

# Badgeworth Parish Council

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

## MINUTES

**Minutes of the meeting held on 15<sup>th</sup> December 2015 at Badgeworth Village Hall at 7.30pm.**

**Present:** Cllrs. Chris Haines MBE (Chairman), Max Bruckshaw, Nigel Cottell, David Hitchcock, Mike Howe, Jim Hunt, Jill Jones

**In attendance:** District & County Councillor Robert Vines and 1 member of the public.

### **Parishioners Questions:**

- A question was asked about the agenda item relating to a footpath on Badgeworth Lane. This would be dealt with later in the meeting
- A local resident expressed concern that there had been no consultation regarding new collection times at the mail box in Badgeworth. Councillors understood that the Royal Mail were no longer required to consult on such changes.

1. **Apologies** were received from Dr. Helen Makins

2. **Declarations of interest** – There were none

3. **The minutes of the meeting** held on 22<sup>nd</sup> October 2015 were agreed as a true record and signed by the Chairman.

4. **Matters arising**

- **Notice board for Cold Pool Lane:** The Clerk was requested to obtain quotes for a lockable metal notice board and to liaise with County Highways about the exact location. Cllr Howe to provide details.

5. **County & Borough Councillors Report**

- Devolution is a hot topic at both County & District level and a decision is likely before the spring.
- £4k has been added from Highways to the pot of funding (now £12k in total) hopefully for a footway/pavement from Badgeworth to Churchdown to allow pupils to travel to Chosen Hill School safely
- Tewkesbury Borough Council has agreed the medium term financial strategy which means that Council Tax may increase next year.
- Land opposite the Primary School at Shurdington – the land is in Badgeworth Parish but part of the built up area of Shurdington so any discussions need to involve both parish Councils.

6. **Resignation of Clerk** – The resignation of Roy Balgobin was formally accepted.

7. **To discuss the recruitment process for the replacement of the Clerk to the Council** – the acting Clerk, District & Borough Councillor Vines and the member of

the public left the room.

The Council fully considered the steps and alternatives which could be taken in appointing a permanent Clerk and Responsible Financial Officer. However, in the light of the advice received from GAPTC and the substantial experience and qualifications of the temporary Clerk, the Council resolved to offer the permanent post of Clerk to the Council to the Acting Clerk (Mrs. H.L.Jones) . It was agreed that the offer of appointment should be made to Mrs. Jones immediately following the meeting.

## 8. Planning

(a) Planning applications received:

- 15/01243/FUL Demolition of modern conservatory & construction of garden room at Willow Farm, Green Lane, Witcombe. **No objection**
- 15/01235/FUL Proposed roof alterations/reinstatement of original barn roof to form extension to dwelling providing a swimming pool enclosure. Hill Farm Barn, Birdlip Hill. **No objection**
- 15/01216/FUL Two storey extension at Knapp Lodge, Birdlip Hill. **No objection**

(b) **Preliminary discussion regarding the Parish Council process for commenting on planning applications** – it was agreed that details of planning applications would now be emailed to all Members of the Parish Council (both Wards). Further discussions about the process would be held at the next meeting

(c) **15/00751/OUT Outline planning application for the redevelopment of Benthams Country Club** to include the erection of 40 dwellings, associated parking, public open space, landscaping and associated works. The Parish Council response had now been circulated and finalised (put together by a planning consultant). Cllr Hunt proposed that the response be sent to Tewkesbury Borough Council and this was seconded by Nigel Cottell and agreed by the Council.

## 9. Accounts for Payment

(a) The following accounts were presented. Payment was authorised and cheques issued.

ALL GARDEN MAINTENANCE	GARDEN SERVICES UP TO 25-10-15	£150.00
SHURDINGTON PC	CONTRIBUTION TO GRASS CUTTING BADGEWORTH LANE	£50.00
WITCOMBE & BENTHAM VH	ROOM HIRE 8-9-15 & 22-9-15	£40.00
HMRC		£90.20
HMRC		£69.00
CLERK	SALARY/EXPENSES NOV & DEC	£716.26
ALL GARDEN MAINTENANCE	GARDEN SERVICES UP TO 25-11-15	£150.00
BILL STRACHAN	PLANNING CONSULTATION BENTHAM	£400.00
	<b>TOTAL</b>	<b>£1,665.46</b>

**Cheque Signatories** – the bank mandates and cheques signatories were now out of date. It was agreed that Cllr Howe would liaise with the Bank to change the mandates. There would be 4 authorised signatories and the Clerk would administer the accounts but would not be a signatory in accordance with GAPTC advice.

- (b) **To consider a request for funding for the Witcombe & Bentham Village News** – an informal request had been made for a donation for the production costs of the magazine. After discussion Cllr Hunt proposed that a donation of £200 be made at the next meeting subject to a written request, and this was seconded by Cllr Jones. 4 Councilors agreed and 3 voted against.
- (c) **To set a budget for the financial year 2016/17** – a draft budget had been circulated to councillors before the meeting. Cllr Hitchcock proposed that the budget (see appendix) be set at £12500. This was seconded by Cllr Howe and agreed by the Council.
- (d) **To set the Precept for financial year 2106/17** – Cllr Howe proposed that the precept be set at £12500 and seconded by Cllr Cottell and agreed by the Council.

## 10. Miscellaneous

- (a) **Update on Badgeworth Lane Footpath project** – see item 5.
- (b) **Update on the Cold Pool Lane Sports Pitches** – Cllr Howe reported that all 3 developers have now paid their contribution to Tewkesbury BC. The land will shortly be transferred to TBC and opened as public open space.
- (c) **Co-option to the Parish Council (Badgeworth Ward)** – a notice would go into the 3-in-1 magazine.
- (d) **Transparency Code** – the Clerk provided information about the urgent need to comply with the code by April 2016 and had circulated a draft bid for a grant from the Transparency Fund. Suitable IT equipment is included in the bid along with estimates for a website (Stroud District Council will no longer support the partially built PC website) and funding for the extra time needed to populate the website with information. Cllr Cottell proposed and Cllr Hunt seconded that the bid of £1369.72 be submitted and that estimates for web design be submitted for the next meeting. If the bid is agreed before the next meeting the Clerk was authorised to purchase the IT equipment.
- (e) **Use of external payroll company** – the acting Clerk highlighted the benefits to the Council in using an external payroll company (PATA Payroll). It would ensure complete transparency in payroll, and ensure that the Council is fully compliant with the tax requirements as an employer. The costs of this service are outweighed by the reduction in office expenses. Cllr Jones proposed that PATA Payroll be used and this was seconded by Cllr Hunt and agreed. The Clerk would arrange the necessary paperwork and contract to be signed by the Chairman of the Council.
- (f) **Schedule of meetings** – the new Clerk would provisionally arrange monthly meetings for 2016.

## 11. Ward Reports

- (a) **Badgeworth** –

Broad band has been put in but there have been concerns about disruption to the green and verges. The operator had stated that the Parish Council had been consulted but there is some doubt about this.

(b) **2 locations in the Parish** – some concerns have been expressed locally about burning and tipping. The Clerk was asked to check with TBC.

12. **The next meeting of the Parish Council** would be on Thursday 21<sup>st</sup> January 2016 at Witcombe & Bentham Village Hall.

The meeting closed at 10.10pm

Signed.....

Dated.....

## **APPENDIX**

### **Agreed Budget 2016/17**

Salaries	<b>£5,600.00</b>
General admin/Expenses/payroll	<b>£400.00</b>
Office	<b>£208.00</b>
Grass Cutting	<b>£2,350.00</b>
Subscriptions	<b>£400.00</b>
Room Hire	<b>£245.00</b>
Donations	<b>£430.00</b>
Insurance/Legal/Accounts	<b>£1,200.00</b>
Election Fees	<b>£200.00</b>
Maintenance	<b>£800.00</b>
Contingency	<b>£307.00</b>
Training	<b>£200.00</b>
Parish Plan	<b>£0.00</b>
Website - ongoing costs	<b>£160.00</b>
<b>TOTALS</b>	<b>£12,500.00</b>