

GOTHERINGTON PARISH COUNCIL
MINUTES OF MEETING HELD 12 JUNE 2018 AT 7.30PM

Venue:	Rex Rhodes Building, Gotherington.	
Present:	Chairman Howard Samuels and Cllrs. Ellie Arnett, Rodney Churchill, Bev Osborne Caroline Ryman and David Ward.	
Attendees:	Clerk/RFO, Jules Owen and 9 members of the public.	
Minute Ref.	Details	Actions
12.6.18.1	Received and accepted apologies for absence from Cllr. Allen Keyte and B. Cllr. Gore. Chairman reported resignation of Ian O'Gorman, he thanked him for his hard work and expertise during his membership.	
12.6.18.2	Cllr. Osborne declared a Personal Interest for Agenda Item 10d. Clerk confirmed meeting was quorate. No members of the public stated they intending to record or film the proceedings.	
12.6.18.3	Received following comments from the public: <ul style="list-style-type: none"> Resident from Manor Lane, ref. Agenda Item 9b stated TBC commissioned a Visual Impact Report which gave a nil result and therefore requested members withdraw their concern to enable their planning permission to be granted Request for minutes of meetings be distributed a week before parish council meetings (on website) Chairman confirmed minutes were displayed on noticeboards <ul style="list-style-type: none"> Sweeping of the roads, not had a sweeper for months Cutting grass verges in Malleson Road, round the junction etc. Grass cutting in Lawrence's Meadow Chairman stated both points would be covered in Agenda Item 10a <ul style="list-style-type: none"> Congratulations to whoever cleaned village signs Cllr. Osborne confirmed they were done as part of Village Clean <ul style="list-style-type: none"> Friday-Sunday was Church Flower Festival at Woolstone 	
12.6.18.4	Minutes of Annual Parish Council Meeting held on 8 May 2018 and Annual Parish Meeting held on 17 May 2018 were signed by the Chairman as a true and accurate record.	
12.6.18.5	To receive and update Clerk's Report circulated prior to the meeting:	
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
16.07.10.1	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
3.6.17.14b	Repair of ramps in Gotherington Lane	Clerk received response from TBC confirming they had written to Bovis in April 2018.
8.8.17.14c	Property with boundary vegetation issue in Malleson Road	Name of owner received, clerk sent letter requesting area to be improved to avoid further action on 7.6.18
13.3.18.10a	Water Bill	Chairman, Cllrs. Harmer & Churchill to assist with monitoring water metre to enable PC to obtain refund.

		Chairman confirmed he would contact Water to progress the claim
13.3.18.15a	Community Emergency Plan	Cllr. Churchill to convene meeting to update
13.3.18.15b	Young People's Awards	Cllr. Osborne to investigate funding for Awards.
10.4.18.10b	Outstanding cheque for KBW	Cllr. Keyte to investigate KBW Contract before final invoice is settled
AM9.5.18.11h	Review of Complaints Procedure	Cllr. Hamer agreed to assist clerk
AM9.5.18.12a	£73.00 rental income outstanding	Cllr. Osborne to endeavour to provide 2 cheque payments in settlement of JWP/RRB income not yet banked Cllr. Osborne confirmed it was Village Hall booking for £33.00 and £40.00 to come to PC, due to administrative error
AM9.5.18.14	Repair to upright pole in playground	Date and responsibility to be agreed – Cllr. Ryman to progress this with Greenfields
Minute Ref.	Details	Actions
12.6.18.6	To receive Borough Councillor's Report – no report	
12.6.18.7	To receive County Councillor's Report – no report	
12.6.18.8	Finance & Parish Council Procedures:	
12.6.18.8a	Adopted accounts for payment and those paid since last meeting, together with Financial Report and bank reconciliation, (Appendix 1) and Budget Monitoring Report. Proposed by Cllr. Ryman, seconded by Cllr. Churchill and agreed unanimously. Cllr. Ryman requested year/to date budget. Clerk/RFO stated time restraints had not allowed for this due to preparation for internal/external audit and two further GDPR policies etc.	
12.6.18.8b	Received and approved annual accounts to 31 March 2018 and approved internal auditor's report, all circulated prior to the meeting Proposed by the Chairman, seconded by Cllr. Ward and agreed unanimously.	
12.6.18.8c	Approved Annual Governance Statement 17/18 for external auditors, circulated prior to meeting. Proposed by the Chairman, seconded by Cllr. Ryman and agreed unanimously. Cllr. Ryman discussed VAT - Clerk advised GAPTC were advertising a VAT Training Course in the Autumn and recommended someone should attend. Cllr. Ryan discussed Internal Audit Controls at length. She proposed Cllr. Arnett to complete Internal Audit Control of accounts at 3 or 6 monthly intervals. Seconded by the Chairman and agreed unanimously.	
12.6.18.8d	Approved Accounting Statements 17/18 for external auditors, circulated prior to meeting. Proposed by the Chairman, seconded by Cllr. Ward and agreed unanimously.	
12.6.18.8e	With regard to hire charges, Chairman reported they still had to meet with the Tennis Club and would circulate figures prior to the next meeting.	
12.6.18.8f	Members considered request from residents of Lawrence's Meadow for donation towards purchase of trees. Cllr. Ward declared a Personal Interest. Clerk provided background information from Minute Ref. 14.3.17.13b. Cllr. Ryan proposed the parish council would donate £120.00, it was seconded by Cllr. Osborne and agreed unanimously.	

12.6.18.8g	<p>Members discussed automated booking system incl. online banking. Cllr. Ryman had looked at numerous other parish council venues and none used automated systems.</p> <p>Issues were:</p> <ul style="list-style-type: none"> • Handing-over key • Possible costs • Extra workload for clerk – it could be a councillor • Relatively small number of bookings so not worth it <p>Several members felt strongly that it was worth pursuing and Chairman stated more research was required before an informed decision could be made.</p>	
12.6.18.8h	<p>Clerk stated advice from NALC was to hold off appointing an external Data Protection Officer (DPO) as they were reasonably confident the amendment tabled by the Government to the GDPR would be approved by the ICO which would mean Parish Councils were exempt from appointing a DPO under the GDPR. The Parish Council would be the DPO as a corporate body, adopted two GDPR Policies circulated prior to the meeting to reflect this. Proposed by the Chairman, seconded by Cllr. Osborne and agreed unanimously.</p>	Clerk to upload to website
12.6.18.9	Planning Matters	
12.6.18.9a	<p>Members discussed information received from their Planning Consultant, Eddie McLarnon regarding the amendment to 18/00470/FUL, land at Stallards Butts, Evesham Road, Bishops Cleeve. Eddie stated that now planning permission had been granted there was not much that the parish council could do to stop the development. However, it was agreed the clerk would submit following response to TBC:</p> <p>In line with conditions of 17/01293/FUL, Gotherington Parish Council asks that the boundaries are designed to minimise the urbanising effect on the adjacent open countryside.</p> <p>Eddie stated 'Lessons to be learnt' which the clerk read out and had been circulated to all members.</p>	Clerk to respond to TBC
12.6.18.9b	<p>Members discussed information received from their Planning Consultant regarding the amendment to 18/00360/FUL - The Elms, Manor Lane, Gotherington.</p> <p>It was agreed the parish council did not object to this planning application and would comment to TBC that the design was much improved.</p>	Clerk to respond to TBC
12.6.18.9c	<p>To agree response to Gloucestershire Minerals Local Plan, Publication Version, (Reg.19)</p> <p>No recommendation received from the Planning Consultation so add to July agenda as closing date is 13 July 2018</p>	Clerk to add to next agenda as closing date is 13 July 2018
12.6.18.9d	<p>Developing a Housing with Care Strategy for Gloucestershire – the county council & NHS clinical commissioning group wish to engage with local residents, visit: www.gloucestershire.gov.uk/housing-with-care to complete their survey or ring 01452 328975 for a paper copy of the survey</p> <p>Forward to GOWNS and also upload to the website to help to engage with community</p>	Clerk to forward to GOWNS and also upload to the website
12.6.18.10	Freeman Field, RRB & JWP	
12.6.18.10a	<p>With regard to actions ref. grass cutting schedule and how information is communicated to residents, clerk read out letters from TBC and Ubico.</p> <p>Resident stated she had been in touch with TBC who said it had</p>	

	<p>been done. Chairman stated he had asked V. Larcombe to quote for the job, he also encouraged members of the public to contact TBC too.</p>	
12.6.18.10b	<p>Members discussed essential maintenance work required to RRB i.e. window leaks, doors that did not fit properly, leak in showers, facia boards, general painting etc. Cllr. Harmer had obtained quotes so Cllr. Arnett stated she would organise another meeting with him and the Chairman to discuss. She would then convene a meeting for all members.</p>	
12.6.18.10c	<p>Members discussed the drainage issues on FF Several members had met and visited the FF but could not find any evidence of damp. Cllr. Churchill had also visited with Brian Cosgrove and Cllr. Churchill confirmed they did not find any damp, areas near the edge where it was damp previously had sunk. They could not find the drain but need to resolve it before it becomes a bigger problem. Action – Cllr. Churchill to liaise with Brian Cosgrove. Cllr. Ryman stated the Football goals had been stored away for the summer which should stop issues with youths. It was reported that three panels were ripped off the gazebo approximately two weeks ago and two struts off the fence near the RRB too.</p>	
12.6.18.10d	<p>Members considered request for direct access onto FF by resident in Malleson Road. Following concerns:</p> <ul style="list-style-type: none"> • Would lead to more requests for gates • People would be responsible for their own security • Maintaining integrity of the fence and security of the field • Parish council Insurance <p>Cllr. Ryman proposed members have a meeting with the resident, state a policy as a parish council, would consider applications on a case by case basis, they were not setting a precedent, also state it would be a pedestrian gate only. Cllr. Ward stated that at the previous meeting, members would not make a proposal and now at this meeting, when they were two members short, they were happy to proceed. Seconded by Cllr. Arnett, as long as parish council insurance was in order. Majority vote agreed. Chairman agreed to check parish council insurance.</p>	
12.6.18.11	Highways & Footpaths	
12.6.18.11a	<p>Members discussed letter from resident ref. Gotherington Cross junction. Resident stated following the meeting with Chris Riley, we must ensure action was taken:</p> <ul style="list-style-type: none"> • Reduce size of the sign on A435 • She was insistent that traffic lights were required • Ensure Clause 19 was fulfilled prior to building commencing <p>Cllr. Ryman stated that traffic lights may not be the answer as traffic waiting to turn on A435 would be vulnerable. Actions:</p> <ul style="list-style-type: none"> • Resident to draft letter and send to the parish council prior to submitting to developer • Cllr. Ryman to draft letter to TBC and send to clerk to submit 	
12.6.18.11b	Members considered letter from resident ref. stone hazard in	Clerk to contact

	gutters/on footpaths and agree action Clerk to write to TBC and ask for road sweeper and pavement sweeper	road sweeper and pavement sweeper
12.6.18.11c	Members discussed the dog bins by Longfurlong Lane and the school. Cllr. Arnett confirmed she had checked Longfurlong Lane dog bin and lid was on and no smell. Resident confirmed dog bin by the school had lid on too. It was agreed that no action to be taken as dog bins were necessary and lids were in place.	
12.6.18.12	S106 Agreements	
12.6.18.12a	Cllr. Ward agreed to convene a meeting to form a Working Party ref. S106 Village Survey, to include the Chairman, Cllrs. Arnett, Osborne and Ryman.	
12.6.18.12b	Received update on S106 from Tewkesbury Borough Council as follows: Clerk read an email from Anj Patel dated 7 July 2018 which she had received. It confirmed TBC would be formulating a recommendation to committee for a clear decision making process with regard to S106 agreements. If and when TBC received a proposal to spend funds in Gothingington, it would need to be considered through the process agreed by the relevant council committee. Clerk stated that Anj had also relayed this information previously to Cllr. Osborne with regard to S106 funds for Old Chapel Community Project. Cllr. Osborne did not agree this was how she understood it to be from the conversation she had with Anj.	
12.6.18.12c	Members discussed request from Tennis Club ref. floodlighting/S106 funding: <ul style="list-style-type: none"> • Low level lighting would be required as village is without any other lighting • Planning permission may be required so a desktop survey should be completed to get an indication • S106 funding was a long way off Chairman to prepare statement for clerk to send to Tennis Club.	Clerk to send statement from the Chairman
12.6.18.13	Other Matters	
12.6.18.13a	Members discussed loan/hire of Gothingington Parish Council equipment. Chairman was concerned about public liability issue and £250.00 excess. Cllr. Osborne offered to create a Terms & Conditions form specifying loaners/hirers are liable for the insurance excess, currently £250.00 Chairman proposed not to charge for any use in the village. If equipment leaves the village, to make a nominal charge if it is not a charity event, (including chairs). Seconded by Cllr. Churchill and agreed unanimously.	
12.6.18.13b	The clerk gave the following update on Min. Ref. 8.5.18.17a from parish council meeting on 8 May 2018: When agenda item 17a was placed on the agenda on 8.5.18 it was not the same as agenda item 13a on 13.3.18. However, the actual motion for agenda item 17a on 8.5.18 did relate to the resolution on 13.3.18 and the Gothingington Parish Council's Standing Orders state, 7a, A resolution shall not be reversed within six months except either by a special motion etc.	

	<p>Therefore, the resolution on 13.3.18 could not be reversed and still stands.</p> <p>Gotherington Parish Council is in the process of releasing the documentation to the Countess of Huntingdon, the current owner of the Church Centre.</p> <p>The Chairman had spoken to Noel Vallely and confirmed the situation with him which he was absolutely fine about.</p> <p>TAKEN FROM MINUTES OF 13.3.18</p> <p>The chairman actioned Cllr. Osborne to check with the providers of the report/surveys.</p> <p>Cllr. Osborne did not advise the clerk that the providers of the reports/surveys were happy for them to be forwarded to a 3rd party at any time.</p> <p>Therefore, the clerk never received authority to release the report/surveys.</p> <p>End of clerk's update.</p> <p>With regard to releasing the report/surveys now:</p> <p>Cllr. Ryman confirmed all reports were provided to Kevin Allen at KBW with whom Cllr. Osborne liaised directly.</p> <p>Cllr. Ryman had made the following telephone calls:</p> <ul style="list-style-type: none"> • Richard Knightly: spoken to – yes in agreement • Guardian Preservations: spoken to the partner – yes in agreement • Rowntree Partners: structural survey – yes in agreement • Drain Doctor: No - still to speak to 	
<p>12.6.18.13c</p>	<p>Clerk received letter from Tesco Bags of Help Scheme stating Gotherington Parish Council had been awarded £1,000.00</p> <p>Clerk read out an email from a resident and also expressed how many other people had contacted her about this issue.</p> <p>She had tried to log-on to Tesco Bags of Help Scheme but as Cllr. Osborne had made the application on behalf of Gotherington Parish Council, they would not liaise with the clerk due to data protection.</p> <p>Cllr. Osborne stated 'the right-hand did not know what left-hand was doing' as she had advised them that it was now the Old Chapel Community Project.</p> <p>The clerk to write again and ask for confirmation that the funds would not be released until the new organisation had completed the full application.</p>	
<p>12.6.18.13d</p>	<p>Chairman proposed the public be excluded from the meeting during consideration of a staffing matter due to the confidential nature of the business to be transacted. Seconded by Cllr. Ryman and agreed unanimously.</p> <p>Clerk left the meeting.</p> <p>Members received report from Staffing Committee ref. Clerk's appraisal.</p> <p>Cllr. Ryman sent a minute to the clerk to be retained confidentially.</p>	
<p>12.6.18.14</p>	<p>Next Meeting: 10 July 2018</p>	

APPENDIX 1

Financial Report as at 6.6.18

Payee	Details	Ref.	Receipts	Payments
Payments made since last meeting				
Came & Co.	Annual Insurance Policy	2269		985.88
1 & 1 Internet Ltd	Website and internet	DD		17.96
1 & 1 Internet Ltd	Website and internet	DD		1.19
British Gas	Ref. 60115561723	DD		79.48
ICO -	Data protection	DD		35.00
British Gas	Ref. 60115561723	DD		62.91
V Larcombe	April/May Mowing	2273		165.00
J K Owen	Clerk's Expenses May 2018	2274		48.84
J K Owen	Clerk/RFO salary May 2018	2275		868.06
Cartridge Save Ltd.	Ink cartridge	2276		19.52
Lidl	Refreshments, Parish Meeting	2277		31.78
Richard Pasco	JWP cleaning April/May	2278		63.25
PATA	Payroll services April-June 18	2279		30.00
Gardeners Dreams	Weed killer for villager's use	2280		53.98
C Ryman	Lockable document box	2281		19.99
M D Gibbons	RRB cleaning May 18	2282		241.50
HMRC - May 18	PAYE £17.60 NIC £56.50	BACS		74.10
Nest - May 18	Pension GPC 8.38 Emp10.06	DD		18.44
				2816.88
Receipts				
Oxenton Parish Meeting	Playing Field donation	Chq	80.00	
Cheques to be authorised				
V Larcombe	April/May Mowing	2273		165.00
J K Owen	Clerk's Expenses May 2018	2274		48.84
J K Owen	Clerk/RFO salary May 2018	2275		868.06
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C Ryman	Lockable document box	2281		19.99
M D Gibbons	RRB cleaning May 18	2282		241.50
HMRC - May 18	PAYE £17.60 NIC £56.50	BACS		74.10
Nest - May 18	Pension GPC 8.38 Emp10.06	DD		18.44
				1634.46

BANK RECONCILIATION AT 6.6.18

Opening cash balance	16321.22
Plus receipts	80.00
	<hr/>
	16401.22
Less payments	2816.88
Closing cash balance	13584.34
Add unpresented payments	2436.00
Add payments to be authorised	1634.46
Closing balance at bank	17654.80

Outstanding cheques from previous Financial Year

Ref. JWP & RRB Rental Income 73

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

Balance 10.5.18 13801

Transparency Grant

Balance 10.5.18 887

Less June payments 26

Closing balance 6.6.18 861

Signed

Chairman

Date