

Minutes of the Annual General Meeting of Elkstone Parish Council
8.00pm, Wednesday 29th May 2019, in Elkstone Village Hall

Present: Mr Hobbs (Chair), Mr Collins, Mr Kearney and Ms Toase; Mrs Thorn (Clerk)
District Councillor Judd

- 1. Election of Officers**
 - 1.1 Co-option of Councillor**

Ms Toase was nominated and was willing to be co-opted.
To co-opt Ms Toase: proposed Mr Collins; seconded Mr Kearney.
Ms Toase signed the Acceptance of Office.
 - 1.2 Mr Kearney signed the Acceptance of Office as newly elected Councillor.**
 - 1.3 Election of Officers**

Chairman: Mr Hobbs; proposed: Mr Collins, seconded: Ms Toase
Mr Hobbs took the Chair.
Vice Chair: Mr Collins; proposed: Ms Toase, seconded: Mr Kearney
Mr Hobbs and Mr Collins signed the Acceptance of Office.
 - 1.4 Councillor Vacancy**

Suggestions were made to fill the vacancy. Mr Collins to make an informal approach to a candidate to fill the vacancy.
- 2. Minutes of the last Meeting (24th April 2019) were accepted and signed.**
- 3. Matters arising**
 - 3.1 Defibrillator Training – Clerk provided a defibrillator check sheet with instructions for the weekly and monthly checks of the defibrillator.**
- 4. Finance**
 - 4.1 Payment of accounts**
 - 4.1.1 Invoice to carry out the internal audit - £125.00 plus £25.00 VAT = £150.00. A cheque for £150.00 was written, signed and will be posted.**
 - 4.1.2 Clerk's salary – April 2019 = £311.98 – to approve salary payment for April retrospectively. The cheque for April has already been written, signed and handed over. May 2019 = £250.41 – to approved salary payment for May. A cheque for £250.41 was written, signed and handed over.**
 - 4.2 Internal audit/annual return – the Internal Auditor's report was clear.**
 - 4.2.1 RFO certification of Accounting statements – this was completed.**
 - 4.2.2 Completion and approval of Section 1 of Annual Return (Governance) – this was considered and completed.**
 - 4.2.3 Approval of Section 2 of Annual Return (Accounting statements) – this was considered and completed.**
 - 4.3 RFO's Report on Year to Date Income and Expenditure against Budget was received with thanks.**
- 5. Insurance renewal**

The renewal documents have been received from BHIB which is year 2 of a 3 year long term agreement tied into the current insurance.
A cheque for £200.65, was written, signed and will be sent.

6. Planning

- 6.1 19/00959/FUL – Windrush, Elkstone: Noted CDC have granted permission for proposed erection of stables and wash down building (retrospectively)
- 6.2 19/01655/FUL – High Beech, Elkstone: proposed insertion of rooflights to north and south elevations, erection of single storey side extension and timber cladding to side of property, conversion of garage and formation of timber clad entry porch and screen to north and east elevations and timber cladding to south gable and flue – Councillors had no objections.

7. Correspondence from the Parish

- 7.1 An enquiry has been made to EPC regarding the possible move to online banking to make payments instead of by cheque. Clerk to enquire to bank about possible online banking. Clerk also to enquire to bank regarding additional signatories on the EPC bank account.

8. Other Correspondence – was put into circulation.

9. Items for Information

- 9.1 An enquiry was made to introduce the Parish Council in the Elkstone Newsletter and inform parishioners where the minutes of the last meeting can be seen and when the next meeting is being held. The Clerk to put a monthly note in the Elkstone Newsletter.
- 9.2 Clerk to book a place on the GAPTC training course ‘Being A Better Councillor’ for Mr Kearney to attend.
- 9.3 The ongoing problem of pot holes. These are dealt with by the County Council and Ringway have taken over from Amey. CDC have given more money to GCC for the repair of potholes and GCC have a larger sum of money to spend on roads. The best way to report potholes is using the online report facility.
- 9.4 The volume of traffic and speeding through the village, further consideration could be given to traffic calming measures when the A417 Missing Link is completed as this will help to reduce traffic on the 3/190 but until it is completed there are ongoing problems. Due to the concerns regarding speed suggested whether an occasional speed watch could be carried out.

10. Public Session

- 10.1 Ms Judd informed the meeting that food safety has improved for food businesses in the Cotswolds. Food Safety Officers have been visiting food businesses and since 2015 the number of fully compliant 5 star premises have increased from 46% to 71% and the poorer performing have reduced from 10% to 4%. CIL (Community Infrastructure Levy) is a locally set charge that can be placed on new homes and extensions according to their floor area on approved planning after 1st June 2019. CIL may also apply to lawful development and permitted development. More information can be found on the CDC website.

11. Date of next Meeting - Wednesday 24th July 2019

There being no other business, the meeting closed at 9.18pm.