

DEERHURST PARISH COUNCIL

Minutes of the Annual Council Meeting held on Tuesday, 19 May 2015, in Apperley Village Hall.

PRESENT:

Councillors L Attard – Chairman
E Checkley
J Pollard
J Smith
A Wilks
Mrs F Wallbank – Clerk

Parishioners: 0

1 APOLOGIES: County Councillor Awford and Councillor Waters

2 ELECTION OF OFFICERS DECLARATION OF ACCEPTANCE

The Clerk asked for nominations for Chair – Councillor Smith proposed Councillor Attard as Chairman and Councillor Checkley seconded the proposal. Councillor Attard accepted the post and signed the Declaration of Acceptance as Chair.

The Chairman then asked for nominations for Vice-Chairman however it was agreed to postpone this until there was a full contingent of Councillors.

3 DECLARATION OF INTEREST: None

4 MINUTES OF MEETING:

The minutes of the meetings held on the Monday, 24 March 2015, having been circulated with the agenda were agreed and signed.

5 APPOINTMENT OF REPRESENTATIVES:

Village Hall	Chris Freeman
Deerhurst Parish Playing Field	Len Attard
Public Rights of Way	Jim Pollard
Neighbourhood Watch	Emma Checkley
Snow	Steve Topham/Timothy Morris
Flood	Apperley, Gabb Lane: Ginger TBC Deerhurst: Norman Macpherson tbc Deerhurst Walton: Jonathan Smith
Planning Sub-Committee	Len Attard – Lower Apperley Jim Pollard – Apperley Emma Checkley – Deerhurst Jonathan Smith – Deerhurst Walton
Allotment:	Penny Williams

6 PUBLIC COMMENT: None present

7 COUNTY COUNCILLORS REPORT: Not present

8 BOROUGH COUNCILLORS REPORT: Not present

9 PLANNING:

9.1 Applications:

15/00396/FUL & 15/00397/LBC Apperley House, School Road, Apperley: Replacement conservatory, creation of granny annexe, creation of annexe ancillary to living accommodation, creation of utility room and erection of triple garage

Comments to Tewkesbury Borough Council:
The Parish Council has no adverse comments to these applications

9.2 TBC Decisions: None

9.3 Appeals/Appeal Decisions: None to date

10 FINANCIAL MATTERS:

10.1 Insurance

10.2 Accounts for payment and receipts:

Payments made prior to the meeting by Bank Transfer (April):

TBC: Cost of new litter bin for

Oddas Chapel	145.00		
	VAT 29.00	174.00	Bank transfer
Countrywide First cut carried out on the 27 March	125.00		
	<u>VAT 25.00</u>	150.00	Bank transfer
Cheques drawn at the meeting:			
Mrs F J Wallbank –			
Salary for 1-31 May 2015	303.26		
Less Tax (20p overpaid for April)	60.40	242.86	Cheque No: 000815
Inland Revenue – Tax for FJW (less 20p Overpaid for April)			
		60.40	Cheque No: 000816
Apperley Village Hall – cost of meetings:			
Bloor Homes 15.4.15	5.00		
APA 27.4.15	<u>12.00</u>	17.00	Cheque No: 000817
Shirley Fowler: Carrying out internal audit		43.00	Cheque No: 000818
Severn Trent Water period 23 October 2014 to 1 April 2015		23.72	Cheque No: 000819
Mrs F J Wallbank: Expenses for period September 2014-April 2015			
Photocopying	10.50		
Petty cash, stamps, etc	24.21		
Room hire, phone calls etc for Period 1/4/14-31/3/15	<u>50.00</u>	84.71	Cheque No: 000820
Smiths (Gloucester) Limited: Works and materials To construct flood alleviation scheme at Deerhurst Walton			
	34000.00		
	<u>VAT 6800.00</u>	40800.00	Cheque No: 000821
Came & Co (Broker Network Ltd):			
Renewal of insurance due 1 June 2015		265.00	Cheque No: 000823
Countrywide: 2 nd cut 10 April and 3 rd cut 23 April			
	250.00		
	<u>VAT 50.00</u>	300.00	Via Bank Transfer

Hope Tree Services removal of hedge

Prior to bund installation	650.00		
	<u>VAT 130.00</u>	780.00	Via Bank transfer
Wessex Archaeology professional fees in Connection with flood defence	1630.00		
	<u>326.00</u>	1956.00	Via bank transfer
John Hartland: Works in relation to flood defence Including stump removal and clearance in Preparation for permanent fencing	1200.00		
	<u>VAT 240.00</u>	1440.00	Via Bank transfer
Total Payments		£46012.69	

Receipts

Precept for 2015/16	6105.00
Community Support Grant	960.00
Allotment rents	350.00
HM Customs and Excise	555.39
TBC:	
Hope Tree Services	650.00
John Hartland	1200.00
Wessex Archaeology	1630.00
Flood Grant	40800.00
Total Receipt:	£52250.39

10.3 Financial Statement: Noted and signed by the Chairman.

10.4 Accounts for the year ended 31 March 2015: 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

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

The Clerk circulated copies of the accounts and took the Councillors through and completed the Statement of Assurance. The accounts were agreed and then signed and dated by the Chairman and Clerk.

10.5 Proposed Clerk's salary increase: The Clerk had circulated a spreadsheet with the agenda. It was agreed to increase the Clerk's salary by 2% which is an extra £6.07 per month. The Clerk thanked the Councillors.

11 MATTERS ARISING

11.1 Apperley Village Hall: Chris Freeman reported at the APA that works were in hand to improve the stage.

Playing Field: Nothing to report.

Play Area: Clerk reported that the ROSPA check had not been carried out yet – Clerk to chase.

Football Club: Nothing to report.

11.2 Highways:

Severn Way: The building contractor is parking plant machinery in the Oaklands development, is leaving/blocking the footway with building materials, the conditions of the road has badly

deteriorated since the contractors have been working on the site. manhole cover has been ripped out and the kerbs are subsiding. It was agreed that the Clerk would write to Richard Waters at Glos Highways with copies to Councillors Awford and Waters and Councillor Wilks would send the Clerk some photographic evidence.

Flooding by Moores Ground: Pipe has still not dried up and it would seem that the jetting has not been done – Clerk to chase.

11.3 Deerhurst Walton Flood Alleviation Scheme: Councillor Smith reported as follows:

- Works to the bund are progressing well and are three parts finished.
- Works completed on the Council Farm.
- Landowner at the other end of the Village has agreed to sell a small piece of land.
- The road into Deerhurst Walton will require repair works and the ditches will need to be re-dug.

11.4 Public Rights of Way: Councillor Pollard reported that he had a meeting with Ian Soule on Friday, 29 May.

11.5 Playing Fields – Renewal of Lease: Not sure what the Parish Council is waiting for. The Chairman would speak to Andrew Leeke.

11.6 Deerhurst – proposed construction of an access chamber: The Parish Council had written to Richard Waters in support of Deerhurst Village's ongoing endeavours to stop flood water entering the village by the construction of an access chamber incorporating a pen-stock valve onto the village drain's pipeline by the churchyard floodgate.

11.7 Possible date change of Parish Council Meetings: The Chairman asked the Councillors if the meetings were changed to the fourth Tuesday of the month would it cause a problem. Several Councillors said that it would be more convenient for them if meetings were on a Tuesday instead of a Monday. It was therefore agreed that future meetings would be changed to the fourth Tuesday of the month – Clerk to speak to Village Hall and send out a revised list of meetings for the remainder of the year.

11.8 Vacancies for Councillors: The Clerk had followed the procedure as recommend by TBC by preparing a notice for the noticeboards notifying parishioners that the Parish Council has two vacancies to be filled by Co-Option. Interested parties to contact the Clerk by Wednesday, 17 June and application will be considered by the at the next PC meeting on Tuesday, 23 June.

12 CORRESPONDENCE:

12.1 TBC Holly Jones: Settlement audit – the Councillors went through these for Apperley, Deerhurst and Deerhurst Walton and amended them if required.

12.2 Coalhouse Inn: Asset of Community Value (ACV). The Chairman had received a request for the Coalhouse Inn to be registered as a Community Value. It was agreed that this should be done.

12.3 GAPTC: Nomination of councillor representative to GAPTC's new executive committee – No nominations were made for the committee.

13 MATTERS RAISED FOR NOTIFICATION:

Provision of Another Allotment: Brian Leeke had met with Will Morris and it was agreed that there was room for another small allotment. It was agreed that the Chairman would have a site meeting with Brian Leeke – Clerk to send the Chairman a plan of the allotments.

14 DATE FOR NEXT MEETING: Tuesday, 23 June 2014 at 7.15pm

The meeting closed 8.55pm.