

PRESENT – Parish Councillors Geraldine Shepherd, Chair, (GS), Colin Baber (CB), John Hatherell (JH), Annabella Scott (AS), Mark Winston-Davis (MWD) and Parish Clerk John Shepherd (JS)

1. APOLOGIES FOR ABSENCE – None

Geraldine Shepherd spoke of the sad death of our late District Councillor Jim Parsons on Thursday last week. She paid tribute to the diligence with which he had attended our meetings in spite of his many other commitments and said how much she had valued and appreciated the advice and wise counsel that he had given since he had taken over as our District Councillor. He would be sadly missed. Her comments were endorsed by all present and it was agreed to send a letter of condolence to his family.

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 12<sup>TH</sup> July 2017 – Previously circulated by email, reviewed and APPROVED.

**Proposed: Anabella Scott, Seconded: John Hatherell – Agreed unanimously.**

4. MATTERS ARISING

GS summarised matters arising, as per the Agenda (repeated here), and noted that Items a, b and c were to be dealt with under Agenda Items 9, 10 and 11, Item d would be dealt with next year and that the actions on Item e had been completed and successful outcomes had been achieved.

- a. Selection of Future of PC Website – *Website Implementation Working Group had met on Wednesday, 23rd August 2017 and had chosen a preferred supplier, see Agenda Item 9*
- b. Amendment to Standing Orders – *Review date of Financial Regulations has been amended to the last ordinary council meeting of the Financial Year, normally in February, see Agenda Item 10*
- c. Emergency Plan – *Draft Emergency Plan prepared by JS, see Agenda Item 11*
- d. Need for Neighbourhood Plan – *To be added to agenda of September 2018 meeting*
- e. Planning Applications – *Letters of support were sent in favour of both the Pickards Lodge and Westonbirt Arboretum applications. Both have subsequently been permitted*

5. 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 2017/2018. There were no comments.

6. TO CARRY OUT BANK RECONCILIATION

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

7. TO NOTE THE RESULTS OF THE EXTERNAL AUDIT

John Shepherd reported that in the opinion of the external auditors the information in the annual return is in accordance with proper practices and no matters had come to their attention giving concern that relevant legislation and regulatory requirements had been met. However, in other matters not affecting their opinion, they pointed out that as the council did not operate a petty cash system the answer to Internal Audit, Objective F, should have been “Not Covered” rather than “Yes”. The results of the External Audit have been published on the Parish Council Website.

8. TO REVIEW THE CODE OF CONDUCT

No changes had been proposed on the agenda, and none were proposed in the meeting. They will therefore remain unchanged.

9. THE REVIEW THE REPORT OF THE WEBSITE IMPLEMENTATION WORKING GROUP AND IF APPROPRIATE AGREE THE AWARD OF THE CONTRACT FOR THE SUPPLY OF THE WEBSITE AND ITS SUBSEQUENT MAINTENANCE TO THE PREFERRED SUPPLIER

Mark Winston-Davis and Colin Baber confirmed that the minutes of the Website Implementation Working Group were a true record of the meeting on Wednesday 23<sup>rd</sup> August 2017.

(continued)

Councillors reviewed the report of the Website Implementation Working Group and endorsed their recommendation that the contract for the provision of the parish council website be awarded to Town & Council Websites and that it is based upon their Design 3.

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

10. TO REVIEW AND IF APPROPRIATE ADOPT DRAFT VERSION 2 OF STANDING ORDERS.

Councillors reviewed the proposed amendment to Standing Orders that John Shepherd had drafted, to change the date of review of Financial Regulations to the last meeting of the Financial Year rather than at the AGM, as had been resolved by Councillors. This was so that amendments, if any, would be brought into effect prior to the start of the new Financial Year.

After reviewing the draft, councillors agreed to adopt the amendment as Standing Orders, Version 2.

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

11. TO REVIEW AND SUGGEST FURTHER OR AMENDED INPUT TO THE FIRST DRAFT OF THE EMERGENCY PLAN

The draft plan was reviewed and discussion ensued. The Key Points of Contact listed in the draft were agreed. Additional possible emergencies were considered and it was agreed to add two further examples to the list. These were stray animals on the road and trees and/or large branches across the road, either of which could result in a major traffic accident. JS agreed to update the plan and put it on the agenda for consideration for adoption at the next meeting.

12. TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED – None

13. DATE OF NEXT PARISH COUNCIL MEETING

**The date of the next meeting will be 6<sup>th</sup> December 2017.**