

DEERHURST PARISH COUNCIL

Minutes of the Annual Council Meeting held on Wednesday, 23 May 2018, in Apperley Village Hall.

PRESENT:

Councillors L Attard (Chairman)
E Checkley
J Pollard (partial attendance)
B Oldham
J Smith
A Wilkes
Borough Councillor D Waters
Mrs F Wallbank – Clerk

Parishioners: 0

1 APOLOGIES: Councillor Ridal.

2 ELECTION OF OFFICERS DECLARATION OF ACCEPTANCE

The Clerk asked for nominations for Chair – Councillor Oldham proposed Councillor Attard and Councillor Smith seconded the proposal all voted in favour. Councillor Attard accepted the post and signed the Declaration of Acceptance.

It was agreed not to appoint a Vice-Chairman.

3 DECLARATION OF INTEREST: None

4 MINUTES OF MEETING:

The minutes of the meetings held on the Wednesday, 25 April 2018, having been circulated with the agenda were agreed and signed.

5 APPOINTMENT OF REPRESENTATIVES:

Village Hall	Ben Oldham
Deerhurst Parish Playing Field	Len Attard & Anthony Wilkes
Public Rights of Way	Jim Pollard
Neighbourhood Watch	Emma Checkley
Snow	Steve Topham/Timothy Morris
Flood	Apperley, Gabb Lane: Ginger Blayney Deerhurst: Norman Macpherson Deerhurst Walton: Jonathan Smith
Planning Sub-Committee	Len Attard – Lower Apperley Jim Pollard – Apperley Emma Checkley – Deerhurst Jonathan Smith – Deerhurst Walton
Allotment:	Jean Scorer

6 PUBLIC COMMENT: None present

7 COUNTY COUNCILLORS REPORT: Not present

8 BOROUGH COUNCILLORS REPORT: Councillor Bird is now the leader of the Council with Councillor Mason as Deputy Leader.

9 PLANNING:

9.1 Applications:

18/00393/PDAD The Dutch Barn, Manor Farm Cottage, Deerhurst: Prior approval for change of use of agricultural building to a residential use (C3) of the use classes order and associated works
 Comments to Tewkesbury Borough Council:
 The Parish Council has no adverse comments

Councillor Pollard entered

18/00434/FUL Land at SO 86040 28415 School Road, Apperley: Application for a new agricultural barn to store hay for cattle enterprise and apron.
 Comments to Tewkesbury Borough Council:
 The Parish Council has no adverse comments to this application however an observation is that the access could be improved as part of the application.

18/00432/FUL Land Adjacent Bria Lee, Deerhurst Road, Apperley: Erection of 2 no dwelling with garages access drives and parking spaces (revised application following approval of application refs 14/00830/FUL and 17/00130/FUL).
 Comments to Tewkesbury Borough Council:
 Erection of 2 no. dwellings with garages, access drives and parking spaces (revised application following approval of application references 14/00830/FUL and 17/00130/FUL)

9.2 TBC Decisions:

18/00292/FUL Land at Abbots Court Farm, Deerhurst: Erection of agricultural building and associated works - **Granted**

9.3 Appeals/Appeal Decisions: None

10 FINANCIAL MATTERS:

10.1 Insurance:

10.2 Accounts for payment and receipts:

Mrs F J Wallbank –

Salary for 1-31 May 2018	328.14		
Less Tax	<u>65.60</u>	262.54	Via Bank Transfer
Inland Revenue – Tax for FJW		65.60	Cheque No: 000877
Apperley Village Hall Meeting 23.5.18		15.00	Via Bank Transfer
Shirley Fowler: Carrying out internal audit		50.00	Cheque No: 000878
Came & Co Renewal of insurance due 1.6.18		368.12	Via Bank Transfer
Wa+erplus – for the period 1.1.18 – 7.4.18		77.12	Via Bank Transfer
Countrywide – Carrying out cuts in April x 2	250.00		
	<u>VAT 50.00</u>	300.00	Via Bank Transfer
Total:		£838.38	

Receipts

Precept for 2017/18 7000.00

Allotment rents 80.00

TBC Deerhurst Walton Flood Grant

Invoice from Madge Lodge &

Gibson 2126.00

Invoice from Deerhurst Parish
Council for:

Additional fees	200.00	
Additional fees for the Clerk	<u>250.00</u>	2576.00

Ashleworth Woodpeckers Youth FC: Use
Of Playing Field during March & April

10.00

Total Receipt: £9666.00

10.3 Financial Statement: Noted and signed by the Chairman

10.4 Accounts for the year ended 31 March 2018: Clerk reported that Shirley Fowler had completed the Internal Audit and reported as follows:

- Applied the tests as set out in Appendix 8 of the Practitioner's Guide Governance and Accountability in Local Councils in England and Wales and found them to be satisfactory.
- Confirmed that Risk management procedures currently in place are completely appropriate, sufficient and very well monitored in accordance to the Risk Management file.
- Tested payment procedures as against receipts/invoices, cheques drawn and bank statement entries and found these to be satisfactory, also leaving a good audit trail.
- Understands that no Petty Cash system operates within the Parish Council

Mrs Fowler therefore completed and signed Annual Internal Audit Report section of the accounts. She had submitted her invoice for these services.

10.5 Accounts for the year ended 31 March 2018 Agree and sign Governance Statement: The Clerk took the Councillors through the Annual Governance Statement – it was agreed and signed by the Chairman and the Clerk.

10.6 Accounts for the year ended 31 March 2018 Agree and sign accounts: The accounts were agreed and signed by the Chairman and the Clerk.

10.6 Proposed Clerk's salary increase: The Clerk had circulated a spreadsheet with the agenda. It was agreed to increase the Clerk's salary by 3% which is an extra £9.84 per month. The Clerk thanked the Councillors.

11 MATTERS ARISING

11.1 Apperley Village Hall: Nothing to report.

Playing Field: Nothing to report.

Play Area: The Chairman had been around the Play Area with Mr Leeke and it was agreed that the small and large HAGS equipment need some attention. Mr Leeke will attend to this.

Allotments: The Clerk said that she had been contacted by Mrs Scorer about Village Hall users parking and blocking the path up to the allotments. A short discussion took place on this and a possible answer would be to paint some hatchings at the entrance. It was agreed Councillor Pollard would speak with Complete Utilities about the process.

11.2 Highways:

VASs: The Chairman reported that Glos Highways have erected 4 posts but has not put up the 5th one. Councillor Pollard said he would contact Glos Highways.

Verge Sawpit Lane: This is quite over-grown, and it was agreed to ask Ken Preece to include in his verge cut.

Debris from Accidents: The Clerk to contact the Police to find out who is responsible for clearing up the debris following accidents.

11.3 Public Rights of Way: Nothing to report

11.4 Broadband: Some houses are up and running with fibre broadband however some people are having teething problems. Councillor Pollard said that some items need repairing and some areas tidying up

11.5 Play Area – Provision of Toilet: Awaiting costings from Mr Leeke.

11.6 Donation of Village Seat for Deerhurst: Councillor Pollard asked Gigiclear for the costings of providing a concrete strip to place the seat on. Waiting to hear back from them.

11.7 Public Transport/Parish Lift Scheme: The Chairman reported that he had given feedback to Sandy Moller about the draft questionnaire.

11.8 GDPR: The Clerk reported that the DM Payroll Services had spent the morning going through the various policies and practical things that need to be done to make DPC GDPR compliant. The Clerk said she will circulate the policies to Councillors prior to the June meeting for consideration at the meeting.

11.9 Revision to Standing Orders: The Clerk had circulated draft Standing Orders following the new GDPR guidelines. Councillor Pollard had redrafted them and it was agreed that the Clerk should circulate his draft to all Councillors to further discussion at next month's meeting.

12 CORRESPONDENCE: None

13 MATTERS RAISED FOR NOTIFICATION:

Trees Opposite the Green: The Chairman had been contacted by Western Power to see if they could obtain the contact details of the owner of the trees next to Apperley House as they need pollarding. None of the Councillors knew the contact details.

Verges: It was agreed that the Clerk should ask Mr Preece to carry out the first cut of the verges.

14 DATE FOR NEXT MEETING: Tuesday, 27 June 2018 at 7.15pm

The meeting closed 8.32pm.