

EASTLEACH PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 26TH MAY 2022

Due to the resignations of 5 Councillors the Parish Council is inquorate with only 2 Councillors. Cotswold District Council has appointed District Councillors to stand in as a temporary member of the Council in order to make the Council quorate.

Present: Cllr Wells Cllr Ivey (part)
District Cllr Theodoulou District Cllr Andrews

In attendance: Vanessa Lawrence (Clerk), Mrs M. Lawson, Mrs M Baskin, Mr. Clegg

01 22/23 To elect a chairman

It was **RESOLVED** to elect Cllr Wells as Chairman of the Council. Proposed Cllr Ivey, seconded Cllr Theodoulou – all in favour.

02 22/23 Apologies for absence
n/a

03 22/23 To consider and agree co-option for Councillor/s
Two of the three residents present had applied to be co-opted to the Council. All residents were welcomed to the meeting. Following a brief discussion with the third resident, it was **RESOLVED** to co-opt Mrs Merry Baskin and Mrs Miranda Lawson as Councillors for the Parish Council. Proposed Cllr Wells, seconded Cllr Ivey – all in favour.

04 22/23 To receive Declaration of Acceptance of Office from New Councillor/s.
Declaration of acceptance of office were received and the document duly signed by Cllr Baskin and Cllr Lawson in the presence of the Clerk who countersigned the document.

ACTION: Clerk to forward Declaration of Acceptance of Office to CDC democratic services
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Cllr Ivey left the meeting

05 22/23 Declarations of Interest in Items on the Agenda
None received

06 22/23 To approve the Minutes of the Parish Council meeting held in January 2022 and March 2022.
It was **RESOLVED** to approve the Minutes of the Parish Council meeting held in January 2022 and March 2022. Cllr Wells signed the Minutes, but in the absence of another member who had been present at the meetings. These will have to be formally approved at the next meeting or when Cllr Ivey is present.

ACTION: Clerk to add this item on the agenda for the next meeting for formal approval
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- 07 22/23 To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10-minute time limit**

Q: Mr Clegg asked how much the Council receives each year.

A: D. Cllr Andrews explained the details relating to the Precept which is money requested and received from the District Council. The Clerk reported that the amount requested for 2022/23 was £9750

- 08 22/23 To agree to reconvene the meeting following Public Participation, if applicable.**
It was agreed to reconvene the meeting – all in favour.

- 09 22/23 Clerks Report**
The Clerk reported on work that has been going on in order to re-establish the Parish Council's ability to resume meetings. She advised that this has been problematic due to issues with logging into the website, e-mails and gaining access to the bank accounts, hence the reason for the agenda items below relating to the website and mailboxes. Banking issues are still ongoing. Further signatories are required in order that payments can be made in the correct manner.

- 10 22/23 Chairman's announcements**
The Chair thanked Cllrs Lawson and Baskin for coming forward to be co-opted. He hopes that 3 more residents will consider the role so that a full complement of Councillors are once again working for the village.

- 11 22/23 To receive report from District/County Councillor**
District Cllr Theodoulou reported that the County Cllr, Dom Morris was currently away with duties relating to the war in Ukraine. C. Cllr Morris has recently been appointed as Cabinet Member for roads with a £100 million budget for the road network. Cllr Theodoulou is arranging for a trip for interested Cllrs, to visit the Energy for Waste facility just off the M5 and asked for anyone interested to let him know if they would like to attend. He reported that this facility is able to provide electricity for 25,000 houses. He confirmed that the facility does not deal with green waste but with items that formerly would have been taken for landfill. It is one of 310 similar plants operating in Europe.

District Cllr Andrews explained that Rates are dealt with by Cotswold District Council. The District Council has a budget in the region of £20million and the County Council a budget of circa £420 million. A large percentage of County Council's budget is used for Adult & Children's care. CDC deal with waste, through UBICO, and the budget has risen because of the high cost of fuel prices and the effects of Covid. District Council also have responsibility for environmental regulatory services such as events, dog mess, licencing, leisure services, planning applications and services. Cllr Andrews also mentioned the creation of a Parish Plan, which although this is the lowest level of parish planning, would mean that a housing survey could be carried out and the needs of residents identified. The

Parish Cllrs agreed that this would be worth looking into once the Council has been re-established in its entirety. The Clerk suggested that Cllrs looked at the parish plan created by other Councils in the area and Cllr Andrews suggested that Kempsford plan was a good model.

FINANCE

12 22/23

To approve, payments to the end of April 2022

The Clerk said that there was only one payment which required payment. This is for the ROSPA annual playground check (£84). As there are not enough Cllrs to approve/authorise payments, the Chairman said that he would be prepared to pay the bill which would then be reimbursed to him. He asked if Cllrs Baskin and Lawson would be prepared to act as signatories/authorisers and they agreed. The payment was approved by Cllrs.

ACTION: The Clerk to organise changes to the bank mandate to allow Cllrs Baskin, Lawson and Ivey to become signatories and online authorisers, and to remove details relating to the former Clerk and add details for current Locum Clerk. The Clerk to contact Cllrs Baskin and Lawson and Ivey to obtain details in order that the bank mandate form can be completed. Cllr Wells to pay the ROSPA bill. Changes to banking arrangements to be added to the agenda for the next meeting for formal approval.

13 22/23

To consider and agree to change Payroll support provider.

The Clerk explained that the previous provider is situated in Oxfordshire and a more local provider, has agreed to carry out this work for Eastleach. Following discussion, it was **RESOLVED** to agree to change the payroll support provider to AMM Bookkeeping in Fairford. Proposed Cllr Baskin, seconded Cllr Lawson – all in favour.

ACTION: Clerk to contact AMM bookkeeping.

OTHER MATTERS

14 22/23

To formally approve the change of e-mail address using Office 365.

The Clerk explained that accessing the previous e-mail address and changing ownership has proved extremely difficult, so much so that a trial of Office 365 has been established in order that mail could be sent and received in the interim until this matter could be considered by the Council. The Clerk went on to say that it is good practice for a Council mailbox is given to each of the Councillors for Council business. Following discussion, it was **RESOLVED** to take up office 365 full version. Proposed Cllr Wells, seconded Cllr Baskin - all in favour.

ACTION: Clerk to purchase full version of Office 365 and create mailboxes for each of the Councillors.

15 22/23

To formally approve change of website provider to Bulldog websites and to consider and agree to improve the website to allow other organisations in the village to access the site.

The Clerk explained that the website that had been set up was via Go Daddy. This particular set up was not very user friendly and contact with the provider was extremely difficult. Adding and editing information on the website was time consuming in its current format. As a result of this a local provider was asked to look at the website

and following agreement from the Chairman, the website has been migrated to this new provider in the interim until this matter can be considered and formal approval sought. The website will be much easier to operate and will allow the Clerk to add and edit as required. The Clerk suggested that a re-design is considered to allow all the organisations in the village a page on the website, managed by them with their own log in and password details. Following discussion, it was **RESOLVED** to Bulldog websites taking the website over and managing it and re-designing it so that it is fully compliant and will enable other organisations in the village to access the site. The cost is as per quote received taking the £19 support package. Total monthly cost £48 a month with a £75 initial set up charge. Proposed Cllr Wells, seconded Cllr Baskin – all in favour

ACTION: Clerk to contact Bulldog websites.

16 22/23 To consider and agree grass cutting programme for 2022/23 and to agree interim contractor.

A contractor recommended by the Clerk, who cuts grass in Fairford and Southrop (Willow Garden Services), was asked to look at the grass at the village hall to ready the area for the Jubilee celebrations. Grass cutting in general was discussed and it was suggested that Willow Garden Services should continue in the interim until a map of the areas has been prepared which can be given to 3 grass cutting contractors in order to obtain quotes for future grass cutting in the village. An SLA should then be prepared for the chosen contractor. Proposed Cllr Wells, seconded Cllr Baskin – all in favour.

ACTION: The Clerk to contact Willow Garden Services and Cllrs to prepare a map of the areas in the village that require grass cutting, following which, other contractors to be contacted to obtain quotes.

17 22/23 To consider and agree to request that the stile in Fyfield is replaced with a gate for ease of access to the field.

The Clerk reported that since adding this item to the agenda, contact has been made with Public Rights of Way (PROW), who will be contacting the landowner to discuss this issue. Further details to follow.

18 22/23 Anything the Chair considers urgent.
None

Date of next meeting: 29th June 2022

.....Chairman

.....2022