

Minutes of a Meeting of Elkstone Parish Council

8.00 p.m., Wednesday 16th March 2011, in Elkstone Village Hall

Present: Mssrs Hobbs (Chair), Collins, Cooch, Luck; Mrs. Eyre (Clerk)

Apologies were received from Mr. Muschamp.

1. Minutes of the previous Meeting (12th January 2011) were accepted and signed.

2. Matters arising - re item 4: Mrs. Cartwright phoned Clerk on 13th January wishing to apologise for missing the 12th January meeting; she had been away.

3. Finance

3.1 Payment of Accounts

3.1.1 GAPTC subscription £45.60 due 1st April; a cheque was written, signed and will be sent.

3.1.2 Payment of Hall hire charges Sept 10 to March 11 (3 x £11.00 = £33.00); a cheque was written, signed and will be hand-delivered.

3.1.3 Clerk's salary £593.00; and expenses – postage 41p, phonecalls 69p and e-mails £28.39' total £622.49; a cheque was written, signed and handed over.

3.1.4 Begging letters from Citizens' Advice Bureau and "One Act Play Festival" were considered. To make a Section 137 donation of £35.00 to CAB – proposed Mr. Cooch, seconded Mr. Hobbs, carried nem. con.

A cheque was written, signed and will be sent.

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

3.3 P.A.Y.E. Dismay at recent HMCR ruling re Parish Councils setting up P.A.Y.E. Mr. Cooch will pursue with Gloucester office to see if Inspectors will agree to Elkstone PC continuing on the same basis as the present agreement.

4. Annual Reviews

4.1 Risk Assessment was reviewed. Mr. Collins mentioned that he had noticed, following his recent check, that the downpipe on the old bus shelter had come loose, presumably in recent high wind. He will effect a repair shortly. That the Risk Assessment procedures remain accurate and acceptable: proposed Mr. Cooch; seconded Mr. Luck; carried nem con.

4.2 Insurance Cover – Mr. Cooch pointed out that there are no changes to the cover needed, other than that he will shortly phone the insurers to add the two new grit bins. That the Insurance Cover remains adequate and appropriate: proposed Mr. Collins; seconded Mr. Luck; carried nem con.

4.3 Internal Controls including Financial Regulations were considered – that they remain adequate and effective: proposed Mr. Collins; seconded Mr. Luck; carried nem con.

4.4 Internal audit: Mr Cooch pointed out that the Internal Auditor is independent of the Parish council, and more than well-qualified to carry out the Audit. He is given access to all the information he asks for. That the arrangements for the Internal Audit remain adequate and effective: proposed Mr. Cooch; seconded Mr. Hobbs, carried nem.con.

5. **Planning** - noted CDC have granted permission for 26 Elkstone application provided work is in accordance with drawing ELK1 of 17th December.

6. **Parish Council Elections 5th May.** The official Notice of Election is due to be posted on Friday 25th March. Clerk has nomination packs to be given out to anyone who wishes to stand. Nomination forms have to be completed and received by the Returning Officer by noon on Monday 4th April. An announcement regarding this will be placed in the April Elkstone Newsletter.

7. **Emergency Resilience Plan.** Councillors considered whether a plan might be developed. It was decided to ask to receive copies of the relevant documents. Mr. Luck offered to consider these in the first instance, and report back to Councillors.

8. **Correspondence from the Parish** - there was none.

9. **Other correspondence** – was put into circulation.

10. **Meetings**

Neighbourhood Co-ordination Group (=PCSOs' quarterly meeting) will be held on Wednesday 6th April, in Birdlip Village Hall starting at 7.30 p.m.

Mr. Muschamp had indicated that he would be unable to cover this meeting; Mr Collins will attend on behalf of Elkstone.

11. **A.O.B.** It was noted that some potholes have recently been filled; filling crews are known to have been working here on at least two occasions recently.

12. **Date of next Meeting** – Wednesday 13th April at 7.30 p.m. to be followed by the Annual Parish Open Meeting at 8.00 p.m..