Randwick and Westrip Parish Council
Minutes of the meeting of the council held at Cashes Green School at 7.15 pm on Thursday April 17th 2025

Present:
Councillors

Alun Davies
Rob Davies
Elisabeth Newman
Jo Boldero
Nick Lythgoe
Petronella Tyson

B Parsons Clerk

1/4/25 ***Apologies:*** *Cllrs Woods and Chapman. Reasons approved by the council.*

2/4/25 ***Public Forum:*** *No parishioners present.*

3/4/25 ***Declarations of interest in items on this agenda:*** *None.*

4/4/25 ***Minutes:*** *The minutes of the meeting held on March 20th were approved and signed by the chairman of the meeting.*

5/4/25 ***Report from the officer of the council:*** *Cllrs noted the contents of the clerk's report.*
There has been no call for an election to fill the vacant seat. The council would co-opt a member.
Action: *The clerk to publicise the vacancy and ask for volunteers.*

Cllr Newman and the clerk had met with the GCC Local Highways Manager. He had agreed to slightly extend the white lines opposite Orange Row but not at the end of The Lane. He would arrange for a 'passing place only' sign to be put in a layby on the road between Randwick and Ruscombe.
The signs warning drivers about deer crossing the road through the woods were scheduled for installation in the summer.

6/4/25 ***Correspondence:*** *Cllrs noted the correspondence in the clerk's report.*
The GRCC Rural Housing Enabler had written explaining that, following the recent Housing Needs Survey, he was required to contact residents who had been interested in a community-led approach to the delivery of rural affordable housing and to establish whether sites suggested in the survey were suitable and available.

7/4/25 ***Questions from councillors:***
Cllr Alun Davies asked about prizes for the school children's posters that were being made into road safety signs.
Resolved*: To award prizes of £20 book tokens for each of the successful designs.*

8/4/25 ***District and County Cllrs reports:*** *County Councillors Williams and Bloxsom and District Cllr Edmunds had sent written reports.*

9/4/25 ***Annual Parish Meeting:*** *The date of the Annual Parish Meeting was set at 8pm on Thursday May 15th at Randwick Village Hall.*

10/4/25 ***Planning:***

a) ***Planning Applications:***

S.25/0482/HHOLD - 11 Hawthorn Rise - Erection of single storey rear extension- No comment.

S.25/0594/TPO – Mallaig - T1 Sycamore – Fell – Suggest that the applicant be allowed to reduce the crown of the tree.

Noted:

No objection: S.25/0469/TCA -1 Yew Tree Cottages – 1. Norway Spruce – Fell – 2 Cherry - Contain it and reduce all over

Withdrawn S.25/0424/AGR - Land Parcel To West Of Humphreys End Ruscombe Road - Erection of an agricultural storage barn

b) ***Conservation Area Statement review:*** *Cllrs considered the SDC Senior Planning Strategy Officer's suggested timetable for consultation on the Statement and its adoption by the Planning Authority.*
A final draft would be sent to the council at the end of April and published on the SDC website.
SDC would contact residents affected by changes to the conservation area boundary or proposed Article 4 Direction.
Action: *The clerk to contact the officer.*

11/4/25 ***Finance:***

a) Bank reconciliation: *Cllrs considered the bank reconciliation for March.*
b) Quarterly review: *Cllrs considered the quarterly review to March 31st 2025.*
c) Internal Financial Controls: *Cllrs reviewed and approved the Internal Financial Controls.*

The council approves all payments.
Two signatories are required on cheques.
Cheque stubs and invoices are initialled by signatories.
Two signatories are required on the schedule of payments to authorise payments made by internet banking transfer.
Two councillors can access the internet banking accounts to undertake routine checks.
The RFO sends councillors copies of HSBC bank statements weekly.
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.
The Internal Auditor carries out a limited sample check.
A councillor scrutinises the accounts twice a year.
An external audit (Limited Assurance Review) is required when gross receipts or gross payments exceed £25,000. If under £25,000 the council can declare itself exempt from external audit.
The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

*d) **Annual Statement of Account:** Cllrs approved the Annual Statement of Account.*
*e) **External Audit:** The Council met the criteria for exemption from a limited assurance review (External Audit) in 24/25.*
***Resolved:** To certify the Council exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The exemption certificate was signed by the RFO and the Chairman.*
*f) **Annual Governance Statement:** Cllrs approved the annual governance statement for 2024/25. The Annual Governance Statement was signed by the clerk and by the chairman at the meeting.*
*g) **Accounting Statements:** Cllrs approved the accounting statements for 2024/25. The Accounting Statements had been signed by the RFO before the meeting and were signed by the chairman at the meeting.*
*h) **Financial reserves:** Cllrs considered the current earmarked and general reserves. The Financial Reserves Policy had been updated.*

*i) **Heritage Trail:** Cllr Newman explained that production the contents for a leaflet/brochure to support walkers on the Heritage Trail were being progressed through a sub-committee of the Heritage Project Group; whilst estimates had been received for printing various shapes and sizes of the leaflet/brochure, finalising the text had been delayed and the volume of text and possible photos would determine the final leaflet format. A firm estimate from a digital marketing company wasn't yet available.*

*j) **Defibrillator:** Cllr Lythgoe reported that the quiz to raise funds towards the costs of a defibrillator at the Vine Tree was likely to take place in July.*

*12/4/25 **Environment:***
*a) **Social Circle:** Cllrs noted that work had begun on the social circle at Randwick Playing Fields.*

*13/4/25 **Items delegated to the clerk and items for the next agenda:** As above.*

*14/4/25 **Orders for payment:***

HSBC	*Bank charges to March 29th*
GAPTC	*Subscription*
Open Spaces Society Subscription	
C Curtis	*April monthly contract payment*
B Parsons	*Expenses Antivirus Software*
B Parsons	*April salary less tax due in the 1st quarter*
O2	*Mobile phone 12 April – 11 May*

*15/4/25 **Next meeting:** Thursday May 15th at Randwick Village Hall*

The meeting closed at 19.50