

Badgeworth Parish Council

Clerk: Mrs. H. Jones | 07840073143 | badgeworthpc@outlook.com

MINUTES

Minutes of a Meeting of the Parish Council held on 19th May 2022 at Badgeworth Village Hall at 7.00pm.

Present:

Cllrs. N. Cottell (Chair), N. Marshall (vice Chair), C. Haines MBE. D. Hitchcock, J. Jones

Clerk: Mrs. H Jones

Borough & County Councillor Robert Vines

1. To elect Chairman and Vice Chairman, Acceptance of Office forms to be signed

Cllr Cottell was elected as Chair (proposed CH, seconded DH)

Cllr Marshall was elected as vice-chair (proposed DH, seconded JJ)

2. Apologies – apologies accepted from Cllrs M Howe and H Sanders

3. Declaration of Interest – there were none

4. To appointment to the following roles was agreed:

- Personnel Discussion Group x 3 – Cottell, Jones, Sanders
- Allotment Discussion Group x 3 – Haines, Jones, Marshall
- Footpaths x 2 – Hitchcock, Marshall
- Internal Finance Lead x 1 - Hitchcock
- Badgeworth Village Hall Management Committee x 1 - Howe
- Gloucestershire Airport Consultative Committee x 1 - Marshall

5. Minutes of the Annual Parish Meeting and ordinary PC meeting held on 5th April 2022 were agreed and signed.

Matters Arising not included as an agenda item

- Councillor email addresses – not all yet set up
- Brookfield Rd/M5 overbridge. The Chair & Clerk attended a meeting on site which was informative and useful. At the moment works are on schedule.
- Litter bin on Symphony Rd – no further action required

6. To Receive a Report from the County and Borough Councillor – Councillor Vines spoke about the work going on to accommodate Ukrainian refugees.

Councillor Vines undertook to assist in continuing discussions about S106 monies and the Bentham Green development.

7. Parish Council Administration

a) Review of Parish Council regulations, orders, and policies

- **Risk assessment** – reviewed & amended
- **Grants & Donations policy** – review and amended
- **No amendments to:** Financial Regulations, Standing Orders, Code of Conduct, Disciplinary & Grievance Procedure, Absence Policy, GDPR Policy & data retention, Publication Scheme.

8. Planning

a) Delegated Comments to note: there were none

b) Planning Decisions, Appeals & enforcement issues

- 21/01078/FUL Conversion of an existing barn/workshop to a single dwelling. Amendment to approved scheme 20/00183/FUL to include changes to the access, parking, layout, and design. Barn at Hunt Court, Sandy Pluck Lane, Bentham. **PERMIT**
 - 22/00240/FUL Removal of condition 3 of application 00/5174/1014/FUL to enable the siting of residential static caravans (park homes). Regency Court Park, Bamfurlong Lane, Staverton. **REFUSE**
- c) **To agree Parish Council response to planning applications received.**
- 22/00383/FUL Demolition of shed and stables and construction of a barn to provide stables, tack room and ancillary space. **Marlborough House, Birdlip Hill, Witcombe. NO OBJECTION**
 - 22/00351/FUL Extension to the existing car park to provide a 6 charger, electric vehicle charging hub with electrical substation. **Primrose Vale, Farm Shop, Shurdington Road, Bentham. SUPPORT**
 - 22/00409/FUL Erection of oak framed barn complex to be used as pool building, spa, home office, home gym and entertainment space. **Crickley Hall, Crickley Hill, Witcombe. OBJECT – tantamount to new dwelling in open countryside, not ancillary to existing dwelling, adverse impact on AONB**
 - 22/00488/FUL Proposed detached double garage (replacement for garage approved under ref: 19/00354/FUL) **Rowan Cottage, Dog Lane, Witcombe. NO OBJECTION**

9. Community & Environment

- a) **Badgeworth Village Hall** – works are needed to replace the floor of the main hall as supporting timbers are rotten. Works need to be done within the school summer holidays to minimise disruption to users. It was agreed that quotes for the work would be sought and discussed at the next meeting.
- b) **Wheels on the Green** –the request to use green at Little Witcombe for a small event in September was agreed subject to the same terms and conditions as 2019.
- c) **Bench – Little Witcombe green.** It was agreed that the installation must be done to a good standard. The clerk would contact the applicant to state that the Council contractor could be used at an agreed price, or the work done to the same specification by their own contractor. Details of insurance would be needed.
- d) **Allotments** – all rents have been collected
- e) **Bentham Ward Project** – a rock with cut surface has been purchased and would be installed soon. Cllr Haines would fix the plaque to the rock. There would be an unveiling ceremony at a date to be agreed.
- f) **Badgeworth Ward/Village Project** –update (see 10a)

10. Highways

- a) **Badgeworth Lane** – village gateway signs have been ordered. The installation of these and other signage and road markings would be scheduled by County Highways
- b) **Bentham Lane** – Cllrs Cottell and Hitchcock have been in discussions with officers at TBC and GCC. These are ongoing. It was noted that a new fund has been launched to improve the safety of the County's roads. Cllrs Hitchcock and Cottell would look at the details.

11. Finance & Insurance

- a) **To review:**
- **Bank mandates** – existing signatories to remain and for online access. Cllrs Jones and Saunders to be added when possible.
 - **Reserves at the bank and investments** – the existing arrangements are considered satisfactory
 - **Direct debits** – there is one direct debit to the Information Commissioner.
 - **Agreed that Clerk would investigate credit/debit card options.**
- b) **To approve the Annual Governance Statement (section 1) for 2021/22** – agreed (proposed CH, seconded NM)
- c) **To approve the Annual Accounting Statements (section 2) for 2021/22** - agreed (proposed CH, seconded NM)

- d) **To approve the year-end bank reconciliation and accounts for 2021/22** - agreed (proposed CH, seconded NM)
N.B in carrying out the bank reconciliation and Annual Governance Return, an error had been picked up relating to double payment of an invoice of £37.59. This would be rectified, and the money reclaimed.
- e) **To certify that during the financial year 2021/22, the higher of the council's gross income for the year or gross annual expenditure for the year did not exceed £25,000**, and therefore exempt from the limited assurance review (external audit). Agreed (proposed CH, seconded NM)
- f) **Public Rights & Publication of Annual Governance & Accountability Return** - to agree the dates (13th June to 22nd July 2022) - agreed (proposed CH, seconded NM)
- g) **Insurance** – renewal documents had been received along with a further quote.
- **AJ Gallagher** £1346.30 (3-year deal) (existing insurer)
 - **BHIB Ltd:** £1048.50 (3-year deal)
- The quote from BHIB Ltd was agreed (proposed NM, seconded DH) and payment would be carried out before the end of the month

h) **Payment was noted of previously authorised invoices:** (proposed DH, seconded JJ)

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
Cotswold Hill Stone	1 block with smooth face (for plaque)	25/4	130	26	156

i) **Payments were authorised for the following:** (proposed DH, seconded JJ)

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
Greenfields Garden services	Grass cutting March & April	31/3/22 30/4/22	313	62.60	375.6
Witcombe Village Hall	Hall hire x 2 (Jan & April 22)	4/5/22	40	0	40
Clerk	Expenses: May	12/5/22	41.44	1.9	42.34
Clerk	Expenses: June	12/5/22	26	0	26

g) **Clerk's salary** – payment was authorised & BACS (including any HMRC payment) for May & June 2022

12. Ward Reports.

Airport Consultative Committee – the runway resurfacing has now been completed, but there are several items of snagging to be resolved.

13. Date of the next meeting is July 5th, 2022, at Witcombe & Bentham Village Hall at 7.00pm.

Meeting finished at: 8.45pm

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

ACCOUNTS YEAR END 31ST MARCH 2022

	2019-20	2020-21	2021-22
	£	£	£
INCOME			
PRECEPT	12380	12580	12370
DONATIONS	0	0	0
ALLOTMENT RENTS & SUNDRIES	506	468	493
SUNDRY	1	0	
S.106 REFUNDS BADGEWORTH VILLAGE HALL FROM TBC	516	500	0
HMRC PAYE REFUND	113	0	0
VAT REFUND	0	1011	424
LLOYDS BANK COMPENSATION	250	N/A	N/A
WALES & WEST (COMPOUND LITTLE WITCOMBE)	N/A	1400	1225
INTEREST RECEIVED	3	1	1
TOTAL INCOME	13769	15961	14513
ADJUSTMENT FOR UNPRESENTED CHEQUES	N/A	20	0
	TOTAL	15981	14513
EXPENDITURE			
SALARIES	5912	5971	5995
GENERAL ADMIN	556	662	752
GRASS CUTTING	2300	1375	1473
ROOM HIRE	185	200	100
SUBSCRIPTIONS	519	539	533
INSURANCE/LEGAL/ACCOUNTS	958	1160	1097
DONATIONS	200	50	125
MAINTENANCE/TREES/CONTINGENCY	1255	450	1802
REPAYMENT TO TBC OF OVERPAID 106 MONIES	468	N/A	N/A
TRAINING	20	0	20
ALLOTMENTS	47	285	357
S.106 BADGEWORTH VILLAGE HALL	516	500	0
BADGEWORTH WARD PROJECT	466	195	0
BENTHAM WARD PROJECT	0	0	937
WEB SITE/TRANSPARENCY	165	225	405
ALLOTMENT REFUND	0	63	0
VAT RECOVERABLE	660	424	876
TOTAL EXPENDITURE	14226	12098	14473