

Churcham Parish Council

Minutes of the Annual Meeting

of the Parish Council

21st May 2019 at 7.30pm in Churcham Primary School

In attendance:

Parish Councillors: Cllr. Francis, Cllr. Reeves, Cllr. Brookes, Cllr. King, Cllr. Price, Cllr. Newbery, Cllr. Freeman

District & County: Cllr Brian Robinson

District: Cllr. Brian Jones

Clerk: Christian Horton

There was one member of the public present.

1. To elect a Chairman

1.1. It was **RESOLVED** that Cllr. Francis would be the Chairman.

2. To elect a Vice-Chairman

2.1. It was **RESOLVED** that Cllr. Newbery would be the Vice-Chairman

3. To receive apologies for absence

3.1. There were none.

4. To receive and consider declarations of interest & written requests for dispensation

4.1. There were none.

5. To consider and sign the minutes of the last meeting

5.1. It was **RESOLVED** to sign the minutes.

6. Policies & Procedures

6.1. To consider and resolve to adopt:

- Standing Orders
- Code of Conduct
- Financial Regulations
- Risk Register
- Expenses Policy

- Employee Disciplinary Policy & Procedures
- Employee Grievance Policy and Procedures
- Staffing Committee Terms of Reference
- General Privacy Notice
- Privacy Notice for Staff, Councillors and Role Holders
- Model Publications Scheme
- Subject Access Request Policy & Procedures
- Data Protection & Information Security Policy
- Contact Consent Form
- Grants, Honours & Donations Policy

6.1.1 It was **RESOLVED** to adopt the above policies and procedures.

7. Staffing Committee

7.1. To resolve to appoint five members to the Staffing Committee

7.1.1. It was **RESOLVED** that Cllrs. Newbery, Price, Reeves, Freeman and Brookes would sit on the Staffing Committee.

8. Planning

8.1. To receive a report of planning decisions by the Forest of Dean District Council

8.1.1. P0426/19/FUL - Annexe, Berrys Place Farm, Bulley Lane, Churcham.

This application has been granted consent.

8.1.2. P0195/19/FUL - Churcham Garage, Main Road, Churcham, Gloucester.

This application is ongoing.

9. Finance & Audit

9.1. To consider a revised budget for the financial year 2019/20

9.1.1. It was **RESOLVED** to adopt the revised budget.

9.2. To receive and consider approving a report of the Council's bank reconciliation

9.2.1. It was **RESOLVED** to approve the bank reconciliation.

9.3. To receive and consider approving a financial report from the Clerk

9.3.1. It was **RESOLVED** to approve the report from the Clerk.

9.4. To confirm allowable expenditure under LGA 1972 S.137 for FY 2019/20

9.4.1. This was confirmed as £4530.96

9.5. To receive and consider a report from the independent internal auditor for the financial year 2018/19 and consider whether any action needs to be taken if there are any recommendations

9.5.1. The Independent Internal Auditor concluded that the Council's systems were adequate and no recommendations were made. 4530.96. It was **RESOLVED** to approve this report.

9.6. To complete and consider approving and signing the Annual Governance Statement for FY 2018/19

9.6.1. It was **RESOLVED** to approve and sign the Annual Governance Statement for FY 2018/19

9.7. To consider approving and signing the Annual Accounting Statement for 2018/19

9.7.1. It was **RESOLVED** to approve and sign the Annual Accounting Statement for FY 2018/19

9.8. To consider approving the following for payment:

9.8.1. Clerk's salary and expenses - £399.19

9.8.1.1. It was **RESOLVED** to pay this amount.

9.8.2. Shirley Fowler – Internal Auditor - £50.00

9.8.2.1. It was **RESOLVED** to pay this amount.

10. To receive a verbal report from the Clerk

10.1. The Clerk reported that the Great Western Air Ambulance Service had sent a card to the Council thanking it for the donation of £50. It was agreed the card should be placed on the noticeboard.

11. To receive verbal reports from Councillors

11.1. Cllr Newbery reported concerns with potholes in the surrounding area, especially on passing places. Cllr. Robinson stated that he would meet with Cllr. Newbery and any other councillors on 6th June 2019 with a Highways Manager to identify problems in the parish.

11.2. Cllr. Reeves noted that overgrown vegetation on several footpaths had been cut back

11.3. Cllr. Brookes asked about the progress with Fastershire and the Clerk reported that a representative from Fastershire would be contacting local businesses to ascertain whether they may be eligible for grant funding. Councillors were asked to help the representative identify potential businesses and to also help gather contact details.

11.4. Cllr Price reported concerns with speeding and general road safety on Oakle Street.

11.5. Cllr. Robinson gave a report about the carbon emission targets set by Gloucestershire County Council and also about the new incinerator for household waste

12. To consider undertaking a Neighbourhood Development Plan.

12.1. It was **RESOLVED** that Churcham Parish Council would undertake a Neighbourhood Development Plan.

13. Public Open Forum

13.1. A member of the public asked whether any progress had been made with regards to the potential to have shared cycle/footpaths in the parish along the A40. The Council reported that there had been a meeting with Mark Harper MP and Cllr. Robinson said that he had been in-touch with Highways England. It was agreed that the Clerk and Cllr. Robinson would liaise with one-another to see how this could be moved forward with Mark Harper MP and Highways England.

14. To consider the date of the next meeting

14.1. The next meeting will be on 18 June 2019 at 7.30pm in Churcham Primary School.

The meeting finished at 8.50pm.

Signed:.....

Date:.....