

PAUNTLEY PARISH COUNCIL

Minutes of the Parish Council Meeting 7.45pm on 23rd April 2019 in Pauntley Village Hall

In attendance:

Parish Councillors: Cllr. Philipps, Cllr. Rawson, Cllr. Chapman, Cllr. Elton

Clerk: Christian Horton

There were four members of the public present.

Cllr. Fowke was not present at the meeting and therefore it was RESOLVED that Cllr. Chapman would act as temporary Chairman.

1. To receive apologies for absence

1.1. Cllr. Fowke sent his apologies.

2. To receive declarations of interest & written requests for dispensation

2.1. There were none.

3. To consider and resolve to sign the minutes of the last meeting

3.1. It was RESOLVED to sign the minutes.

4. Public Open Forum

4.1. No members of the public addressed the Parish Council.

5. Planning

5.1. To consider the following planning application(s):

5.1.1. P0080/19/FUL - Pauntley Court, Pauntley Court Drive, Redmarley, Gloucester. Proposed occasional use as a wedding venue.

5.1.1.1. It was RESOLVED to support this application.

5.2. To receive a report of planning decisions notified by the Forest of Dean District Council

5.2.1. The Clerk presented a report of planning decisions by the Forest of Dean District Council and those applications still pending consideration.

6. To receive a verbal report regarding the Annual Parish Meeting

6.1. It was agreed that the Annual parish Meeting was a success. The draft minutes of the meeting are available on the parish website.

7. To receive a verbal report regarding the new parish website

7.1. The new parish website www.pauntley.org.uk is now live. Any requests for information to be added or updated should be sent to the Clerk.

8. To discuss preparations for post-May 2019 elections

8.1. The Clerk reported that there would be three vacancies on the Parish Council after 2nd May and that these vacancies would need to be filled via co-option. An advertisement has been added to the noticeboards inviting interested parties to apply.

9. To receive a report of the Council's assets and discuss and resolve arrangements to carry out checks

9.1. The Clerk presented a report of the Parish Council's assets. Cllr. Phillips volunteered to undertake a check of the telephone kiosks and bus shelter.

10. To consider joining the Forest of Dean Dementia Action Alliance

10.1. It was **RESOLVED** to join the Forest of Dean Dementia Action Alliance.

11. Finance

11.1. To receive an end of financial year report from the Clerk

11.1.1. The Clerk presented an end of year financial report containing a breakdown of the Parish Council's income and expenditure.

11.2. To receive and consider a report of the Council's end of financial year 2018/19 bank reconciliation

11.2.1. The Clerk presented the end of financial year bank reconciliation and Cllr. Phillips performed a check. It was **RESOLVED** that the reconciliation was accurate.

11.3. To receive and consider a report of the Council's cashbook for quarter 4 of 2018/19 and the cashbook for the whole of 2018/19

11.3.1. The Clerk presented the end of financial year cashbook and Cllr. Phillips performed a check. It was **RESOLVED** that the cashbook was accurate.

11.4. To consider approving current bank signatories to continue as such, post the 2nd May 2019 election, even if they are not a Councillor, until a time when arrangements for new signatories have been concluded.

11.4.1. It was **RESOLVED** that current bank signatories will continue as such, post the 2nd May 2019 election, even if they are not a Councillor, until a time when arrangements for new signatories have been concluded

11.5. To consider declaring the council exempt from a limited assurance review

11.5.1. It was **RESOLVED** to declare the Council exempt from a limited assurance review.

11.6. To consider approving the dates for the Notice of Public Rights for the Financial Year ending 31st March 2019

11.6.1. It was **RESOLVED** that the dates suggested by PKF Littlejohn LLP (17th June to 26th July 2019) for the Notice of Public Rights for the year ending 31st March 2019 would be used.

11.7. To consider the following for payment:

11.7.1. Clerk's salary and expenses - £607.16

11.7.1.1. It was **RESOLVED** to pay the Clerk £607.16.

11.7.2. GAPTC (Membership Fees 2019/20) - £83.17

11.7.2.1. It was **RESOLVED** to pay GAPTC £83.17

11.8. To receive a report of and approve payments made not requiring the full Council's approval at the time of payment:

- Quoakle (Website fees approved by Clerk & Chairman as per Financial Regulations) - £259.20 [Paid 1/04/2019]
- TP Jones & Co LLP (Payroll Fees approved by Clerk & Chairman as per Financial Regulations) - £76.20 [Paid 1/04/2019]
- P. Kuharski (Annual Parish Meeting Expenses – Payment approved via resolution 699/13.4.1) - £24.83 [Paid 5/04/2019]
- M. Bradley (Refund of noticeboard repairs – Payment approved via resolution 699/13.4.1) - £13.39 [Paid 5/04/2019]
- C. Phillips (Annual Parish Meeting Expenses – Payment approved via resolution 699/13.4.1) - £11.10 [Paid 9/04/2019]
- Horton, C (Stationery Expenses – Payment approved via resolution 699/13.4.1) - £17.98 [Paid 12/04/2019]

11.8.1 A check was undertaken, and it was **RESOLVED** to approve the above payments.

12. To receive verbal reports from Councillors

12.1. Cllr. Phillips reported that a new post-box had been installed at Brand Green.

12.2. Cllr. Rawson voiced concerns over highway issues. This was followed by other Councillors reporting similar concerns about overgrown hedgerows. The Clerk asked that Councillors send specific sites of concern to him so that he may raise the issues with the relevant authority.

13. To consider the dates of the next Parish Council Meeting

13.1. The next meeting of the Parish Council will be **9th May 2019 at 7pm** in Pauntley Village Hall.

A resolution was passed excluding the press and public from the following confidential item

14. Employment Issues

14.1. To consider resolving to revert to paying the clerk on a quarterly basis and remain with the existing payroll provider.

14.1.1. It was **RESOLVED** to revert to paying the clerk on a quarterly basis and remain with the existing payroll provider (TP Jones)

14.2. To consider approving that the Clerk's hourly rate will increase to £9.74 in accordance with the pay scale agreed within the contract.

14.2.1. It was **RESOLVED** that the Clerk's salary would increase to £9.74 per hour.

The meeting finished at 8.45pm.

Signed..... Date.....