

Minutes of a Meeting of Elkstone Parish Council

8.00pm, Wednesday 24th March 2021, by remote attendance via Zoom

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

1. **Minutes of the last Meeting** (20th January 2021) were accepted and will be signed at a later date.
2. **Public Session** – no items were raised from the floor.
3. **Matters arising** – there were none.
4. **Finance**
 - 4.1 Payment of accounts
 - 4.1.1.i Clerk's salary – January 2021 = £239.80 and February 2021 = £152.60 – to approve salary payments for January and February. The cheques were written, will be signed and hand delivered.
 - 4.1.1.ii Clerk's expenses – 3 months January – March 2021 – Stationery £8.70 for envelopes and paper and percentage of phone/broadband charge £17.25 = £25.95. A cheque for £25.95 was written, will be signed and hand delivered.
 - 4.1.2 Begging letters – no begging letters requesting donations have been received, however to make a Section 137 donation of £60.00 to Citizens Advice Bureau Proposed Mr Collins; seconded Ms Toase
A cheque for £60.00 was written, will be signed and sent.
 - 4.2 RFO's Report on Year to Date Income and Expenditure against Budget was received with thanks.
 - 4.3 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.
5. **Planning**
 - 5.1 20/0444/OPANOT – Coombe End Farm, Beechpike, Elkstone: Noted CDC have granted permission for proposed change of use of an agricultural building to a flexible commercial use.
 - 5.2 21/00619/FUL – Highgate Farm, Elkstone for proposed conversion and partial demolition of agricultural barn to 1 no. dwelling – this was discussed and the Councillors had no objections.
 - 5.3 21/00543/FUL – Coombe End Farm, Beechpike, Elkstone for proposed change of use of an agricultural workers dwelling to a cafe and farm shop (Class E). This was discussed and Councillors object to the proposed application on the basis of loss of affordable housing and existing provision at The Green Dragon Pub, Cockleford (farm shop and cafe) 2 miles away and Centurion Garage, about a mile away.
Clerk to submit comments to CDC.

- 5.4 21/00780/FUL – Cockleford Farm, Cockleford for proposed conversion and extension (rear and first floor) to existing garage to form side extension to house, replacement window and doors to existing house, re-roofing and overcladding of existing single storey accommodation to rear of house – Councillors had no objections.
- 6. Annual Reviews**
- 6.1 Risk Assessment – no changes
The Risk Assessment was given consideration, under EPC e-records regarding the safekeeping of the back-up on a memory stick of EPC’s electronic records. To safekeep memory stick not in Clerk’s home.
Adequate arrangements are considered to be in place.
The Risk Assessment, remains accurate and acceptable.
- 6.2 Insurance cover and renewal – the renewal has not yet been received, the cover is as previously.
- 6.3 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.
- 6.4 Financial regulations and accounting procedures – no change.
- 7. Speeding through Elkstone Village**
- 7.1 Concerns have been raised regarding the speeding through Elkstone Village. This was discussed to support ways to reduce the speed of traffic and if any action can be taken as Elkstone does not meet criteria for road calming which has been raised previously with Highways. The possibility of entrances in and out each end of the village to encourage traffic to slow down within the 40 mph speed restriction. Ms Toase and Mr Kearney to consult how this may be progressed further.
- 8. Correspondence from the Parish**
- 8.1 A member of the Parish has been in contact regarding the length of time for the planned road closure Charlton Hill, Cheltenham from 1st June 2021 to 31st December 2021 to allow for landslip repairs by Gloucestershire Highways. Clerk to write to Highways to enquire if the work can be condensed into a shorter timeframe as the road is a major access and due to the significant detour, is there a scheme to mitigate the ease of access for locals? To receive more details regarding the road closure.
- 9. Other Correspondence**
- 9.1 21/00803/FUL - Coombe End Farm, Beechpike, Elkstone for proposed operational development to facilitate the use of a building to a flexible commercial use (Class E) following the grant of prior approval under application reference 20/0444/OPANOT – this was discussed. To be considered at the April meeting.

10. Items for Information – there was none.

11. Date of next Meeting – Wednesday 21st April 2021

There being no other business, the meeting closed at 9.48pm.