

## Randwick and Westrip Parish Council

Minutes of the meeting of the Council held at 7.15 pm on Thursday June 15th at Cashes Green School

### Present

#### **Councillors:**

Shaun Egan

James Holder

Matt Reed

Robert Davies (from 7.35)

Debbi Smith

Chris Smith

Clerk - B Parsons

District Cllr Edmunds, County Cllr Rippington.

1/6/17 **Apologies:** Cllrs Byford, Fontenla and Woods. County Cllr Oosthuysen.

2/6/17 **Public Forum:** There was one parishioner present and one other member of the public.

Mr Steve Mandeville showed a plan that had been drawn up for making a flat area for a sports pitch on the part of the playing field know as 'Pontin's Patch'. Soil could be brought to the field and added to spoil from the repairs to the area used for parking. Cllr Egan agreed to discuss this at the next RVH&PFC meeting and raise the Council's questions about the quality of soil to be brought in, the number of loads to be delivered and the time it would take.

Mr Robert Hider used the Council's Pre-Application Community Involvement Protocol to show design sketches for a house he proposed to have built on land adjacent to Fort View The Stocks Randwick. He intended to have a pre-application meeting with the planning authority. Mr Hider was thanked for using the protocol and bringing his proposal to the Council.

3/6/17 **Declarations of interest in items on this agenda:** None.

4/6/17 **Minutes:** The minutes of the Annual Meeting of the Council, held on May 18th were approved and signed.

5/6/17 **Annual Parish Meeting:** Cllrs noted the minutes of the Annual Meeting held on May 18<sup>th</sup>.

6/6/17 **Report from the Officer of the Council:** Cllrs noted the contents of the Clerk's report. The red telephone kiosks that had been bought from BT and decommissioned were to be insured for £3000 each.

7/6/17 **Correspondence:** Cllrs noted the correspondence listed in the Clerk's Report.

**Listed Buildings:** The War Memorial had been added to the List of Buildings of Special Architectural or Historic Interest. The memorial was listed at Grade II.

8/6/17 **Questions from Councillors:** Cllr Debbi Smith reported that the potholes in Red House Lane needed filling.

**Action:** The Clerk to contact GCC Highways.

9/6/17 **District and County Cllrs reports:** Cllr Edmunds explained that District Council meetings were due to start again in June, following recent elections.

County Cllr Keith Rippington introduced himself as the newly elected councillor for Bisley and Painswick Division. Seventeen of the fifty-three county cllrs were newly elected in May. The Council had met on May 22<sup>nd</sup>. He explained which committees he would be sitting on and that he would inform the Parish Council about GCC business and respond to issues raised by the PC. He reported that the 'Fastershire' projects was to end in 2018 and asked about Broadband coverage in Randwick.

10/6/17 **Planning, Traffic and Transport:**

a) **Applications received to date:**

S.17/1186/TCA Fell two copper beeches - replace with two copper beeches approx 2.5m tall - Randwick Playing Field - no comment.

S.17/1185/HHOLD erection of white PVCu conservatory - 3 Acre Place Parkend Paganhill - no comment

b) **Stroud District Strategic Assessment of Land Availability:** The Local Plan was due for review. There was to be an opportunity in Autumn 2017 to comment on sites put forward for development, or to propose additional or alternative sites for future development. Cllrs discussed a proposal for development of the old chicken farm in Randwick which would be included in the review of the Local Plan. Cllrs considered the Council's previous submission about development of this site made in 2009 and refusal of previous applications for the site.

**Action:** The Clerk to contact Whiteshill and Ruscombe PC for their views on development on the site.

**c) GCC Highways/Amey 'lengthsman's' work:**

GCC had been asked to clear the gullies in the Parish

Footpaths: Cllr Egan reported that hedges along Sugar's Hole needed cutting back.

**Action:** The Clerk to contact GCC PROW.

**d) Playing Field Update:** Repairs to the area used for parking could start at the beginning of August. The area would not be usable for parking for two to three months. After the use of spoil had been decided at the RVH&PFC meeting the contractor would be asked for a revised specification.

**e) Neighbourhood Plan:** Cllrs discussed the information given at the talk to the Annual Parish Meeting. A Plan would increase any financial benefit from Community Infrastructure Levy by 10% and the work required appeared to be less than previously anticipated. However a Plan could be challenged in court by a developer at the Council's expense and there was no one willing to take on the work involved.

**11/6/17 Finance and Personnel:**

**a) Bank reconciliation:** Cllrs considered the bank reconciliation for May. There was a typographical error which was corrected and the reconciliation approved.

**12/6/17 Annual review of documents:** The working party had recommended some changes for the Council to consider and recommended that other governing documents continue to have effect until superseded by new or amended arrangements.

**13/6/17 Risk management:** Cllrs reviewed and approved the Council's arrangements for risk management.

**14/6/17 Complaints procedure:** Cllrs reviewed and approved the procedure.

**15/6/17 Freedom of Information and Data Protection:** Cllrs reviewed and approved the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

**16/6/17 Policy for dealing with the Press/media:** Cllrs reviewed the policy and the Protocol on the filming and recording of Local Council and Committee Meetings and resolved to add to point 9 to read 'The Council has set out a protocol for the filming or recording of the meetings following the Openness of Local Government Bodies Regulations 2014.'

**17/6/17 Code of Conduct:** Cllrs reviewed and approved the code of conduct.

**18/6/17 Standing Orders:** Cllrs reviewed and approved the standing orders.

**19/6/17 Financial Regulations:** Cllrs reviewed the regulations and resolved to adopt these changes

3.1 the date for submission of proposals for the following financial year to be changed from October to December and the month for the RFO to prepare budget estimates to be changed from December to January.

11.1 Requirements relating to contracts between £501 and £999 to be changed to read between £501 and £1999.

**20/6/17 Internal financial controls:** Cllrs reviewed the internal financial control systems: -

The Council approves all payments.

Two signatories are required on cheques; cheque stubs and invoices are initialled by signatories.

The RFO reconciles bank statements and accounts monthly.

The reconciliation is checked by a councillor who is not a cheque signatory.

The Council monitors expenditure and reviews the budget quarterly.

Internal and external auditors scrutinise accounts.

**21/6/17 Delegation to employees:** Cllrs confirmed the powers delegated to the Clerk as stated in the Financial Regulations and terms of reference for committees- *[In the Financial Regulations "Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: the Council for all items over £500; the Clerk for any items below £500."]*

**22/6/17 To appoint members to committees and working parties:** The Council confirmed that it would have one standing committee, for

Planning, and would appoint working parties with specific remits as required.

**Planning Committee:** Three cllrs - Robert Davies (Chairman), James Holder and Chris Smith.

**Communications Working party:** Shaun Egan, Mike Woods, Marina Fontenla, Chris Smith.

23/6/17 **Terms of reference for committees:** Cllrs confirmed the terms of reference for the planning committee.

24/6/17 **Representatives on outside bodies:** Emma Cunningham was appointed as a trustee of the Randwick Charities (The Randwick Educational Trust and Randwick Welfare Trust).

Cllr Shaun Egan was appointed as Council representative on the Randwick Village Hall & Playing Fields Committee.

25/6/17 **Membership of other bodies:** The Council reaffirmed the necessity of the Council's membership of the GAPTC and the Clerk's membership of the SLCC.

26/6/17 **Subscriptions:**

**Resolved:** To pay the annual subscription to GAPTC and to pay for The Clerk's membership of the SLCC.

27/6/17 **Fees and charges:** The fees to Randwick School, Randwick Cricket Club and Randwick Football Club for mowing the playing field were to be raised by the percentage increase in costs.

28/6/17 **Inventory and Asset Register:** Cllrs reviewed the Asset Register. The value had risen following the purchase of a VAS and two phone kiosks.

29/6/17 **Deeds:** The deeds were available for inspection.

30/6/17 **Chairman's allowance:** Cllrs confirmed the Chairman's allowance for 2017/18 as £100.

**31/6/17 Dates and times of meetings:**

**Resolved:** To continue to meet at 7.15 on the third Thursday of each month. Meetings would be held at Randwick Village Hall and Cashes Green School.

**32/6/17 Youth Council:** Cllr Fontenla was unable to attend the meeting and discussion was deferred until July.

**33/6/17 Items delegated to the Clerk and items for the next agenda:**

To arrange insurance of the phone kiosks.

To write to the parishioners who wanted to use the kiosks asking them to send their plans to the Council.

To draw up an agreement for use of the kiosks.

July agenda -To consider information about Youth Councils.

**34/6/17 Orders for payment:**

SGMS mowing to May 30<sup>th</sup>

B Parsons ink cartridges

M Lammas June monthly contract payment

O2 mobile phone monthly payment

**35/6/17 Next meeting:** Thursday July 20<sup>th</sup> at Randwick Village Hall

The meeting closed at 8.55 pm.