

# Badgeworth Parish Council

---

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

## MINUTES

**Minutes of the Annual Parish Meeting held on 22<sup>nd</sup> May 2018 at Badgeworth Village Hall at 7.30pm.**

**Present:**

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

Clerk: Mrs. H Jones

Borough & County Councillor Robert Vines

1. **Election of Chairman and signing of acceptance of office** – Cllr Jones nominated, and Cllr Hitchcock seconded Cllr Haines as Chairman. There were no other nominations and Cllr Haines was elected and signed the acceptance of office.
2. **Election of Vice Chairman and signing of acceptance of office** – Cllr Hitchcock nominated and Cllr Howe seconded Cllr Cottell as Vice Chairman. There were no other nominations and Cllr Cottell was elected and signed the acceptance of office.
3. **Apologies** – there were none.
4. **Declaration of Interest** – there were none.
5. **Minutes of the last meeting** held on 19<sup>th</sup> April 2018 were agreed as a true record and signed.

**Matters Arising not included as an agenda item –**

**Part Parcel 8072** – the Enforcement Officer had received assurances that no more materials would be brought onto the site, and no more burning. The mobile home would be removed in September 2018. The Clerk was requested to find out what monitoring would take place.

**Jones Hay, Cold Pool Lane** –The implementation of the project is planned at 2 years and the Enforcement Officer has stated that mobile home can remain for that period as is ‘permitted development’.

**Tree surgery quotes** – outstanding

**Allotment noticeboard** – yet to be ordered.

6. **Councillor responsibilities agreed:**
  - Personnel Discussion Group – Cllrs Cottell, Howe & Jones
  - Allotment Discussion Group – Cllrs Jones, Haines & Nelson
  - Footpaths - Cllr Hitchcock
  - Internal Finance Lead – Cllr Hitchcock
  - Badgeworth Village Hall Management Committee – Cllr Howe
  - Gloucestershire Airport Consultative Committee – Cllr Nelson

7. **Review of Parish Council regulations, orders and policies**
  - a) **Publication Scheme** –agreed & adopted
  - b) **Asset Register** – agreed with the addition of dog waste bin
  - c) **Risk assessment** – reviewed & amended
  - d) **Standing Orders** – reviewed & amended
  - e) **Financial Regulations** – no amendments noted
  - f) **Code of Conduct** – no amendments noted
  - g) **Donations Policy** – no amendments noted
8. **GDPR (General Data Protection Regulations)**
  - a) **Information Audit** was presented by the Clerk and retention periods accepted.
  - b) **GDPR policy** – agreed and will be published on website.
  - c) **Privacy Policy** – work in progress.
9. **Planning**
  - a) **To receive a report from Cllr Howe regarding meeting with Shurdington PC and Tewkesbury BC Planning Officer** – Cllr Howe had attended a meeting to discuss a revised settlement area for Shurdington Village and the allocation of homes across the various Service Villages. Following further work, proposals would be put forward for public consultation as part of the Local Plan.
  - b) **To agree the response to the following planning consultations**
    - i. **18/00377/CLE Builder's yard within Use Class B8 . Shed at Rear of Azalea, Cirencester Road, Little Witcombe** – Local knowledge indicates that is questionable whether this site has been used as a bona fide & legitimate builders yard for the 10-year period. There has been no activity for quite some time. If TBC decide that it is legitimate, planning conditions are needed, and action taken regarding environmental issues.
    - ii. **18/00336/FUL Levelling of parking area within existing domestic curtilage and installation of permeable surface. Journeys End Crickley Hill, Witcombe** – no objection
  - c) **Appeal Consultations:**
    - i. 17/00024/FUL - Change of use from equestrian stables and storage to 4 residential units at Shurdington Court Farm, Little Shurdington. Noted
    - ii. 17/00748/CLE - Use of land as residential garden at Ashley Villa Badgeworth Lane, Badgeworth. Noted
10. **Defibrillator Battery: replacement battery for defib at W&BVH.** – a kind donation of £100 from W&BVH would be accepted and a new battery ordered (cost approx. £235 + VAT & postage)
11. **Allotments – to receive a report regarding the continuing supply of water and take action as agreed.** The water meter has been checked since August 2017 and indicates a significant volume being used. The only basis on which water can continue to be supplied free of charge is:
  - The adjacent landowner who supplies the water free of charge has stated that a new pipeline will be installed from the metered Severn Trent supply to the Witcombe allotments along the length of the central path.
  - They also agree to plumb the supply into two tanks supplied by Badgeworth Parish Council. The work to be carried out free as a gesture of goodwill.
  - The continued supply of water cannot be guaranteed if circumstances change for

whatever reason.

Expenditure was authorised of up to £300 (exc VAT) for dip tank & accessories. A letter/email would be sent to all tenants regarding the changes which would be carried out in the next few weeks. Any contravention or abuse of the water supply will result in the termination of a tenancy.

**12. Finance**

- a) **Independent Internal Audit** - To receive the report of the Independent Internal Auditor – the minor comments were received and noted.
- b) **Accounts 2017-18**
  - i. **Parish Council accounts for 2017-18** – Cllr Hitchcock proposed, and Cllr Howe seconded that the accounts be accepted, and this was agreed.
  - ii. **Annual Governance Statement** – Cllr Hitchcock proposed, and Cllr Howe seconded that the Annual Governance Statement & the Accounting & Governance Review (AGAR) part 2 be approved & certified and this was agreed.
  - iii. **Accounting Statement 2017/18** – Cllr Hitchcock proposed, and Cllr Howe seconded that the accounting statement be approved, and this was agreed.
- c) **Payment was authorised, and cheques issued** (proposed Cllr Cottell, seconded Cllr Hitchcock):
  - GAPTC - £40 GDPR training
  - £75 – 5 cleans of bus shelters A46
  - £300 – Grass cutting April 25<sup>th</sup>, 9<sup>th</sup> May
  - £775.99 or 814.20 Came & Co. Annual insurance (Review & agree)
  - £160 - GAPTC Independent Audit
  - £165 – Curtis Website Design. Annual technical support and hosting service.
  - Expenses (May) – £58.75.
- d) **Clerk’s salary** –the National Pay Award was noted and agreed, and payment authorised & cheque issued.

13. **Personnel Review** – the Personnel Working Group had met with the Clerk. Cllr Howe gave a verbal report. The Clerk is now fully qualified. The Clerk was congratulated on this achievement and thanked for her high standard of work.

**14. Ward Reports.**

Cllr Cottell – the verge/visibility splay from the Badgeworth Village Hall carpark requires cutting and the Clerk would contact the grass cutting contractor.

Cllr Haines – could a ‘welcome letter’ be sent to the residents in the new houses at Bentham Green? Agreed. Cllr Howe would look at wording.

**15. the next meeting would be held on 12<sup>th</sup> July at 7.30pm at Witcombe & Bentham Village Hall.**

The meeting closed at 21.30pm

Signed..... Dated.....

## BADGEWORTH PARISH COUNCIL

### ACCOUNTS YEAR END 31ST MARCH 2018

|                                   | 2015-16         |  | 2016 - 17       |  | 2017 - 18       |
|-----------------------------------|-----------------|--|-----------------|--|-----------------|
|                                   | £               |  | £               |  | £               |
| <b>INCOME</b>                     |                 |  |                 |  |                 |
| PRECEPT                           | 11480.00        |  | 11517.00        |  | 11590.00        |
| GRANTS                            | 1760.00         |  | 983.00          |  | 451.00          |
| TRANSPARENCY FUND GRANT           | 1096.00         |  | 242.55          |  | 0.00            |
| ALLOTMENT RENTS                   | 152.00          |  | 183.00          |  | 230.65          |
| SUNDRY                            | 0.00            |  | 66.23           |  | 97.79           |
| VAT REFUND                        | 0.00            |  | 2395.01         |  | 533.91          |
| INTEREST RECEIVED                 | 2.29            |  | 2.39            |  | 2.52            |
| <b>TOTAL INCOME</b>               | <b>14490.29</b> |  | <b>15389.18</b> |  | <b>12905.87</b> |
| <b>EXPENDITURE</b>                |                 |  |                 |  |                 |
| SALARIES                          | 6028.67         |  | 5604.89         |  | 5456.88         |
| GENERAL ADMIN                     | 571.20          |  | 682.08          |  | 545.50          |
| GRASS CUTTING                     | 1700.00         |  | 1850.00         |  | 1650.00         |
| ROOM HIRE                         | 180.00          |  | 250.00          |  | 255.00          |
| SUBSCRIPTIONS                     | 402.56          |  | 503.19          |  | 511.35          |
| INSURANCE/LEGAL/ACCOUNTS          | 1070.59         |  | 1012.42         |  | 984.81          |
| DONATIONS                         | 600.00          |  | 292.00          |  | 0.00            |
| MAINTENANCE/TREES/CONTINGEN<br>CY | 1009.13         |  | 668.86          |  | 1101.59         |
| TRAINING                          | 50.00           |  | 160.00          |  | 227.50          |
| PROFESSIONAL FEES                 | 400.00          |  | 0.00            |  | 0.00            |
| VILLAGE HALL EXPENDITURE          | 0.00            |  | 2627.00         |  | 0.00            |
| ALLOTMENTS                        | 0.00            |  | 0.00            |  | 599.06          |
| WEB SITE/TRANSPARENCY             |                 |  | 530.14          |  | 170.99          |
| VAT RECOVERABLE                   | 98.39           |  | 346.24          |  | 317.16          |
| <b>TOTAL EXPENDITURE</b>          | <b>12110.54</b> |  | <b>14526.82</b> |  | <b>11819.84</b> |
| <b>Signed (Chair)</b>             |                 |  | <b>Date</b>     |  |                 |
| <b>Signed (RFO)</b>               |                 |  | <b>Date</b>     |  |                 |