

Minutes of a Meeting of Elkstone Parish Council

8.00pm, Wednesday 20th March 2019, in Elkstone Village Hall

Present: Mr Hobbs (Chair), Mr Collins, Mr Cooch and Ms Toase; Mrs Thorn (Clerk)

Apologies: Miss Gass; District Councillor Parsons

1. **Minutes of the last Meeting** (9th January 2019) were accepted and signed.
2. **Matters arising**
 - 2.1 Re item 3.1 of 12.12.18
Windrush – An issue of non-compliance with the planning permission at Windrush had been reported. CDC have visited and although the stables have not been erected in accordance with the relevant planning permission they are no more visible and will therefore not pursue the matter further.
 - 2.2 Re item 9.1 of 09.01.19
The increase of the cultivation licence charges had been raised with CDC who have replied to say they will respond in due course. To be carried over to the April meeting.
3. **Finance**
 - 3.1 Payment of accounts
 - 3.1.1 Payment of Hall hire charges November 2018 – March 2019 – 4 meetings @ £10.00 per booking = £40.00
A cheque for £40.00 was written, signed and will be hand delivered.
 - 3.1.2 Payment of 50% share of Elkstone village website .co.uk domain name renewal = £5.37
A cheque for £5.37 was written, signed and will be hand delivered.
 - 3.1.3.i Clerk's salary – January 2019 = £211.41 and February 2019 = £105.71 – to approve salary payments for January and February retrospectively. The cheques for January and February have already been written, signed and handed over.
 - 3.1.3.ii Clerk's expenses – 3 months January – March 2019 – Postage £3.48, Stationery £3.25 for paper and percentage of phone/broadband charge £17.94 = £24.67
 - 3.1.5 Begging letters requesting donations were considered:
to make a Section 137 donation of £50.00 to Citizens Advice Bureau
Proposed Mr Collins, seconded Mr Cooch
A cheque for £50.00 was written, signed and will be sent.
 - 3.2 RFO's Report on Year to Date Income and Expenditure against Budget was received with thanks.
 - 3.3 Audit arrangements – the Council have appointed Cashtrac as internal auditor at a fee of £125 plus VAT for the year. PKF Littlejohn are the external auditors again this year.

4. Planning

- 4.1** 18/02276/FUL – Trout Farm, Cockleford Farm Cockleford: Noted CDC have refused permission for proposed erection of an agricultural building.
- 4.2** 18/02219/LBC – The Old Rectory, Elkstone: Noted CDC have granted permission for proposed Listed Building Consent for Replacement balcony and canopy, new windows and internal alterations.
- 4.3** 18/04068/TCONR – Pendle House, Elkstone: Noted CDC have granted permission for proposed works to trees in conservation areas 2 x small conifers to be felled approx 12 ft high; 2 small plums to be felled.
- 4.4** 18/04210/FUL – Bay Tree Barn, Manor Farm, Elkstone: Noted CDC have granted permission for proposed alteration to garden walls and erection of new gates, erection of a porch and the removal of a dead tree to the front of the property (partly retrospective).
- 4.5** 18/04351/FUL – The Old Rectory, Elkstone: Noted CDC have granted permission for proposed construction of replacement balcony – east elevation.
- 4.6** 18/04306/FUL – High Cross, Elkstone: Noted the application has been withdrawn for proposed erection of two storey rear extension.

5. Annual Reviews

5.1 Risk Assessment – no changes

The Risk Assessment was given consideration, under Data Protection to add General Data Protection Regulation (GDPR) Documents in place: General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders.

Adequate arrangements are considered to be in place.

The Risk Assessment with the Data Protection amendment, remains accurate and acceptable.

5.2 Insurance cover and renewal – the renewal has not yet been received, the cover is as previously.

5.3 Internal Controls – two signatures are required on every cheque, and payments are only made by cheque. No orders can be placed or payments made without the agreement of a quorate Parish Council meeting, and all such decisions are Minuted. These were considered, there are no changes to the Internal Controls; that these remain adequate and appropriate.

5.4 Financial regulations and accounting procedures – no change.

Clerk to check with GAPTIC regarding latest model Financial Regulations.

6. Correspondence from the Parish – there was none.

7. Other Correspondence – was put into circulation.

- 8. AOB**
- 8.1** Traffic Count - the results of the traffic survey on the 3/190 can be viewed on the CDC planning applications register regarding Coombe End Farm 18/04266/FUL.
- 8.2** There are pot holes appearing on the 3/190, advised the best way to report these are using the online report facility.
- 8.3** Defibrillator Training – Clerk will provide a defibrillator check sheet with instructions for the weekly and monthly checks of the defibrillator.
- 8.4** An email has been received regarding the litter on the verges at the entrance and exits from the village onto A417. Clerk to invite Pauline Farman to the April Annual Open Meeting of Elkstone Parish to speak with regard to litter.
- 8.5** Parish Council Elections 2nd May. Nomination packs can be downloaded from the CDC website, or are available from the Clerk. Completed nomination papers must be hand delivered to the Returning Officer at the Cotswold District Council Offices by 4.00pm on 3rd April. A note regarding this has been placed in the March Elkstone Newsletter.
- 9. Public Session** – no items were raised from the floor.
- 10. Date of next Meeting** – Wednesday 24th April 2019 at 7.30pm.

There being no other business, the meeting closed at 9.28pm.