

Badgeworth Parish Council

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

MINUTES

Minutes of a Meeting of the Parish Council held on 14th May 2024 at Badgeworth Village Hall at 7.00pm.

Public comments were noted from residents about a planning application and the condition of the road surface on Cold Pool Lane.

10 minutes: A417 Missing Link update.

Present:

Cllrs. Cottell (Chair), Marshall (Vice Chair), Cooper, Howe, Jones, McKay, Sekhar.

1. **To elect a Chair** – sharing of the Chair position via a rota arrangement (circulated as a separate schedule) for future meetings were approved. Cllr Cottell was elected to act as Chair for the current meeting. The Vice Chair position was not applicable (refer Item 7).
2. **To receive declarations of acceptance of office for Councillors and Chairman** – Cllr Nigel Cottell signed the acceptance of office form for the Chair position. This would be subsequently counter signed by the Clerk.
3. **Apologies** – had been received from Borough and County Councillor Robert Vines and Elizabeth Oakley, (Clerk). The minutes were taken by Cllr Marshall.
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.) – Cllr Cottell declared an interest in the village hall item; Cllr Jones declared an interest in item 10d/ 24/00231/FUL; Cllr McKay in 10d/23/011/63/FUL and 12b, Allotments.
5. **Minutes of the last meeting held on 14th March were accepted and signed** for the Clerk to file. There were no matters arising.
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. - The Clerk to prepare co-option vacancy notices for parish noticeboards.
7. **To elect/appoint to the following roles:** - the following Councillor roles were confirmed:
 - Vice Chair of Parish Council - deferred
 - Personnel Discussion Group – Cllrs Howe, Jones, Cottell
 - Allotment Discussion Group – Cllrs McKay, Cooper, Jones
 - Footpaths – Badgeworth, Cllr Jones. Bentham, Cllr Cooper, Cllr McKay
 - Internal Finance Lead – Cllr Marshall
 - Badgeworth Village Hall Management Committee – Cllr Sekhar
 - Gloucestershire Airport Consultative Committee – Cllr Marshall
 - Bentham and Whitcombe Village Hall (new role) – Cllr McKay.
8. **Report from Borough & County Councillor** – no report was available.
9. **Parish Council Administration**
 - a) **Training** – discuss and agree training needs of Councillors and Clerk – Clerk to survey councillors to determine their training requirements.

b) Independent Internal Audit – receive report and feedback from meeting with GAPTC and take action as necessary, including discussion of GAPTC membership – consideration of GAPTC full report deferred. No change to membership of GAPTC.

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 – noted that IT equipment has been transferred to new Clerk.

10. Planning

a) Enforcement Issues – updates – a reply had been received from Tewkesbury Borough Council (TBC) reference 24/00074/ENFD that the matter was to be investigated as soon as possible. **Action** to contact Chief Executive of TBC to obtain an explanation for the lack of response regarding barn on Badgeworth Lane opposite Gable Farm.

b) Delegated Comments to note – none reported.

c) Planning Decisions, Appeals & enforcement issues– (*paper circulated*)

d) To agree Parish Council response to planning applications received:

23/01163/FUL - Proposed 2-bed dwelling 32 Field View Lane Witcombe -**original response stands; objection.**

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 – **do not support.**

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 -**no objection in principle subject to comments.**

24/00231/FUL - Removal/Variation of condition 2 of the planning application ref number 23/00205/FUL -Land North Of, Sandy Pluck Lane, Bentham – **no objection.**

24/00336/FUL - First floor rear extension, St Judes, Green Lane, Witcombe 11. Highways & Public Rights of Way – **no objection.**

24/00341/FUL – Diversion of footpath ABA57 – **no objection.** Comments regarding the biodiversity impact of the online planning applications were submitted by the Climate/Ecology Working Group and accepted by the Parish Council.

11. Highways & Public Rights of Way

a) A417 Missing Link – update (start of meeting) – update given. Concerns expressed about safety at Cold Slad turning. Cllr Jones to contact Kier.

b) Closure of bridge over railway on Badgeworth Lane – update given. Resident’s concerns expressed about safety. Cllr Cottell to draft letter to Gloucestershire County Council Highways.

12. Community, Assets & Environment

a) Badgeworth Village Hall Management Committee – update given from parish council representative.

b) Allotment – update given. The allotment committee to agree process for visits, inspections and communications.

c) To receive an update on climate/biodiversity policy development including communications.

Cllrs Cooper and Sekhar were keen to use WhatsApp as a communication channel and this was supported by the parish council. Cllrs Cooper and Sekhar will liaise with the Clerk to set up a WhatsApp channel to distribute information to interested parties.

d) Wheels on the Green - To seek the permission of the parish council to hold event on 15 June from 12:00 - 16:00. - approval subject to parish council having sight of public liability insurance.

13. Finance & Insurance

a/ Internal finance controls & Banking – report received from Finance Lead and Clerk.

b/To review:

- **Bank mandates – signatories and online access** -deferred
- **Reserves at the bank and investments** -deferred
- **Direct debits** -deferred
- **Payment of invoices between meetings where expenditure has already been agreed** - deferred

c) To approve the year-end bank reconciliation and accounts for 2023/24 -approved

d) To approve the Annual Governance Statement (section 1) for 2023/24 -deferred

e) To approve the Annual Accounting Statements (section 2) for 2023/24 -deferred

f) Public Rights & Publication of Annual Governance & Accountability Return - to agree the dates (Monday 3rd June to Friday 12th July 2024) -deferred

g) To approve the listing of items of expenditure over £100 -list circulated by email 23/04/24 approved.

h) Insurance – update on renewal and authorise payment (see table). Agreed to accept.

i) To note and authorise payments already made for the following: -noted.

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 to be made were approved: (approved subject to sight of invoices prior to approving BACS payment).

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 noted received 24/04/24.

j) Clerk’s salary – approved 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.

- Cllr McKay advised noticeboard on Dog Lane needs attention.
- Cllr Sekhar expressed concern on Cold Pool Lane traffic.

15. To consider Invitation to GAPTC AGM, 20th July – invitation noted.

16. To consider commemoration of the 80th Anniversary of D Day, 6th June 2024 – noted but no local event planned.

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

11th July 2024 Witcombe & Bentham Village Hall at 7.00pm.

The Meeting finished at: 21.45 pm.

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