

# Badgeworth Parish Council

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

## MINUTES

**Minutes of the meeting held on 19<sup>th</sup> April 2018 at Witcombe & Bentham Village Hall at 7.30pm.**

### **Present:**

Cllrs. Chris Haines MBE (Chairman), Nigel Cottell, David Hitchcock, Mike Howe, Jill Jones & Doug Nelson

Clerk: Mrs. H Jones

Also, in attendance: Borough & County Councillor Robert Vines & 1 resident.

1. **Apologies** – There were none
2. **Declaration of Interest** – There were none.
3. **The minutes of the meetings held on 6<sup>th</sup> March and 20<sup>th</sup> March 2018 (Annual Parish Meeting)** were agreed as a true record and signed.  
**Matters Arising** – clarification had been given by TBC Officers regarding the details of the S. 106 agreement (planning obligations) relating to the Bentham Green development.
4. **Co-option to Parish Council** – there had been no response to recent adverts. It was agreed to continue to advertise the 3 vacancies for co-option (both Wards). Anyone interested should contact the Clerk for further information.
5. **County and Borough Councillor Robert Vines** gave a report from GCC & TBC.
6. **General Data Protection Regulations (GDPR)** – it was agreed that the Clerk would attend a training event (£40) and would report to the next meeting what action is required.
7. **Planning**
  - a) **Update and discussion regarding planning issues at:**
    - Part Parcel 8072, Badgeworth Lane, Badgeworth** – it was agreed that contact would be made with the Enforcement Officer at TBC to formally record the concerns of the Parish Council to some aspects of the works being carried out at this site.
    - Jones Hay Orchard, Cold Pool Lane, Badgeworth** – clarification would be sought regarding the potential length of time that the mobile home would remain on the site.
  - b) **Delegated Comments, Planning Decisions & Appeals**
    - Parish Council comments to TBC:**
      - 18/00290/TPO. As per submitted tree report carry out essential works to row of Ash trees along public foot path and adjacent to a new building development at St Peters Church, Witcombe – NO OBJECTION

- 18/00187/FUL Erection of a single storey rear extension at 33 Bryerland Road, Witcombe – NO OBJECTION

#### **TBC Decisions**

- 18/00040/FUL Change of use from Equestrian to Commercial Use (B8) (Retrospective) at Badgeworth Livery Centre Cold Pool Lane Badgeworth – PERMIT

#### **Appeal Decision**

- 17/00397/PDAD. Prior approval for the conversion of agricultural barn into two dwellings including associated building works as permitted under the order. Bluebell Farm Cold Pool Lane, Badgeworth – ALLOWED

#### **Appeals Notified**

- 17/01280/FUL. Erection of a double garage. Land Near Hillview Bentham Lane, Bentham.
- 17/00618/FUL. Conversion of existing redundant buildings to dwelling with the benefit of existing vehicular and pedestrian access. Knapp Farm Hill Farm Birdlip Hill, Witcombe

- c) **TBC Local Plan update** - An update was received on the progress of the Tewkesbury Borough Plan. It was agreed that Councillor Howe should continue to be involved with Shurdington Parish Council regarding discussions with Tewkesbury Borough Council on the proposed settlement area for Shurdington and the effect on both Shurdington and Badgeworth so far as the allocation of homes across the Service Villages is concerned.

### **8. Community Assets**

- a) **Tree Maintenance at Little Witcombe & Badgeworth Village Greens** – it was agreed to seek quotes for further routine work recommended in Tree Survey 2017.
- b) **Bus Shelter** – Cllrs Nelson & Cottell would reinstate the panel. It was agreed that contact would be made with Endsleigh about maintenance, and the litter issue. The shelter cleaner would be advised that the service is no longer needed.
- c) **Parish Council noticeboards** – It was agreed that replacement keys for all noticeboards would be arranged.
- d) **Fibreoptic broadband** – the contact details for Gigaclear would be passed to the local resident.
- e) **Defibrillator at Little Witcombe** – to authorise expenditure for replacement batteries. It was agreed that W&BVH would be asked whether they would fund the maintenance costs as it is attached to the Village Hall.
- f) **Lay-by (Badgeworth Lane)** – TBC contractors have cleared up litter, and a ‘no littering’ sign maybe erected
- g) **Allotments** –
- To discuss on-going issue of water supply to allotments and agree action as necessary** – it was agreed that the water supply would be turned on and a meter reading taken. The amount of water being used would be monitored carefully.

- ii. **To receive quotes for small noticeboard and agree expenditure if necessary** – it was agreed that an A2 poster board would be purchased up to a cost of £70 (excluding VAT)

**9. Finance**

- a) **New audit arrangements** – the Clerk reported the new audit arrangements which are similar to previous years but are more orientated towards the display of information on the Parish Council website
- b) **Independent Internal Auditor** – it was agreed to appoint the GAPTC as Independent Internal Auditor at a cost of £160.
- c) **End of Year Update** –
  - i. The end of year financial update and bank reconciliations were received and agreed (see appendix)
  - ii. Cllr Hitchcock reported on internal finance checks carried out. It was agreed that the wording of the checks to be done would refer to twice yearly bank reconciliation checks
- d) **On-line Banking** – It was agreed to authorise the Clerk limited on-line access for management of accounts, and to amend Financial Regulations as necessary.
- e) **Payment was authorised and cheques issued:**
  - £459.19 - Gloucestershire Association of Parish & Town Councils. Annual subscription
  - £90 - Curtis Web Design for additions to website
  - £35 - Data Protection Registration Renewal
  - £150 - G. Knight. Grass cutting 5<sup>th</sup> April
  - £30 - Witcombe & Bentham Village Hall hire. Jan 2018
  - £117.50 Certificate in Local Council Administration (2<sup>nd</sup>/final instalment to Clerk as agreed 20/7/17)
  - £93.25 - Clerk's expenses (includes printer ink)
- f) **Clerk's salary** - payment was authorised & cheques issued.

**10. Ward Reports.**

- Cllr Jones reported that the War Memorial Trust does not support financially new war memorials
- Condolences were expressed at the news of the death of former Parish Councillor Brian Taylor
- Fly tipping in Church Lane, Bentham had been reported to TBC.

**The next meeting will be held on Tuesday 22<sup>nd</sup> May 2018 at Badgeworth Village Hall.**

The meeting closed at 9.30pm

Signed.....

Dated.....

**2017 - 18 BUDGET & EXPENDITURE YEAR END UPDATE**

<b>Budget Heading</b>	<b>Amount</b>	<b>Actual expenditure</b>	<b>% Difference</b>
	<b>£</b>	<b>£</b>	
Salaries note - includes Tax	5600	5457	97%
General Admin/Expenses	350	338	96%
Office	210	208	99%
Grass Cutting	1800	1650	92%
Tree survey	550	340	62%
Subscriptions	550	511	93%
Room Hire	300	255	85%
Donations	430	0	0%
Insurance/Legal/Accounts	1200	985	82%
Maintenance (Inc. tree surgery)	1000	665	67%
Contingency	1000	97	10%
Training	200	228	114%
Allotments	500	599	120%
Website - ongoing costs	160	171	107%
VAT (to be reclaimed)		317	N/A
<b>TOTALS</b>	<b>£13,850</b>	<b>£11,820</b>	<b>85%</b>