

## Draft Minutes of a Meeting of Elkstone Parish Council

8.00pm, Wednesday 15<sup>th</sup> July 2020, by remote attendance via Zoom

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

1. **Minutes of the last Meeting** (20<sup>th</sup> May 2020) 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 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.i Clerk's salary – May 2020 = £320.46 and June 2020 = £237.62 – to approve salary payments for May and June. The cheques were written, will be signed and hand delivered.
    - 4.1.2.ii Clerk's expenses – 3 months April – June 2020 – percentage of phone/broadband charge £17.37. A cheque was written, will be signed and hand delivered.
  - 4.2 To consider a S 137 donation to EVHMC towards costs of Newsletter production. A cheque for £100.00 was written, will be signed and hand delivered.
  - 4.3 Internal audit/Annual Governance and Accountability Return (AGAR) – the Internal Auditor's report was clear.
    - 4.3.1 RFO Certification of Accounting statements – this was completed.
    - 4.3.2 Completion and approval of Section 1 of AGAR (Annual Governance Statement) – this was considered and completed.
    - 4.3.3 Approval of Section 2 of AGAR (Accounting Statements) – this was considered and completed.
    - 4.3.4 Approval of Certificate of Exemption of AGAR – this was considered and completed.
  - 4.4 RFO's Report on Year to Date Income and Expenditure against Budget was received with thanks.
5. **Planning**
  - 5.1 20/01822/FUL – Elkstone Farm, Elkstone: proposed demolition of existing and erection of replacement agricultural building – Councillors had no objections.
6. **Trees on the Pound**

EPC have taken arboricultural advice and in the interest of safety will be carrying out tree works in the autumn for which quotes have been obtained. This was discussed and to ask Cotswold Tree Care to undertake the works to the willow tree which is leaning due to it being heavily weighted and to reduce it in size.

7. **Correspondence from the Parish** – there was none.
8. **Other Correspondence** – to be circulated.
9. **Items for Information**
  - 9.1 The cultivation licence charges have now been agreed at a more realistic rent on a yearly basis instead of 3 years as CDC has identified the site for potential future housing.
  - 9.2 Highways are only mowing verges around junctions for the required safety cut for visibility and the remaining verges will be left uncut.
  - 9.3 The bus shelter has been cleaned and sign washed at the crossroads thanks to Mr Kearney.
  - 9.4 Proposal to plant a tree on the roundabout at the turning area near the letterbox as the roundabout is a large area of grass where a tree would thrive. Clerk to enquire to Highways regarding the possibility of planting a tree.
  - 9.5 Highways have carried out and completed the repairs to the Cockleford Bridge.
10. **Date of next Meeting** – Wednesday 23<sup>rd</sup> September 2020

There being no other business, the meeting closed at 8.52pm.