

Minutes of a Meeting of Elkstone Parish Council

8.00pm, Wednesday 21st March 2018, in Elkstone Village Hall

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

Apologies: District Councillor Parsons

1. **Minutes of the last Meeting** (17th January 2018) were accepted and signed.

2. **Matters arising**
 - 2.1 Re item 12.1.2 of 21.09.16 and item 2.2 of 16.11.16
A contract of employment and job description has been drawn up for the Clerk.
To approve the contract of employment as this has been a verbal agreement.
The contract was then signed by Mr Hobbs and the Clerk.

3. **Finance**
 - 3.1 Payment of accounts
 - 3.1.1 Payment of Hall hire charges November 2017 – March 2018 – 3 meetings @ £10.00 per booking = £30.00
A cheque for £30.00 was written, signed and will be hand delivered.
 - 3.1.2 Payment of 50% share of Elkstone village website .co.uk domain name renewal = £9.00
A cheque for £9.00 was written, signed and will be hand delivered.
 - 3.1.3 Invoice for payment of the community defibrillator – defibrillator - £1,560.00, shipping and handling - £20.00 plus £316.00 VAT = £1,896.00
A cheque for £1,896.00 was written, signed and will be posted.
 - 3.1.4.i Clerk's salary – January 2018 = £215.63 and February 2018 = £135.00 – to approve salary payments for January and February retrospectively. The cheques for January and February have already been written, signed and handed over.
 - 3.1.4.ii Clerk's expenses – 3 months January – March 2018 – Stationery £2.49 for A4 ringbinder and percentage of phone/broadband charge £17.94 = £20.43
A cheque for £20.43 was written, signed and handed over.
 - 3.1.5 Begging letters – no begging letters have been received, however to make a Section 137 donation of £50.00 to Citizens Advice Bureau
Proposed Mr Cooch, seconded Mr Collins
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. Notification has been received of a change of external auditor from Grant Thornton to PKF Littlejohn.

4. **Planning**
 - 4.1 17/05203/FUL – Coombe End Manor, Elkstone: proposed Conversion of existing stables to a single bedroom residential dwelling – Councillors had no objections.

- 5. Annual Reviews**
- 5.1 Risk Assessment – no changes
- 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. There are no changes to the Internal Controls since last year; that these remain adequate and effective.
- 5.4 Financial regulations and accounting procedures – no change

- 6. Community Defibrillator**
- 6.1 The application for funding towards the cost of a community defibrillator has been confirmed by Cotswold District Council. The Council have now ordered the defibrillator which has arrived and are awaiting delivery of the cabinet for it to be stored in. Contact is being made with the electrician to make provisional arrangements for the installation. A defibrillator Awareness Session is to be arranged for villagers to attend.

- 7. Correspondence from the Parish – there was none.**

- 8. Other Correspondence – was put into circulation.**

- 9. AOB**
- 9.1 Insurance Renewal – The current insurers AON are ceasing to insure Local Councils but BHIB are taking this on and will offer a renewal at the same price apart from a change in Insurance Premium Tax with the same cover. The Clerk to obtain other quotes.
- 9.2 Data Protection (GDPR) comes into force on 25th May 2018 and the Council are receiving updates regarding the new requirements which are still to be finalised.
- 9.3 A417 Missing Link Public Consultations have been taking place showing proposals of the various route options. These proposals will help to reduce the traffic on the 3/190 but until it is completed there are problems with regards to volume of traffic and speeding.
- 9.4 Possibility of an Emergency Plan – Following enquiries made by Ms Toase regarding the possibility of putting an Emergency Plan in place; the information which had been circulated to the Councillors was discussed in detail with no further action at this time, but to be reconsidered in the future.

- 10. Public Session – no items were raised from the floor.**

- 11. Date of next Meeting – Wednesday 18th April 2018 at 7.30pm.**

There being no other business, the meeting closed at 9.38pm.