

Badgeworth Parish Council

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

MINUTES

Minutes of the Annual Parish Meeting held on 25th May 2017 at Witcombe & Bentham Village Hall at 8.00pm.

Present:

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

Clerk: Mrs. H Jones

Borough & County Councillor Robert Vines and two members of the public

1. **Apologies** – there were none.
2. **Declaration of Interest** – there were none.
3. **Election of Chairman and signing of acceptance of office** – Nominations were requested for the position of Chair. Cllr Hitchcock proposed and Cllr Jill Jones seconded the nomination of Chris Haines. There were no other nominations and Cllr Chris Haines was duly elected and signed the Declaration of Office
4. **Election of Vice Chairman and signing of acceptance of office** - Nominations were requested for the position of Vice-Chair. Cllr Howe proposed and Cllr Bruckshaw seconded the nomination of Nigel Cottell. There were no other nominations and Cllr Nigel Cottell was duly elected and signed the Declaration of Office
5. **The minutes of the last meeting** held on 15th April 2017 were agreed as a true record and signed.
6. **Review of Parish Council regulations, orders and policies**
 - a) **Asset Register** – recently updated was agreed. The Clerk would find out about the ownership and responsibility for the dog waste bins on the Cold Pool Lane development
 - b) **Risk assessment** – agreed with amendments
 - c) **Standing Orders** – agreed, no changes
 - d) **Financial Regulations** - agreed, no changes
 - e) **Code of Conduct** - agreed, no changes
 - f) **Donations Policy** - agreed, no changes
7. **Planning**
 - a) **17/00420/FUL Change** of use from garage and farm office to holiday let at Halfpenny Farm Cold Pool Lane Badgeworth – NO OBJECTION
 - b) **17/00445/FUL** Single storey rear extension and change of window to door leading onto first floor balcony at rear at Barbara Cottage Dog Lane Witcombe – NO OBJECTION
 - c) **15/01229/FUL** Change of use from agricultural to general purpose storage in three farm buildings, demolition of two farm buildings and filling in of slurry pit to create caravan/motorhome storage yard at Redding’s Farm, Badgeworth Road Badgeworth – OBJECTION: inappropriate development in the Green Belt.

- d) **17/00077/FUL** (late amendment) Change of use of land to accommodate 30 static caravans for holiday let use and associated works, Regency Court Park Bamfurlong Lane – detailed OBJECTION maintained.

8. Finance

- a) **Internal audit checks** -Cllr Hitchcock confirmed that he had as Internal Audit Controller:
- Checked the salary and expenses each month, before approval by the PC
 - Reviewed the expenditure that has been reported this year, by sample-checking against invoices and resulting issued cheque numbers.
 - Reviewed the Annual Return
 - Overseen (with our Vice-Chair) the Asset Register that has been compiled
 - Sample-reviewed bank statements against invoices and cheques issued
- A checklist for future internal audit procedures was circulated. Cllr Cottell proposed and Cllr Jones seconded and Council agreed that this be adopted.
- b) **Independent Internal Audit** - the report of the Independent Internal Auditor was received. There was a discussion about the adequacy of reserves which would be considered when the budget for the next year was set. It was agreed that the inspection of assets, notably the Village Hall would be examined within the next few months.
- c) **Accounts 2016-17**
- i. **The Parish Council accounts for 2016-17** were received. Cllr Hitchcock proposed that the accounts be accepted, Cllr Cottell seconded and the Parish Council agreed.
 - ii. **Annual Governance Statement** – Cllr Hunt proposed the acceptance which was seconded by Cllr Cottell and agreed by the Council.
 - iii. **Accounting Statement 2016/17** – Cllr Hunt proposed the acceptance which was seconded by Cllr Nelson and agreed by the Council.
- d) **Invoices for payment**
- Payment was authorised and cheques issued:
- £734.81 Came & Co. Parish Council annual insurance premium.
 - £600 grass cutting (April & May)
 - £165 – Curtis Web Design. Annual technical support including hosting service (was different hosting provider previously)
 - £35.93 Clerk's expenses
 - £408 (£340 + £68 VAT) Tree Maintenance Ltd. Tree Survey on Badgeworth and Little Witcombe village greens.
 - GAPTC Independent Internal Audit £150
- e) **Clerk's salary** –payment was authorised & cheque issued.

9. Highways

- a) **Badgeworth Lane** – Cllr Howe introduced a discussion regarding the issue of parking, speeding and increased traffic on Badgeworth Lane because of many factors. It was agreed that the clerk would contact County Highways and the Police.

10. Assets & liabilities

- a) **Badgeworth Village Hall** – Cllr Cottell reported that finances were in good shape. The oak double doors on the front have recently been repaired.

- b) **Allotments** – A recent meeting had been held between the PC allotment group and 3 tenants
- A skip will be ordered to clear rubbish that has accumulated
 - Plot 10 (vacant) will be cleared and split into 3 smaller allotments. A schedule of work will be created and estimates sought
 - Water supply to 2 plots will be investigated
 - Reinforcement of Track on site – no conclusion was reached
- c) **Badgeworth Village Green and Little Witcombe Village Green (lower half)** – The tree survey was received. It was agreed that the Clerk would seek quotes for maintenance to one tree for work in the autumn.

11. Ward Reports.

- The new dog waste bin in Badgeworth village has finally been emptied
- Land at end of Badgeworth Lane in Shurdington – if any development proposals were submitted Badgeworth Parish would liaise closely with Shurdington Parish.
- Waste recycling Centre at Shurdington on A46 – Cllr Howe had contacted GCC regarding the compliance of conditions on the planning consent.
- Unauthorised work in Bentham Ward – the Chairman would provide the Clerk with details.

12. Date of the next meeting 20th June 2017 at Badgeworth Village Hall at 7.30pm

The meeting closed at 21.30pm

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

BADGEWORTH PARISH COUNCIL
ACCOUNTS YEAR END 31ST MARCH 2017

	2015-16	2016 - 17
INCOME	£	£
PRECEPT	11480.00	11517.00
GRANTS	1760.00	983.00
TRANSPARENCY FUND GRANT	1096.00	242.55
ALLOTMENT RENTS	152.00	183.00
SUNDRY	0.00	66.23
VAT REFUND	0.00	2395.01
INTEREST RECEIVED	2.29	2.39
TOTAL INCOME	14490.29	15389.18
EXPENDITURE		
SALARIES	6028.67	5604.89
GENERAL ADMIN	571.20	682.08
GRASS CUTTING	1700.00	1850.00
ROOM HIRE	180.00	250.00
SUBSCRIPTIONS	402.56	503.19
INSURANCE/LEGAL/ACCOUNTS	1070.59	1012.42
DONATIONS	600.00	292.00
MAINTENANCE/CONTINGENCY	1009.13	668.86
TRAINING	50.00	160.00
PROFESSIONAL FEES	400.00	0.00
VILLAGE HALL EXPENDITURE	0.00	2627.00
ALLOTMENTS	0.00	0.00
WEB SITE/TRANSPARENCY	0.00	530.14
VAT RECOVERABLE	98.39	346.24
TOTAL EXPENDITURE	12110.54	14526.82

£22.90 adjustment to cash book to rectify accounting anomaly from previous years as advised by External Auditor

I, Mrs. H Jones, Responsible Financial Officer certify that it presents a true and fair position at the year end and of the Council's income and expenditure for the year.