

Minutes of a Meeting of Elkstone Parish Council
8.00 p.m., Wednesday 23rd March 2016, in Elkstone Village Hall

Present: Msrs Hobbs (Chair) Cooch & Luck; Mrs. Eyre (Clerk)

Apologies: Mr Muschamp, who is again recovering from surgery, Mr Collins who is ill.

1. Minutes of the previous Meeting (13th January 2016) were accepted and signed.

2. Matters arising

Re item 3.2 of 13th January – Clerkship – Mr. Collins has received a request at second hand for a job description – Clerk to pursue

Re item 3.6 of 13th January – Pension scheme - Mr Cooch has approached NEST and started to set up a scheme for EPC employees, but will not be able to complete the last element of the application until October, the anticipated date of a staffing change.

Re item 6 of 23rd September 2015 – Gloucestershire Highways - with the help of Councillor Robbins, contact with the AHR has been re-established. It appears that the best way to report problems is to use the online report facility; all previously reported problems are apparently being dealt with, other than the crumbling resurfacing of the 40863 and 40864, which has been deemed not financially viable. Clerk was asked by AHR to report back on the issue of the obstructed verge outside one house, where metal spikes have been removed and stones replaced, but householders have been asked by AHR to use plastic posts or nothing.

3. Finance

3.1.1. Payment of Hall hire charges October 15 to March 16 – 3 x £10.00 = £30.00

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

3.1.2. Payment of 50% share of the Elkstone website domain name - £9.00

A cheque for £9.00 was written, signed and will be hand-delivered

3.1.3. Renewal of the annual subscription to GAPTC - £57.20, due 1st April

To renew the membership of GAPTC:

proposed Mr Cooch; seconded Mr Luck; carried nem con

A cheque for £57.20 was written, signed and will be sent.

3.1.4. Clerk's salary and expenses

salary £670.00 less 20% PAYE of £134.00 = £536.00; and expenses £53.43

A cheque for £536.00 and a cheque for £53.43 were written, signed and handed over.

A cheque for £134.00 was written, signed, and will be sent to HMRC.

3.1.5. Various begging letters were considered:

To make a S 137 donation of £50.00 to Gloucestershire Archives:

Proposed Mr.Hobbs; seconded Mr.Luck; carried nem con.

A cheque for £50.00 was written, signed and will be sent.

Consideration of a donation to CAB to be carried over to the April meeting.

3.2. R.F.O.'s Report on Year to Date Income & Expenditure against Budget was received with thanks.

4. Annual Reviews

4.1 Risk Assessment – no changes

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

4.3 Internal Controls – no change

4.4 Financial regulations and accounting procedures – there is no change in the procedures. Information on new Financial Regulations has not been received.

This matter will need to be reconsidered in October, due to the new possibility of online banking for the EPC account, which can only be managed by one person, hence safeguards must be in place.

5. Planning Applications

5.1 The Old Rectory – proposed internal alterations to Grade II listed building - Councillors had no objection

5.2 Westerleigh – proposed demolition and rebuild - Councillors objected, on the grounds that the proposed new building is totally out of keeping with the Cotswold vernacular, yet offers no architectural or design merit or interest.

5.3 Little Cotswolds (formerly Oldbury Farm) – proposed conversion and realignment - Councillors had no objection.

5.4 The Green Dragon – proposed new patio, etc - Councillors had no objection.

5.5 The Mill House – proposed new stone garage with playroom over - Councillors objected, on the grounds that the proposed garage is both very large and remote from the house.

Clerk to inform CDC of Councillors' objections.

6. Extinguishment of the dead-end public footpath BEL 1 – noted that the extinguishment order has been published

7. Correspondence from the Parish – a letter and an e-mail re 5.5. above have been received from a parishioner

8. Other correspondence – was put into circulation

9. Meetings - Neighbourhood Co-ordination Group, 9th March – Mr. Collins was not present to report back.

10. A.O.B.

10.1 A parishioner has told EPC of contacting Glos Highways to complain about water flowing down the lane to his house. Clerk has asked Thames Water to check samples – if it is mains water, TW will find the leak and carry out repairs. If it is natural water, the parishioner, as the 'lower' landowner, must accept whatever flow remains after any work by Glos Highways.

The AHR has arranged to have the drain jetted, and will then assess the area.

10.2 Mr Cooch reported new advice from the external auditors concerning the insurance of EPC's fixed assets. To date, these have been listed on the basis of an inflation-related cost to replace; the auditors now advise that these should be listed as the original purchase cost. Mr Cooch has now amended the return to show this, with the exception of the old bus shelter, which predates any available records.

The figure for fixed assets will now remain the same from year to year.

10.3 Mr. Cooch confirmed that all five councillors are cheque signatories, but so also is the previous RFO, whose name should be deleted from the list the next time any changes are to be made.

11. Public session – no points were raised

12. Date of next Meeting – Wednesday 20th April, 7.30 p.m.

There being no other business, the Meeting closed at 9.03 pm