

PRESENT – Parish Councillors Geraldine Shepherd, Chair, (GS), Colin Baber (CB), John Hatherell (JH), Mark Winston-Davis (MWD), District Councillor Jim Parsons (JP) and Parish Clerk John Shepherd (JS)

1. APOLOGIES FOR ABSENCE –Annabella Scott (AS)
2. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN CONNECTION WITH AGENDA ITEMS AS SHOWN AND NOT ALREADY STATED ON REGISTER OF INTERESTS – None.
3. TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27TH April 2016 – Previously circulated by email, reviewed and APPROVED.

Proposed: Colin Baber, Seconded: Mark Winston-Davis – Agreed unanimously.

4. MATTERS ARISING

a. Update on selection of professionally developed PC Website

John Shepherd referred to the breakdown of the 8 year old parish laptop computer on the day of the AGM. A replacement had been purchased out of the grant from the Transparency Fund and all the parish document files had been successfully transferred to it. However, difficulties were still being experienced transferring the data file for all the parish emails. These had now been recovered to another computer and it was hope to transfer these onto the new parish council laptop soon. In the meantime, his priority had been to publish the required information onto the existing interim website rather than procuring the professionally developed website. Potential replacement websites were therefore still under review.

b. Unapproved Developments at Aldacre House

Geraldine Shepherd referred to two emails from Cotswold District Council regarding the unapproved building developments at Aldacre House where two Cotswold stone garages had been demolished and replaced by a new single storey dwelling. The first email dated 28 April 2016 confirmed that there was no planning consent for this development, but that there might be a retrospective planning application. The second email dated 4 July 2016 advised that the application subsequently submitted only covered a small section of the work and that a further planning application would be required. If no such application was forthcoming, the Council would have to consider whether enforcement action was necessary.

c. Parking Arrangements for Westonbirt Arboretum Concert Long Weekend

Geraldine Shepherd referred to the parking arrangements for the concert long weekend (Thursday to Sunday). There had been good liaison between the Council with the Arboretum, who had arranged a parking control order with tow-away provisions and had made special arrangements with parking permits for parishioners in The Street who were affected. She had controlled the distribution of these permits. Mark Winston-Davis said that it had been a great improvement on previous years and there was general agreement to this. Colin Baber mentioned that on Saturday only there had been a lot of cars parking in his lane (leading to Hook's House pottery), but as they had gone by about 5pm, he thought that this had been due to the polo club who had had a large event on that day. It was agreed that Geraldine Shepherd would write to the Arboretum thanking them for providing tickets for parishioners and for their efforts in improving the parking arrangements.

Action: Geraldine Shepherd

5. TO AGREE THE ADDITION OF THE BT TELEPHONE KIOSK TO THE EXISTION PARISH COUNCIL INSURANCE POLICY

John Shepherd pointed out that the BT Telephone Kiosk was currently uninsured and there was a risk that it might be damaged: it was also possible that a third party might be injured and the Parish Council might be held responsible. He had investigated adding this to our existing insurance policy and had been quoted an annual charge of £25 plus Insurance Premium Tax. He has discussed this with the Chair who had agreed that this should be done. He requested formal endorsement of this decision.

Proposed: John Hatherell, Seconded: Mark Winston-Davis – Agreed unanimously

6. TO REVIEW RECEIPTS AND PAYMENTS FOR CURRENT YEAR TO DATE

Councillors reviewed the receipts and payments for the current year to date, as published on the Parish Council website under Accounts 2016/2017. This is the first review of the new financial year. There were no comments.

7. TO CARRY OUT BANK RECONCILIATION

Bank reconciliation was carried out by the Chair and Councillors. No discrepancies were identified.

8. TO REVIEW THE RISK MANAGEMENT POLICY

John Shepherd reported that he had reviewed the Risk Management Policy and submitted a paper recommending five updates that he felt were necessary. The proposed amendments were as follows:

1. Ref 2.1 a Mitigation – with purchase of BT Telephone Kiosk, update to:

“Until recently, the only physical assets owned by the Council were two notice boards and the Clerk’s computer and ancillary equipment. A BT telephone kiosk has been acquired and appropriate insurance has been taken out with our existing insurers.”

2. Ref 3.1 e Mitigation – replace:

“Audit Commission” by “Public Sector Audit Appointment Limited”.

(The Audit Commission has ceased to exist and its role in appointing auditors has been taken over by Public Sector Audit Appointment Limited.)

3. Ref 3.2 a Implementation – update to:

“The Council has Financial Regulations that govern the awarding of contracts. These were last reviewed and updated on 4 May 2016.”

4. Ref 4.2 m Implementation – update:

“noticeboards” by “website”

(For compliance with the Transparency Code.)

5. Ref 4.2 o Implementation – It is recommended that the backup strategy for the council laptop be enhanced to include continuous on-line backup. It was purely by chance that when the last computer failed that he had carried out a full backup on the previous day. Had he not done so, all work and data on the computer for up to a month or so could have been lost.

If this change were to be agreed at a cost of up to about £40 per year, update to:

“The Clerk’s computer is backed up using an external hard drive and continuous on-line backup.”

Councillors agreed all these proposed amendments and identified no other necessary amendments.

Proposed: Colin Baber, Seconded: John Hatherell – Agreed unanimously

9. TO REVIEW AND IF APPROPRIATE ADOPT THE DRAFT COMPLAINT HANDLING PROCEDURE.

Councillors reviewed the Draft Complaint Handling Procedure that John Shepherd had drafted, based upon the template contained in the Governance Toolkit for Parish and Town Councils.

After reviewing the draft, councillors agreed to adopt the procedure.

Proposed: Colin Baber, Seconded: Mark Winston-Davis – Agreed unanimously

10. TO AGREE AN ANNUAL PROGRAMME FOR THE REVIEW OF OTHER POLICY AND PROCEDURAL DOCUMENTS

John Shepherd had proposed dates at which the annual review of Policy and Procedural Documents should take place, together with the rationale for that choice, as follows.

a. Complaint Handling Procedure. The draft of these was adopted at the previous agenda item.

The July meeting would be the Anniversary of its initial review and adoption.

b. Standing Orders. These were not yet finalised or adopted. It was planned to submit a draft at the September meeting. This would be a substantive item to discuss.

The September meeting would be the Anniversary of its potential review and adoption.

- c. Code of Conduct. This had been adopted from Cotswold District Council and was unlikely to require being changed or for there to be much discussion of it.
It could therefore also be quickly reviewed at the September meeting.
- d. Publication Policy (FOI Publication Scheme). This was unlikely to require change as it was based on the national template. At the December meeting there was the need to set the budget for next year and agree the precept, so it would be better avoid other substantive reviews.
However, as this was small review it could be easily done at the December meeting.
- e. Financial Regulations. These were last renewed at the AGM. However, it would be better if it were reviewed prior to preparation of the end of year accounts and audit.
It would be better if they were reviewed at the February meeting.
- f. Risk Management Policy. This had been reviewed at this meeting. However the review had identified the need for amending the insurance arrangements and it would better if it were reviewed prior to the insurance renewal date.
Change the review date to May at the AGM.

This review programme was agreed unanimously.

11. TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED

Geraldine Shepherd referred to planning applications 16/01142/FUL and 16/01143/LBC relating to Elmleaze Farm House that had been discussed at the previous meeting. She had been contacted by the applicants who understood that Cotswold District Council intended to refuse permission. She had discussed this with Jim Parsons who had called in the application and it was to be considered by the Planning Committee in August.

A new application, 16/02338/TELEC, had just been notified for a Proposed Telecommunications Streetworks Upgrade to add additional cabinets at an existing site on the A433 south of the entrance to the Arboretum in order to facilitate 4G coverage. Colin Baber and John Hatherell knew the site well and said that the existing cabinets were not obtrusive and were barely noticeable from the road. It was concluded that the additional cabinets were unlikely to be a problem and that the improvement to mobile phone coverage that they were to enable was badly wanted.

No comments would be made on this application.

12. TO CONSIDER THE ARRANGEMENTS FOR THE NEXT ANNUAL PARISH MEETING

Geraldine Shepherd referred to the guidance contained in the Governance Toolkit for Parish and Town Councils for the conduct of the Annual Parish Meeting. She explained that, unlike the Parish Council AGM that had to be held in May, the Annual Parish Meeting could be held between the 1st March and the 1st June, both dates inclusive. She briefly outlined the guidance from the Toolkit and added that with the greatly increased number of parishioners who had attended the last meeting on 4th May 2016; it was no longer practicable to continue to hold the meeting at Woodlands House on the same day as the AGM. Further more, she recalled that Leslie Cornthwaite had said that some parishioners might feel “uncomfortable” about coming to the house and might be discouraged from attending the meeting.

There was general discussion of what form the meeting might take. No conclusion was reached on that and it was felt there was a need for further investigation and discussion. However, it was agreed that the Beaufort Polo Club would be an excellent venue for the meeting and it was agreed that this would be investigated further. With regard to the date, it was felt that this should be either late March or early April and would have to fit in with the polo club programme.

Action: Geraldine Shepherd to contact polo club.

13. DATE OF NEXT PARISH COUNCIL MEETING

The date of the next meeting will be 21st September 2016.