

## EASTLEACH PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 29<sup>th</sup> June 2022 at EASTLEACH VILLAGE HALL

<b>Present:</b>	<b>Cllr Wells Cllr Lawson</b>	<b>Cllr Ivey Cllr Baskin</b>
<b>In attendance:</b>	<b>Vanessa Lawrence (Locum Parish Clerk), District Cllr Theodoulou (part), Mr. Paul Bailey</b>	
<b>19</b>	<b>22/23</b>	<b>Apologies for absence</b> None. All present
<b>20</b>	<b>22/23</b>	<b>To consider and agree co-option for role of Councillor</b> Cllr Ivey introduced Mr. Paul Bailey who has agreed to be co-opted to the role of Councillor for Eastleach PC. Following a brief discussion it was <b>RESOLVED</b> to co-opt Mr. Bailey. Proposed Cllr Ivey, seconded Cllr Baskin – all in favour. Cllr Bailey was duly co-opted.
<b>21</b>	<b>22/23</b>	<b>To receive Declaration of Acceptance of Office from New Councillor</b> Cllr Bailey's Declaration of Acceptance of Office were signed and received by the Council.
<b>22</b>	<b>22/23</b>	<b>Declarations of Interest in Items on the Agenda</b> Cllr Wells declared a personal interest in Item 31 – (Orchard Cottage)
<b>ACTION: Clerk to forward Councillors pack to Cllr Bailey</b>		
<b>23</b>	<b>22/23</b>	<b>To approve the Minutes of the Parish Council meeting held on 26<sup>th</sup> May 2022 and in January 2022.</b> It was <b>RESOLVED</b> to approve the Minutes of the Parish Council meeting held on the 26 <sup>th</sup> May 2022 - Proposed Cllr Baskin, seconded Cllr Lawson – all in favour, and January 2022 – Proposed Cllr Ivey, seconded Cllr Wells – all in favour.
<b>24</b>	<b>22/23</b>	<b>To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10 minute time limit</b> N/A
<b>25</b>	<b>22/23</b>	<b>To agree to reconvene the meeting following Public Participation, if applicable.</b> N/A
<b>26</b>	<b>22/23</b>	<b>Clerk's Report</b> The Clerk reported that actions had been taken to access the bank account to enable payment of bills. Actions also relate to the creation of a new website and setting up new mailboxes for each Councillor following best practice (see also point 41 & 42 below)

- 27      22/23      Chairman's announcements**  
The Chair welcomed Cllr Bailey to the Council.
- 28      22/23      To receive report from District/County Councillor**  
District Cllr. Theodoulou gave a brief summary of his work with the County Council and latterly with the District Council. He reported on the following:-  
**Planning** – the planning department has lost several senior members of staff and replacement junior members have been appointed. Workload his high. As a result, responses to applications are delayed. Cllr Theodoulou said that he is willing to help with contentious issues, but generally allows the system to work at its own rate.  
**Broadband** – CDC has £500k in reserve for broadband in smaller villages.  
**Borrowing** – CDC had approx. £12 million in regular recurring income. They are currently proposing to borrow between £75 – 80 million for projects relating to Climate and housing. Cllr Theodoulou feels strongly that there is no requirement for this as there are already organisations available that can finance such projects.  
**EV charging points** – **Q:** Cllr Wells asked if there was any movement on the provision of EV charging points for smaller towns and villages. **A:** No proposals as yet. Difficult to know how best to deal with this for villages such as Eastleach.  
**Playground grants** – **Q:** Cllr Wells asked if there were any grants available to help with improvements to the playground. **A:** Cllr Theodoulou said that he would look into this.
- 29      22/23      To receive Reports from Councillors to include meetings attended and other matters**  
**Village Hall Meeting – Cllrs Lawson & Baskin** – Cllr Lawson attended the recent Village Hall meeting to establish whether anyone from the Committee would be willing to help with the Fete. Helen Wade (Chair of the Village Hall) & Sue Souter volunteered to help. The fete will take place on the 27<sup>th</sup> August between 2 -4pm. Cllr Baskin attended as part of the Village Hall Committee and discussed the grasscutting and pruning of trees. ECT will be contacted, and a list has been compiled, for discussion. Cllr Wells will be talking to Helen Wade regarding obtaining a lock for the gates to prevent unapproved entry to the village hall grounds.

<b>ACTION: Cllr Wells to contact Helen Wade</b>
---

<b>ACTION: The Clerk was asked to check with BHIB (insurers) on the level of cover for the playground and to contact the interim grasscutting contractor regarding cuts up to the Fete on the 27<sup>th</sup> August.</b>
---

## **PLANNING**

**30      22/23      Decisions**

**22/01724/TCONR:** Works to trees in conservation areas for 1 T1- Magnolia - Reduce back from roadside by 1 metre reduce garden side by 1 metre to balance shape. S1 Shrub - Reduce by 0.5 metres to more rounded formal shape. T2 - Sorbus -Reduce by 1 metre to more formal shape -Remove deadwood. T3 – Prunus - Fell-small poor specimen with heavy lean. Stump for T3 - Grind stump below ground level. S2 Shrub - Remove back 2 branches and front branches. T4-

Amalanchier - Remove front 3 limbs. T5 – Viburnum - Remove damaged branch and reverted branch formative prune. B1 Holly – Fell. T5- Cherry - Remove low limb over wall. T6 – Hawthorn - Reduce by 1 metre and trim in to more formal shape at 12 Eastleach Cirencester Gloucestershire GL7 3NQ - **NO OBJECTION**  
**22/01708/TCONR:** T1 – Sycamore – tip prune limb overhanging the office back by 4m. T2 – Norway Spruce – fell at Orchard Cottage 48 Eastleach GL7 3NQ – **NO OBJECTION**  
**22/01613/FUL:** Full Application for Install woven fence above dry-stone boundary wall at 12 Eastleach Cirencester Gloucestershire GL7 3NQ – Expiry 23<sup>rd</sup> June 2022 – **APPLICATION WITHDRAWN**

- 31**      **22/23**      **New Planning Applications**  
**22/02014/TCONR:** Works to trees in conservation areas for Fell and completely remove one Crab Apple tree. at Witney Cottage Eastleach Cirencester Gloucestershire GL7 3NL – Expiry 23<sup>rd</sup> June 2022 -**NO COMMENT**  
**22/01930/TCONR:** T1 – Common Horse Chestnut at Orchard Cottage, 48 Eastleach GL7 3NQ – Expiry 15<sup>th</sup> June 2022. Expired but no decision made. – **NO COMMENT**

#### **FINANCE**

- 32**      **22/23**      **To approve, payments to the end of June 2022**  
The payments schedule covering outstanding bills from May and current bills, were presented to the Council. An additional payment for an invoice received today was also presented. The total amount payable is £2210.71 It was **RESOLVED** to approve payments to the end of June. Proposed Cllr Wells, seconded Cllr Lawson – all in favour.

**ACTION: Clerk to make payment**

- 33**      **22/23**      **To consider and agree to sign the Annual Governance Statement 2021/22**  
The Clerk explained the process and the Annual Governance statement was considered each point being addressed accordingly, following which it was **RESOLVED** to agree the and to sign the statement. Proposed Cllr Wells, seconded Cllr Lawson – all in favour.

**ACTION: Clerk to post the Governance Statement on the website in due course**

- 34**      **22/23**      **To consider and agree to sign the Accounting Statement 2021/22**  
The Accounting Statement was considered, and it was **RESOLVED** to agree the figures and to sign the document. Proposed Cllr Baskin, seconded Cllr Ivey – all in favour. It was also agreed to review the Asset Register.

**ACTION: Clerk to post the Accounting Statement on the website in due course and to add the Asset Register to the Agenda for the next meeting.**

- 35**      **22/23**      **To consider and agree to sign the Certificate of Exemption 2021/22**  
It was **RESOLVED** to agree and sign the Certificate of Exemption. Proposed Cllr Baskin, seconded Cllr Lawson – all in favour.

**ACTION: Clerk to send the Certificate of Exemption to the External Auditor and to post on the website in due course.**

- 36      22/23      To consider and approve Internal Auditors Report for year ending 31<sup>st</sup> March 2022 and to action any recommendations.**  
The Internal Auditors report had been circulated prior to the meeting. All the points highlighted were discussed and all the recommendations were considered, and it was agreed to ensure that these were addressed during the year. It was **RESOLVED** to approve the Internal Auditors Report. Proposed Cllr Baskin, seconded Cllr Wells – all in favour.

**ACTION: Clerk to consider all the recommendations and to take necessary actions.**

- 37      22/23      To consider and agree to purchase a new laptop for Council business (upto £500)**  
As reported to the Chairman, the previous laptop is no longer fit for purpose. It was **RESOLVED** to purchase a new laptop (Dell) and Cllr Wells said that he would source a suitable device and would circulate the details. Proposed Cllr Wells, seconded Cllr Ivey – all in favour.

**ACTION: Cllr Wells to source a suitable device**

#### **OTHER MATTERS**

- 38      22/23      To advise Cllrs to review the following documents:-**  
- **Standing Orders**  
- **Financial Regulations**  
- **Financial Risk Register**  
- **Code of Conduct.**

It was agreed to defer this item to another meeting to allow Councillors time to attend training sessions, which will take place in July.

**ACTION: Clerk to add this item to the Agenda for future meeting, but before March 2023**

- 39      22/23      To receive report (Common Green Parts – e-mailed) from Cllrs Baskin & Lawson and to consider and agree any actions to be taken on the following matters:-**  
**a) Areas of grass cutting and to obtain quotes from contractors -**  
**b) Matters for discussion with the ECT regarding village maintenance work to include grasscutting and tree work.**  
**c) Matters for discussion with Bromford Housing in relation to maintenance work to include grasscutting and tree work.**  
Cllr Baskin circulated a report, prior to the meeting, which consisted of 3 schedules regarding mowing and strimming, tree pruning and drains & culverts. Each report contained a detailed analysis of works required with priority to any issues presenting danger to individuals or property. Discussion took place related to matters pertaining to maintenance works in the village in areas that fall under the control of the ECT, Bromford Housing and Glos. Highways. It was agreed that the Clerk should contact these organisations to arrange meetings to discuss all the issues that have been covered by the report, with particular reference to safety issues.

**ACTION: Clerk to contact ECT, Bromford Housing and Glos. Highways**

**40      22/23      To consider and formally agree to attend Cllr training sessions on the 19<sup>th</sup> and 26<sup>th</sup> July.**

It was **RESOLVED** to agree to attend Cllr training sessions on the 19<sup>th</sup> and 26<sup>th</sup> July. Proposed Cllr Wells, seconded Cllr Baskin – all in favour. All Councillors will be attending the session together with a prospective new Councillor, who will be co-opted at the next meeting. The Clerk said that Cllrs should attend with a copy of the Financial Regulations and Standing Orders.

**ACTION: Clerk to advise Trainer of attendees.**

**41      22/23      To consider and agree estimate from Bulldog websites for support for Office 365 mailboxes (total 8 licences), details e-mailed - £50.70 a month.**

The Clerk explained that having individual bespoke mailboxes for council business is 'best practice'. Following discussion, it was **RESOLVED** to agree the estimate submitted by Bulldog for the provision of mailboxes. Proposed Cllr Wells, seconded Cllr Baskin – all in favour.

**ACTION: Clerk to contact Bulldog websites to advise**

**42      22/23      To formally approve contract with Bulldog websites (retrospective)**

It was **RESOLVED** to approve the contract with Bulldog websites for the provision of a new website (retrospective). Proposed Cllr Wells, seconded Cllr Baskin – all in favour. Pages to be reviewed and content replenished. The Clerk recommended that pages are set up for individual organisations in the village. Councillors to consider this and to review new pages that could be included. This to be discussed further at the next meeting.

**ACTION: Clerk to add item "to consider further population of website" for the next meeting.**

**43      22/23      To consider and agree improvements to the playground to include surfacing.**

It was agreed to defer this item to the next meeting, so that more information relating to ownership and insurance details can be gathered.

**ACTION: Clerk to obtain further information**

**44      22/23      To consider and agree designating roles to Councillors**

Following discussion, it was agreed that designating roles to Councillors was not the best way forward in dealing with various issues in the Village, but matters need to be dealt with in consultation with Council members and the Clerk on a 'case by case' basis. The Clerk is responsible for actioning requests from Councillors i.e in liaising with organisations such as Glos. Highways and as such will be contacting the ECT, Glos Highways and Bromford Housing with a view to organising a meeting individually to discuss issues under their jurisdiction. It was therefore agreed not to designate roles to Councillors - all in favour.

**ACTION: Clerk to contact Glos. Highways, Bromford Housing and the ECT.**

- 45      22/23      To consider and agree actions for the Village Fete.**  
Cllrs reported that the trees in the grounds of the Village Hall need attention, i.e. lifting the lower branches. It was **RESOLVED** to make enquiries and obtain advice from tree surgeons regarding the trees at the Village Hall. Proposed Cllr Lawson, seconded Cllr Baskin – all in favour. The grass also needs to be cut and arrangements will be made (see item 29 above).

**ACTION: Cllr Lawson to contact tree surgeons for information relating to the trees. The Clerk to contact grasscutting contractor to arrange cut prior to the Fete as an interim measure until a formal contract has been agreed.**

- 46      22/23      Anything the Chair considers urgent.**  
70 year Coronation Willow tree plaque: - A service to commemorate the plaque will be held after church, date to be advised. The positioning of the plaque needs to be agreed to ensure it does not get damaged when the grass is mown.

### **IN CAMERA ITEMS**

- 47      22/23      To consider and agree T & C's for Clerk**  
The Locum Clerk was asked to think about staying on in permanent capacity. She will think about this. She was also asked to take on the role of RFO, albeit in a temporary capacity until such time as she makes a decision to remain permanently, or a new Clerk is appointed. It was suggested that an interim contract should be drawn up.

**ACTION: Clerk to draw up a temporary contract of employment**

Date of next meeting - tba

There being no further matters to discuss the meeting closed at 9.00pm.

.....Chairman

.....2022