

**Minutes of a Meeting of Elkstone Parish Council**  
8.00 p.m., Wednesday 25th March 2015, in Elkstone Village Hall

Present: Mssrs Muschamp (Chair) Collins, Cooch and Hobbs: Mrs Eyre (Clerk)

Apologies: Mr Hobbs (for anticipated late arrival) Mr Luck

**1. Minutes of the previous Meeting** (Wednesday 14th January 2015) were accepted and signed.

**2. Matters arising:**

re item 8, Mr Collins reported back: There had been no reported crime in Elkstone since the previous PCSOs meeting. Paul Swift from Gloucestershire Highways attended. He ascribed a lot of delay in getting work carried out to the upheaval of the takeover by Amey. Mr S. Parsons re-iterated an 80 year backlog of work. There are apparently many complaints about potholes. New NCG priorities are a group clustering near the Daglingworth roundabout, and the continuing problem of parking outside St Andrews Primary, Chedworth. Andy Fogden is retiring. His Speedwatch role for this area will be added to that currently undertaken by Jo Batt (Stroud).

**3. Finance**

3.1.1. Payment of Hall hire charges September 2014 to March 2015:

3 x £10.00 booking fees = £30.00

A cheque for £30.00 was written, signed, and will be hand-delivered.

3.1.2. Clerk's salary £650.00 less PAYE of £130.00 = £520.00

and expenses – one second class stamp (53p)

and 20% of BT standing charge and - £20.39 total £20.92.

A cheque for £520.00, and a second for £20.92 were written, signed and handed over.

A cheque for £130.00 was written, signed, and will be sent to HMRC.

3.1.3. Various begging letters - A very few begging letters have been received during the year. Councillors again took the view that the CAB was the charity the parishioners were most likely to use, and hence the only one justifiably supported with public money.

To make a S 137 donation of £46.00 to CAB:

Proposed Mr Cooch, seconded Mr. Collins, carried nem con.

A cheque for £46.00 was written, signed, and will be sent.

3.2. R.F.O.'s Report on Year to Date Income & Expenditure against Budget was received with thanks.

**4. Annual Reviews**

4.1 The Risk Assessment was considered. There were no changes, and the procedures continued adequate.

4.2 Insurance Cover and renewal: The cover was considered in depth last year, before opting for a three year contract. The cover continues to be adequate; the annual renewal is due shortly.

4.3 Internal Controls: these were considered, and continue to be adequate.

4.4 Financial regulations and accounting procedures: Guidance on the new Financial Regulations is still awaited, and is scheduled to be considered in full at the July meeting.

**5. Planning Applications**

5.1 Proposed replacement of garage door with window, Birchwood House – noted CDC have granted permission.

## 6. **Transparency Code for smaller authorities:**

Regulations come into force from end of March 2015, and mean EPC must:

- Publish draft minutes from all formal meetings not later than one month after each meeting - current EPC practice is to publish the approved and adopted Minutes on the village website (because Clerk has to rely on Webmaster to do the posting) and a draft of previous minutes on VH noticeboard at the same time as posting the agenda for the next meeting.

Agreed that, in order to comply with the regulations, Clerk will ask Webmaster to publish a version of the Minutes which has been seen by all Councillors, though will not necessarily be approved and accepted, due to the Meeting schedule.

- Publish meeting agendas and associated meeting papers not later than three clear days before the meeting takes place – this is current EPC practice
- Not later than 1 July 2015, publish the first annual set of data completed which includes:

- All items of expenditure above £100 (date incurred, summary of purpose, amount and VAT that cannot be recovered)

- End of Year Accounts (the statement of accounts should be accompanied by a bank reconciliation and an explanation of significant variances and any differences between 'balances carried forward' and 'total cash and short term investments')

- Annual governance statement

- Internal Audit report

- List of councillor responsibilities

- Details of public land and building assets (description, location, owner/custodian, date and cost of acquisition and present use)

Agreed that Mr Cooch will compile a report covering the first four of these items, (there are no Councillor responsibilities) and e-mail to Clerk.

Mr Collins will compile a report on the last item, and e-mail to Clerk.

Clerk will ask Webmaster to post these on the village website.

- Not later than 1 July 2016, publication of second annual set of data to be completed.

## 7. **Correspondence from the Parish**

7.1 an e-mail has been received from owners of The Old Rectory confirming that they will make good the damage to the surface of the Pound, caused by Thames Water installing a new main for the property.

7.2 Mr Collins reported two other complaints received verbally; one was the broken signpost at the Westerleigh crossroads (item 9.2 of 14.01.15 refers) and the other was the extent to which the new surfaces of 40863 and 40864, laid last September, are already breaking up. Clerk to pursue both issues with our new Gloucestershire Highways ARH, Gill Portlock.

## 8. **Other correspondence** – was put into circulation

9. **Meetings** : PCSOs' Neighbourhood Co-ordination Group, 4<sup>th</sup> June at National Star College – Mr. Muschamp will cover for EPC.

10. **A.O.B.** Clerk offered to hand-deliver any nomination forms to CDC. Closing date for receipt by CDC is 9<sup>th</sup> April.

11. **Public session** – no matters were raised.

12. **Date of next Meeting** – Wednesday 15<sup>th</sup> April, 7.30 p.m.

There being no other business, the Meeting closed at 8.53 pm.