

# Badgeworth Parish Council

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

## MINUTES

**Minutes of the Annual Meeting of the Parish Council held on 27<sup>th</sup> May 2021 at Badgeworth Village Hall at 7.00pm.**

### Present:

Cllrs. Nigel Cottell (Chair), David Hitchcock, Jill Jones, and Neil Marshall

Clerk: Mrs. H Jones

Borough & County Councillor Robert Vines

### 1. To elect Chairman and Vice Chairman

Nigel Cottell was proposed as Chair by Cllr Hitchcock and seconded by Cllr Jones. This was agreed. Acceptance of office forms were signed.

Neil Marshall was proposed as Vice-Chair by Cllr Cottell and seconded by Cllr Hitchcock. This was agreed and acceptance of office forms signed.

### 2. Apologies - apologies for absence were received from Cllrs Howe and Haines.

### 3. Declaration of Interest – none declared.

### 4. To elect/appoint to the following roles:

- Personnel Discussion Group x 3 – Cllrs Cottell, Howe & Jones
- Allotment Discussion Group x 3 – Cllrs Haines, Jones & Marshall
- Footpaths x 2 – Cllrs Hitchcock (Bentham) & Marshall (Badgeworth)
- Internal Finance Lead x 1 – Cllr Hitchcock.
- Badgeworth Village Hall Management Committee x 1- Cllr Howe
- Gloucestershire Airport Consultative Committee x 1- Cllr Marshall

### 5. The minutes of the Annual Parish Meeting and the ordinary Parish Council meetings held on 20<sup>th</sup> April 2021 were agreed and signed.

#### Matters Arising not included as an agenda item -

- Bentham sign now erected. Thanks to Cllr Haines.
- Dog waste bins have been ordered but not progress update from TBC

### 6. To Receive a Report from the County and Borough Councillor.

Cllr Vines reported that TBC has allocated 88% of various funds to residents and businesses from central government relating to covid recovery.

### 7. Parish Council Administration

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

- **Asset Register** –noted that assets were inspected by Councillors January – March 2021. Asset register to be revised once new dog waste bins, grit bin and plaque received.
- **Risk assessment** – reviewed & amended
- **Standing Orders** – reviewed & amended
- **No amendments to:** Financial Regulations, Code of Conduct, Disciplinary & Grievance Procedure, Absence Policy, GDPR Policy & data retention, Donations Policy, Publication Scheme.

### 8. Planning

#### a) Badgeworth Lane/Shurdington housing allocation – Cllr Cottell provided an update.

Representatives of owners of the site have been consulting with Shurdington and Badgeworth Parish Councils and the local community. This is an ongoing process. No planning application has yet been submitted.

- b) **Delegated Comments to note:** None.
- c) **Planning Decisions (Tewkesbury Borough Council), Appeals & enforcement issues-**
  - 21/00260/FUL. Erection of single storey rear extension and rear dormer windows. 2 Richmond Cottages, Badgeworth Lane, Badgeworth. PERMIT
  - 21/00157/FUL. Replacement of existing agricultural building for continuation of bee farming activities. High Meadow, Shurdington Road, Shurdington. PERMIT.
  - 21/00010/CLE - Little Syringa Farm, Sandy Pluck Lane, Bentham. GRANT CERTIFICATE
  - 21/00334/FUL. The Sheiling, Badgeworth Lane, Badgeworth. REFUSE
  - 20/01225/FUL. Section 73 application for the variation of conditions 2 and 4 to amend the proposal for the retention of the building proposed to be demolished under application 19/00444/FUL and the removal of condition 5 of 19/00444/FUL. Wenallt, Badgeworth Lane, Badgeworth. REFUSE
  - 21/00420/FUL. Erection of a single storey rear extension. 1 Mill Corner, Mill Lane, Witcombe. PERMIT
- d) **To agree Parish Council response to planning applications received.** None

## 9. Community & Environment

- a) **Tree Inspection report** –the tree inspection carried out by Tree Maintenance Ltd was discussed. It was agreed to seek 3 quotes for the work required.
- b) **Allotments**
  - **Rent collection & tenancies update** – all rents are now collected.
  - **Rubbish removal** – there had been an urgent need for removal of rubbish including a dilapidated caravan. Telephone quotes had been given of over £500. A quote was received of £250 to break up the caravan and dispose legally of all rubbish and this had been agreed as an emergency measure. Agreed.
  - **Water trough at the lower end of the site** – it was agreed that the Clerk would contact one of the tenants with PC sourcing the pipework needed.
- c) **Bentham Ward Project** – update on plaque and mount. Ordered.
- d) **Badgeworth Ward/Village Project** – Cllr Cottell to follow up.
- e) **Badgeworth Village Hall** – Cllr Cottell provided an update on work that was needed to the floor. Ball park figures make the project seem viable. Quotes are time limited. It was agreed that the PC would look towards the autumn to make a decision and receive formal quotes.
- f) **Dog waste bins. Little Witcombe** – ordered.

## 10. Highways

- a) **Update on A46 and Badgeworth Lane discussions.** – the A46 is not being looked at strategically so various Parish Councils are liaising. New surveys of traffic volume are required but need to wait until probably autumn to get a realistic picture.

## 11. Finance & Insurance

- a) **To review:**
  - **Bank mandates** – existing signatories and online access to continue. Cllr Jones to have access.
  - **Reserves at the bank and investments** – no change to current arrangements as interest rates are so low.
- b) **Annual Governance Statement (section 1) for 2020/21** – agreed. (Proposed DH, seconded JJ)
- c) **Annual Accounting Statements (section 2) for 2020/21** - agreed. (Proposed DH, seconded JJ)
- d) **Year-end bank reconciliation and accounts for 2020/21** - agreed. (Proposed DH, seconded JJ)
- e) **To certify that during the financial year 2020/21, 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 DH, seconded JJ)
- f) **Public Rights & Publication of Annual Governance & Accountability Return** - to agree the dates (14th June to 23rd July 2021). Agreed. (Proposed DH, seconded JJ)

- g) **Insurance** – update on renewal as agreed at April 2021 meeting. A quote had been received from one other provider (there are few who insure PC's). The quote from the existing insurer was £1097, and the other was £1072. It had been agreed to remain with the existing insurer because of the positive experience when a claim was made.
- h) **To note payment of previously authorised expenditure** – A& A farms. Allotment keys £36 (LGA 1972 s.111)
- i) **Payments authorised for the following:** (proposed DH, seconded NM)

Payee	Details	Date of invoice	Power to spend	Amount (ex VAT) £	VAT £	TOTAL £
Greenfields Garden services	Cuts x 1	30/4/21	HA 1980 s.96	113.30	22.66	135.96
Curtis Website Design	PC website maintenance, technical support & hosting 2020-21	18/5/21	LGA 1972 s.142	165	0	165
Ermine St Guard	Allotment rubbish removal	6/5/21	SHAA 1908 s.26	250	0	250
PATA	Payroll services April - June	21/5/21	LGA 1972 s.111	23.85	0	23.85
Clerk	Expenses: May	20/5/21	LG(FP)A 1963 s 5	46.45	3.73	50.18
Clerk	Expenses: June 21	20/5/21	LG(FP)A 1963 s 5	26	0	26

- j) **Clerk's salary** – payment & BACS (including any HMRC payment) for May & June 2021 agreed. (Proposed DH, seconded NM)

## 12. Ward Reports.

- **Footpath** – looking at the possibility of a kissing gate to replace a stile on a footpath close to Shurdington
- **Night flying at airport** – concerns that this may infringe planning conditions and set a precedent. Clerk to clarify with TBC
- **Church Lane, Badgeworth** – potholes have now been filled.

## 13. Date of the next meeting – 13<sup>th</sup> July 2021 at Witcombe and Bentham Village Hall at 7.00pm.

The meeting finished at 8.40pm

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