

GOTHERINGTON PARISH COUNCIL
MINUTES OF MEETING HELD 10 APRIL 2018 AT 7.30PM

Venue:	Rex Rhodes Building, Gotherington	
Present:	Chairman Howard Samuels and Cllrs. Lewis Harmer, Ian O'Gorman, Caroline Ryman and Bev Osborne	
Attendees:	Clerk/RFO, Jules Owen and 8 members of the public	
Minute Ref.	Details	Actions
10.4.18.1	Received and accepted apologies for absence from B. Cllr. Gore and Cllr. Churchill.	
10.4.18.2	No declarations of interest received and clerk confirmed meeting was quorate. Members of public agreed they were not intending recording the proceedings.	
10.4.18.3	Minutes of Parish Council Meeting held on 13 March 2018 were signed by the chairman as a true and accurate record. It was agreed that a statement would be removed as requested by a member of the public, despite 2 councillors having recollected it.	Minutes should reflect decisions and key information only
10.4.18.4	Members considered nominations for three vacancies: Ellie Arnett nominated by chairman, seconded by Cllr. Ryman and duly elected unanimously. Allen Keyte nominated by chairman, seconded by Cllr. Harmer and duly elected unanimously. David Ward nominated by chairman, seconded by Cllr. Ryman, and duly elected unanimously. All signed Acceptance of Office and Members' Interest forms and were given a copy of the Code of Conduct.	
10.4.18.5	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 chased – 9.4.18
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	Risk Register Review - add to July 2018 Agenda Pre-Risk Register Review Meeting in June 2018
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.
11.7.17.15c	Village Spring Clean 28/29 April 2018	Cllr. Osborne stated she had been unable to contact company who quoted to clean gateways. Cllr. Harmer said he would try and get a jetwash to do them. Cllr. Ryman to prepare poster and Cllr. O'Gorman to print them.
8.8.17.14c	Property with boundary vegetation issue	Cllr. O'Gorman stated he may be able to find name and address of owner of house in Malleson Road so further action could be taken.
8.8.17.14d	Replace litter bin with dog bin by school	Dog bin delivered, Cllr. Harmer & Samuels to install – position confirmed with resident on 10.4.18 It was suggested another bin was required to go opposite the Village Shop near the village sign.

12.12.17.12a	VAS signs	Clerk arranged meeting with Highways Manager for 17.4.18.
12.12.17.12b	Overnight parking by Shutters island	Member confirmed land in front of Shutters was not registered to them. Cllr. Osborne to purchase signage 'No Overnight Parking' to go on resident's 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	On agenda 10.4.18
13.3.18.10a	Water Bill	Chairman, Cllrs. Harmer & Churchill to assist with monitoring water metre to enable PC to obtain refund
13.3.18.12a	Grit Bin for Long Furlong Lane	200 ltrs. grit bin ordered by Chairman
13.3.18.15a	Community Emergency Plan (CEP)	Cllr. Churchill to convene meeting to update volunteers on CEP
13.3.18.15b	Young People's Awards	Cllr. Osborne to investigate funding for Awards
10.4.18.6	No Borough Councillor's Report.	
10.4.18.7	No County Councillor's Report.	
10.4.18.8	Received following comment from the public: <ul style="list-style-type: none"> What were grass cutting arrangements for Lawrence's Meadow? Chairman stated he had contacted TBC to ask for cutting schedule. 	
10.4.18.9	Parish Council Procedures:	
10.4.18.9a	Updated Members' Interests forms – clerk issued one to Cllr. Osborne.	
10.4.18.9b	Clerk gave update on GDPR and confirmed GAPTC and SLCC were supporting the parish council with regard to documentation and issue ref. Data Protection Officer. Discussed storage of building hire application forms that Cllr. Osborne retained - she confirmed they were destroyed after 30 days but not stored in a locked cabinet.	
10.4.18.9c	Members discussed Facebook at length, following actions were agreed: <ul style="list-style-type: none"> Remove Facebook link from the parish council website Members would not continue to post on Phil Aplin's Facebook page Website worked well, maybe it could be made more user friendly Chairman proposed Gotherington Parish Council should have its' own Facebook page but not for the time being. Seconded by Cllr, Harmer Cllr. Osborne abstained	Remove Facebook link from the website
10.4.18.9d	To resolve to adopt Gotherington Parish Council Action Plan – new members had not seen document previously, it was therefore held-over until next meeting.	
10.4.18.9e	To resolve to adopt updated Risk Register and risk assessments for all parish council activities - new members had not seen document previously, it was therefore held-over until next meeting.	Change wording on RRB fire section Check Village Hall wording
10.4.18.10	Finance:	
10.4.18.10a	Accounts for payment and those paid since last meeting (See Appendix 1) were discussed as follows: £601.80 gas bill seemed high. Discussion ensued and Chairman agreed to check thermostat settings. Cllr. Arnett agreed to read gas/electricity metres monthly and Cllr. Harmer would check water metre. Due to an excessive payment being taken, Cllr. Ryman proposed the payment for the Water Company by direct debit should be cancelled, seconded by Chairman. Chairman to cancel DD.	Clerk to check bill from same time last year

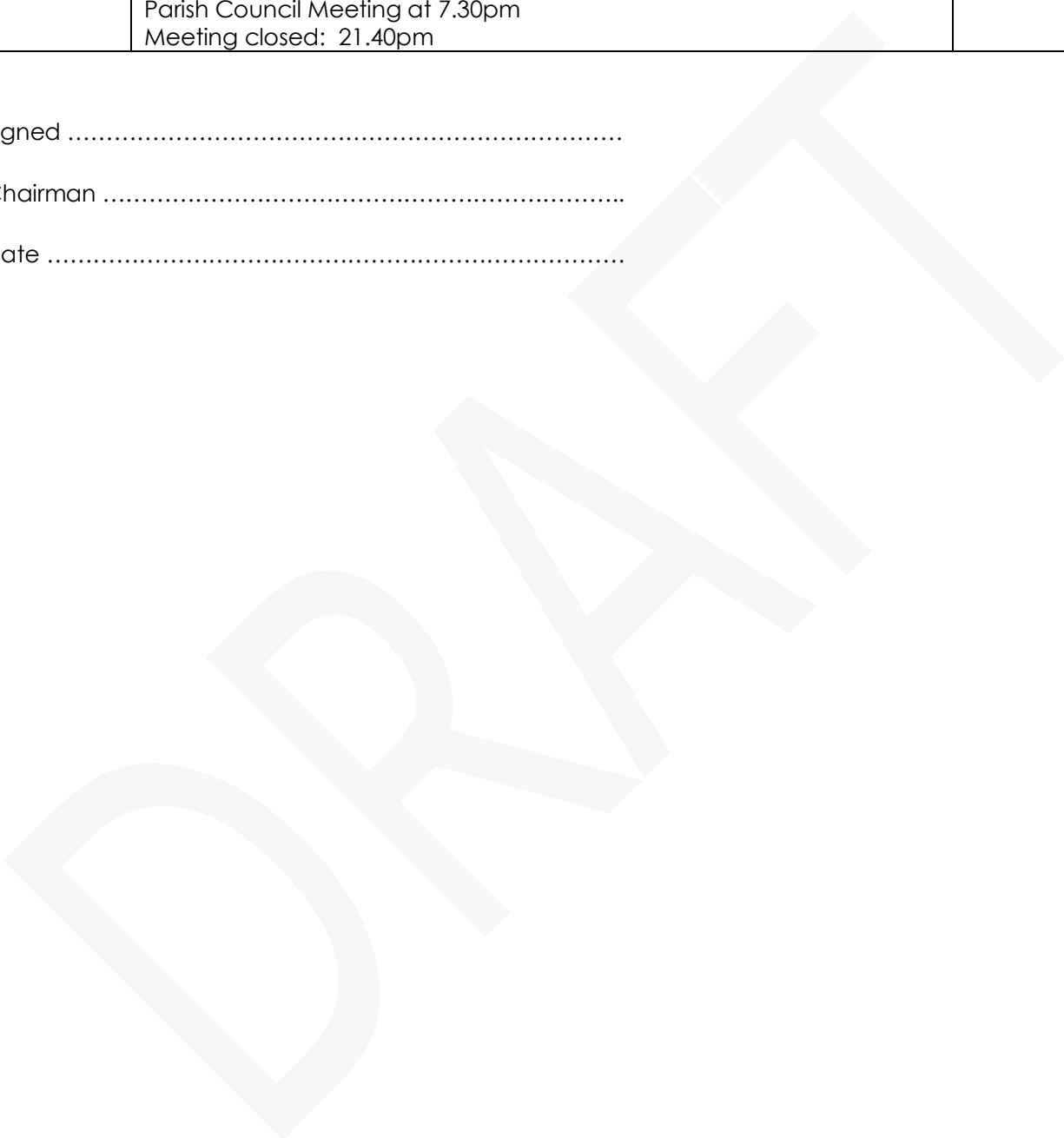
	The accounts for payment and those paid since last meeting was proposed by Cllr. Ryman and seconded by Cllr. Keyte and agreed unanimously.	
10.4.18.10b	Received and agreed Financial Report/Bank Reconciliation - See Appendix 1 Proposed by the Chairman, seconded by Cllr. Ryman and agreed unanimously. There was no Budget Monitoring Report due to clerk returning from annual leave the previous day.	
10.4.18.10b	Received report with regard to repayment of Church Centre costs. (See Appendix 2) Cllr. Keyte questioned KBW invoice, he wanted sight of original signed contract before settling final invoice. Cheque was signed but it was agreed not to send until Cllr. Keyte had completed his investigation.	
10.4.18.10b	Cllr. Harmer confirmed he had completed extensive research ref. hire charges and a separate meeting was required, could also be to discuss S106.	Members to organise meeting
10.4.18.11	Planning:	
10.4.18.11a	TBC Draft Planning Enforcement Plan Consultation, required by 17 April 2018. Members agreed it was a well written document and no improvements could be made. Proposed by Cllr. Ryman, seconded by Chairman and agreed unanimously.	
10.4.18.11b	Cllr. O'Gorman agreed to circulate a response to members relating to the JCS open hearing sessions to examine further viability/legal compliance of the submitted Community Infrastructure Levy (CIL). Response required by 2 May 2018.	
10.4.18.12	Freeman Field & JWP:	
10.4.18.12a	Cleaner had resigned from JWP from end of April 2018. Village Hall cleaner would take the role on if the job was 4 x 15minutes per week @ £11.00 per hour with him supplying materials. Chairman confirmed cleaner would be covered under parish council insurance. As Tennis Club would be using JWP on 6 out of 7 days a week during the summer, Cllr. Ryman proposed to have him to clean 4 times a week (total of 1 hour) during tennis season, seconded by Chairman and agreed unanimously.	
10.4.18.13	Highways & Footpaths:	
10.4.18.13a	Chairman confirmed the Local Highway Manager of G.C.C. and B. Cllr. Bird would attend a meeting on 17 April 2018 to discuss Gotherington Cross junction and other issues.	
10.4.18.13	S106 Agreements:	
10.4.18.13a	Cllr. Keyte agreed it was a good idea to seek the views of the community. It was hoped to have the meeting in the Village Hall, a date would be agreed and circulated in the village.	
10.4.18.15	Other Matters:	
10.4.18.15a	Resident from Lawrence's Meadow stated they had taken advice ref. trees to be planted on Open Space and previous chairman stated the parish council would contribute £120.00 - £150.00 towards the cost. Members were concerned about Tewkesbury Borough Council (TBC) maintenance team being able to cut the grass around the new trees.	

	Cllr. Ryman proposed asking TBC to send a representative to discuss the situation prior to planting the trees. It was seconded by Cllr. Keyte and agreed unanimously.	
10.4.18.15b	Members agreed they did not have any resolutions for the GAPTC AGM.	
10.4.18.15a	Next Meeting: 8 May 2018 Annual Meeting at 7.00pm Parish Council Meeting at 7.30pm Meeting closed: 21.40pm	

Signed

Chairman

Date



APPENDIX 1

Financial Report as at 10.4.18

Payments made since last meeting

Payee	Details	Ref.	Receipts	Payments
David Hearn	Display board and cover	2252		40.00
Gotherington Woolstone & Ox. PCC	CC Grant Refund	2253		9500.00
Gotherington Woolstone & Ox. PCC	CC Grant Refund	2254		12166.00
Cleeve Fire Protection	Annual maintenance - JWP	2255		45.00
Cleeve Fire Protection	Annual maintenance - RRB	2256		240.00
British Gas	Electricity RRB and JWP	DD		213.30
British Gas	Gas RRB	DD		78.04
British Gas	Electricity RRB and JWP	DD		248.97
British Gas	Gas RRB	DD		601.80
				23133.11
Receipts				
Garden House Nursery	Invoice 30030	Trsf	1129.04	
Wall safe	Tennis courts income	Cash	98.75	
HMRC	In lieu of clerk's tax refund	Chq	1136.49	
Tennis Club	Half yearly rental	Chq	400.00	
Various cheques	JWP income	Chqs	203.00	
Adjs. cheque no. 2249	831.34 not 873.65 as shown	Adj	42.31	
			3009.59	

Cheques to be authorised

M D Gibbons	Cleaning - JWP & RRB	2258		273.58
J K Owen	Clerk/RFO salary March 2018	2259		846.30
J K Owen	Clerk's Expenses March 2018	2260		50.64
HMRC	PAYE	2261		59.05
NEST	Pension	DD		16.98
McAfee	McAfee annual subscription	2262		31.99
Tewkesbury Borough Council	Parish Poll cost	2263		777.30
KBW Property Ltd.	Church Centre costs	2264		2436.00
				4491.84

BANK RECONCILIATION

Opening cash balance	34193.20
Plus receipts	3009.59
	37202.79
Less payments	27624.95
Closing cash balance	9577.84
Add unrepresented payments	41.28
Add payments to be authorised	4491.84
Closing balance at bank	14110.96

Income outstanding:

Garden House Nursery	Invoice No. 30036 - Feb' 18 rental	987.18
HMRC	VAT to be claimed circa	1800.00
	Total	2787.18

Tennis Court Fund

Plus March receipt	13401
	400
Balance 10.4.18	13801

Transparency Grant

Less March payment	912
Balance 10.4.18	887

APPENDIX 2

Church Centre Costs – 10.4.18

Date		Details	Payments
08/07/17	Guardian Preservation	Damp Survey on CC	234.00
21/08/17	Rowntree Partnership	Inspection Report for CC	1200.00
12/09/17	Drain Doctor	Drain survey for CC	427.20
12/09/17	Gloucester Asbestos	Asbestos report for CC	558.00
13/10/17	Severn Trent Water	Water	96.41
12/12/17	Local World Limited	Tender advertising	211.20
12/02/18	KBW Property Ltd.	CC Design & Cont. Admin. Services	7344.00
10/04/18	Tewkesbury Borough Council	Parish Poll	777.30
10/04/18	KBW Property Ltd.	CC Design & Cont. Admin. Services	2436.00
			13284.11

All above paid from

Gotherington Parish Council Acc.

Current balance, after payments

9577.84

Precept due at end of April 2018 10105.00

Precept due at end of Sept. 2018 10105.00

Made up of:

Tennis Fund: 13,801.00

Transparency Fund: 887.00

STILL TO BE PAID:

Harrison, Clark Rickerbys Ltd.

Disbursements - approx. figure only

724.60