

GOTHERINGTON PARISH COUNCIL

MINUTES OF MEETING HELD ON 13 FEBRUARY 2018

Venue: Rex Rhodes Building, Gotherington

Present: Chairman Howard Samuels, Cllrs, Rodney Churchill, Bev Osborne, Ian O’Gorman, Lewis Harmer and Eddie McLarnon

Attendees: Clerk/RFO, Jules Owen and 9 members of the public

Minute Ref.	Details	Actions
13.2.18.1	Received and accepted apologies for absence from: B. Cllr. Gore and Cllr. Ryman Chairman declared meeting open a welcomed everyone.	
13.2.18.2	No declarations of interest were received and clerk confirmed meeting was quorate, no-one wished to record the meeting.	
13.2.18.3	Minutes circulated prior to the meeting were signed by the chairman as a true and accurate record of the meetings from 12 December 2017, 9 & 22 January 2018.	
13.2.18.4	Members discussed two vacancies for Parish Councillors, it was agreed to display posters in the village and on Facebook.	
13.2.18.5	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
16.07.07.1	Review bank signatories	Chairman to action modification to signatories to bank account. Chairman working on this – 13.2.18
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	Clerk to check storage at Gloucester Records. Next quarterly review May 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 Longfurlong Lane. Representative took photographs of sunken drain, was going to report back to his manager and advise.
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 chased on 11.12.17
3.6.17.14b	Repair of ramps in Gotherington Lane	Clerk wrote to Amey,TBC, Linden & Bovis Homes. Amey confirmed receipt, issued job ref. Clerk chased on 11.12.17
11.7.17.15c	Village Spring Clean	Date suggested: 28/29 April 2018 Cllr. Osborne to put in Spring Topics and gateways to be cleaned professionally

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 Malleston Road but no improvement to date
8.8.17.14d	Replace litter bin with dog bin by school	Dog bin delivered, Cllr. Harmer & Samuels to fit
10.10.16.12e	Risk Assessments for insurance purposes	Received several completed forms, balance to be completed ASAP for all parish council activities
10.10.16.12f	Internal Review	Chairman and Vice-Chair to complete internal review of Clerk - date to be arranged
12.12.17.12a	VAS signs	Clerk wrote to Highways to advise GPC will be replaced existing VAS signs with solar batteries
12.12.17.12b	Vehicles parking-up/sleeping overnight by the Shutters island.	Cllr. O'Gorman confirmed land in front of Shutters is not registered to them. Cllr. Osborne to purchase signage 'No Overnight Paking' to go on residents tree, max. of £50.00 Proposed by Chairman and seconded by Cllr. Osborne
9.1.18.13	Grit bucket for Longfurlong Lane	Clerk requested grit bucket and to replenish grit supplies in Gotherington. GRC would not supply grit as private road. GPC would provide grit bin, need to agree location. Costs of grit bins: 100ltrs =£80.00 200ltrs -£130.00 400ltrs - £190.00
9.1.18.16a	Memorial bench request	Location to be agreed by members – Several locations discussed, chairman to meet with resident to agree.
9.1.18.16b	Trees in Lawrence's Meadow	Chairman to liaise with resident to arrange site meeting, including specialist from nursery. Chairman to attend their next meeting to progress this matter
13.2.18.6	No Borough Councillor's Report	
13.2.18.7	No County Councillor's Report	
13.2.18.8	Following comments received from members of the public:	
	<ul style="list-style-type: none"> Received full details of how the PCC Church Centre (CC) grant came about Date of Parish Poll 1 March 2018 but not confirmed Did parish council intend to distribute a leaflet? 	
	Chairman confirmed it did intend to distribute a flyer in support of the project.	
13.2.18.9	All members confirmed their roles on the committees on the parish council website.	
13.2.18.10	Finance	
13.2.18.10	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.	

FINANCIAL REPORT AT 12.2.18

Payee	Details	Receipts	
1 & 1 Internet Ltd.	Website hosting		17.96
British Gas	Electricity RRB and JWP		157.51
Garden House Nursery	Invoice 30028 and 30029	1972.78	
D Gibbons	Cleaning RRB & JWP		281.75
J Owen	Clerk's expenses, Jan. 18		64.60
J Owen	Clerk & RFO salary, Jan. 18		2213.85
NEST	Pension		8.73
KBW Property Ltd.	CC Design & Contract Adm. A to C services		7344.00
		1972.78	10088.40

BANK RECONCILIATION 12.2.18

Opening cash balance		44477.83
Plus receipts		1972.78
		46450.61
Less payments		10088.40
Closing cash balance		36362.21
Made up:		
Parish Council Fund	10453.67	
Tennis Club Fund	13401.35	
Transparency Fund	912.00	
Church Centre Fund	11595.19	
Add unpresented cheques	25908.54	5.72
Add payments to be authorised		9912.93
Closing balance at bank at 12.2.18		46280.86

Income due:

Garden House Nursery Invoice No. 30030 - Dec. rental **631.14**

Clerk's salary cheque above:

Clerk received tax refund, HMRC to refund directly into GPC bank account

- 13.2.18.10b** Financial Report/Bank Reconciliation and Budget Monitoring Report circulated prior to meeting were proposed by the chairman, seconded by Cllr. O'Gorman and agreed unanimously. Chairman agreed Bank Reconciliation with Lloyds bank balance on 7.2.18. It was agreed to open a new bank account for payments by hirers. Proposed by the chairman, seconded by Cllr. O'Gorman.

GOTHERINGTON PARISH COUNCIL
Budget Monitoring Report at 12.2.18

	Budget 2017/18	Feb. 2018 Expenditure/ Income	Accumulative Expenditure/ Income to date	Balance of budget remaining
EXPENDITURE				
RRB & JWP - Servicing/cleaning	2000	282	3095	-1095
RRB & JWP - Utilities	2100	157	2383	-283
All Insurances	1100	0	1002	98
Salaries/PAYE/Pension etc	11000	2222	13384	-2384
Admin. incl. website & training	1500	83	1441	59
Subscriptions - GAPTC	300	0	267	33
Professional Fees inc. 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
Church Centre	0	7344	10070	-10070
Tennis Courts Fund	0	0	0	0
Freeman Field	1000	0	1154	-154
Playground	300	0	181	119
Grass cutting,pathways/verges	1200	0	910	290
Village - Tree maintenance	1000	0	900	100
Pavilion maintenance	500	0	519	-19
	24120	10088	39909	-15789
INCOME				
Rex Rhodes Building	11500	1973	11161	-339
Pavilion	500	0	1280	780
Precept	12000	0	12000	0
Council Tax Supp. Grant	120	0	118	-2
Interest	0	0	0	0
Tennis Courts Fund	0	0	801	801
Miscellaneous	0	0	66	66
Donations	0	0	2765	2765
Transparency Grant	0	0	1616	1616
Church Centre	0	0	21666	21666
S106 Grant	0	0	1996	1996
VAT refund	0	0	4904	4904
	24120	1973	58373	34253
Tennis Court Fund				
Balance at 12.2.18	13401			
Transparency Grant				
Balance at 12.2.18	912			
Church Centre Fund				
Balance at 12.2.18	11595			

13.2.18.10c	Cllr. Osborne proposed Iain Selkirk as Internal Auditor at a cost of £75.00 Seconded by Cllr. McLarnon and agreed unanimously.	Clerk to appoint Iain Selkirk
13.2.18.10d	It was agreed Finance Committee would meet to update Parish Action Plan as budget had been finalised. Other members welcome too.	Clerk to convene meeting
13.2.18.10e	It was agreed to convene a meeting to update Risk Register and to organise risk assessments for all parish council activities as required by insurance company.	Clerk to convene meeting
13.2.18.10f	It was agreed to convene a meeting to consider hire charges.	Cllr. Samuels to convene meeting
13.2.18.10g	See 3.2.18.10e above	
13.2.18.11	Planning Matters	
13.2.18.11a	Members discussed Street Name Consultation ref. Parcel 7561 Malleston Road. Chairman to ring TBC to discuss further and then send response to clerk to forward to TBC	Chairman to send response clerk to forward to TBC
13.2.18.11b	Members discussed Application No. 17/01357/FUL - 26 The Lawns. It was agreed there were no reasons to object.	
13.2.18.11c	Cllr. McLarnon gave update with regard to JCS and TBC Local Plan. He discussed new documents on TBC planning portal for Malleston Road development for Reserve Matters which was due to go to Planning Committee on 13 March 2018. A resident asked about street lighting and Cllr. McLarnon confirmed there was no street lighting. Cllr. O'Gorman asked Cllr. McLarnon if there was going to be a delay how would that effect the S106 monies? Cllr. McLarnon stated they may go ahead without doing the junction.	Clerk to write to Planning Officer for update on plans for Malleston Road junction
13.2.18.11d	Cllr. Osborne gave a report from the S106 meeting at TBC some parish councillors and the clerk attended. It was a fruitful meeting when various S106 monies were discussed and possible uses etc. Chairman was concerned that all S106 funding was going toward CC and nothing would be available for RRB and other village requirements. Cllr. Churchill confirmed nothing was agreed, a matrix was required which would then be discussed and agreed. Clerk confirmed TBC would need a minute from a meeting to confirm any council decisions with regard to allocation of S106 funding.	Cllr. Harmer left the meeting at this point, 8.56pm
13.2.18.12	Highways & Footpaths	
13.2.18.12a	Members discussed new surface on Coffin Path and surrounding paths as members from Longfurlong Lane Residents Association stated they were disappointed it did not go up to the fence at the raspberry patch. Consequently they got red mud on their boots, it was already scuffing-up and generally they felt it was not fit for purpose. They also wanted the posts removed to enable wheelchair access.	Clerk to contact Severn Trent again ref. removing posts and Amey ref. surface
13.2.18.12b	Members discussed Gotherington Cross junction – see 13.2.18.11c above.	
13.2.18.13	Church Centre update: Chairman proposed the parish council should get a valuation for the CC for the current open market value. Cllr. Churchill to get a quote for an independent valuation. This was seconded by Cllr. O'Gorman. It was agreed to go ahead with the valuation at a cost of no more than £1,000.00.	

Cllr. Osborne stated that as the Working Group was no more, members still had work to do. Would Gotherington Parish Council prefer if they did not do anything else?

Cllr. Churchill confirmed they could proceed as long as it did not cost any money.

Cllr. O'Gorman agreed as long as it was shared to all members.

Cllr. Osborne stated it related to rainwater and render enquiry.

13.2.18.14 Communications: Cllr. McLarnon reported he was awaiting the date for Parish Poll to be confirmed and then the Newsletter was ready to post on the parish council website.

Chairman provided a press release to the clerk which all councillors agreed.

Cllr. O'Gorman stated information on Facebook should be agreed by all members or only be posted by the clerk, alternatively members should stay away from Facebook. It was agreed a Social Media Policy was required.

Clerk to prepare Social Media Policy

13.2.18.15 Other Matters

13.2.18.15a Members discussed the outcome of Parish Meeting and Extraordinary Meeting on 7 February 2018.

108 attended Parish meeting and a Parish Poll was demanded.

Parish Poll was probably going to be 1 March 2018.

Members discussed flyer and cost of £250.00 for 445 houses was Proposed by Cllr. Churchill and seconded by Cllr. McLarnon, agreed unanimously.

13.2.18.15b Members discussed grant application but it was agreed parish council was not currently in a position to offer financial support.

13.2.18.16 Next Meeting: 13 March 2018
Meeting Closed: 10.15pm

Signed

Chairman

Date