

05/23-24

Pauntley Parish Council Meeting
Minutes of the Parish Council Annual Meeting held on
Monday 15th May, 2023,
7pm in Pauntley Village Hall, Brand Green

Present: Councillors: P. Eastabrook; M. Hampton; M. Hargreaves; C. Philipps and C. Chapman-Hughes.

In attendance: District Councillor Phillip Burford
Rachel Freestone – Clerk

Public: 1

1. Election of Chairman 2023/24:

Cllr P Eastabrook opened the meeting and welcomed Cllr Chapman-Hughes. He confirmed that Paul Gray had stepped down as a Councillor and Chair. Paul Gray was thanked for his time as Chair and all his hard work.

The Clerk requested nominations for the position of Chair. Cllr Paul Eastabrook was proposed and seconded, and duly elected. Cllr Eastabrook signed his Declaration of Acceptance of Office.

2. Election of Vice-Chairman 2023/24:

Cllr Eastabrook requested nominations for the position of Vice-Chair. Cllr Mark Hargreaves was proposed and seconded, and duly elected. Cllr Hargreaves signed the Declaration of Acceptance of Office.

3. Apologies for Absence:

Cllr Nick Fowke, County Councillor Gill Moseley and District Councillor Clayton Williams were absent with no apologies received.

4. To Receive any Declarations of Interest or Written Requests for Dispensation:

There were none.

5. Councillor Forms:

- a. Councillors signed their Declaration of Acceptance of Office forms and returned them to the Clerk.
- b. Councillors were reminded to return their Register of Interests form to the Clerk to be submitted within 28 days. They were also reminded to return their Election costs form with 28 days.

6. Minutes:

Members considered the minutes of the Parish Meeting held on the 17th April 2023. **It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by the Chairman.

7. Open Session

A member of the public reported that the bus shelter at Compton Green is looking neglected and in need of general basic repair. She added that the noticeboard in the bus shelter is riddled with woodworm. District Councillor Burford suggested that the 'Build Back Better Fund' at County Council may be able to provide funds to replace the noticeboard. **It was RESOLVED:** Cllr Eastabrook to arrange for a group to attend the bus shelter to assess and provide basic maintenance. The Clerk to contact Cllr Gill Moseley regarding the Build Back Better Fund.

8. Reports:

- a. Cllr Burford thanked Members for re-electing him as well as Cllr Williams from Redmarley who had also been elected. He updated members on election results at FODDC with 15 Green seats, 11 Independent, 5 Labour, 4 Conservative and 3 Liberal Democrats. The 11 Independent are split into 3 political groups. 20 seats are required to form a majority but unknown how this will be created. Likely that the administration would be largely made up of the Green party with the next Full Meeting of FODDC arranged for Thursday 25th May to elect the Leader, Chair of Council and Cabinet.

06/23-24

Cllr Burford updated Members on the development at Herridges Orchard. He had visited the site and spoken to the planning department to request they visit the site. Cllr Eastabrook confirmed that Veronica Love from the enforcements department had recently completed a survey of the site and would be discussing it with her Line-Manager and had asked for Members to provide updates.

Cllr Burford reminded Members that Agricultural applications have 3 years to be completed from the issue of the notice and this time had now lapsed therefore, a further planning application should be required.

- b. In her absence there was no report from Gloucestershire County Councillor for Newent Gill Moseley.

9. To Note the Attendance Record of Councillors at Meetings During 2022-23:

Noted.

10. To Review the Following Previously Circulated Policies for Pauntley Parish Council:

- a. **To (re)adopt Standing Orders noting amendments to section 18 as per the April 2022 update and to policy numbers 3s and 8a with the addition of ‘that voting may take place by paper ballot, for appropriate actions such as co-option of a councillor.’ It was RESOLVED:** to adopt the amendments as per the April 2022 update and to amend policy numbers 3s and 8a.
- b. LGA Code of Conduct. **It was RESOLVED:** to re-adopt the policy for 2023-24.
- c. Financial Regulations noting amendment to 11h “less than £5000 and value below £1000 and above £500.” **It was RESOLVED:** to re-adopt the policy for 2023-24 with the amendments.
- d. Risk Register, Schedule Assessment and Finance Controls. **It was RESOLVED:** to adopt the policy for 2023-24.
- e. Risk Management Policy. **It was RESOLVED:** to adopt the policy for 2023-24.
- f. Policy for dealing with planning applications. **It was RESOLVED:** to adopt the policy for 2023-24.
- g. Reserves Policy. **It was RESOLVED:** to adopt the policy for 2023-24.
- h. Asset Register. **It was RESOLVED:** to approve the Asset Register for 2023-24.
- i. **It was RESOLVED:** to continue to comply with the transparency code.
- j. The Clerk reminded councillors of the self-disqualification law.

A member of the public arrived.

11. Finance:

All reports had been previously circulated.

- a. Members received a financial report noting the 2022-23 End of Year bank balance of £4613.04. **It was RESOLVED:** to approve the report.
- b. Members received the May Finance Report and Bank Reconciliation noting the balance of £10145.07 as of 30th April 2023. **It was RESOLVED:** to approve the report.
- c. Internal Audit Report 2022-23. Members considered the final internal audit report noting all areas of compliance with the requirements of governance and accountability. A Member commented that section 5.5 of the report re the Clerk pay and pension had been minuted but without the prior Clerks knowledge and noted as missing on the audit. The Internal Audit had raised the monitoring of Assets with twice yearly reviews recommended. **It was RESOLVED:** to approve the Internal Auditor’s Report and to update GAPTC with the confidential minutes. Assets to be reviewed by the Finance Working Group and reported at meetings in April and October.
- d. Annual Governance Statement. Members considered each of the assertions within the Governance Statement and were satisfied that they could all be agreed. **It was RESOLVED:** to approve the Governance Statement for 2022-23.
- e. Annual Return Accounting Statements. Members considered the Accounting Statement. **It was RESOLVED:** to approve the Accounting Statement for 2022-23.
- f. External Audit Exemption and sign the certificate. Members considered the exemption. **It was RESOLVED:** to confirm eligibility to exemption, the Chair signed the Certificate of Exemption. The Clerk to return the form to PKF Littlejohn.
- g. To appoint an internal auditor for 2023-24. **It was RESOLVED:** to appoint GAPTC as Internal Auditor for 2023-24.

07/23-24

- h. Insurance Provision for 2023-24. Members noted that the insurance renewal date is 1st June 2023 and that a 3 year agreement had been signed. The Insurance statement lists 3 noticeboards with the Asset Register listing 4. The Insurance Statement does not have the telephone kiosks specified. **It was RESOLVED:** the Clerk to update the Assets listed with the Insurers.
- i. Members considered the appointment of TP Jones as Payroll provider for 2023-24. PATA payroll had been contacted for comparison and is more expensive. **It was RESOLVED:** to approve TP Jones as Payroll provider for 2023-24 and to review in January 2024 ahead of the 2024-25 budget.
- j. Members considered the “payments and receipts” accounting method for 2023-24. **It was RESOLVED:** to adopt this method for 2023-24.
- k. Members considered Regular Payments. **It was RESOLVED:** to approve the annual Direct Debit to the ICO.
- l. Members considered Lloyds Bank signatories, currently the Clerk as RFO and Cllr Eastabrook. Cllr Gray and Lesley Harding to be removed as signatories. **It was RESOLVED:** to remove the outgoing councillors and to add Cllrs M Hargreaves and M Hampton.
- m. Members considered the Clerk’s delegated authority to make payments between meetings as necessary as per the Financial Regulations. **It was RESOLVED:** to approve delegated authority for the Clerk.

n. To approve invoices for payment:

It was RESOLVED: to approve the following invoices for payment.

GAPTC – Internal Audit Service Fee	£180
TP Jones & Co – Payroll Service April 22 – March 23	£84.48
Clerk’s Expenses – Stationery and Buckland frame	£12.49
Chair Expenses - Coronation Cake.	£50

o. To ratify payments made between meetings:

It was RESOLVED: to ratify the following payment made between meetings:

- Clerk pension – April

p. To note income received:

It was RESOLVED: to approve the following income received:

- Precept £6000

12. To appoint Members to serve on Working Groups:

It was RESOLVED: to appoint Councillors as follows:

- a. Finance Group: Cllrs Paul Eastabrook and Mark Hargreaves with Rachel Freestone as RFO.
- b. Planning Group: Cllrs Mandy Hampton, Chris Philipps, Nick Fowke and Cathy Hughes.
Members also considered the regular monitoring of the defibrillators. This is currently undertaken by Mike Greer, Paul and Annie Gray. **It was RESOLVED:** to report defibrillator updates at the April and October meetings.

13. Planning:

- a. Members considered the Clerk’s delegated authority to respond to planning queries between meetings. **It was RESOLVED:** to approve the Clerk’s delegated authority to respond.
- b. Members confirmed that there was no further update following the report by Cllr Burford (8a) on the Land at Pool Hill (Herridges Orchard), GL18 1LW - EN/0086/23

14. Highways:

- a. Members received an update on the scheme to reduce the speed limit to 20mph. Cllr Eastabrook reported that a radar box had been installed on a telegraph pole in Ketford, although not a busy stretch of road it would provide some data. The hope would be that once the data had been collected and the box re-charged that it would be installed at either Pool Hill or Brand Green. Andrew Middlecote the Regional Highways Manager had been contacted but as yet not had a reply. A further update would be provided at the Annual Parish Meeting.

08/23-24

15. Correspondence:

Cllr Eastabrook informed the Members that 3 of them had set up the new email address for council correspondence and reminded the others to create theirs as soon as possible. He would be able to assist if needed.

16. To consider items for the next meeting:

Members considered the provision of refreshments for the Annual Parish Meeting to the agreed budget of £70. Cllr Hargreaves agreed to purchase refreshments for the meeting.

To be considered at the meeting on the 12th June:

Insurance Review

Clerks pension to be noted.

17. Next Meeting: It was NOTED that the next meeting of Pauntley Parish Council is the Annual Parish Meeting on the 22nd May at 7pm and the next ordinary meeting on the 12th June 2023 at 7pm.

Meeting closed at 8.15pm.

Signed.....*Paul Eastabrook* Dated...12.06.23

Chairman