should go back to the provider and seek their permission. The chairman actioned Cllr. Osborne to check with the providers of the report/surveys. Cllr. Ryman proposed that subject to any restriction when going back to the original suppliers of the reports/surveys, to co-operate with the Countess of Huntingdon. Seconded by Cllr. Osborne It was agreed Cllr. Osborne would liaise with the owner to confirm and copy-in clerk. Cllr. Osborne confirmed the owners did not wish to have the disposed-of chattels returned and the work to the building did not need to be reinstated.</p>							
<p>13.3.18.13b</p>	<p>Members considered how to repay the costs of circa £13,600.00 paid out for Church Centre The follow proposal:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>From 2018/19 precept</td> <td style="text-align: right;">7560.00</td> </tr> <tr> <td>*From GPC Tennis Fund</td> <td style="text-align: right;">6040.00</td> </tr> <tr> <td></td> <td style="text-align: right;">£13600.00</td> </tr> </table> <p>*Use S106 to refurbish tennis courts when available Cllr. Ryman proposed GPC settle all liabilities for creditors for CC project and keep a separate fund so that they could see how much short they were on that project. When they go into the next financial year, they would carry forward the net liability of the CC, they would have more certainty of the Malleson Road development and could then make a decision with regard to the 2019/20 precept. Seconded by Cllr. Churchill and agreed unanimously. Resident wished to know why they were misled with regard to the grant from the PCC and whether it was unconditional or not. Representative from PCC confirmed it was given to go towards the purchase of the building. She also asked if the cheque for £21,666.00 to reimburse the PCC would be written during this meeting. Chairman confirmed it would be written this evening but he would deliver it tomorrow with a covering letter to Rev. Richard Reakes. Resident asked that the chairman contact the Treasurer and Chairman of the Tennis Club to update them with regard to the hire charges etc.</p>	From 2018/19 precept	7560.00	*From GPC Tennis Fund	6040.00		£13600.00	
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<p>13.3.18.14</p>	<p>S106 Agreements</p>							
<p>13.3.18.14a</p>	<p>Members considered actions with regard to current projects that required S106 funding. The chairman stated the RRB needed some major maintenance: repairs to soffits and fascia boards, leak in roof, maintenance/modifications to the showers, fire door etc. The clerk stated the procedure was to provide quotations for the work that had to be submitted to TBC for their approval, the work could then be carried out and the S106 funding would then reimburse the parish council net of any VAT.</p>							

	Members briefly discussed the fact that S106 monies for community buildings could potentially be used on any community building, even if it was not owned by GPC. Members would consider an application from the new CC charity organization if it went ahead although priority would be given to parish council buildings and projects.	
13.3.18.14b	Cllr. Osborne outlined her suggestion for a village walking circuit that could be eligible for funding by S106 agreements. It could only be on public footpaths, not on any private land.	
13.3.18.13c	Members briefly discussed methods of community engagement with regard to future S106 projects: <ul style="list-style-type: none"> • White board at Coffee Mornings • Suggestion slips for attendees to complete at Annual Meeting • Cllr. Ryman suggested a S106 Committee Meeting specifically for that purpose 	Cllr. Harmer left at 21.47pm
13.3.18.15	Other Matters	
13.3.18.15a	Cllr. Osborne reported TBC would be co-ordinating a Community Emergency Planning (CEP) exercise on 16 April 2018, 6.00-8.00pm, she would not be able to attend but it would be useful if another member could. The parish council did have an Emergency Plan but it needed a major update. Cllr. Churchill agreed to take this project on and suggested convening a meeting inviting anyone from the village to attend that was interested as the Community Plan could include non-councillors too. There were several 'grab bags' that would be distributed to the appropriate people for use in an emergency situation.	Clerk to email copy to Cllr. Churchill if available
13.3.18.15b	Cllr. Osborne proposed the Young People's Awards that she suggested may improve community engagement. They were seconded by the chairman and agreed by all in principal, however it was noted there was no budget for donations. Cllr. Osborne stated she would investigate possible funding for the awards and report back to members.	
13.3.18.16	Next Meeting: 10 April 2018 Meeting closed: 10.00pm	

Signed

Chairman

Date

APPENDIX 1

Financial Report as at 12.3.2018

Payee	Details	Ref.	Receipts	Payments
Garden House Nursery	Invoice 30030	Trsf	631.14	
Keenan	JWP	Chq	40.00	
Keenan	JWP	Chq	140.00	
Osborne	JWP	Chq	32.00	
Cash	JWP	Cash	265.00	
Cash	Donation for chairs	Cash	10.00	
Cheque	RRB	Chq	27.50	
Cash	RRB	Cash	45.00	
Cash	RRB	Cash	7.00	
British Gas	Electricity RRB and JWP	DD		232.34
Water Plus	Water	DD		1481.30
GAP	Annual Subs	2243		277.33
TBC	2 Brown bins at FF	2244		90.00
D Gibbons	Cleaning RRB & JWP	2245		247.25
Ink Spot	Printing	2246		30.00
Cancelled -	See cheque 2337	2247		0.00
PATA	Payroll service	2248		37.00
J Owen	Clerk & RFO salary, Feb. 18	2249		873.65
B Osborne	Gate Padlock, keys and ant bait	2250		34.37
J Owen	Clerk's expenses, Feb. 18	2251		56.50
NEST Pension	PC contr. 3.84 employee contr. 3.07	DD		6.91
			1972.78	1197.64
				3366.65

BANK RECONCILIATION

Opening cash balance	36362.21
Plus receipts	1197.64
	37559.85
Less payments	3366.65
Closing cash balance	34193.20
Tennis Club Fund	13401.35
Transparency Fund	912.00
Add payments to be authorised	1653.01
Closing balance at bank at 12.3.18	35846.21

Income due:

Garden House Nursery	Invoice No. 30030 - Jan.'18 rental	1129.04
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APPENDIX II

Budget Monitoring Report as at 13.3.2018

	Budget 2017/18	March 2018 Expenditure/ Income	Accumulative Expenditure/ Income to date	Balance of budget remaining
EXPENDITURE				
RRB & JWP - Servicing/cleaning	2000	247	3342	-1342
RRB & JWP - Utilities	2100	1713	4096	-1996
All Insurances	1100	0	1002	98
Salaries/PAYE/Pension etc.	11000	918	14310	-3310
Admin. incl. website & training	1500	87	1528	-28
Subscriptions - GAPTC	300	277	544	-244
Professional Fees incl. Audits	520	0	565	-45
Donations	0	0	25	-25
Rent	100	0	0	100
Miscellaneous	500	0	182	318
S106 Expenditure	0	0	2631	-2631
GNDP	1000	0	1200	-200
Tennis Courts Fund	0	0	0	0
Freeman Field	1000	103	1257	-257
Playground	300	0	181	119
Grass cutting, pathways/verges	1200	0	910	290
Village - Tree maintenance	1000	0	900	100
Pavilion maintenance	500	22	541	-41
	24120	3367	33214	-9094
INCOME				
Rex Rhodes Building	11500	711	11872	372
Pavilion	500	487	1767	1267
Precept	12000	0	12000	0
Council Tax Supp. Grant	120	0	118	-2
Interest	0	0	0	0
Miscellaneous	0	0	66	66
Donations	0	0	2765	2765
S106 Grant	0	0	1996	1996
VAT refund	0	0	4904	4904
	24120	1198	35488	11368
Tennis Court Fund				
Balance at 12.3.18	13401			
Transparency Grant				
Balance at 12.3.18	912			