

EASTINGTON PARISH COUNCIL

Email: clerk@eastington-pc.gov.uk

Minutes of the Annual Meeting held on 11th May 2017 at 7.00pm in Eastington Village Hall

- 1 **Election of Chair and receive Chair's Declaration of Acceptance of Office:** Cllr Loveridge nominated Cllr Bullock seconded by Cllr Wells. Cllr Bullock was unanimously elected as Chair for the ensuing year. Cllr Bullock signed the Declaration of Acceptance of Office.
- 2 **Election of Vice-Chair:** Cllr Loveridge nominated Cllr Corrie seconded by Cllr Simmons. Cllr Corrie was unanimously elected as Vice-Chair for the ensuing year.
- 3 **Terms of Reference for the various committees and working groups were approved including changing the Resources Group to a Committee. Councillors appointed to Committees / working groups / external bodies as follows:**
 - a. **Churchyard and Burial Ground Group:** Cllrs Allen, Bullock, Simmons and Wells.
 - b. **Getting Around Group:** Cllrs Allen, Bomberg and Chatterley.
 - c. **Appeals & Hearing Panels:** All councillors
 - d. **Planning Committee:** Cllrs Bomberg, Bullock, Loveridge, Wells and Simmons.
 - e. **Resources Committee:** Cllrs Bullock, Corrie, Loveridge and Wells.
 - f. **Strategic Planning Working Group:** Cllrs Allen and Chatterley.
 - g. **Flood Prevention representative:** Cllr Allen
 - h. **Canal Consultative Working Group representative:** Cllr Corrie to be confirmed.
 - i. **Community Land Trust representative:** Cllr Chatterley
 - j. **OHMG representative:** Cllr Simmons.
 - k. **Village Hall representative:** Cllr Loveridge.
 - l. **The Eastington Allotments Society representative:** Cllr Corrie to be confirmed.
 - m. **Friends of Snakey Lane Park Group representative:** Cllr Loveridge.
 - n. **Substitute members** (as per Standing Order 4d(v)) appointed for Committees/Working Group absences: Cllrs Bomberg, Bullock and Cozens.
- 4 **Attendance and apologies for absence** In attendance Cllrs Bullock (Chair), Bomberg (7.25pm onwards), Chatterley, Cozens (7.30pm onwards), Loveridge, Simmons, and Wells. There were 3 members of the public. Also present District Councillors Stephen Davies, John Jones, and Parish Clerk Mrs J Shirley. Apologies received from Cllrs Allen and Corrie.
- 5 **Declarations of interest in items on the agenda.** Cllr Loveridge declared a pecuniary interest in item 12.19.
- 6 **Chairman's announcements:** Cllr Bullock announced that the Parish Council has been awarded the Gold level of the Local Council Award Scheme, Eastington is the third council in Gloucestershire to receive the award.
- 7 **Approval of the Minutes of the Council meeting held on 13th April 2017:** RESOLVED to accept the minutes.
- 8 **Outstanding actions from previous meeting:** (March 2017) Item 8.2 Lorry Watch volunteer day to be arranged by Cllr Chatterley. (April 2017) Item 8.2 Clerk to investigate costs in creating new entrance into burial ground, and to investigate costs of creating Remembrance Garden. Item 9.2 Clerk to seek consent from various Alkerton-central locations for possible defibrillator installation. Item 10.2 Clerk to draft letter to GFirst LEP.
- 9 **Changes to the order of business.** Cllr Chatterley suggested deferring the Social Media Policy and Website Policy to the next meeting. All agreed.

The meeting was opened up for Public question time.

Mr Edwards addressed the meeting regarding a letter he had received from the Local Highways Manager regarding the speed humps on Alkerton Road.

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Mr Edwards went on to thank the Council for the support in improving the public rights of way. Mr Edwards also enquired as to how the Public Rights of Ways Defenders can apply to the Solar Grant Fund; the Clerk will email Mr Edwards all the information.

Cllr Bomberg joined the meeting.

Cllr Chatterley gave information from the meeting with Highways concerning the speed bumps; the reinstatement of the speed humps is a legal requirement however the Getting Around Group has requested that the set of bumps outside Alkerton Mews are delayed until an alternative scheme is considered.

Cllr Cozens joined the meeting.

To receive a report from the District Councillors: Cllr Jones gave a brief update; the District Council is holding its annual meeting next week where committees and chairmanships are appointed. Cllr Jones noted that the Neighbourhood Warden had witnessed a group of men in Saul selling Kirby vacuum cleaners from a white van, later seen in Whitminster; if they are seen again residents are encouraged to report to the Police.

10. Planning

10.1 The Council noted planning decisions made by Stroud District Council:

S.17/0604/HHOLD – Beech House, Westend – Extension. PERMIT 05/05/17.

S.17/0607/FUL – Middle Hall Farmhouse, Middle Street – New agricultural building for young stock. PERMIT 05/05/17.

The Appeal to build 36 houses and doctors surgery at Land North of Alkerton was dismissed by the Secretary of State.

10.2 The Parish Council considered the following planning application:

Application No:	Address	Details	EPC Comments:
S.17/0855/LBC	3 The Cross, Alkerton Road Eastington	Replacement of two south facing bay windows	No objection.

11 Groups / Meetings / Reports

11.1 The Council received notes of the latest meeting with Highways and Cllr Chatterley gave a verbal update from the Getting Around Group. The Council has received requests to widen the pavement on Bath Road; initially Highways will use the Lengthsman Scheme to cut back the vegetation that is growing over the tarmac. Once that has been carried out Highways and the Parish Council can look at what steps are needed to improve the pavement further including fixing any kerb stones. A possible solution for the improvement of the High Path along Millend Lane has been agreed between Highways and Archaeology with the use of grasscrete. The green at Cotswold Avenue has been damaged by the refuse vehicles; the land is owned by Stroud District Council. The Parish Council is working with Highways on options for the speed humps on Alkerton Road. The Council acknowledged the work of the Getting Around Group in achieving the resurfacing of the 3 roads leading into Alkerton.

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11.2 There was no update from the Churchyard & Burial Ground Group.

11.3 There was no update from the Resources Group meeting; the Council considered the following recommendations from the previous meeting:

- Transfer of the bus shelters to the Getting Around Group to manage. Agreed.
- Carry forward of 4.5 days unused holiday from 2016/17 for the Clerk. Agreed.

11.4 The Council received the Neighbourhood Warden report for March 2017.

12. Finance

12.1 The Council received an update on the 2017/18 accounts including bank reconciliation.

12.2 The Council approved the payment of Clerk's expenses for April 2017 which will be paid with the March payroll.

12.3 The Council received the Clerk's timesheet for April 2017.

12.4 The Clerk gave an update regarding the Skate Area project; additional play equipment has been ordered for the play park (baby swings, roundabout and improvement works to the tunnels).

12.5 The Clerk gave a verbal update on Risk Management training attended.

12.6 The Chair gave a verbal update on Appraisal Training attended.

12.7 The Council adopted the revised Code of Conduct based on the NALC model.

12.8 The Council reviewed Financial Regulations and agreed amendments to paragraph 11 as drafted by the Clerk.

12.9 The Council reviewed Standing Orders and agreed amendments to paragraph 19 as drafted by the Clerk. There was a discussion about including a new paragraph to limit the number of continuous years a Chairman serves. It was decided not to include the new paragraph.

12.10 The Council approved the 3 regular direct debits.

12.11 The Council reviewed the Council's bankers and authorised signatories.

12.12 The Council reviewed and approved the inventory of land and assets.

12.13 The Council received the internal auditors report on the year-end accounts 2016/17 and noted four recommendations which have already been addressed. The Council thanked the Clerk for keeping the accounts in order.

12.14 The Council approved the draft Tree Policy.

12.15 The Council deferred the draft Social Media Policy until next month.

12.16 The Council deferred the draft Website Policy until next month.

12.17 The Council noted that the annual play inspection has been carried out; mainly surface erosion and strimmer damage to be addressed. The Clerk is working with the Friends of Snakey Park to resolve the items.

12.18 The Council noted that the June Council meeting will be held at the Community Centre (Owen Harris Memorial Ground) due to the General Election when the village hall will be used as a polling station.

12.19 The Council approved the accounts for payment:

Invoice Date	Payee	Details	Net Amount	VAT	Gross Amount	Budget
30/04/17	Salaries & Expenses	Payroll April 2017 & Expenses March 2017	£1364.58	£0	£1364.58	Parish Admin
05/05/17	Post Office Ltd	PAYE & NI payments to HMRC for April 2017	£263.86	£0	£263.86	Parish Admin
31/03/17	Smith's (Gloucester) Ltd	2 invoices: Soil removal for skate area (£561) plus hire of Heras Fencing (£9)	£570.00	£114.00	£684.00	Grant funding rec'd
18/04/17	Glasdon UK Ltd	Two litter bins for play &	£611.12	£122.22	£733.34	Grant funding

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		skate area				rec'd
01/04/17	Eon	Electricity supply for phone box	£32.90	£1.65	£34.55	Eon
24/04/17	Plantscape	Village Gateways	£9925.00	£1985.00	£11910.00	Grant funding rec'd
21/04/17	Waterplus	Water supply to burial ground	£26.99	£0	£26.99	C&BG
28/04/17	Anita Sach	Locum Clerk services	£38.67	£0	£38.67	Parish Admin
19/04/17	Playsafety Ltd	Annual play inspection	£115.50	£23.10	£138.60	Play Park
08/03/17	Leslie Lipton Ltd t/a Freestyle	Skate area stage 3	£28119.06	£5623.81	£33742.87	Grant funding rec'd
24/04/17	Came & Company	Additional insurance pro-rata	£29.81	£0	£29.81	Insurance
21/04/17	IAC	Internal audit 2016/17	£185.00	£37.00	£222.00	Audit
02/05/17	GAPTC	Risk Management training 3/5/17	£15.00	£0	£15.00	Training
30/04/17	Alan Loveridge	Grass cutting April 2017 (£1135) Kissing Gate installation (£700)	£1835.00	£0	£1835.00	Grounds Maint Footpaths
	DIRECT DEBITS:					
03/05/17	NEST	Pensions for April 2017	£107.60	£0	£107.60	Parish Admin
22/04/17	Vodafone	Parish Mobile	£40.83	£8.16	£48.99	Parish Admin
		TOTAL			£51195.86	

The Council also noted the following receipts:

SDC	Precept first half	£34,339
HMRC	VAT Refund 2016/17	£10,138.13
GCC	Grant for Skate Park	£3,500

13 Consultations / Proposals

- 13.1 The Council considered the draft Stonehouse Neighbourhood Development Plan and had no comments.
- 13.2 The Council considered the Government's consultation on retaining free use of public parks and supported the proposals.

14 Correspondence

- 14.1 The Council received a list of correspondence received for information.

Clerk to report drug dealing in the canal layby by Pike Lock to Neighbourhood Warden and PCSO.

There being no further business the meeting closed at 8.32pm.

Notice: The next meeting of Eastington Parish Council will be on Thursday 8th June 2017 to be held at the Community Centre (Owen Harris Memorial Ground). Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Wednesday 31st May 2017.

Signed

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