

# Minutes of a Meeting of Elkstone Parish Council

8.00 p.m., Wednesday 12th March 2014, in Elkstone Village Hall

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

Apologies: Mr Muschamp, who is away.

**1. Minutes of the previous Meeting** (15th January 2014) were accepted and signed.

## **2. Matters arising**

**Re item 6: Salt+grit bin** - It transpires that Mr Hicks has left his role with Gloucestershire Highways, and is replaced by Mr. Jackson.

Mr. Jackson informs that the salt+grit bin with the broken hinges is considered to be EPC's responsibility. If EPC think it dangerous, GH would remove, but EPC would have to pay for a replacement.

Inter alia, Mr Jackson undertook to have the rainwater drain on The Pound cleared, to write again re the obstructing stones on the verge, and to pursue the issue of the overgrown hedge at the bottom of Bubb's Hill near the bridge.

Councillors were not minded to accept responsibility for this bin, since no paperwork or documentation has ever been produced to indicate this change of ownership.

Clerk to so inform Mr. Jackson, and confirm that EPC is not requesting the bin's removal.

## **3. Finance**

**3.1.1. GAPTC** annual subscription of £47.60 due 1st April

To renew membership and pay this subscription:

Proposed: Mr. Cooch; Seconded: Mr. Collins; carried nem con.

A cheque for £47.60, post-dated to 1<sup>st</sup> April, was written, signed and will be sent.

**3.1.2. Payment of Hall hire** charges September 13 to March 14 – an invoice for three bookings at £10.00 each has been received.

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

**3.1.3. Payment to EVHMC** of a section 137 donation of £18.00 = 50% of the Elkstone website's .co.uk domain name cost, as previously agreed:

Proposed: Mr. Cooch; Seconded: Mr. Collins; carried nem con.

A cheque for £18.00 was written, signed and will be hand-delivered.

**3.1.4. Clerk's salary and expenses:**

6 months @ NMW £1262.00 p.a. pro rata 4 hours per week = £631.00

less PAYE at 20% (£126.20) = £504.80

£1.00 for postage and £40.20 = 20% of BT standing charge for phone and broadband

A cheque for £504.80 and a second for £41.20 were written, signed and handed over.

A cheque for £126.20 was written, signed and will be sent to HMRC

**3.1.5.** A begging letter has been received from Citizens' Advice Bureau, and a begging e-mail from Victim Support Community Outreach.

Councillors considered that parishioners were more likely to seek help from CAB

To make a S 137 donation of £45.00 to CAB:

Proposed: Mr. Collins; seconded: Mr. Cooch; carried nem con.

A cheque for £45.00 was written, signed and will be sent to CAB.

**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** document was considered. Other than that there are now six trees on The Pound, not seven, it was considered that no risk had changed.

That the documented procedures remain adequate:

Proposed Mr. Cooch; seconded: Mr. Collins; carried nem. con.

**4.2 Insurance Cover** and renewal – Mr. Cooch indicated that the Insurance cover remains adequate; there are no added assets, public liability cover is mandatory. Renewal is due in May, and a quotation from Aon, to be compared with that of the current insurers, has been requested. To consider at April or May Meeting.

**4.3 Internal Controls**, and **4.4 Financial regulations** and accounting procedures – Mr. Cooch briefly enumerated the procedures in these related items.

That the internal controls and accounting procedures remain adequate:

Proposed Mr. Collins, seconded: Mr. Luck; carried nem.con.

#### **5. Planning Applications**

**5.1 Proposed pond**, Guides' field, Bubbs Hill – Councillors had no objections.

#### **6. Standing Orders**

Mr Cooch had identified and listed the sections in the New Model Standing Orders which contain an alternative wording to be decided.

Clerk had commenced a comparison of the current and the new model versions, and discovered a number of differences in what is included, where it is included, and what is omitted.

To be held over to May's meeting for in-depth consideration:

Proposed: Mr Cooch; seconded: Mr. Collins; carried nem con.

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

**7.1 A verbal complaint** re an overgrown hedge had been received. Mr. Cooch commented that he had not recently seen the owner of the uninhabited property concerned; if he sees him, he will ask for permission to cut back the overhang, in which case Mr. Hobbs will cut it back. To reconsider situation at May Meeting.

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

#### **9. Meetings**

**9.1 PCSOs' Neighbourhood Co-ordination Group**, on 30<sup>th</sup> January, was attended by Mr. Muschamp; the Minutes are awaited.

**9.2 A417 Loop proposal**, on 11<sup>th</sup> February, was attended by Mr. Hobbs. He commented that it seemed surprisingly not well-attended, but there was an outspoken group of attendees who still wished to pursue the tunnel option. The County Council appears keen to push for The Loop option, believing it to be affordable and therefore feasible, and is encouraging people to show their support for this. Clerk to write expressing EPC's support.

**9.3 Arrangements & Invitees for Annual Parish Open Meeting** were discussed, prompted by the offer of PCSO Shutt to attend. On balance, and in view of the usually poor attendance by parishioners except when there is a burning issue, Councillors were not minded to extend invitations beyond our District and County Councillors.

Clerk to put item in Newsletter pointing out this opportunity for parishioners to meet our new County Councillor, and to thank PCSO Shut for her offer.

**10. A.O.B.**

**10.1 Fly-tipping** – Clerk to put item in Newsletter describing recent incidents, in case anyone is able to throw any light on possible culprits.

10.2 From the floor, Mr Redman asked about dealing with the litter along the 3/190. Councillors thought that CDC would regard this as something to be done by volunteers, though it was noted that the annual “Spring Clean” initiatives seem to have been dropped in recent years.

**11 Date of next Meeting** – Wednesday 16<sup>th</sup> April, 7.30 p.m.

There being no other business, the meeting closed at 9.19 pm.