

Badgeworth Parish Council

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

MINUTES

Minutes of a Meeting of the Parish Council held on 16th May 2023 at Badgeworth Village Hall at 7.30pm.

Present:

Cllrs. Cottell (Chair), Marshall (vice Chair), Cooper (co-opted item 5) Howe, J. Jones, McDonald, McKay.

Clerk: Mrs. H Jones

4 residents

1. To elect a Chair and receive declarations of acceptance of office for Councillors and Chairman

Cllr Cottell was nominated as Chair by Cllrs Howe & Jones. There were no other nominations, and this was agreed.

Councillors signed the acceptance of office forms.

2. Apologies – were received from Cllr Haines MBE.

3. Declaration of Interest - Cllr Cottell declared an interest in matter relating to Badgeworth Village Hall, and Cllr McKay to matters relating to the allotments.

4. To confirm the minutes of the last meeting – the minutes of the meeting held on 16th March 2023 were agreed and signed.

Matters Arising not included as an agenda item: discussion regarding defibrillators deferred until the next meeting.

5. To consider Co-options to the Parish Council –

Dr David Cooper came forward for co-option onto the Parish Council and was confirmed as eligible. It was noted that there was a duty on the PC to co-opt to fill the vacancies from the May 2023 elections. It was agreed unanimously that David would be co-opted as a Member for the Bentham Ward, and he took his place on the Parish Council.

6. To elect/appoint to the following roles:

- Vice – Chair of Parish Council – Cllr Marshall
- Personnel Discussion Group x 3 – Cllrs Cottell, Jones & Howe
- Allotment Discussion Group x 3 – Cllr Cooper, Haines & Jones
- Footpaths – Badgeworth ward – Cllr McDonald, Bentham ward – Cllrs McKay & Cooper
- Internal Finance Lead x 1 – Cllr Marshall
- Badgeworth Village Hall Management Committee x 1 – Cllr McDonald
- Gloucestershire Airport Consultative Committee x 1 – Cllr Marshall

7. Report from Borough & County Councillor – apologies sent due to meeting clash.

8. Parish Council Administration

a) General Power of Competence: It was agreed that the Parish Council meets the criteria for eligibility in terms of the electoral mandate (2/3 declared 'elected') and having a qualified Clerk.

b) Training –agreed that new Councillors and Finance Lead could attend GAPTC courses and to arrange with the Clerk.

c) Independent Internal Audit –the report was received, and action taken on points raised. Cllr Cottell gave feedback from meeting held with GAPTC and Cllrs Cottell, Howe and the Clerk. GAPTC had confirmed that Badgeworth PC had acted in accordance with regulations and the Independent Audit was completed with no matters raised.

GAPTC membership – would be continued this year.

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

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

e) Laptop, Printer, and mobile phone –the purchase of HP laptop (£499.99+£100VAT) and printer (£99.98+£20VAT) and Motorola e13phone (£65.84+£13.16VAT) had been made by the Clerk in Badgeworth PC name. Reimbursement of £799.97 to Clerk was agreed. Add items to asset register and remove obsolete laptop, printer and phone. Authorised Cllr Marshall & Clerk to dispose of items. securely. (Proposed DC, seconded RMcK)

9. Planning

a) Enforcement Issues – the Clerk would chase up Planning and Environmental Health Officers.

b) Delegated Comments to note:

23/00319/FUL - Keans Croft, Bamfurlong Lane, Staverton. Removal of integral garage and replace with bedrooms, form a new front entrance, re-roof including dormer windows and erection of open fronted triple garage with extended drive. General comment about the height of the surrounding wall.

c) Planning Decisions

- **22/01242/FUL** - Chandlers Farmhouse Little Witcombe – **PERMIT**
- **22/00826/FUL** - Change of use of agricultural field to a secure dog walking field with a hard standing for vehicles and improved access to the field entrance. Land Adjacent Sewerage Works, Cold Pool Lane, Badgeworth - **PERMIT**

Appeals – a hearing had been held relating to 19/00246/FUL Proposed change of use of land to a private Gypsy and Traveller site consisting of 1 pitch of 1x Mobile Home, 1x Touring Caravan. Parcel 5762 Land Adjacent Rudgeley House Cold Pool Lane Badgeworth on 25th April 2023. A representative of the Parish Council attended along with 12 residents. The decision is awaited.

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

- **22/01276/FUL** Change of use of land to residential purposes, the siting and occupation of five mobile homes, and creation of hardstanding, domestic access, and landscaping (amended description). Brookside Stables, Cold Pool Lane, Badgeworth. It was agreed that, and **OBJECTION** would be made – site is in Green Belt, not part of the existing site. On an unrestricted road with poor visibility. Not close to facilities. No special case. (Proposed NM, seconded DC)

10. Highways & Public Rights of Way

a) Bentham Lane – concerns have been raised about vehicles constructing the new climbing centre accessing the site via the narrow lanes. County Highways have held a site meeting. Agreed to contact the Climbing Centre to see if anything more can be done.

b) A417 Missing Link – Cllr Jones attends regular meetings. Preparatory work has started. Various compounds are being established along the route with one near the church & 'Fly Up' site in Bentham.

11. Community, Assets & Environment

a) Allotment – almost all rents have been collected, 2 new tenants. Allotment Working group to meet on site to inspect and discuss issues.

b) Badgeworth Village Hall building insurance –a quote of £500+VAT had been received for the survey/valuation of the Village Hall for insurance purposes. This was agreed (proposed NM, seconded DC). It was agreed that the PC budget would be amended with £500 added for the Village Hall being taken out of the allocated reserves.

c) Dog waste bin – A dog waste bin was agreed at junction of Dark Lane & Whiteland's Lane, Little Shurdington at a cost of £265 + VAT. Funds would come from the Bentham ward allocation. (Proposed MH, seconded DC)

d) Wheels on the Green – request to use Little Witcombe Green (lower side) for low key event in June. Agreed under same terms and conditions as previously. Clerk to request their public liability.

12. Finance & Insurance

a) To review:

- **Bank mandates** – all councillors to be added to the bank mandates and online banking. Finance Lead to be removed to avoid conflict of interest.
- **Reserves at the bank and investments** – agreed that £10000 would be transferred from Treasurers to Capital account as interest rates are now higher.
- **Direct debits** – annual direct debit to Information Commissioner.
- **Payment of invoices** between meetings where expenditure has already been agreed was authorised.

b) To approve the year-end bank reconciliation and accounts for 2022/23 – these were approved (proposed DC, seconded MH)

c) To approve the Annual Governance Statement (section 1) for 2022/23 – these were approved (proposed DC, seconded NMCD)

d) To approve the Annual Accounting Statements (section 2) for 2022/23 – approved. (Proposed DC, seconded JJ)

e) Public Rights & Publication of Annual Governance & Accountability Return - to agree the dates (26th June to 4th August 2022) – noted.

f) Insurance –renewal agreed (2nd of 3-year contract) noted.

g) Payments already made for the following noted and authorised: (proposed JJ, seconded RMCK)

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
Information Commissioner	Direct debit. Annual payment	2/5/23	35	0	35
A Puchowski	Allotment key deposit return	17/4/23	30	0	30

Payments: authorised: (proposed JJ, seconded RMCK)

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
M. Hale Tree Surgery	Tree surgery Little Witcombe Green	28/4/23	250	50	300
M. Hale Tree Surgery	Tree surgery Little Badgeworth Green	28/4/23	150	30	180
Gloucestershire Association of Parish & Town Councils	Annual subscription	1/4/23	447.57	0	447.57
Greenfields	Grass cutting March	28/3/23	210	42	252
Greenfields	Grass cutting April	28/4/23	140	28	168
BHIB Insurance	Annual Insurance	14/4/23	1114.20	0	1114.20
Clerk	Expenses: May 23	7/5/23	90.17	7.08	97.25
Clerk	Expenses: June 23	7/5/23	26	0	26

h) Clerk's salary – To authorise payment & BACS (including any HMRC payment) for May & June 2023' Agreed. (Proposed DC, seconded NMCD)

13. Ward Reports.

Laminated notices for notice boards needed with updated Council details – Clerk to action.

14. Date of the next meeting – 13th July at Witcombe & Bentham Village Hall at 7.00pm.

Meeting finished at: 9.35pm

Signed.....

Date.....

BADGEWORTH PARISH COUNCIL**ACCOUNTS YEAR END 31ST MARCH 2023**

	2020-21	2021-22	2022-23
INCOME	£	£	
PRECEPT	12580	12370	12960
ALLOTMENT RENTS & SUNDRIES	468	493	546
SUNDRY/MISC/REIMBURSEMENT	0	0	93
S.106 REFUNDS BADGEWORTH VILLAGE HALL FROM TBC	500	0	0
BADGEWORTH VILLAGE HALL DONATION TO PARISH COUNCIL	N/A	N/A	10187
VAT REFUND	1011	424	3724
WALES & WEST (COMPOUND LITTLE WITCOMBE)	1400	1225	N/A
INTEREST RECEIVED	1	1	9
TOTAL INCOME	15961	14513	27520
EXPENDITURE			
SALARIES	5971	5995	6654
GENERAL ADMIN	662	752	755
GRASS CUTTING	1375	1473	1678
ROOM HIRE	200	100	120
SUBSCRIPTIONS	539	533	530
INSURANCE/LEGAL/ACCOUNTS	1160	1097	1224
DONATIONS	50	125	175
MAINTENANCE/TREES/CONTINGENCY	450	1802	777
TRAINING	0	20	25
ALLOTMENTS	285	357	24
BADGEWORTH VILLAGE HALL STRUCTURAL WORKS	500	0	10187
BADGEWORTH WARD PROJECT	195	0	1656
BENTHAM WARD PROJECT	0	937	130
WEB SITE	225	405	165
ALLOTMENT REFUND	63	0	0
LITTLE WITCOMBE GREEN REPAIR (W&W FUNDED)	N/A	N/A	630
VAT RECOVERABLE	424	876	3023
TOTAL EXPENDITURE	12098	14473	27752