

EASTINGTON PARISH COUNCIL

Email: clerk@eastington-pc.gov.uk ~ Tel: 01453 799616

I hereby give notice that the Meeting of Eastington Parish Council will be held in Eastington Village Hall on **Thursday 8th June 2023 at 7:00pm.**

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below.

All residents of the Parish are welcome to attend and a 20-minute period is set aside for members of the public to raise questions.

MC Simpson

Marianne Simpson, Clerk to Eastington Parish Council
2 June 2023

AGENDA

1. To note attendance and apologies for absence
2. To receive declarations of interest or dispensations in items on the agenda
3. To receive Chair's announcements
4. To approve minutes of the Parish Council meeting held on 11th May 2023
5. To review outstanding actions from previous meeting
6. To consider changes to the order of business

The meeting may be adjourned at this point for members of the Public to speak.

Members of the public are welcome to speak for up to 3 minutes each regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.

To receive a report from the County Councillor

To receive a report from the District Councillors

7. Planning

7.1 To consider Planning Applications:

Application No.	Address	Details
S.23/0974/HHOLD	Copperstones, Claypits, Eastington	Erection of a detached annex
S.23/1020/FUL	Nastend Grange Nastend Lane Nastend Stonehouse	Horse menage & turnout (Resubmission of S.23/0405/FUL)
S.23/0994/ADV	Co-op Store Alkerton Road Eastington	Erection of illuminated fascia signs & projector

7.2 To note Planning Decisions made by Stroud District Council

Application No.	Address	Details	SDC Decision
S.23/0675/HHOLD	43 Swallowcroft, Eastington,	Demolition of garage, rear porch and chimney. Single storey side extension. Parking space to front of property.	Permitted
S.23/0951/DISCON	Land West Of Stonehouse, Grove Lane, Westend	Discharge of Condition 5 (Materials) of permitted application S.14/0810/OUT	Permitted
S.23/0492/TCA	Eastington Park, Churchend, Eastington	Trees removal and crown reduction.	Consent
S.23/0556/HHOLD	Compton House, Spring Hill, Eastington	Raising of existing garage roof to incorporate four solar panels. Replacement porch and installation of cladding. (Retrospective)	Permitted
S.23/0844/FUL	Fromebridge Self Service, Fromebridge, Whitminster	Erection of store building	Permitted
S.23/1007/CPL	Walnut Tree Cottage Nupend Stonehouse	Construction of swimming pool, enclosure and pool equipment box	Certificate of lawfulness for a proposed use or development - Permitted

7.3 To update on the Stroud District Council Local Plan Review Examination

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8. Groups / Reports

- 8.1 To receive a report from the Getting Around Group
- 8.2 To consider adopting No Mow May or changes to the verge cutting contract. The Millend high path should only be cut in May to keep the path and space between the bollards clear; the bank and ditch should be left until the end of the season to allow plants to flower and set seed.
- 8.3 To update on the broken stile on Nupend Lane and replacement kissing gates
- 8.4 To receive a report from the Churchyard & Burial Ground Group
- 8.5 To update on the burial path
- 8.6 To receive a report from the Great Oldbury Group

9. Finance / Procedures

- 9.1 To approve the May bank reconciliation and budget vs spend.
- 9.2 To approve the payment of expenses for May 2022
- 9.3 To receive the staff timesheets for May 2022 (confidential and not for circulation)
- 9.4 To update on WaterPlus bill for the standtap at the burial ground
- 9.5 To consider Snakey Park play area repairs quotes
- 9.6 To consider purchasing a 'no cycling' sign for the burial ground
- 9.7 Council to receive Year End Accounts 2022-23 and review ear-marked reserves 2023-24
- 9.8 Council to review the Internal Audit Report and consider approve the recommendations
- 9.9 To approve the Annual Governance Statement for 2022-23
- 9.10 To approve the Accounting Statements for 2022-23
- 9.11 To ratify the payments made between meetings:

Inv Date	Payee	Details	Net	VAT	Gross	Budget
26/05/23	Salaries & Expenses	Salaries & Expenses May 2023	£1123.95	£0	£1123.95	Admin
11/05/23	Stonehouse Town Council	Being a Better Councillor Training – 3 councillors	£30.00	£0	£30.00	Training

- 9.12 To approve the accounts for payment:

Inv Date	Payee	Details	Net	VAT	Gross	Budget
23/05/23	HMRC	PAYE & NI May 2022	£361.79	£0	£361.79	Admin
26/05/23	Boyer Planning	Professional fees in relation to the preparation and attendance at Stroud District Council Local Plan Review Examination Online Hearing Session on Matter 6c: Stonehouse Cluster	£875.00	£175.00	£1050.00	Planning
05/05/23	Waterplus	Eastington standtap	£179.90	£0	£179.90	C&BG
12/05/23	Npower business solutions	Nupend phone box Electricity 1/4/22-31/3/21 £28.32 and 1/4/22-31/3/23 £66.41			£94.73	GAG
02/06/23	G Evans	Clearing the Westend Ditch	£130.00	£26.00	£156.00	GAG
01/06/23	A Loveridge	Grass maintenance in May	£1135.00		£1135.00	Grounds maintenance
01/06/23	A Loveridge	High path cut £90 Verge on road by orchard and burial ground £60	£150.00		£150.00	Grounds maintenance
31/05/23	Smith's (Gloucester) Ltd	Burial ground bin collection (May)	£12.42	£2.48	£14.90	C&BG
DIRECT DEBITS/STANDING ORDERS UPDATE						
21/05/23	Microsoft	Microsoft 365 Licenses	£45.40	£9.08	£54.48	Admin
01/06/23	Grapevine Telecom	Office mobile	£39.99	£7.99	£47.98	Admin
10/06/23	NEST	Clerk's pension May 2023	£71.01	0	£71.01	Pensions

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9.12 Payments received: W D Wood & Son FD £850.

10. Council to review the updated Risk Management Schedule

11. Council to consider requesting volunteers help on the parish council working groups or take on specific roles, eg Community Flood warden.

12. To note correspondence.

Notice: 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 at clerk@eastington-pc.gov.uk.

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Minutes of the Annual Parish Council Meeting held on 11th May 2023 at 7.00pm in Eastington Village Hall

1. **Election of Chair:** Cllr Linforth nominated Cllr Bullock, seconded by Cllr Farnden. Cllr Bullock was unanimously elected as Chair. Cllr Bullock signed the Chair's Declaration of Acceptance of Office.
2. **Election of Vice-Chair:** Cllr Spencer-Phillips nominated Cllr Devcich, seconded by Cllr Pitcher. Cllr Devcich was unanimously elected as Vice-Chair.
3. Appointment of officers and representatives to the EPC committees / working groups / external bodies item was moved after item 12.
4. Review of council policies and procedures covered in item 16.
5. **Attendance and apologies for absence** In attendance Cllrs Bullock (Chair), Farnden, Spencer-Phillips, Linforth, Pitcher, Maisey, Ward (joined following co-option at 7:15pm) and District Cllrs Davies, Jones. **Apologies** noted from Cllrs Spencer, Coombs, Devcich and Cozens. **Also present** Clerk Marianne Simpson and 2 members of the public.
6. Cllr Bullock welcomed Cllr Richard Maisey onto the council following his co-option at the April meeting. He had signed the Declaration of Acceptance of Office prior to the meeting.
7. **Declarations of interest or dispensations in items on the agenda** None.
8. **Chairman's announcements** None
9. **Approval of the minutes of the meeting** held on 13th April 2023 were proposed by Cllr Spencer-Phillips, seconded by Cllr Farnden, and Council RESOLVED to accept the minutes.
10. **Review outstanding actions from previous meeting:**
All outstanding actions covered in agenda items.
11. **Changes to the order of business:** Councillor appointments to committees and working groups was moved after item 12.

The meeting was adjourned for members of the public to address the council.

There were 2 members of the public present. None wanted to speak.

Report from the County Councillor

None.

Report from the District Councillor

District Cllr Davies reported SDC had a full council meeting, two motions were supported, one on tackling violence against women and one motion to object to the immigration policy. The Local Plan Examination should complete in mid-June. The Grove Lane site would be objected to as it is outside the settlement boundary but may be considered if the Local Plan must be re-written if another site is thrown out. Cllr Davies added that he is now on the Stroud Valleys Canal Company board and the Connected Canals project, so can help with any canal issues.

Cllr Jones had a meeting with the case officer for the Grove Lane application and he is summarising notes, so Whitminster Parish Council can put together a detailed objection to both the planning applications after its June meeting. Highways have asked for a 6-month referral of this site.

12. Council considered applications for co-option onto the council to fill the casual vacancy. Two applications were received for one vacancy. The candidates outlined their background and skills and then left the room while the councillors voted. They noted it was a great shame there were not 2 vacancies as they were both strong candidates. Councillors voted and unanimously voted Phillip Ward onto the council. They thanked the other applicant and encouraged him to apply again when another vacancy arises. Cllr Ward signed the Declaration of Acceptance of Office and joined the meeting.
13. **Appointment to EPC committees, working groups and external bodies**
 - 13.1 Councillors appointed officers and representatives to the EPC committees and working groups as follows:
Appeal/Hearings Panel (responsible for all matters relating to staff appeals regarding discipline and grievance.) All Cllrs are members.
Planning Committee: Cllrs Bullock, Farnden, Linforth, Maisey
Resources Committee: Cllrs Bullock, Farnden, Maisey
Finance Committee Management, administration, and control of financial affairs (accounts, audit, investments) including risk assessment and insurance: Cllrs Bullock, Farnden, Spencer, Linforth.

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Churchyard and Burial Ground Group: Cllrs Spencer-Phillips, Farnden, Pitcher

Getting Around Group (Roads, PROW etc): Cllrs Farnden, Devcich, Spencer-Phillips

Playground at the OHMG: Snakey Park volunteers check over the play area, however, it is useful if a couple of councillors help with that. Cllr Ward volunteered to periodically check the play area and to attend the Gloucestershire Playing Fields Association training on inspecting and managing play areas.

Strategic Planning Working Group (2 Cllrs minimum plus members of public): Cllr Coombs (*in his absence continue from last year, subject to his agreement*). Further members of the group will be considered when the Eastington NDP is reviewed.

13.2 Councillors appointed officers to external groups and bodies as follows:

Eastington Community Centre (OHMG) representative – attends meetings and reports back to Parish Council on matters of the OHMG as the Parish Council is a custodial trustee. **Cllr Bullock**

Canal Consultative Working Group representative – attends meetings and reports back to Parish Council on matters of the canal **Cllr Coombs** (*in his absence continue from last year, subject to his agreement*).

Community Land Trust Group representative – attends meetings and reports back to Parish Council on matters of the CLT. **Cllr Bullock, Farnden**

Eastington Village Hall representative – attends meetings and reports back to Parish Council on matters relating to the village hall as the Parish Council is a custodial trustee. **Cllr Bullock, Farnden**

Friends of Snakey Lane Play Park representative – keep the Parish Council informed as to the running of the play park and any problems that need to be addressed. **Cllr Ward**

The Eastington Allotments Society representative – keep the parish council informed as to the running of the allotments and any problems that need to be addressed. **Cllr Spencer-Phillips**

14. Planning

14.1 Council considered planning applications:

Application no.	Address	Details	Decision
S.23/0840/ADV	Site Of Former Shell Oldbury Chipmans Platt	Installation of multiple signage	Support
S.23/0844/FUL	Fromebridge Self Service Fromebridge Whitminster	Erection of store building	Support

14.2 To note planning decisions made by Stroud District Council:

S.23/0542/HHOLD Beech House, Westend - Erection of a two-storey side extension. Permitted

S.23/0405/FUL Nastend Grange, Nastend Lane - Horse manege & turnout. Permitted

S.23/0726/AFPAA Alkerton Green Farm, Alkerton - 2 Silage Bunkers. Permitted

14.3 Council updated on the request from Boyer Planning for an online meeting to discuss the Examination Hearing Matter 6c (Stonehouse Cluster) which is on 18th May. The Clerk reported a meeting was held with Lawrence Turner and Olivia Davis from Boyer Planning today at 2pm with Cllr Spencer-Phillips and the Clerk. Lawrence will circulate a list of bullet points to focus on at the hearing next Thursday, which the councillors can comment on. The main points raised were: is the additional 22 hectares of employment land required, is there evidence of this need, and have brownfield sites been considered.

14.4 Cllr Spencer-Phillips updated on the proposed diversion of public footpath EEA 13 at Brunel Way. He had met onsite with GCC and the business owners. Lister Shearing want to make their site secure and reduce the risk to the public from trucks turning etc. The owner of the land has not responded to attempts to get them to clear it. Proposal is to move the footpath to the other side of the brook. An accessible new bridge will be built over the brook. Cllr Spencer-Phillips proposed we agree the new route with some conditions and note that the council are concerned about a footpath being diverted. All agreed.

8:00pm Cllr Bullock paused the meeting to move to the Annual Parish Meeting

8:10pm Annual Parish Meeting finished, and council resumed the Annual Parish Council meeting

15. Groups / Reports

15.1 Getting Around Group

Cllr Spencer-Phillips reported the sign and post at the entrance to the bridleway at Westend are damaged and need replacing. Clerk to report to the GCC PROW officer. Also, the broken stile on Nupend Lane on the footpath to Great Oldbury has still not been replaced with a kissing gate. Clerk to contact Robert Hitchins. Also, Cllr Farnden added that the damaged fencing and the wooden stile at the end of Broadfield Road, owned by Stroud District Council has not been repaired. Clerk to contact Keith Gerard at SDC. Action: Clerk to follow up on these issues.

Clerk reported further quotes for the work on the Bath Rd pavement widening have been gathered following the exploratory works arranged and paid for by the PC. The quotes were for work to widen the existing tarmac footpaths

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to 1.4 - 1.5m width. This will not be along the full length as there are hedges and fences extending into the edge of the footpath in places. The top surface of the footpath is to be planed off and then the full width of the path overlaid with new tarmac, and the new back edge with be made up. The quote includes traffic management to highways specifications, which is costly. The quote for all works is circa £55,000. Clerk has approached various sources of funding to consider contributing to this project.

The Clerk reported that a ditch in Westend had been causing problems for a resident. Highways looked at this and have spent money on CCTV and root cutting which has highlighted an issue with the ditch. The CCTV located a second pipe which discharges into the ditch and it was full of roots which has now been cleared. The report has highlighted that a parish council-owned ditch needs to be cleared as the outlet is below the water level and hence clearing the ditch will make this pipe function as it should do. The Clerk has asked a contractor to quote for clearing the ditch. Cllr Spencer-Phillips said the water table is very high now, so that may be adding to the problem, and it may reduce when the weather improves.

District Cllr Jones noted Grove Lave has sunk between the bridge and Westend farm in Eastington so there is a significant dip in the road. Cllr Farnden proposed the Getting Around Group do a drive around to check for issues this month.

Cllr Bullock requested GCC highways are asked if a 'beware of the hedgehog' sign is allowed on the grass verges. The path from Nupend Lane to Alfred Underwood Way has 2 bollards at the end to prevent unsuspecting cyclists (particularly children) from exiting directly into the path of cars and farm vehicles. The Clerk asked David Wilson Homes to install a chicane barrier at this exit. They confirmed they are overseeing the adoption of the roads and footpaths on the David Wilson Homes development with GCC through a Section 38 Agreement. The approved design for this junction between the path and road originally did not show any measure to minimise the risk of this issue occurring so they proactively installed the bollards. This was signed off by GCC Highways department prior to them being installed and has since been reviewed and considered by a Road Safety Audit where it was further recommended that corduroy paving should be installed for visually impaired persons. This has now been done. David Wilson Homes have referred our request for a chicane-type barrier to Highways, who have the ultimate decision on what needs to be installed.

15.2 Update from the Churchyard & Burial Ground Group

Cllr Farnden noted it is difficult to get the blue bin collected as it is difficult to push down the rough stone path. The Clerk responded that the top stone for the burial ground path has been delivered and the path should be finished by Wednesday next week. Cllr Farnden noted the old bench in the burial ground needs refurbishment or replacement. Cllr Bullock asked that the council ensures that it has not been donated in memory of someone, before considering any repairs or replacement. Action: Clerk to check the ownership of the bench.

The Clerk noted the fence along the orchard will soon need to be moved back a few rows to increase the width of the burial ground. Action: Clerk to notify the orchard group that the fence needs to be moved.

The Clerk reported that a row of daffodils are growing in the middle of 'the next in line' plot and there is nothing in the records for this plot. Council agreed not to use the plot for the time being.

15.3 Report from the Great Oldbury Group

Cllr Ward asked for access to the Great Oldbury parish council notice board. Cllr Coombs has the key. There has been some vandalism, the bus stop bin was kicked over and some perspex was damaged. Cllr Bullock recommended it is reported to the neighbourhood warden and the PCSO as well.

Finance / Procedures

15.1 Council approved the April bank reconciliation, sent separately. The accounts will be considered at the next meeting, after the internal audit has been completed.

15.2 Council approved the payment of expenses for April 2023, sent separately.

15.3 Council received the staff timesheets for April 2023 (confidential and not for circulation), sent separately.

15.4 Clerk updated that the top layer stone for the burial ground path has now been delivered and the contractor has confirmed he will complete the job next week.

15.5 Council noted the full cost of the Bath Road pavement widening is £56,697 from a combined quote from 2 contractors. The Clerk has requested potential funding from several sources; SDC cycling and walking fund, SDC CIL funding, funding from the developer of the proposed Frocester solar farm, and GCC highways. This project will be discussed at the next highways meeting on 22 May.

15.6 Council has received the annual RoSPA play area inspection report and authorised the Clerk to arrange repairs as outlined in the report and repairs previously reported. It is mostly ground erosion issues at both the skate ramp and play park. Some fencing repairs are also required and some missing parts eg caps need replacing and some equipment needs a re-paint. Council to get 3 quotes for the work and ask our contractor for a quote to repair the fence and minor re-painting tasks.

15.7 Council approved the list of direct debits:
Microsoft (EPC Office 365) monthly

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NEST (Clerk pension) monthly
 Grapevine Telecom (mobile) monthly
 Public Works Loan Board £2761.48 twice per year Apr/Oct
 Information Commissioners Office (data protection) £35 (annual in July)
 Easyspace domain name for NDP 2yearly billing period Feb

15.8 Council reviewed the Council's bankers and authorised signatories.

Lloyds Bank – Cllrs Bullock, Farnden, and agreed to add Cllrs Spencer and Linforth
 Barclays Bank (Charlie Bullock Fund and Solar Farm Fund) – Cllrs Bullock and Farnden

15.9 Council approved the updated inventory of assets, same as last year with the addition of the 3 benches and 3 kissing gates. Clerk to add to the website.

15.10 Council approved the annual insurance premium of £1,016.76 with Zurich Insurers. The policy is due for renewal on 1st June.

15.11 Council considered purchasing a Mindray C1A Defibrillator and External Defibsafe2 Unlocked Heated Cabinet with additional telephone box fittings for location in the Nupend telephone box at a cost of £1,341.00. Cllr Maisey to check with his Nupend neighbours that they agree to losing the book share in the phone box to enable the defibrillator to be installed in the phone box. Clerk to check if the defibrillator can be fitted on the outside of the phone box.

9:00pm Suspend standing orders.

15.12 Council considered another defibrillator for Nastend, to be fitted on an outside post to a property. Council approved to purchase a defibrillator for Nastend.

15.13 Council agreed to appoint GAPTC to carry out the internal audit 2022-23 and noted they provide a competent and independent internal audit service.

15.14 Council to complete the internal audit and circulate the accounts 2022-23 to all councillors prior to submission to the external auditor PKF Littlejohn by 3 July.

15.15 Council noted internal financial control checks are carried out by Cllrs Bullock and Farnden. The invoices are checked against all bank payments.

15.16 Council ratified the payments made between meetings:

Inv Date	Payee	Details	Net	VAT	Gross	Budget
27/04/23	Salaries & Expenses	Salaries & Expenses March 2023	£1303.74	£0	£1303.74	Admin

15.17 To approve the accounts for payment:

Inv Date	Payee	Details	Net	VAT	Gross	Budget
04/05/23	HMRC	PAYE & NI April 2023	£475.48	£0	£475.48	Admin
04/05/23	A Loveridge	Grass cutting (April)	£1135.00	£0	£1135.00	Burial ground
17/04/23	RoSPA	Annual Inspection - Snakey Park & Skate Area	£209.50	£41.90	£251.40	Play area
04/05/23	GAPTC	GAPTC Annual Membership Subscription for 2023/2024	£692.75	£0	£692.75	Subs
19/04/23	SLCC	Annual membership of Society of Local Council Clerks	£80.24	£0	£80.24	Subs
07/04/23	npower	Electricity 1/4/22-31/3/23 for Nupend phone box	£63.25	£3.16	£66.41	GAG
04/05/23	M Simpson	Reimburse Clerk for purchase of coronation banner	£59.75	£11.95	£71.70	Coronation
04/05/23	M Simpson	Reimburse Clerk for RBL coronation bunting	£58.98	£6.08	£65.06	Coronation
DIRECT DEBITS/STANDING ORDERS UPDATE						
24/04/23	Microsoft	Microsoft 365 Licenses	£45.40	£9.08	£54.48	Office
02/05/23	Grapevine Telecom	Office mobile	£39.99	£7.99	£47.98	Office
11/04/23	NEST	Clerk's pension March 2023	£113.13	£0	£113.13	Pensions

An invoice was received today from Stonehouse Town Council for the purchase of 3 x councillor training for a total of £30. Council agreed to pay this and ratify it at the next meeting, as it has previously been approved.

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15.18 Payments received: VAT reclaim £2695.15, interest £48.88, Precept (half) £48540, CIL £1,920.50

16. To review and adopt policy documents:

- Council briefly discussed the Risk Management Schedule, updated in 2022. Cllr Maisey to review this policy further and circulate any changes.
- Council approved the Financial regulations, updated to the latest NALC template July 2019.
- Council approved the Code of Conduct, updated May 2023 based on the latest NALC template. Council noted the parish council adopted the Gloucestershire Unified Code of Conduct in March 2023.

17. To note correspondence.

Notice: The next meeting of Eastington Parish Council is Thursday 8th June 2023. 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 at clerk@eastington-pc.gov.uk.

Meeting closed 21:17

Signed

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ANNUAL PARISH MEETING

HELD ON THURSDAY 11 MAY 2023
AT 8:00 PM AT THE VILLAGE HALL

MINUTES

1. Cllr Muriel Bullock (Chair of Eastington Parish Council welcomed everyone to the Annual Parish Meeting.
2. The Minutes of the Annual Parish Meeting held on 12th May 2022 were approved and are available on the Parish Council's website.
3. The Parish Council Chair's report on 2022-23 was received. See Chair's report attached.
4. Questions from the public
There were no questions.

There being no other business, the meeting was closed at 8:10pm.

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EASTINGTON PARISH COUNCIL CHAIRMANS REPORT 2022/23

Another busy year for Councillors doing their best for the Parish.

A very warm welcome to 5 new Councillors who have joined us during this year and a big thank you to all Councillors for their hard work throughout the year.

We also said goodbye to 3 Councillors Alison Loveridge, Jennie Corrie and Alex Holcombe, we thank them for their contribution to the Parish and wish them well.

Great Oldbury is due to become a Parish in its own right next year so it is possible we will be losing some of our Councillors. This will be decided at the Local Election in May next year.

We are still working hard on getting the pavement on Bath Road widened. Last year Highways carried out some siding and edging work along the back of the pavement, but it only provided limited improvement to the footpath width. The parish council is taking this further and has been carrying out some exploratory works to determine which stretches of pavement can be scraped right back and re-surfaced with new tarmac.

The traffic calming work is still ongoing, and we are in consultation with GCC highways to ensure we meet all the highways requirements and get the most effective solution.

We have installed 3 benches around the village that are being well used if anyone has a request for more, please contact the Clerk with a possible site.

We again paid for a Christmas meal for members of the Bingo groups which was very much enjoyed by everyone.

We have dealt with a lot of planning applications during the year, at present our planning consultants are representing the Council at the examination in public of the local plan. Our main concerns are the increase in the land allocation for business and commercial development.

EASTINGTON PARISH COUNCIL

RISK ASSESSMENT & MANAGEMENT

Revision 22-23
May 2023

INTRODUCTION

This document summarises the risk areas for which the Parish Council is responsible and gives details of the insurance cover. For the full Risk Management Table please see Appendix 2, for details of Risk Schedule giving dates when items last assessed, please see Appendix 3.

INSURANCE

Insurer: Zurich Municipal, The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire, PO15 7JZ.

Policy No: YLL-2720859783

The Policy covers:

Mandatory items

-) Public Liability (£12 million)
-) Employer's Liability (£10 million)
-) Money (£5,000)
-) Fidelity Guarantee (£250,000)

Other items:

-) Playground equipment
-) Street furniture, including bus shelters, bins and benches
-) Defibrillators and cabinets
-) Personal Accident – covers councillors, employees and volunteers up to age of 90
-) Legal expenses

PLAY AND SKATE PARK EQUIPMENT

Insurance figures under this heading are reviewed annually by the Clerk.

In addition to the insurance cover provided, all equipment is subject to:

-) Monthly inspections by the Friends of Snakey Lane Park.
-) Annual inspection by RoSPA
-) Additional inspections carried out by the play equipment providers when needed.
-) PAT testing on EPC computers/printer every 3 years
-) Defibrillators are checked monthly and recorded on the WebNos defibrillator management tool.

NOTICE BOARDS AND BUS SHELTERS

The parish council owns five notice boards and three bus shelters in the parish and they are inspected annually and any matters requiring attention are brought to the next full council meeting.

WAR MEMORIAL & TOMBSTONES AT ST MICHAEL'S & ALL ANGELS CHURCH (Closed Churchyard)

The War Memorial belongs to the Church but resides within the closed churchyard for which the Parish Council is responsible. The condition of the memorial and tombstones within the churchyard are visually checked by the Parish Council annually and by a stonemason every 5 years.

ALKERTON CROSS

The condition of the monument is visually checked by the Parish Council annually and by a stonemason every 5 years.

EASTINGTON BURIAL GROUND

The following procedures are carried out on a regular basis by the Parish Council:

-) Monthly visual check by walking through the burial ground
-) Records of all checks are retained by the Parish Clerk
-) Grass cutting is undertaken by a contractor chosen by the Parish Council and a copy of their public liability insurance is held with the Parish Clerk.

TREES

The Parish Council has responsibility to ensure that PC-owned trees are in a safe condition particularly in areas where the public may walk and sit beneath, therefore the Parish Council conducts a routine annual visual check for dead branches, plus additional checks are conducted after periods of bad weather that may have damaged trees. Every 2-3 years the Parish Council has the trees independently checked. The Parish Clerk retains records of the safety checks.

OFFICE STAFF & CONTRACTORS

The Clerk or a Councillor conducts risk assessments.

COMPUTER FILES

The parish council has two laptop computers; both are protected with Webroot Secure Anywhere for anti-virus protection. All the Council's files are stored on Microsoft OneDrive which provides an automatic 30-day backup.

MONEY

Money is a mandatory item on the insurance schedule. However, the Parish Council does not operate a petty cash system and no cash is held on behalf of the parish on a regular basis. Any monies received are banked promptly.

All cheques have to be signed by two members of the Parish Council as per the Local Government Act 1972, Section 150 (5). The members signing must be recognised by the Council's bank as registered signatories. The cheque signatories are also vigilant as to the payee on each cheque to detect and prevent any possible fraud.

Online banking is used to make payments to suppliers; payments are set-up by the Clerk and authorised by two members of the Parish Council. Each person authorised for online banking has their own unique login and passcode which is not shared with anyone. Invoices for payments are circulated to the councillors carrying out the online payments. Random checks of the online payments made, against invoices, and minutes are made as part of the internal controls.

WORKING FROM HOME

The Parish Clerk works from home and takes measures to ensure all laptop plugs and wires are kept out of walking routes.

PAYROLL

The monthly payroll for the Council's employees is processed by PATA (UK). The employees are paid by the last working day of each calendar month. The payment is ratified by Full Council at the next meeting. Expenses and overtime are agreed by Full Council prior to payment through the monthly payroll. All timesheets are circulated to Full Council.

OWEN HARRIS MEMORIAL GROUND

The Parish Council is a custodian trustee of OHMG; the day-to-day management is the responsibility of the Owen Harris Memorial Ground Committee.

EASTINGTON VILLAGE HALL

The Parish Council is a custodian trustee of Eastington Village Hall; the day-to-day management is the responsibility of the Eastington Village Hall Committee.

FINANCIAL INTERNAL CONTROL PROCEDURES

In addition to the controls in the Financial Regulations, Eastington Parish Council also has in place the following

Monthly:

-) The Clerk shall submit all spending for the month on a schedule to be approved by council
-) The Clerk shall provide a monthly bank reconciliation
-) All cheques, counterfoils and invoices for payment are to be signed by 2 Councillors. The Clerk is not a signatory. During 2020-21, online banking was set up for all bank accounts. This was in response to the Covid-19 pandemic and in the interests of the safety of staff and councillors. No cheques were issued and all payments were made via online banking. This

enabled council business to continue during Covid-19 lockdowns when banks were not always open, and the Government had issued a stay-at-home notice. All online payments require online bank authorisation by 2 councillors. The Clerk has delegation access only to set up the payments and does not have authorisation permission. The online banking is limited to 3 councillors who are included on the bank mandate.

-) The Clerk shall present to the Council an update of expenditure and how it relates to the budget.

Quarterly:

-) Two councillors will check the accounts to ensure all procedures are being followed, using the checklist provided by GAPTC (see Appendix 1).

Yearly:

-) In November the Clerk shall present a draft budget and ask for estimated expenditure on projects for the coming year.
-) In January the precept will be set.
-) In April or May the Clerk will prepare the accounts for examination by an internal auditor who is independent of the council. The purpose of the internal audit is to review whether the system of financial control is effective.
-) In May or June all relevant paperwork and administration will be completed, in accordance with the external auditor's requirements.
-) The councillors will approve the accounts and sign all relevant paperwork at the council meeting which will be minuted.

BUSINESS CONTINUITY PLAN

This section covers the process to follow should the Parish Clerk be:

Absent from monthly full council meeting
Unavailable long-term

1. Clerk failing to attend council meeting.

Wherever possible, the Clerk will have pre-arranged temporary cover. The Clerk will inform the Chairman/Vice-Chairman of absence as soon as possible. If the Clerk has failed to arrive within 10 minutes of meeting start time and no contact has been made, the meeting should continue, and one of the councillors will note the minutes of the meeting.

Wherever possible, the Clerk will have circulated the meeting papers prior to the meeting. These include:

Agenda
Previous meeting minutes
Schedule of payments for approval
Finance reports
Record of post received.

After the meeting, the council will forward the minutes to the clerk for completion and distribution, or invoke Procedure (2) below.

2. Clerk unavailable long-term

In the event the Clerk is unavailable longer-term (more than 1 week), the Chairman/Vice-Chairman will contact Gloucestershire Association of Parish and Town Councils (GAPTC) to engage the services of a locum clerk.
Email: advice@gaptc.org.uk

Appendix 1 – Quarterly internal check-list (provided by GAPTC)

	YES	NO	Comment
All payments are authorised by two Members			
Payment signatories have initialled the original invoice as evidence or marked the electronic copy with a tick or electronic signature.			
The payment counterfoil initialled by the auditing Member or the auditing Member confirmed sighting of the payment via online banking access.			
Bank accounts reconciled monthly			
Payroll actioned accurately on a monthly basis			
All payments entered into accounting system/spreadsheet/cashbook accurately with the relevant power. Clerk can provide access to the accounts spreadsheet via an electronic link with permission for all councillors to view.			
Payment schedule presented to full council monthly			
There are separate Grants and VAT columns on the accounting spreadsheet/system			Council has General Power of Competence so does not use s137
The VAT is claimed at end of year			
Receipts are correctly recorded on accounts system/spreadsheet . Clerk can provide access to the accounts spreadsheet via an electronic link with permission for all councillors to view.			
Receipts are reconciled against original bank statements or against online bank statements.			
For funds being transferred between accounts, a virement has been agreed and recorded by the Council			
A reconciliation of accounts is presented to Council monthly, and date of last one.			
The internal checks occur quarterly.			
Any other comments			
Auditing Member: - PRINT NAME (Signature)			
Date:			

Appendix 2 – Risk Management Table

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical assets	M	Playground equipment insured. Value increased annually by RPI. CCTV at play park.
	Security of equipment etc	H	Office equipment insured. Anti-virus software kept up to date on office laptop. Backups of documents retained on One Drive.
Finance	Banking	M	Money banked with High Street Banks.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £5,000 (to cover loss of income). Important documents backed-up and stored off premises.
	Loss of cash through theft or dishonesty	M	All monies received are banked promptly. There is no petty cash system which reduces risk of theft.
	Financial controls and records	M	Monthly reconciliation produced by Parish Clerk. Two signatories on cheques. Two authorisations for online payments. Internal and external audit.
	Comply with VAT Regulations	M	Use help line when necessary. VAT payments and claims calculated by Parish Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council each month or at least quarterly.
	Complying with borrowing restrictions	L	No new borrowing likely at present. Public Works Loan Board Repayment Notice reported at Year End.

Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported and contractors employed to carry out any work, as necessary.
	Legal liability as consequence of asset ownership (especially burial ground and playground)	H	Insurance in place. Monthly checks of playgrounds and burial ground. Annual checks by ROSPA of playground, plus annual visual check of headstones in the burial ground and closed churchyard. Written records kept. Memorials checked by a qualified stonemason every few years.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation (eg SLCC).
	Comply with HMRC requirements	M	Regular advice from HMRC. Internal and external auditors carry out annual checks. Employ PATA Payroll services to ensure all tax and NI paid in a timely manner.
	Safety of Staff and visitors	M	Annual H&S risk assessment checks.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets once a month and receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the web site and on request.
	Proper document control	M	Leases and legal documents in Clerk's home office or storage cupboard at the Village Hall. Other data storage to comply with Data Protection Act.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register updated as required.

Appendix 3 - Risk Schedule

Eastington Parish Council Risk Schedule			
Item	Frequency	Last Reviewed	Comments/ Actions
Parish Council Insurance, including:	Annual	May-2023	Annual arrangement with Zurich insurance
Public and Employers' Liability	Annual	May 2023	
Money and Fidelity Guarantee	Annual	May 2023	
Personal Accident	Annual	May 2023	Up to age 90.
Alkerton Cross Monument	Stonemason check once every 5 years; visual check annually	June 2017 (stonemason)	Visually inspected annually by parish council.
War Memorial	Stonemason check once every 5 years; visual check annually		Visually inspected annually by parish council.
Inspection of Play and Skate Equipment by Qualified Inspector	Annual	April 2023	Inspected by RoSPA
Other Inspections/Maintenance:			
Tree inspections – Burial Ground	Every 2-3 years and as required	July 2021	Treecare Consulting
Tree inspections – Closed Churchyard	Every 2-3 years and as required	July 2021	Treecare Consulting
Tree inspections – Alkerton Green Common Land	Every 2-3 years and as required	Mar-2017	Tree Maintenance Ltd
Tree inspections – Nastend Green Common Land	Every 2-3 years and as required	Mar-2017	Tree Maintenance Ltd
Tree inspections – Westend Green Common Land	Every 2-3 years and as required	Mar-2017	Tree Maintenance Ltd
Burial Ground & churchyard headstones	Annual Visual inspections by councillors	June 2021	Inspection by Ransome Memorials stonemason June 2021
Bus Shelter – Victoria Drive	Annual Visual inspection by cleaning contractor	Jan 2023	Bus shelter replaced with new in Sept 2017
Bus Shelter – Springhill nr canal	Annual Visual inspection by cleaning contractor	Jan 2023	Bus shelter replaced with new in Sept 2017
Bus Shelter – Claypits	Annual Visual inspection by cleaning contractor	Jan 2023	New bus shelter Oct 2021.

Inspection of Playground Equipment by Friends of Snakey Lane Park	Monthly	Ongoing	Annual inspection carried out April 2023
Telephone box – Nupend	Annual	May 2023	Visual only by volunteer
Telephone box – Victoria Drive	Annual	Oct-2019	Refurbished by volunteers
Tombstones (tabletop) at closed churchyard	Every 5 years	June 2021	Inspection by Ransome Memorials stonemason June 2021
CCTV at Play park	Annual	Redhand CCTV service Dec 2022	Provider monitors systems 24/7 – Clerk to check annually that Policy is fit for purpose
Pond at Snakey Lane	Annual	April 2022	Pond area is trimmed annually to ensure water edges are visible

Financial Matters:

Banking Arrangements	As required		Monies received banked within one week of receipt
Insurance Providers	Annual	May 2023	Zurich insurance 5 year contract.
VAT Return Completed/Submitted	Annual	March 2023	
Additional Audit Fee	Annual		None in 2022
Annual Salary Review	Annual		National Award April 2022
Election Costs	Annual	May 2021	Uncontested election – no costs

Other:

Budget Agreed, Monitored and Reported	Annual	Ongoing	Monthly monitoring & reporting
Precept Requested	Annual	Jan 2023	
Payments Approval Procedure	Annual	May 2023	As part of financial regulations
Bank Reconciliations Overseen by Councillors	Annual	Ongoing	Reported monthly
Clerk's Salary Reviewed & Documented	Annual	April 2022	Annual pay agreement
Use of Home as Office Allowance	Annual		HMRC unreceipted amount of £6 per week allowed
Internal Audit	Annual	May 2022	GAPTC

External Audit	Annual	June 2022	PFK Littlejohn LLP
Internal Check of Financial Records	Annual	May 2022	Two councillors
Record Keeping:			
Minutes Properly Numbered etc	On-going		Ongoing
Asset Register Available/Updated	On-going		Updated May 2023
Financial Regulations Available/Updated	On-going		Reviewed March 2023
Standing Orders Available/Updated	On-going		Reviewed and updated April 2023
Back-up Taken of Computer Records	Ongoing		Files are stored on One Drive and backups kept for 30 days. Full backup to Portable drive Feb 2021 – before migration of emails to new email system.
Employees and Contractors:			
Contracts of Employment	As required		
Contractors' Indemnity Insurance	As required		
Written Arrangements with Contractors	As required		
Members' Responsibilities:			
Code of Conduct Adopted	On-going		Reviewed May 2023
Register of Interests Completed and Updated	On-going		May 2021 following election or on co-option
Register of Gifts/Hospitality	On-going		None
Declarations of Interests Minuted	On-going		
GDPR	On-going		Training for Cllrs. Cllrs to sign to accept responsibilities. Refresh due 2022.