

# MITCHELDEAN PARISH COUNCIL

## MINUTES

OF A MEETING HELD ON MONDAY 18<sup>th</sup> May 2015 AT 7pm IN THE TOWN HALL, AFTER DUE NOTICE HAD BEEN GIVEN.

### Present

**Parish Councillors:** Andre Edwards Jackie Fraser Sara Gates Sue Henchley  
Dale Parker Douglas Scott William Waddell Kay Wozencroft

**District Councillors:** Jackie Fraser

**Clerk:** Mrs Sandra Schwanethal

[Mrs Bailey & Mrs Smith attended as electors until 8pm. PCSO Timmins also attended]

- 1) **Elect Chairman**  
Sara Gates was nominated by Dale Parker and seconded by Jackie Fraser and voted in unanimously.
  - a) Receive Chairman's declaration of acceptance of office  
Declaration received
  - b) Elect a Vice-Chair  
It was resolved that Jackie Fraser would remain in the position of Vice Chair.
  - c) To receive declaration of acceptance of office from all councillors  
Declarations were received from all councillors.
- 2) To **Note** Apologies for Absence  
None
- 3) Members of the public issues (15 minutes)  
PCSO Timmins informed the Members that fifty nine crimes had been reported in Mitcheldean and that half were for theft or burglary.
- 4)
  - a) Code of Conduct adopted -Each Member to affirm adherence  
Each Member reaffirmed their commitment to adhere to the Code of Conduct.
  - b) Declaration of Interests.  
No pecuniary interests declared.
- 5) To **Approve Minutes** of the Monthly Meeting of Mitcheldean Parish Council held on the 13<sup>th</sup> April 2015.  
It was resolved that the Minutes were deemed to be an accurate and true reflection of the Meeting, approved by Council and duly signed by the Chairman.
- 6)
  - a) Review of terms of reference for committees  
It was resolved that all committee terms of reference remain unchanged.
  - b) To approve the merger of the Finance and Staffing Committees.  
It was resolved that the two committees would merge.

c) Review of Committee Members

It was resolved that the Committees comprise the following;

**FINANCE & STAFFING      PLANNING      COMMUNICATIONS**

Sue	Sue	Sue
Sara	Dale	Sara
Jackie	Kay	Ian
Bill	Andre	

**FACILITIES**

**NDP**

Dale	Jackie
Sara	Sara
Andre	Bill

d) To set the dates for the full council meetings for the next 12 months.

It was resolved to approve the calendar of dates submitted.

e) To approve the setting up of a Twitter Account to be administered by Cllr Gates

It was resolved to approve the opening and administration of a Twitter account.

**POLICIES**

7) a) Approve/Review Standing Orders

It was resolved that the Standing Orders remain unchanged.

b) Review councillor training policy-Health & Safety mandatory as an employer

It was resolved that the Health & Safety Policy remain unchanged.

c) Review Council's complaints procedures.

It was resolved that the complaints procedure remains unchanged and power was devolved to the Finance/Staffing Committee to review at its next meeting.

d) Review council's procedures for handling Freedom of Information Act requests and Data Protection Act 1998

It was resolved that this policy remains unchanged.

8) **Planning-**

a) to approve that Flaxley Vale should have a special landscape protection policy

It was resolved that the council would support this in principle.

b) to approve a comment by Mitcheldean PC in the draft allocations plan by 20<sup>th</sup> May.

It was resolved to accept the text from Jackie Fraser for the Clerk to return to the FODDC.

c) to ratify decisions by the Planning Committee on the following;

P0533/15/FUL The Haven, Wigpool common. Removal of rear single storey structure & conservatory and replace with new single storey rear extension, internal alterations and new porch canopy.

It was resolved that the Parish Council has no objections to this application.

P0662/15/FUL Bradley Farm, Bradley Court Road, Single storey extension to front of house.

It was resolved that the Parish Council has no objections to this application.

- 9) **Properties/Asset:**
- a) Review of inventory of land and assets including office equipment. Check carried out by Cllr Gates  
It was resolved to approve the list as presented by the clerk & checked by Sara Gates.
  - b) Review and approval of arrangements for Insurance cover in respect of all insured risks  
It was resolved to devolve power to the clerk to source the best value policy for the council.
  - c) Review of arrangements with other local authorities including Service level agreements (inc. Link line)  
It was resolved to renegotiate the Service Level Agreement with the FODDC when it expires in August 2015. It was resolved to retain Link Line for the Clerk's safety as a lone worker.
  - d) Approve funding up to £29296 for total replacement of the toddler play area.  
It was resolved to approve the funding of the toddler play area following the removal of the Rainbow unit.
  - e) To approve the use of the field for the football tournament 6,7 & 13 June  
It was resolved that the Sports Club could use the facilities for the tournament.
  - f) To approve funding up to £2000 for the resurfacing of the path in the recreational field.  
It was resolved that the resurfacing of the path should go ahead.
  - g) To approve the installation of temporary CCTV to the play area by Glos. Police at a cost of £100.  
The Members approved the proposal in principle, but an accurate cost was not available. It was resolved that £200 would be earmarked for this project.

- 10) **County/ District Councillors Reports (5mins each)**  
No District meetings had taken place following the election.

- 11) **Outgoing Chairman's Report-as given at Parish Meeting.**  
Douglas Scott had left the meeting at 7.10pm, but had earlier informed the members that he was in negotiation with Two Rivers about the maintenance of their properties in the village.

(Kay Wozencroft & Bill Waddell left the meeting feeling unwell)

- 12) **Report from Clerk –Matters arising, correspondence & enquiries**  
*A full report had been sent to the Members earlier and is available as a supplementary document.*  
The Clerk brought the following matters to the attention of the Members;  
A letter from Mr & Mrs Hunt raising concerns over the drainage problems in the village (to be passed to the NDP)  
The ladies toilets at the Town Hall had become blocked and the inspection chamber cover needs replacing.  
Sara Gates had attended the Town Hall on Thursday 14<sup>th</sup> May to open the Tender document, test the Accounting Statement and perform the internal control checks.  
The Clerk asked Dale Parker to record in the Facilities Committees next set of Minutes that approval had been given to scrap the Rainbow unit.

13) **Accounts/Finance-**

- a) Approve Year End Accounts Cllr Gates tested sect. A of Annual Return  
It was resolved that the End of Year Accounts were accurate.
- b) Full council to approve the Statement of Accounts and approved the Accounting Statement for submission to the auditor.  
It was resolved to approve the Statement of Accounts, the Accounting Statement and Annual Governance Statement.
- c) To confirm that the internal controls are being carried out monthly and the petty cash has been checked by a councillor.  
It was resolved that the internal controls are been carried out in accordance with MPC Financial Regulations.

- d) Approve/Review Financial Regulations (values for getting quotes and Tenders increased)  
It was resolved to increase the figure that quotations are sought to £5000 and to increase the figure that Tenders are sought to £15,000.
  - e) Approve the **Budget & Ratify** budget allocation to committees  
It was resolved to approve spending (the budget) at £145,000 for 2015/6.  
£81,000 to the Facilities Committee-£20,000 General Administration, £35,000 Staff costs, £5000 Grants and donations, £2000-Communications Committee & Sundries £3000.
  - f) Approval for Direct Debits to be paid- list given to each cllr  
It was resolved that the Direct Debits should remain.
  - g) Review of Council's bankers (Lloyds Bank covered by the Financial Services Act) and confirm that cheque signatory mandates are updated.  
It was resolved that the council are satisfied that Lloyds Bank are a suitable organisation to hold the council's funds.  
The Finance committee would review where best to invest the council's reserves.  
The Clerk will update the signature mandates as soon as possible.
  - h) Review of the Council's and /or employees memberships of bodies. See list. Approval to pay annual subscriptions  
It was resolved that membership/subscription to the LCR magazine was no longer needed. All other memberships to be maintained.
  - i) Review Council's policy on donations & Grants  
It was resolved to amend the grant giving criteria to include running costs.
  - j) To approve the cost of St John's Ambulance volunteers attending the Fete £150  
It was resolved to accept the SJA quote for £54 + VAT to attend the Fete.
  - k) To approve the cost of hiring the Community Centre for the Fete.  
It was resolved that Sue Henchley would act as the stalls booking agent and that the council would receive any profits.
  - l) To approve pre authorisation of training costs of £100 for each councillor  
It was resolved that £1000 should be earmarked for councillor training.
  - m) Review of Internal control, including risk management.  
It was resolved that the internal controls were satisfactory.
  - n) Approve Charity Accounts  
The Alms houses accounts had been made available to the internal auditor.
  - o) To approve the payment schedule  
It was resolved to pay the invoices. Signed bank reconciliation accompanied the payment schedule.
- STAFF-IN COMMITTEE**
- p) To approve additional hours of work for Peter Lawrence & Adrian Gargan for pre-approved projects up to £800 for the year.  
It was resolved that Peter and Adrian would be asked to complete additional tasks outside of their contracted hours.

### Agenda item 11 Councillor Information Sharing

Pot holes were reported outside No. 45 The Crescent and opposite the Flats on the Stenders Road-the clerk to report this to Highways.

The clerk was asked when the grass was due to be cut in the churchyards as it was quite long.

The next full council meeting will be held on the 8<sup>th</sup> June 2014.

The meeting closed at 10.15pm

**Dated this 8th Day of June 2015**

*Sara Gates*

**Signed**

**CHAIRMAN-**

RECONCILIATION OF CASHBOOK ENTRIES TO BANK STATEMENTS TO 30 April 15

Total Bal at 31 March	164726.28
Payment schedule to 13 April	-5014.17
Payment schedule to 30 April	-3733.01
P Cash payments	-42.90
<b>RECEIPTS</b> to 30 April	
Bank Interest	2.16
Sundry items	13403.27
Precept	39179.79
Bal at 30 April	<b>208521.42</b>

FIXED DEPOSITS	80000.00
Wintle/Projects state	30815.07
BIA/contingency state	20013.84
Treasurers state	78347.91
outstanding	4215 £500
4212 £25    4208 £250    4187 £25    4188 £112.50	-912.50
Balance of petty cash	257.10
Total Bal at 30 April	<b>208521.42</b>

Signed: *S.Schwanethal*

payments 14-30 April 2015		Playing fields	General Admin	Salary/wages	NDP	donations s137	Church Grass cut		Net payment	VAT	Gross Totals	CHQ No	power to spend
13.04.15	MD lunch club	Grant		100.00					100.00		100.00	42 14	s.137
13.04.15	Forestgate Church	Donation				500.00			500.00		500.00	42 15	s.137
13.04.15	Heartbeat	Donation				100.00			100.00		100.00	contra	s.137
13.04.15	Chq cancelled											42 16	
24.04.15	xln	Phone &B Band	30.55						30.55	6.11	36.66	DD	lg(fp)A'63,s
20.04.15	CNG	Gas	213.58						213.50	42.70	256.20	DD	LGA'72 s.2 f
21.04	Review	APM Advert	80.00						80.00	16.00	96.00	42 17	LGA'72s111
21.04	J. Dickman wilkes	Architect	406.96						406.96		406.96	42 18	LGA'72s111
30.04	Admin	admin		2237.19					2237.19		2237.19	BP	LGA 1972 Sect 112(2)
	<b>sub total</b>		<b>406.96</b>	<b>424.13</b>	<b>2237.19</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>	<b>3668.20</b>	<b>64.81</b>	<b>3733.01</b>		
	<b>Petty cash</b>												-77.52
3.04	Superdrug	T.rolls									1.99		
17.04	Lidl										2.00		
17.04	post office	stamps									6.48		
27.04	H.House	Wood preservative									32.43		
	Cash from bank												-222.5
	Monthly total												<b>42.90</b>
	bal at 30 April												-257.1
	<b>Receipts</b>												
01.04	Glos CC	Grant									7500.00		
13.04.15	Heartbeat	donation from MPC									100.00	contra	
14.04.15	Heartbeat	Donations									603.27		
14.04	Glos CC	Grant									5000.00		
24.04	FODDC	Precept									39179.79		
28.04	Yetis	Paint-donation									200.00		
	Total										<b>52583.06</b>		
09.04	Bank interest										2.16		
payments 1-18 May 2015		Playing fields	General Admin	Salary/wages	NDP	donations s137	Church Grass cut		Net payment	VAT	Gross Totals	CHQ No	power to spend
	<b>Bal b/fwd</b>		3386.08	1137.68	2578.19	305.00	600.00	0.00	8006.87	740.31	8747.18		
04.05.15	opus	Elec	65.32						65.32	3.27	68.59	DD	LGA'72 s.2 f
01.05	npower	Elec		29.53					29.53	1.48	31.00	DD	LGA'72 s.2 f
01.05	Severn trent	Water	120.79						120.79		120.79	DD	LGS'72 s.221
11.05	HMRC	PAYE			357.52				357.52		357.52	BP	LGA 1972 Sect 112(2)
18.05	Forest Equip	Bus shelter clean		22.50					22.50	4.50	27.00	42 19	LGA'72s111
18.05	NALC	LCR subs		17.00					17.00		17.00	4220	LGA'72s111
18.05	Magenta	photocopier		15.90					15.90	3.18	19.08	4221	LGA'72s112
18.05	ICO	Subs		35.00					35.00		35.00	4222	LGA'72s111
18.05	Forest Fasteners		33.50						33.50	6.70	40.20	4223	LGA'72s111
18.05	GAPTC	Book		49.99					49.99		49.99	4224	LGA'72s111
18.05	Toolite	lock oil	36.45						36.45	7.30	43.75	4225	LGA'72s111
18.05	GAPTC	Internal Audit		216.08					216.08		216.08	4226	LGA'72s111
18.05	C.Lewis	Thall clean		36.00					36.00		36.00	4227	LGA'72s111
18.05	FODDC	mole treatment	230.41						230.41	46.08	276.49	4228	LGA'72s111
	<b>sub total</b>		<b>486.47</b>	<b>422.00</b>	<b>357.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1265.99</b>	<b>72.51</b>	<b>1338.49</b>		
	<b>Petty cash</b>												-257.10
07.05	Postage										2.54		
01.05	Lidl	Refreshment									2.78		
13.05	Build a sign	No dog signs									81.58	-170.20	

The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.