

GOTHERINGTON PARISH COUNCIL

MINUTES OF MEETING HELD ON 10 OCTOBER 2017

Venue: Rex Rhodes Building, Gotherington.

Present: Chairman David Hearn, Cllrs. Howard Samuels, Brian Cosgrove, Bev Osborne, Rodney Churchill, Caroline Ryman and Lewis Harmer

Attendees: Clerk/RFO, Jules Owen, and 4 members of the public

Minute Ref.	Details	Actions
10.10.17.1	Received and accepted apologies for absence from: Cllr. Eddie McLarnon and B. Cllr. Gore Chairman declared meeting open.	
10.10.17.2	No declarations of interest were received and the clerk confirmed meeting was quorate.	
10.10.17.3	Chairman proposed and it was agreed to resolve and adopt the policy for developers approaching Gotherington Parish Council.	
10.10.17.4	Mark Snape gave a short presentation about a proposed development by Centaur Homes in Woolstone Lane, Gotherington which was in the very early stage. Site which was a wooded area approx. 0.8 acres could take between 8-10 dwellings but they were thinking of 3 or 4 large dwellings in a private setting, retaining as much foliage as possible and therefore site would be protected visually. Chairman confirmed parish council were unable to comment. Public were able to comment and it was stated that this proposal goes out to the north and totally goes against the linear building design of the village, similar to Tilly's previous building application. There was no depth on the north side of Malleson Road. Other residents pointed out there were already many big houses in the village and what it actually needed was housing for long term residents to down-size into and young people in the village, there was a shortage of smaller properties of that nature.	
10.10.17.5	Minutes from the meeting of the parish council held on 12 September 2017 were approved and signed by the chairman as a true and accurate record.	
10.10.17.6	The Clerk's Report circulated prior to the meeting was 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 Chairman to action modification to signatories to bank account – Chairman to priorities as only 3 signatories currently – 10.10.17
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	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. Representative took photographs of sunken drain, was going to report back to his manager and advise.
13.6.17.8i	To fit electricity/gas smart meters	Not possible until wifi is available
13.6.17.12.c	Wi-fi in RRB & JWP	Cllr. Samuels to obtain quotation
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
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
11.7.17.15	Review of hire charges	Working group collating information
11.7.17.15b	Disabled parking space	Clerk progressed with Richard Waters – 14.8.17
11.7.17.15c	Village Spring Clean	To advertise in Spring Topics, clean gateways with different cleaning agent
11.7.17.15d	VAS ref. poor battery life issue	Clerk wrote to Richard Waters, received acknowledgement
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
8.8.17.14a	Repair to Coffin Path	Awaiting quote from PROWT
8.8.17.14b	Overgrown path to rear of Lawrence's Meadow	Councillors agreed to cut brambles back personally – Cllrs. Cosgrove and Harmer offered to help with this
8.8.17.14c	Property with boundary vegetation	Cllr. Osborne to get address for proprietor in Ashmead Drive and Cllr. Samuels confirmed he had deliver letter to a resident in Malleson Road
8.8.17.14d	Replace litter bin with dog bin outside school	Cllr. Harmer agreed to order and fit new dog bin clerk has sourced – clerk to order and pay for bin.
8.8.17.14e	Ash Trees in Ashmead Drive	Quote received but no funds available currently
10.10.17.7		Clerk confirmed formal Notice of Vacancy had been received from Tewkesbury Borough Council and was displayed on parish council website and village notice boards. Clerk would be notified by 26 October 2017 if an election was required. After this date council could co-opt parish councillor. It was agreed to place details in village shop and Facebook too.
10.10.17.8	No Borough Councillor's Report.	
10.10.17.9	In his absence, Cllr. McLarnon was appointed a member of staffing committee. Cllr. Samuels who was appointed vice-chair, in his absence at the September meeting, was required to sign the acceptance of Office Form. Clerk had omitted to bring the form so would arrange for Cllr. Howard to sign it the next day.	
10.10.17.10	No County Councillor's Report	

- 10.10.17.11** Received following comments from public:
- Wild flower garden on Freeman Field mentioned in Clerk's Report – a wonderful idea but it is a specialist job and recommended contacting Gloucestershire Wildlife Trust. Cllr. Ryman suggested the Gardening Club may be interested in taking it on and Cllr. Samuels agreed to contact the Gardening Club
 - Planning application for 1 Pullen Court – no green notice displayed.– Cllr. Ryman stated it was on the opposite side of the road

10.10.17.12 Finance

FINANCIAL REPORT AT 8.10.17

Payee	Details	Ref. No.	Receipts	Payments	Payments to be authorised
Bank adj.	Bank adj.	Adj		7.00	
British Gas	British Gas adj.	Refund	12.07		
HMRC	VAT refund	TRSF	4903.62		
Jenny Aplin	Defibrillator bulb	2322		17.40	17.40
Dawn Gibbons	RRB & JWP Cleaning - September 2017	2323		276.00	276.00
J Owen	Clerk & RFO salary - September 2017	2324		672.34	672.34
HMRC	PAYE - September 2017	2325		222.10	222.10
Grant Thornton UK Ltd	External Auditor	2326		480.00	480.00
V Larcombe	Village maintenance	2327		150.00	150.00
V Larcombe	Village maintenance	2328		150.00	150.00
Vistaprint	2 dog signs printed	2329		25.77	25.77
			4915.69	2000.61	1993.61

BANK RECONCILIATION 8.10.17

Opening cash balance	43967.98
Plus receipts	4915.69
	48883.67
Less payments	2000.61
Closing cash balance	46883.06
Made up:	
Parish Council Fund	13540.46
Tennis Club Fund	13194.00
Transparency Fund	995.80
Church Centre Fund	19152.80
Add unrepresented cheques	10.00
Add payments to be authorised	1993.61
Closing balance at bank at 8.10.17	48886.67

OUTSTANDING INCOME

Garden House Nursery	Invoice No.30025- July	991.75
	Invoice No.30026- August	547.25
		1539.00

**Gotherington Parish
Council Budget
Monitoring - 9.10.17**

EXPENDITURE

	Budget 2017/18	Oct. 2017 Expenditure/ Income	Acculmative expenditure to date	Balance of budget remaining
Rex Rhodes Building - servicing	2000	276	1859	141
Rex Rhodes Building - utilities	2100		1383	717
All Insurances	1100		1002	98
Salaries/PAYE	11000	894	8349	2651
Admin. incl. website & training	1500		683	817
Subscriptions - GAPTC	300		0	300
Professional Fees inc. Audits	520	480	565	-45
Donations	0		0	0
Rent	100		0	100
Miscellaneous	500	24	86	414
S106 Expenditure	0		2396	
GNDP	1000		1200	-200
Church Centre			2419	
Tennis Courts Fund	0	0	0	0
Freeman Field	1000	26	877	123
Playground	300		181	119
Grass cutting, pathways/verges	1200	300	900	300
Village - Tree maintenance	1000		900	100
Pavilion maintenance	500		519	-19
	24120	2000	23319	5616

INCOME

Rex Rhodes Building	11500	0	6581	4919
Pavilion	500	0	573	
Precept	12000	0	12000	0
Council Tax Supp. Grant	120	0	118	2
Interest	0	0	0	0
Tennis Courts Fund	0	0	594	
Miscellaneous	0	0	6	
Donations	0	0	2515	
Transparency Grant	0	0	1616	
Church Centre	0	0	21666	

S106 Grant	0	0	1996
VAT refund		4903	0
	24120	4903	47665

Tennis Court Fund

Balance at 8.10.17 **13194**

Transparency Grant

Balance 11.9.17 **1034**

Less September payments 39

Balance at 8.10.17 **995**

Church Centre Fund

Balance 11.9.17 **19247**

Less September payments 94

Balance at 8.10.17 **19153**

- 10.10.17.12a** Chairman proposed and it was agreed to resolve and adopt Financial Report/Bank Reconciliation and Budget Monitoring Report circulated prior to meeting.
RFO confirmed Garden House Nursery had paid outstanding balance in full and also received £876.00 from Cllr. Osborne for rental income for RRB and J W Pavilion.
Cllr. Ryman asked if borrowing had been approved by Secretary of State and Cllr. Cosgrove stated borrowing approval letter confirmed this.
- 10.10.17.12b** Chairman proposed and it was agreed to adopt and resolve accounts for payment and those paid since last meeting circulated prior to meeting.
- 10.10.17.12c** Chairman proposed and it was agreed and resolved for clerk/RFO to attend SLCC Annual Training Day on 22.10.17 and Data Protection Training at GAPTC on 30.11.17
- 10.10.17.12d** Members updated the Model Financial Regulations by NALC (Jan. 2016) and agreed RFO would circulate again prior to next meeting and add to November agenda to adopt. **Add to November agenda**
- 10.10.17.12e** Risk Assessments - Clerk brought it to the attention of the council that risk assessments were required for all areas of council activity, as soon as possible to comply with insurance and health and safety. Clerk provided the forms and councillors all agreed to complete various risk assessments and return them at the November meeting.
Risk Register - there was a discussion as to whether village hall should be on the Risk Register as it is not owned by the parish council. It was agreed to remove the building but to retain the driveway due to shared access.
VAS to be added to the risk register – Cllr. Samuels to send **Clerk to circulate List**
Risk Assessments to be completed by November meeting
Cllr. Samuels to complete Risk Register for VAS
Cllr. Cosgrove to complete Risk

information to clerk.
Cricket roller and other equipment to be added to risk register –
Cllr. Cosgrove to send information to clerk.

**Register for sports
equipment**

10.10.17.12f Chairman proposed and it was agreed to resolve and adopt
Internal Control Review policy. It was agreed the Chairman
and Cllr. Samuels would complete internal review bi-annually.

Add to Action Plan

10.10.17.12g Chairman proposed and it was agreed to resolve and adopt
Grant Awarding Policy.

10.10.17.12h Clerk had prepared parish action plan using data received
from members. Members required to get quote for items they
wished to be considered for inclusion in the forthcoming
budget proposal which will be considered in early November.
It was agreed parish action plan was a large document and an
additional meeting may be required to discuss in depth.

**Urge members to
get quotes for
budget setting
purpose**

10.10.17.13 Planning Matters

10.10.17.13a Members reported on S106 Meeting with representatives from
Tewkesbury Borough Council, (TBC). They stated that if the
application was successful they would need to replicate all
facilities currently in Gotherington as 500 houses would exceed
the size of the village. Cllr. Osborne agreed to send statement
to clerk for submission to TBC ref. S106.

10.10.17.13b Members discussed Planning Application 17/01022/FUL - 1
Pullen Court, Gotherington to replace existing garage with
single storey side and rear extension. It was agreed there were
no objections.

10.10.17.13c Members discussed response to Planning Application -
17/00922/APP - for the approval of reserved matters (layout
only) pursuant to outline planning permission no.16/00336/OUT
for erection of up to 10 dwellings, 59 Gretton Road. The
statement prepared was amended slightly ready for clerk to
submit. Re-routing the public right of way was discussed with
Ian Soul from Public Rights of Way Team (PROWT) who informed
Cllr. Samuels that it cost circa £2,500 to do this legally. He
would look into the matter and see if it had been done officially
and report back.

10.10.17.14 Cllr. Cosgrove had circulated statistics from Gretton from their
VAS and asked if we had any information from our VAS?
Chairman asked Cllr. Samuels if he could get some statistics for
the next meeting.
A chicane was discussed by members together with purchasing
solar panels but concern about invalidating the manufacturer's
guarantee was an issue if a cheaper alternative was used, the
signs would also then be static.

**Clerk to send
another letter to
Richard Waters
stating VAS not fit
for purpose**

10.10.17.14b Cllr. Samuels and clerk met with Ian Soul from Public Rights of
Way Team – going to cost circa £8,000.00 to do coffin path and

surrounding paths. He suggested approaching C. Cllr. Bird who may be able to help with funding. Otherwise, we would have to find the money/wait until Highways have some money in their budget.

10.10.17.15 Church Centre

Cllr. Osborne reported the KBW had completed tender document and it would be advertised this week, there would be no contact with members of the council once the tender was advertised and on the government portal. Closing date was 27 November 2017.

Cllr. Ryman was concerned about the cost of specialist VAT advice which had not been budgeted for. She was keen the working group should come back to the parish council prior to engaging in VAT advice.

10.10.17.15a Cllr. Osborne reported she had been in touch with Jackie Wayne who was happy to take on the project of the renovation of the war memorial.

Cllr. Samuels stated the war memorial was a listed building.

10.10.17.15b Cllr. Osborne proposed there were many families in the village who would like to donate towards the cost of renovations and suggested if they paid an extra amount, a plaque or piece of art could be purchased as a commemorative piece. It was agreed she would investigate further.

Cllr. Harmer stated that everyone was a benefactor as they were paying the precept.

Chairman reported the parish council had been selected as one of the top two parish councils for one of the NALC category Star awards. The winner would be announced in Milton Keynes on 30 October 2017 at the National Star Awards.

**10.10.17.16 Next Meeting: 14 November 2017
Meeting Closed: 21.45pm**

Signed

Chairman

Date