

Badgeworth Parish Council

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

MINUTES

Minutes of the meeting held on 9th June 2020 held virtually via Zoom at 7.00pm.

Present:

Cllrs. Nigel Cottell (Chairman), David Hitchcock, Mike Howe, Jill Jones, Neil Marshall

Clerk: Mrs. H Jones

Borough & County Councillor Robert Vines

In the absence of Chris Haines, Nigel Cottell took the chair.

1. **To elect Chair and Vice-Chair of the Parish Council** – Cllr Howe proposed Cllr Nigel Cottell as Chair, and this was seconded. There being no other nominations, Cllr Cottell was elected as Chair and signed the declaration of Office. It was further agreed that the Parish Council would not elect formally a Vice Chair, but would elect a Councillor to Chair a meeting or section of meeting as and when necessary.
Cllr Haines was thanked for his many years of Chairmanship of the Parish Council during which time he had never missed a meeting. A letter of thanks would be sent.
2. **Resignation of Steve Falkner as Parish Councillor** with immediate effect – the Clerk would notify Electoral Services at TBC.
3. **Apologies** – Apologies had been given by Cllr Haines and these were accepted.
4. **Declaration of Interest** – Cllrs Cottell and Hitchcock declared an interest in item 9(b) and took no part in the discussion or voting on that item.
5. **The minutes of the last meeting held on 5th March 2020 were agreed and signed.**
Matters Arising not included as an agenda item
 - **Bus shelter cleaning A46** – a quote of £50 for first clean, and £40 for subsequent 6 monthly cleans was received and agreed. Clerk to contact.
 - **Badgeworth Lane police speed checks** – The GCC Highways Manager had agreed to obtain data but had not replied.
 - **Website** – the web designer had agreed to add a planning page at a cost of £60 which was agreed.
 - **Badgeworth Green repairs of verges** – Clerk to chase quote for repairs
 - **Footway opposite Shurdington Primary** – Clerk to report again that it needs clearing.
6. **To Receive a Report from the County and Borough Councillor**
 - Community spirit has been in evidence during the Covid19 crisis
 - Both TBC & GCC have incurred large costs in community support and are hoping that central government will reimburse these costs
 - Parish, District and County Councils all now holding online meetings
 - GCC is considering using Government funding for improvements to junction 10 of M5 to allow better access to Cheltenham.

7. Parish Council Administration

a) Asset register –additions were noted and confirmed that assets had been inspected by Councillors January – March 2020.

It was agreed to place a notice in the Little Shurdington noticeboard to find out whether residents wish it to remain. It is in very poor state of repair.

b) Policy reviews –reviews would be carried out in Autumn 2020., particularly of Financial Regulations.

8. Planning

a) Delegated Comments, Planning Decisions & Appeals –

| Planning consultations since March 5th 2020 | | | |
|--|--|---|--|
| Ref | Location | Description of Development | Comment |
| 20/00132/FUL | Marlborough Cottage Birdlip Hill | Creation of a new pedestrian gate | Support, but comments about loss of trees/hedge |
| 20/00172/FUL | The Uplands Dog Lane Witcombe | Erection of a conservatory and decking area and installation of solar panels | Object. AONB. Historical reasons. |
| 20/00183/FUL | Hunt Court Farm Sandy Pluck Lane Bentham | Conversion of an existing barn/workshop to a single dwelling. | No Objection |
| 20/00311/PDAD | The Old Pig House Jubilee Farm Badgeworth Lane | Prior approval for conversion of agricultural building into 1no. larger dwelling house (use class C3) and associated building operations. | No objection |
| 20/00312/FUL | Owls Barn Badgeworth Lane Badgeworth | Erection of a replacement conservatory | Support |
| 20/00336/FUL | The Lodge, Dryhill Farm Crickley Hill | Erection of a two-storey side extension | No comment |
| 20/00337/PDAFU | Shurdington Nurseries | Change of use of agricultural buildings and land to 'flexible use' falling within Use Class B8 (storage or distribution) under Schedule 2 Part 3, Class R of the GPDO | Details are needed of what is to be stored or distributed. |
| 20/00370/FUL | Bluebell Farm Cold Pool Lane Badgeworth | Erection of a single storey extension | No comment |

| TBC decisions received since March 5th 2020 | | | |
|--|-----------------------|---|---------------------|
| REF | SITE | DESCRIPTION | TBC DECISION |
| 19/01013/FUL | Shurdington Nurseries | Change of use of land from agricultural to private equestrian and erection of a stable block comprising of three stable boxes, tack room, | PERMIT |

| | | | |
|--------------|--------------------------------------|---|--------|
| | | feed store and associated hardstandings. | |
| 19/01055/FUL | Witsend Cold Pool Lane Badgeworth | Erection of a front extension, conversion of existing garage and loft, dormer extension and installation of rooflights. | PERMIT |
| 20/00312/FUL | Owls Barn Badgeworth Lane Badgeworth | Erection of a replacement conservatory | PERMIT |

b) **To agree Parish Council response to planning applications:**

- **20/00221/FUL. Redevelopment of Bentham Country Club** to a Climbing Park with the erection of Climbing Centre building, replacement multi-use dome, high rope with zip line course and ancillary guest accommodation. Bentham Country Club Bentham Lane. NO OBJECTION but with reservations – no zip wire, reduce opening hours, highway issues, guest accommodation & lighting. (see full response on TBC Planning Portal)
- **20/00453/FUL Erection of ball stop fencing, car park safety fencing and a storage container. The Pavilion Cold Pool Lane, Badgeworth - SUPPORT**

9. Community

a) **Badgeworth Village Hall** – Cllr Cottell gave an update from Management Committee re. implications of COVID pandemic

- Grant aid had been obtained from TBC to cover loss of revenue and extra costs.
- Re-opening logistics from September 2020 were being considered

b) **Hall hire** – Cllrs Cottell & Hitchcock took no part in discussion or decision. It was agreed that the PC will continue to pay hall hire charges for bookings made in 2020 as a gesture of support to both halls.

c) **Allotments**

- **Rents** – collection of rents had been delayed, but would now be collected
- **Gate** – emergency repairs to the gate were required. A quote had been received and agreed by the Clerk & Chair to remove old concrete in ground, supply new 120x120mm steel post. Reconcrete into ground and fit gate to post :£235. This was noted and work was taking place.

d) **Noticeboard, Bamfurlong** – A quote of £195 plus VAT for installation was agreed.

10. Finance

a) **Home Office allowance** – the increase from £4 to £6 per week by HMRC was agreed, and would be back paid in July payroll.

b) **Payments made since March 5th, 2020 during lockdown were authorised.** Note: all payments had been authorised by Chairman & Vice via email. 2 had authorised online payments (in some cases one of these was the Clerk to allow business continuity which would be amended in future – see 10(d)

| ACCOUNTS FOR PAYMENT | | | | | | |
|-----------------------------|---------------------------------------|------------------------|-----------------------|------------------------|---------------|-----------------|
| Payee | Details | Date of invoice | Power to spend | Amount (ex VAT) | VAT | TOTAL |
| Witcombe & Bentham VH | Room hire. March | 18/03/2020 | LGA 1972 s.134(4) | 20.00 | 0.00 | 20.00 |
| Greenfields | Grass cutting | 31/03/2020 | HA 1980 s.96 | 110.00 | 22.00 | 132.00 |
| Community Heartbeat | Defibrillator annual service plan x 2 | 11/03/2020 | LGA 1972 s.111 | 270.00 | 54.00 | 324.00 |
| GAPTC | Annual subscription | 01/04/2020 | LGA 1972 s.111 | 444.01 | 0.00 | 444.01 |
| GAPTC | Independent Internal Audit | 11/03/2020 | LGA 1972 s.111 | 165.00 | 0.00 | 165.00 |
| Clerk | Expenses (April) | 30/04/2020 | LG(FP)A 1963 s 5 | 76.34 | 2.72 | 79.06 |
| Clerk | Expenses (May) | 31/05/2020 | LG(FP)A 1963 s 5 | 45.43 | 3.73 | 49.16 |
| Came & Co | Annual Insurance | 26/04/2020 | LGA 1972 s.111 | 820.20 | 0.00 | 820.20 |
| D. Molloy | Refund of allotment payments | 19/05/2020 | LGA 1972 s.111 | 62.50 | 0.00 | 62.50 |
| | | | | 2013.48 | £82.45 | 2,095.93 |

c) Payments were agreed and authorised:

| Payee | Details | Date of invoice | Power to spend | Amount (ex VAT) | VAT | TOTAL |
|--------------|--|------------------------|-----------------------|------------------------|------------|--------------|
| Clerk | Expenses (June) | 3/6/20 | LG(FP)A 1963 s 5 | 23.99 | 1.33 | 25.32 |
| Greenfields | Grass cutting (May x 2) | 29/05/20 | HA 1980 s.96 | 275 | 55 | 330 |
| PATA | Payroll (Apr-Jun) | 3/6/20 | LGA 1972 s.111 | 23.25 | 0 | 23.25 |
| Greenfields | Installation of Bamfurlong noticeboard | 9/6/20 | LGA 1972 s.111 | 195 | 39 | 234 |

d) Banking:

- **to authorise 3 Councillors to be added to online banking** – The Clerk would liaise with Lloyds to add extra Councillors for on-line access, and would clarify the position with delegate full access, and change to 3 signatories for on-line payments if Clerk remains a signatory.
- The Clerk was authorised to sort out and transfer allotment monies between Parish Council accounts. Some rents had been paid into the wrong account. This would be carried out in liaison with the Chair and Cllr Hitchcock.

Accounts 2019-20

- e) **GAPTC Independent Internal Audit** - The report was received, and points noted. The website would be looked at during the year for compliance with new legislation.
- f) **Parish Council accounts for 2019-20** were agreed and signed (see appendix) (Proposed Cllr Hitchcock, Seconded Cllr Howe)
- g) **Certification of Exemption (AGAR part 2)** It was confirmed that the Parish Council has an income/expenditure of less than £25,000 and resolved that the qualifying criteria as set out in the Certificate of Exemption has been met. The Certificate of Exemption to be signed. (Proposed Cllr Hitchcock, Seconded Cllr Howe)
- h) **Annual Governance Statement 2019-20** – was received and approved and Accounting & Governance Review certified (Proposed Cllr Hitchcock, Seconded Cllr Howe)
- i) **Accounting Statement 2019-20**– was receive and approved. (Proposed Cllr Hitchcock, Seconded Cllr Howe)

Clerk’s salary –payment was authorised & BACS payment agreed for June 2020. The procedure for salary & expenses approval was agreed until restrictions are eased. Cllr Hitchcock would monitor all figures, and banking would be carried out by the Chair.

11. Ward Reports.

- **Footpath anomaly/diversion near Archery Centre.** DH would report
- **TBC Local Plan** is now going to Public Inquiry probably sometime in 2021
- **Elm Gardens** – more mobile homes have been placed on site
- **Regency Court Park, Bamfurlong** – is this now a touring site? Clerk to contact TBC
- **Airport Consultative Committee** is suspended until further notice.

12. The next meeting would be held by Zoom on 14th July.

The September meeting would be moved to 17th September with all other meetings staying the same. If restrictions are still in place, all will take place via Zoom. Clerk will supply log-in details on request.

The meeting closed at 9.00pm

Signed.....

Dated.....

BADGEWORTH PARISH COUNCIL

ACCOUNTS YEAR END 31ST MARCH 2020

| | 2017 - 18 | 2018 -19 | 2019-20 |
|--|--------------|--------------|--------------|
| | £ | £ | £ |
| INCOME | | | |
| PRECEPT | 11590 | 12000 | 12380 |
| GRANTS | 451 | 0 | 0 |
| DONATIONS | 0 | 100 | 0 |
| ALLOTMENT RENTS & SUNDRIES | 231 | 408 | 506 |
| SUNDRY | 98 | 60 | 1 |
| S.106 REFUNDS BADGEWORTH VILLAGE HALL FROM TBC | 0 | 5435 | 516 |
| HMRC PAYE REFUND | N/A | N/A | 113 |
| VAT REFUND | 534 | 791 | 0 |
| LLOYDS BANK COMPENSATION | N/A | N/A | 250 |
| INTEREST RECEIVED | 3 | 2 | 3 |
| TOTAL INCOME | 12906 | 18796 | 13769 |
| EXPENDITURE | | | |
| SALARIES | 5457 | 5622 | 5912 |
| GENERAL ADMIN | 546 | 548 | 556 |
| GRASS CUTTING | 1650 | 2000 | 2300 |
| ROOM HIRE | 255 | 165 | 185 |
| SUBSCRIPTIONS | 511 | 549 | 519 |
| INSURANCE/LEGAL/ACCOUNTS | 985 | 936 | 958 |
| DONATIONS | 0 | 200 | 200 |
| MAINTENANCE/TREES/CONTINGENCY | 1102 | 857 | 1255 |
| REPAYMENT TO TBC OF OVERPAID 106 MONIES | N/A | N/A | 468 |
| TRAINING | 228 | 273 | 20 |
| VILLAGE HALL EXPENDITURE | 0 | 2015 | 0 |
| ALLOTMENTS | 599 | 303 | 47 |
| S.106 BADGEWORTH VILLAGE HALL | 0 | 2340 | 516 |
| BADGEWORTH WARD PROJECT | N/A | N/A | 466 |
| BENTHAM WARD PROJECT | N/A | N/A | 0 |
| WEB SITE/TRANSPARENCY | 171 | 261 | 165 |
| VAT RECOVERABLE | 317 | 1119 | 660 |
| TOTAL EXPENDITURE | 11820 | 17187 | 14226 |