

**DRAFT MINUTES** of a meeting of the Parish Council held on Monday 9 October 2023 commencing at 7pm in the Community Room, Village Hall.

The following Members were present at the meeting: -

Cllr. N. Maxey (Chair)  
Cllr. S. Bates  
Cllr. S. Garrett  
Cllr. S. Mitchell  
Cllr. C. Summerfield  
Cllr. J. Truslow

Attendees: Officer – R. Waller, Locum Parish Clerk and 10 members of the public.

**232/23 To receive and approve apologies for absence and confirm the meeting is quorate**

Apologies were received and accepted from Cllr. R. Watson due to a family bereavement. Clerk confirmed that the meeting was quorate.

**233/23 Declarations of interest and consider applications for dispensation**

Cllr S. Bates declared an interest in agenda items 245/23e as she is a Rotary member.

**234/23 Public Session:** The following matters were raised by Members of the Public present at the meeting or via email:

- Allotments – an allotment holder suggested that all new tenants were provided with a handbook and a ‘new starters induction’ alongside their licence.
- Dog waste reported on the allotments.
- Lids on water troughs on allotments were in a bad condition. An allotment holder volunteered to provide a cover for these, at no cost to the Council.
- It was noted that the football pitch is to receive work organised by the Manager of the Football Club. Vistry would be coordinating this proposal as the land is currently owned by them
- Tree down in the Jubilee Garden – A member of the public asked if this is going to be replaced. Chairman confirmed that this would be looked at as part of the Tree survey.
- Letter from resident regarding Council’s current procedure regarding the Payments List  
**Action:** To be considered in November meeting as part of a review of the Council’s Financial Regulations.
- Offer of help from a resident in relation to the tennis courts was noted.

**235/23 Planning:**

- a. **To note new planning decisions issued by Cotswold District Council:** None
- b. **To consider any urgent planning applications received since publication of the agenda:** None.

**236/23 To receive the County Councillor’s Report**

County Cllr. M. Mackenzie-Charrington had provided a brief report, which had been circulated to members prior to the meeting. This report is also available on the Parish Council’s website.

**237/23 To receive the District Councillor’s Report**

District Cllr. A. Maclean had sent his apologies prior to the meeting. No report had been received.

**238/29 To receive report regarding Village Emergency Plan and agree actions**

A presentation was given by Andrew Mitchell relating to the draft Village Emergency Plan. The main contacts would be Andrew Mitchell and Gary Cook.

**COUNCIL AGREED** to take ownership of the draft plan. No resource was requested at this stage.

**Action:** Draft Emergency Plan to be included in the agenda for the Council meeting to be held on 11 December 2023.

**239/23 To confirm and sign the minutes of the Parish Council meeting held on 11<sup>th</sup> September 2023 and the minutes of the Extraordinary Council Meeting held on 4<sup>th</sup> September 2023 circulated to Members prior to the meeting**

The minutes of the Parish Council meeting held on 11<sup>th</sup> September 2023 and the Extraordinary Council meeting held on 4<sup>th</sup> September circulated prior to the meeting were **AGREED BY COUNCIL** and signed by the Chairman.

**240/23 To receive the Clerk's Report**

Council received the Clerks Report.

**241/23 To receive an update on the Actions Log**

A revised version of the Actions Log had been produced. As this was a live document, it could be updated between meetings.

**Action:** Clerk to liaise with Cllr. Summerfield to progress this item.

**242/23 To receive the Village Caretaker's Report and agree actions**

Caretaker's report received. Council confirmed that the caretaker could claim 45p per mile for travelling expenses as well as time to allow attendance to a pre-booked ROSPA training course.

**Action:** to consider the caretakers' request for a Parish Vehicle as an agenda item for the meeting to be held on 13<sup>th</sup> November.

**243/23 Finance** – documents circulated prior to meeting:

i. **COUNCIL APPROVED** the October payment list as circulated prior to the meeting and published on the Councils' website. Receipts were noted.

ii. **To approve the bank reconciliation.**

**COUNCIL APPROVED** the bank Reconciliation.

iii. **To receive the budget monitoring report up to 30 September 2023**

Council received the Budget monitoring Report. **COUNCIL AGREED** to move £13,000 from the general reserves to cover the cost of the allotments and the Audiovisual installation.

iv. **To receive the External Audit Report**

The External Auditors Report and Certificate for 2022/23 had been received on 2 October 2023.

**Action:** Clerk to publish Notice of Conclusion of Audit.

The Auditors comment was noted as follows:

The AGAR was not accurately completed before submission for review. The smaller authority has not addressed the 'except for' matters raised by the external auditor when qualifying the prior year annual return as the prior year Boxes 4 and 8 figures were not restated.

No further action required from the Parish Council on this matter.

The full report is available on the website to view.

**244/23 Public Open Spaces**

i. **To receive a formal offer from Vistry and agree actions**

A formal letter had been received from Vistry. Council have three months from the date of this letter to accept the offer.

**COUNCIL AGREED** a comparison was required between the current figures and that which were originally given.

**Action:** Clerk to contact quote providers and obtain an update on all quotes previously received.

The updated quotes to be made available for the Council meeting to be held on 13 November.

Clarification required from Vistry on the adoption of Blenheim Close and Lancaster Drive.

Confirmation was also required if the Attenuation Pond was included in these figures.

**Action:** Vistry to provide a response to the above matters via the Clerk.

**ii. To provide update relating to the fence around the bowling green and agree actions.**

Item deferred until November Council meeting.

**iii. To receive update in relation to the current grass cutting contract and agree actions**

Clerk reported that the current rolling contract with Ubico will not be renewed, due to the companies' geographic boundaries. The grass cutting contract would therefore need to go out to tender.

**Action:** Clerk to commence the process for the tender of grass cutting within the Parish for 2024/25.

**245/23 Recreation facilities:**

**i. To receive any requests from allotment holders and agree actions**

None received.

**ii. To receive quotes for further grass cutting/weeding on the allotments from October-March 2024**

A quote was received for the further grass cutting/weeding on the allotments from October-March 2024. Clerk confirmed that Plot 10, which had been included in the quote, had now been allocated.

**Action:** Clerk to request a revised quote to reflect this information.

**iii. COUNCIL AGREED that Rotary could extend their current allotment plot to include the unallocated triangular area to West end of plot 38.**

**iv. To review the use of the Tennis Courts since opening and agree any changes required to the Policy**  
**COUNCIL AGREED** to defer this review to February 2024 based on the forecast proved by the Bookings Manager.

**COUNCIL AGREED** to re-open the tennis court with immediate effect.

**v. To consider annual membership for the Tennis Courts**

Item deferred.

**246/23 Village Hall:**

**i. To receive an update on Village Hall bookings against budget forecast**

Further information was requested by the Bookings Manager to enable an accurate budget forecast to be compiled.

**ACTION:** The Chairman and Clerk to meet with the Bookings Clerk to agree a reporting format

**ii. To receive update regarding the external fence surrounding the village hall and agree actions.**

Item deferred to allow a third contractor to provide a quote.

**247/23 Human Resources**

**i. To receive update on the recruitment of an Admin Assistant and actions (paper available)**

Due to the personal and sensitive information to be discussed relating to this matter,

**COUNCIL RESOLVED** that this item should now be heard within the confidential session.

**248/23 Health and Safety**

**i. To agree completion of a Tree Survey for the Parish and agree budget**

**COUNCIL RESOLVED** to complete a tree survey for trees owned by the Parish Council.

Vistry had recently undertaken a tree survey of trees on their land.

For continuity, **COUNCIL AGREED** to contract the same company for the Parish Council's survey.

No budget was formally recorded at this meeting however it was noted that this was already budgeted in the FY23/24 budget.

**ii. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received**

The monthly recreation inspection report was received and recommendations noted.

**Action:** Clerk to contact the company for clarification regarding two recommendations made in the latest inspection.

**iii. To receive any health and safety issues relating to the Village Hall and agree actions**

All health and safety issues relating to the Audio Visual unit in the main hall had been resolved.

Clerk reported some general health and safety issues regarding group bookings.

**Action:** Letter from the Parish Council required to the organiser of one group highlighting the terms and conditions of the hall hire and use of communal areas.

**iv. To receive update on the second defibrillator and agree actions**

Clerk informed Members that the second defibrillator ordered in June 2023, was not recommended for use in public areas. Community Heartbeat had agreed to exchange this defibrillator for the same model as already installed at the Village Hall. A further update will be available for the November meeting.

**249/23 To note agenda items for the next Parish Council meeting**

- To consider replacement of the light above the village hall defibrillator

**250/23 Date of Next Meeting** is arranged for **Monday 13<sup>th</sup> November 2023**.

The Chairman thanked all those attending and closed the meeting to the public at 9.25pm.

**251/23 Confidential Item:**

Council are excluding members of the public and the press to progress matters of a confidential nature (Staffing). Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102.

**i. To discuss and agree actions relating to a Volunteer working on behalf of the Parish Council**

Clerk explained the risks associated with a new volunteer who wished to work on his own, completing maintenance work on parish council property.

**Action:** Clerk to request a risk and safety assessment is completed by Croner.

The completed health and safety assessment will then be brought back to Council for consideration.

**ii. To consider an exemption from the Village hall's current 'no dogs' policy**

**COUNCIL AGREED** to grant an exception to one dog owner, on the meeting of several conditions.

**iii. To receive update on the recruitment of an Admin Assistant and actions** (original agenda item 247/23i)

The Clerk had provided a confidential paper to Members, which included several recommendations.

**COUNCIL AGREED** the following:

- To appoint Candidate 2 for the role of Administrative Assistant (10hrs).
- Clerk to create a job specification for the post of RFO/Assistant Clerk (6-10hrs).
- To include a confidential agenda item at the council meeting to be held on 13 November for members to consider a staffing restructure for this Parish Council.