

# Woodchester Parish Council

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Minutes of the Meeting of Woodchester Parish Council held on 21<sup>st</sup> May, 2019 in the Village Hall at 6pm

Present: Cllrs. Hamilton, Baldauf, Baynham-Honri, Dunbar and Lead

In attendance: The clerk and two members of the public.

**2019/42 To elect a chairman and vice chairman and for relevant councillors to sign Acceptance of Office forms.**

Cllr. Hamilton was proposed as Chair by Cllr. Baldauf, seconded by Cllr. Dunbar. Cllr. Lead was proposed as Vice Chair by Cllr. Hamilton, seconded by Cllr. Baynham-Honri. Both were elected unanimously and subsequently signed Acceptance of Office forms.

**2019/43 To receive apologies for absence.**

Apologies were received from Cllrs. Warnes and McNealey and County Councillor Steve Robinson.

**2019/44 To receive declarations of interest in items on the agenda.**

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

**2019/45 To receive questions from members of the public and those attending in an official capacity.**

The issue of drivers parking without due consideration at Frogmarsh was raised. It was suggested the Police be contacted if a parked car is causing an obstruction.

**2019/46 To confirm the minutes of the Parish Council Meeting of 7th March, 2019.**

These were confirmed and signed as a true record by Cllr. Hamilton.

**2019/47 To receive County and District Councillor reports.**

Neither County nor District Councillor had sent through a report in their absence.

**2019/48 To receive the clerk's report.**

This was received.

The clerk met with Neighbourhood Warden Chris James on 15<sup>th</sup> May to make him aware of issues within the village and ask that he carry out patrols to the Bike Trails when possible. It had been suggested he be invited to a 'Lunch with Friends' to introduce himself to members of the community. The clerk will follow this up.

The Bike Trail volunteers met to discuss safety improvements following an annual safety check. Although the report from RoSPA did not identify any significant issues, the points which were raised have now been addressed by the group.

The Leyhill team have carried out some work on the 'cycle path' north of Bird's Crossing. They will return later in the month to carry out work between Bird's Crossing and Station Road.

**2019/49 To note the latest financial statements.**

These were noted.

**2019/50 To approve expenditure and approve cheques as per annex.**

Expenditure was approved and cheques signed at the end of the meeting.

Initials.....

- 2019/51 To note planning applications, decisions and appeals from SDC as per annex.**  
These were noted. The Planning Committee had requested more information from SDC on the application to build three houses in the grounds of Hillgrove House before submitting any comment. Councillors expressed surprise in the refusal to grant permission for an extension to Station House.
- 2019/52 To review membership of committees, representatives and working parties.**  
Councillors agreed to maintain current membership of committees. Cllrs. Warnes and McNealey had sent agreement by email to continue in their roles.  
Councillors agreed Cllr. Dunbar and Baldauf represent 'youth' and 'leisure' as the two are closely linked.
- 2019/53 To note the appointment of PKF Littlejohn LLP as external auditor.**  
This was noted.
- 2019/54 To note new pay scales for clerks to be implemented from 1<sup>st</sup> April, 2019.**  
New pay scales were noted.
- 2019/55 To review the report from the internal auditor and amend or provide an explanation for any issues that arose.**  
This was noted. No issues were identified by the internal auditor.
- 2019/56 To approve and sign the Annual Governance Statement (Section 1 of the Annual Return).**  
This was approved, and signed by Cllr. Hamilton.
- 2019/57 To approve and sign the Accounting Statements (Section 2 of the Annual Return).**  
This was approved, and signed by Cllr. Hamilton.
- 2019/58 To approve and sign the Certificate of Exemption to confirm the higher of gross income or gross expenditure did not exceed £25,000 in the year ended 31<sup>st</sup> March 2019.**  
This was approved, and signed by Cllr. Hamilton.
- 2019/59 To review the Asset Register.**  
This was reviewed and agreed.
- 2019/60 To review Standing Orders.**  
These were reviewed and agreed.
- 2019/61 To authorise the clerk to renew the council's insurance policy with Zurich for the second year of a three year long-term agreement.**  
Councillors authorised renewal of the insurance policy.
- 2019/62 To receive a report from the Highways and Rights of Way Committee.**  
Cllr. Warnes had prepared a written report on Rights of Way for the Annual Parish Meeting. Cllr. Dunbar gave a presentation of the work of the Stroud District Road Safety Group (SDRSG) at the Annual Parish Meeting, which followed on at 7pm.
- 2019/63 To receive an update from the Events Committee.**  
There was no representative from the Events Committee present at the meeting. An update will be given at the meeting in June.
- 2019/64 To receive comments from members of the public on items discussed at this meeting.**  
A resident asked when the verge at Frogmarsh is expected to be cut. The clerk confirmed that Gloucestershire Highways were due to cut the stretch through Woodchester in the week commencing 27<sup>th</sup> May.

The meeting closed at 6.42pm.

Chair..... Date.....

Initials.....