

PAUNTLEY PARISH COUNCIL

Minutes of a meeting of Pauntley Parish Council held in Pauntley Village Hall on Tuesday 29 May 2018 at 7.45 pm.

Present: Present: Councillor N Fowke, Chairman; Councillors Mrs C Philipps, Mrs A Rawson, Mrs L Morris, Mr M Elton, Mr P Chapman

In attendance: The Clerk, Mrs L Harding

One member of the public was present.

1. TO RECEIVE APOLOGIES AND ACCEPTABLE REASONS FOR ABSENCE

Apologies for absence had been received from Councillor Trevail.

2. TO RECEIVE ANY DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST IN ITEMS ON THE AGENDA

There were no declarations of personal or prejudicial interest in items on the agenda.

3. TO CONFIRM THE MINUTES OF THE MEETING OF PAUNTLEY PARISH COUNCIL HELD ON 5 FEBRUARY 2018

The minutes of the meeting held on 17 April 2018 were approved.

4. TO ELECT A CHAIRMAN FOR PAUNTLEY PARISH COUNCIL

Councillor Fowke was unanimously elected Chairman of Pauntley Parish Council, and the Declaration of Acceptance of Office received.

5. TO ELECT A VICE-CHAIRMAN FOR PAUNTLEY PARISH COUNCIL

No election for Vice-Chairman was made.

6. TO DEAL WITH ANY ACTIONS ARISING FROM THE MINUTES OF THE ABOVE MEETING

The Chairman will obtain a new light for the defibrillator cabinet in the telephone kiosk at Pool Hill.

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7. FINANCE

- a) A financial report was received from the Clerk. The precept had now been received. The accounts for 2017-2018 had been successfully audited and no actions were recommended.
- b) It was resolved to make payment of £75.00 to Mr Iain Selkirk for internal audit of the accounts for 2017-2018.
- c) The Certificate of Exemption from the limited assurance review had been submitted to PKF Littlejohn.
- d) Councillor Philipps reported that the accounts for 2017-2018 had been inspected and had been found to be satisfactory.
- e) Councillor Fowke reported on the inspection of assets and it was noted that the telephone kiosk at Brand Green was in need of painting and that at Pool Hill in need of cleaning. Local volunteers would be sought to monitor

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- defibrillators and to care for the kiosks.
- f) The Annual Governance Statement for 2017-2018 was completed and it was resolved that this was a true record and signed by the Chairman and Clerk.
- g) It was resolved to approve the Accounting Statements for 2017-2018, including the analysis of variances and these were signed by the Chairman. LH
- h) The dates for the posting of documents on the website to comply with the Accounts and Audit Regulations were noted, to include the first 10 working days in July. The Clerk will notify the external auditors of these dates and post the necessary documents on the website. The documents to comply with the Transparency Code by the end of July will also be posted.
- i) It was resolved to make payment of expenses for the Clerk of £49.47.
- j) It was resolved to make payment of expenses for the Clerk for the Annual Parish meeting of £56.31. LH
- k) It was resolved to make payment of expenses to Councillor Trevail for expenses of £47.12 for the Annual Parish Meeting.
- l) It was resolved to purchase of a Microsoft Office software package for the new laptop at £52.49.
- m) It was resolved to make payment to Community Heartbeat of £45.60 for new pads for the defibrillator at Pool Hill.
- n) The new salary scales for clerks from 1 April 2018 were considered and it was resolved to increase the Clerk's salary accordingly, from £8.873 per hour to £9.341 per hour, giving an annual salary of £2,428,66, an increase of £121.68 p.a. LH
- o) The quotes for the parish council's insurance for 2018-2018 from Came and Company were considered and it was resolved to renew the policy with Inspire at an annual premium of £218.00. LH
- p) The payment of a donation to the Great Western Air Ambulance following the fish and chip evening at the Village Hall was considered and it was resolved to make a donation of £100.00 as per the budget.
- q) It was resolved to make payment to John Shaw Installation and Maintenance Services of £1006.90 for the new units and installation in the village hall kitchen. This would be paid from the grant of £840.00 held for the village hall, and Form VAT 126 would be submitted to HMRC to recover the VAT of £167.82. LH
- 8. TO REVIEW THE STANDING ORDERS FOR THE PARISH COUNCIL**
- Revised Model Standing Orders had been produced by GAPTC and it was resolved to adopt these, with variations applicable to Pauntley Parish Council.
- 9. TO CONSIDER THE BRIEFING ON THE NEW GENERAL DATA PROTECTION REGULATIONS REGARDING THE NEED TO APPOINT A DATA PROTECTION OFFICER**
- NALC had now advised that it had been determined by the Government that parish councils would not need to appoint a Data Protection Officer. The Clerk has been working to identify any personal data held by the parish council. To date, only information regarding councillors and the clerk had been identified. There was also an email list of residents who wished to be informed of events and communications such as police alerts, and the Clerk has emailed these contacts to ascertain if they wish to continue to receive emails.
- 10. TO RECEIVE A COMMUNICATION FROM MR JOHN MONK OF SEVERN TRENT REGARDING THE PROPOSED NEW BOREHOLES AT**

An email had been received from Mr Monk of Severn Trent indicating that the

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security team had agreed to reconsider the need for a security fence at the borehole close to the lane, and this would now no longer be required. There would however be some security lighting and the parish council awaited sight of these plans before making further comment. The Clerk would respond accordingly.

11. PLANNING

To report on previous planning applications:

Cherry Tree Cottage, Pool Hill. Listed building consent for the installation of two rooflights to existing first floor bathroom. Replacement of garage doors and two garden sheds. Councillors had had no objections and this was still under consideration at the District Council.

Herridges Barn, Ketford Road. Erection of a single-storey double garage incorporating a workshop. Councillors had no objections and this had now been approved.

To consider new planning applications:

Walnut Farm Buildings, Brand Green. Erection of a replacement dwelling and detached garage with associated works. (Revision of application 0032/16/FUL). Councillors expressed concern about the size of the proposed extension to this property in relation to the main dwelling which is planned. They were also concerned that the development on this site would continue to grow.

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12. TO AGREE THE DATE FOR THE NEXT MEETING OF PAUNTLEY PARISH COUNCIL

The Annual General Meeting of Pauntley Parish Council will be held on Monday 2 July at 7.45 in Pauntley Village Hall.

13. TO CONSIDER ANY OTHER URGENT RELEVANT BUSINESS

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The Clerk advised that she would be retiring as clerk as soon as a replacement could be found. A job description and advertisement would be drafted for the GPATC website. It was felt that an experienced clerk would be preferred and the current clerk will also inform local part-time clerks to ascertain if any is looking for additional hours.

Signed.....

Date.....