

# Badgeworth Parish Council

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Clerk: Mrs. E, Oakley | badgeworthpc@outlook.com

**May 8, 2024**

## **ANNUAL PARISH COUNCIL MEETING**

Dear Residents/Councillor,

I hereby give notice that the **ANNUAL MEETING** of the Parish Council. will be held at the **BADGEWORTH VILLAGE HALL on TUESDAY 14<sup>TH</sup> MAY 2024 at 7.00 pm**. All Residents of the Parish are welcome, and Members of the Council are hereby summoned to attend to transact the business of the Parish Council as set out below.

**A 15 Minute period will be set aside at the start of the meeting for Members of the public to raise questions.**

**10 minutes: A417 Missing Link update.**

## **AGENDA**

- 1. To elect a Chair** - arrangements recommended for approval (separate schedule)
- 2. To receive declarations of acceptance of office for Councillors and Chairman**
- 3. Apologies** (To receive apologies for absence).
- 4. Declaration of Interest** (Members are requested to declare any interest they may have in the business set out on the agenda to which the approved Code of Practice appears.)
- 5. To confirm the minutes of the last meeting and deal with Matters Arising not included as an agenda item.**
- 6. To consider Co-options procedures due to:** Vacancy on the Bentham Ward of Badgeworth Parish Council created by the resignation of Christopher Haines MBE and Vacancy on the Badgeworth Ward of Badgeworth Parish Council created by the resignation of Nathan McDonald.
- 7. To elect/appoint to the following roles:**
  - Vice – Chair of Parish Council
  - Personnel Discussion Group x 3
  - Allotment Discussion Group x 3
  - Footpaths x 2
  - Internal Finance Lead x 1
  - Badgeworth Village Hall Management Committee x 1
  - Gloucestershire Airport Consultative Committee x 1
- 8. Report from Borough & County Councillor**
- 9. Parish Council Administration**
  - a) **Training** – discuss and agree training needs of Councillors and Clerk
  - b) **Independent Internal Audit** – receive report and feedback from meeting with GAPTC and take action as necessary. Including discussion of GAPTC membership
  - c) **Review of Parish Council regulations, orders, and policies**
    - **No amendments to:** Financial Regulations, Standing Orders, Code of Conduct, Grants & Donations policy, Disciplinary & Grievance Procedure, Absence Policy, GDPR Policy & data retention,

Publication Scheme.

**d) Laptop, Printer, and mobile phone** –transferred to new Clerk

## 10. Planning

- a) **Enforcement Issues** – updates
- b) **Delegated Comments to note** - Clerk to report.
- c) **Planning Decisions, Appeals & enforcement issues**– Clerk to report.
- d) **To agree Parish Council response to planning applications received:**
  - 23/01163/FUL - Proposed 2-bed dwelling 32 Field View Lane Witcombe
  - 24/00226/FUL - Land Adjacent Sewerage Works Cold Pool Lane Badgeworth - variation of condition 2 of application reference 23/00533/FUL to enable changes to the access
  - 24/00249/FUL - Erection of a one and a half storey self-build cottage replacing existing barns/outbuildings (together with associated works) Greenway Farm, Little Shurdington
  - 24/00231/FUL - Removal/Variation of condition 2 of the planning application ref number 23/00205/FUL -Land North Of, Sandy Pluck Lane, Bentham
  - 24/00336/FUL - First floor rear extension, St Judes , Green Lane, Witcombe

## 11. Highways & Public Rights of Way

- a) **A417 Missing Link** – update (start of meeting)
- b) Closure of bridge over railway on Badgeworth Lane – discussion of resident’s concerns

## 12. Community, Assets & Environment

- a) **Badgeworth Village Hall Management Committee** - report from PC representative.
- b) **Allotment** – update on rent collection, new tenancies, vacated plot, and discuss and agree the process for allotment visits, inspections and communications.
- c) **To receive an update on climate/biodiversity** policy development including communications.
- d) **Wheels on the Green** - To seek the permission of the parish council to hold event on 15 June from 12:00 - 16:00.

## 13. Finance & Insurance

- a) **Internal finance controls & Banking** – report from Finance Lead and Clerk
- b) **To review:**
  - **Bank mandates** – signatories and online access
  - **Reserves at the bank and investments**
  - **Direct debits**
  - **Payment of invoices between meetings where expenditure has already been agreed.**
- c) **To approve the year-end bank reconciliation and accounts for 2023/24**
- d) **To approve the Annual Governance Statement (section 1) for 2023/24**
- e) **To approve the Annual Accounting Statements (section 2) for 2023/24**
- f) **Public Rights & Publication of Annual Governance & Accountability Return** - to agree the dates (Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024)
- g) **To approve the listing of items of expenditure over £100**
- h) **Insurance** – update on renewal and authorise payment (see below).
- i) **To note and authorise payments already made for the following:**

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
Information Commissioner	Annual registration fee – direct debit	02/05/25	40.00	0	40.00
Badgeworth Village Hall	Room hire – 4 sessions, May 23 to Jan 24	26/03/24	85.00	0	85.00

Tso Host team	Domain renewal – by registered card	26/04/24	7.89	1.59	9.54
Greenfields	Grass cutting and grounds maintenance -March 24	19/04/24	223.00	44.60	267.60

**Payments yet to be made:**

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
Gloucestershire Association of Parish & Town Councils	Annual subscription	04/04/24	495.67	0	495.67
Whitcombe and Bentham Village Hall	Room hire village hall	23/04/24	20.00	0	20.00
Clear Councils	Insurance renewal	15/04/24	1,238.96	0	1,238.96
Greenfields	Grounds maintenance	29/04/24	150.00	30.00	180.00
PATA Payroll	March and April 24 payroll	24/04/24	20.40	0	20.40

**Receipts:** precept payment, 24/04/24

- j) **Clerk's salary** – To authorise payment & BACS (including any HMRC payment) for May & June 2024

**14. Ward Reports.** Councillors to **report** upon **minor issues** which have not been included on this Agenda.

**15. To consider Invitation to GAPTC AGM, 20<sup>th</sup> July**

**16. To consider commemoration of the 80<sup>th</sup> Anniversary of D Day, 6<sup>th</sup> June 2024**

**17. Items for the next agenda and the date of the next meeting.**

Signed: *Elizabeth Oakley* (Clerk to the Council)