

Badgeworth Parish Council

Clerk: Mrs. E. Oakley | 07840073143 | badgeworthpc@outlook.com

MINUTES

Minutes of the meeting of the Parish Council held at Witcombe and Bentham Village Hall on Thursday 11th July 2024 at 7.00 pm.

There were no public comments.

Present: Cllrs Cottell, Marshall, Howe, Cooper, McKay and County & Borough Cllr Vines.

- 1. Apologies** - To receive apologies for absence – had been received from Cllr Jones, Cllr Sekhar, Elizabeth Oakley (Clerk).
- 2. Declaration of Interest & dispensation requests** – Cllr McKay declared an interest in agenda items 6e and 7e, and Cllr Cottell in item 7a.
- 3. To confirm the minutes of the last meeting (May) and the minutes of the Extraordinary Meeting for Annual Finance (June) and deal with Matters Arising not included as an agenda item.** 14th May 2024 minutes were approved subject to an amendment to (7) to add Cllr McKay to footpaths working group – proposed by Cllr Cooper and seconded by Cllr Howe and to (10) to append “comments regarding the biodiversity impact of the above planning applications were submitted by the climate/ecology working group and accepted by the council” – proposed by Cllr Cooper and seconded by Cllr Marshall. The minutes for the 6th June 2024 Extraordinary Meeting held were approved – proposed by Cllr Cooper and seconded by Cllr Marshall.

Matters arising from the minutes – following his resignation as Chair, Cllr Howe wished to record councillors thanks to Nigel Cottell for his chairmanship.

Election of Chair- Cllr Marshall was elected as Chair. Proposed by Cllr Howe and Cllr Cooper and unanimously approved. Declaration of Acceptance of Office was approved with action to send document to Clerk for signature.

Resignation of Clerk – following resignation of the Clerk, a statement of income and expenditure was required up to the point of leaving – proposed by Cllr Howe, seconded by Cllr Cooper and all approved.

- 4. To Receive a Report from the County and Borough Councillor.** – a verbal report was received from County Cllr Vines. The Cotswold Warden is checking the footpath on Cllr Vines property. Tewkesbury Borough Council is considering changing its name to North Gloucestershire Borough Council and there has been an extension of the consultation feedback period. This was a short report due to close proximity of General Election.
- 5. Finance & Insurance**
 - a) Internal finance controls and banking** – to receive an update – the Clerk was unable to process payments.
 - b) Council credit/debit card** – to consider bank application – whilst PayPal was suggested, this item was deferred.
 - c) To note previously authorised payments made since last meeting** – one invoice requires Cllr Jones initials.

| Payee | Details | Date of invoice | Amount (ex VAT) £ | VAT £ | TOTAL £ |
|---------------------|---|-----------------|-------------------|--------|---------|
| Community Heartbeat | Defibrillator maintenance – annual support year 5 | 22/03/24 | £270.00 | £54.00 | £324.00 |
| Greenfields Ltd | Grounds maintenance May 2024 | 31/05/24 | £373.00 | 74.60 | £447.60 |

d) To approve items for payment-

| Payee | Details | Date of invoice | Amount (ex VAT) £ | VAT £ | TOTAL £ |
|-------------------------|--|-----------------|-------------------|--------|---------|
| Curtis website design | Annual hosting and technical support 2024 to 2025 | 18/05/24 | £165.00 | 0 | £165.00 |
| J Harvey and Son | Cleaning of two bus shelters for June 2024 | 09/06/24 | £80.00 | 0 | £80.00 |
| Greenfields Ltd | Grounds maintenance June 2024 – village greens and layby | 15/07/24 | £300.00 | £60.00 | £360.00 |
| GAPTC | Councillor training | 26/06/24 | £45.00 | 0 | £45.00 |
| Badgeworth Village Hall | Room hire fee-14 th May 2024 | 04/06/24 | £25.00 | 0 | £25.00 |

Items were approved for payment once approvers and Finance Lead have had sight of invoices which are to be initialled at the earliest opportunity - proposed Cllr Cooper and seconded Cllr McKay.

- e) Clerk's salary** – To authorise PATA to calculate any arrears, and to authorise payment & BACS (including any HMRC payment) and clerk's expenses until 19th July 2024 - approved. Proposed Cllr Cottell and seconded Cllr Cooper.

6. Planning

- a) Enforcement Issues** – received updates to include Elm Gardens Badgeworth Road Badgeworth.
- b) Delegated Comments to note** – no report available. Two applications to be delegated to ward councillors:
- 24/00428/FUL - Orchard Farm, Bentham Lane, Bentham, Cheltenham
 - 24/00524/FUL - Barn Cottage, Dryhill Farm, Crickley Hill, Witcombe
- c) Planning Decisions, Appeals & enforcement issues**– report received.
- d) Golf course planning presentation** – update received and circulated.
- e) To agree Parish Council response to planning applications received -**
- 23/01163/FUL proposed two bed dwelling, submission of revised plan, **32 Field View Lane Witcombe Gloucester Gloucestershire GL3 4XB** – council agreed to re-submit council's earlier response -proposed Cllr Howe, seconded Cllr Cooper.

7. Community & Environment

- a) Badgeworth Village Hall Management Committee report** – to consider offer of free textile bank as a fund-raising initiative – council agreed to forward to Village Hall Committee for discussion.
- b) Parish footpaths** – an update on parishioner concerns was received from Cllr Howe. Action agreed for Cllr McKay to inform Gloucestershire Highways of the issues, and the Clerk to reply to the letter writer.
- c) Trees maintenance** – update received and noted that a quotation from Matt Hale was awaited.
- d) Climate and biodiversity policy development** – a brief report was received.
- e) Allotments management** – action for update from Clerk to be circulated.

8. Highways

- a) Missing Link Scheme** – update received. Reference safety concerns in Cold Pool Lane expressed for which the only item of response was Highways have reduced speed limit to 30 mph at one point. Action for Cllr Cottell to re-send the original letter of concern.

9. Parish Council Administration

- a) **Co-option notices** – an update was received.
- b) **Standing Orders** – to action internal auditor’s comments: Standing Orders were last reviewed in 2021. Recommend that they are updated to the 2022 NALC model version available on the GAPTC website. - deferred to next meeting

10. Ward Reports. Councillors to **report** upon **minor issues** which have not been included on this Agenda – see item 11 below.

11. Items for the next agenda and the date of the next meeting. Dog bin/grit at Badgeworth; noticeboards in Bentham.

Any Other Business – the Parish Council has accepted the Clerk’s resignation with a last day of employment of 19th July 2024. The Personnel Committee will seek a replacement Clerk as soon as possible.

The meeting finished at 21.10 pm.

Signed.....Date.....