

Randwick and Westrip Parish Council

Minutes of the Annual Meeting of the Council held at 7.15 pm on Thursday May 17th at Randwick Village Hall

Present

Councillors:

Shaun Egan

Mike Woods

Matt Reed

James Holder

Robert Davies

Marina Fontenla

Debbi Smith

Cheryl Byford

Alex Egan

Apologies: Clerk - The Clerk was absent and the minutes were taken by Cllr Smith.

1/5/18 **Election of Chairman:** Cllr Egan was elected.

2/5/18 **Chairman's acceptance of office:** Cllr Egan completed and signed the declaration of acceptance of office.

3/5/18 **Apologies:** District Cllr Jonathan Edmunds.

4/5/18 **Public Forum:** There were seven parishioners present. Mr Vernon Williams spoke about the play area at Randwick Playing Field and recent work to hedges. He made some suggestions about the play area, which the Chairman explained had already been carried out and made some suggestions about managing regrowth of the hedge.

Mr Stewart asked about plans for planting a bush by the entrance to the overspill parking area. The Chairman confirmed that Mr Humphreyson had offered to do this.

5/5/18 **Declarations of interest in items on this agenda:** None.

6/5/18 **Minutes:** The minutes of the meeting held on April 19th were approved and signed.

7/5/18 **Election of Vice-Chairman:** Cllr Reed was elected.

8/5/18 **Report from the Officer of the Council:** Cllrs noted the contents of the Clerk's report. Legislation regarding the General Data

Protection Regulations currently going through Parliament would mean that the Council would not need a 'Data Protection Officer'.

9/5/18 **Correspondence:** Cllrs noted the correspondence listed in the Clerk's Report.

Cllrs considered a quotation from S Sutton for repainting the car parking spaces:

Action: The Clerk to confirm that repainting the lines was not included in the original quotation.

10/5/18 **Working party to review Council documents:** Cllrs Egan and Smith were to review documents and make recommendations to the Council at the June meeting.

11/5/18 **Questions from Councillors:** A pathway near More Hall needed attention.

Action: The Clerk to contact the Parish Handyperson.

Cllr Smith asked the Council to consider creating an environmental plan.

Action: The Clerk to put this on the June agenda.

12/5/18 **District and County Cllrs reports:** No District or County cllrs present. Cllr Edmunds had sent a written report.

13/5/18 **Service of summons:**

Resolved: To continue to receive service of summons to attend meetings and other papers by email.

14/5/18 **Planning, Traffic and Transport:**

a) **Planning applications:**

S.18/0852/FUL - Far Westrip Farm - extension to cow cubicle building roof and adjacent roof - No Comment

15/5/18 **Finance and Personnel**

a) **Internal Auditor's report:** Cllrs considered the Internal Auditor's report. The Auditor's opinion was that the records accurately reflect the financial transactions of the Council for the year. He raised a number of points for the Council to consider: -

1. There were no documents on file that supported the collection of income for mowing charges (Randwick School, Randwick Cricket Club

and Randwick Football Club) although it was subsequently confirmed that letters had been sent requesting the payments. In my opinion official invoices should be used (a point previously noted in my 2014 Report).

Action: The Clerk to send invoices instead of letters in future

2. The Council's contract with T W Hawkins for gang mowing quotes £74 per cut which agrees with the Council's Order 01-17/18 whereas £75 per cut has been invoiced and paid on all occasions.

Action: The Clerk to contact T W Hawkins (SGMS) to resolve this.

3. Precept - when setting the annual Precept the Council's budget for the year is clearly the prime consideration yet, the budget consists of only forecast expenditure (see minute 11/1/18) with no consideration of regular income from mowing recharges. I appreciate such regular income is relatively small (circa £800) but, without netting this off, the Council's judgement of the Precept relative to its budget could be overstated unless the annual budget for Playing Field maintenance is already net of the anticipated recharges, which I am told is not the case.

Action: In future the Clerk to prepare the draft budget to allow for forecast income (approximately £645).

4. Salaries - Financial Regulation 4.4 states that "The salary budgets are to be reviewed at least annually in October for the following financial year.....". I could find no evidence of this having been done.

The salary budget is reviewed during drafting of the budget in December.

5. The average balance held in the Council's current account was still very high throughout 2017/18 (approx £35k during the first half year and £20k plus for the second) although I appreciate that the uncertainty of when significant payments for work undertaken on the parking area would be required was a factor in holding such high balances. Also, I do understand that because deposit interest rates are at historically low levels there is little financial incentive to action transfers. Perhaps now that this major project is coming to a conclusion and the Council's Reserves stabilising to more of a general

contingency the transfer of some monies to an interest bearing account would be opportune.

Action: The Council to consider depositing reserves after the parking and play area projects are completed.

b) To consider applications for the GCC 'Growing Our Communities Fund': Mr Mike Cant presented costings for equipment that would support film nights at Randwick Village Hall, part of the Cotswold Rural Film Scheme.

Action The Clerk to send the letter and list of equipment to County Cllr Rippington as an application for funding from the GCC 'Growing Rural Communities Fund'.

16/5/18 **Environment** a) To consider a request from Stroud Ramblers to change a stile to a kissing gate on footpath MRA55, which was reported to be difficult to get over when walking uphill. Cllrs agreed to this proposal as long as it was acceptable to GCC PROW.

17/5/18 **Items delegated to the Clerk and items for the next agenda:** As above.

18/5/18 **Orders for payment:**

GAPTC Training course
M Lammas May monthly contract payment
B Parsons May salary less PAYE due in 1st quarter
S Sutton Construction of overspill parking area
Fenland Leisure Playground equipment
G A Lavis Internal Audit
O2 mobile phone 12 May - 11 June

19/5/18 **Next meeting:** Thursday June 21st at Cashes Green School

The meeting closed at 7.45 pm.