

EASTLEACH PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 10TH MAY 2023

Present: Cllr Lawson Cllr Bailey Cllr Fenton

In attendance: Vanessa Lawrence (Clerk), Mr Daryll Taylor, Mr M Hanson,
Mr E Conlan

- 001 23/24 To elect the Chairman
It was RESOLVED to elect Cllr Lawson to the role of Chairman .
Proposed Cllr Bailey, seconded Cllr Fenton.
- 002 23/24 To receive the Chairman's Declaration of Acceptance of Office.
Cllr Lawson's Declaration of Acceptance of Office was signed and
witnessed by the Clerk.
- 003 23/24 To elect the Vice Chairman
It was decided that there was no immediate requirement for a Vice
Chairman to be elected given that there are only 3 Cllrs at present. This
item to be deferred and possibly reconsidered at a later date
- 004 23/24 To receive the Vice Chairman's Declaration of Acceptance of Office
N/A
- 005 23/24 To receive Declaration of Acceptance of Office from all other
Councillors.
Cllrs Bailey and Fenton signed their Declaration of Acceptance of Office
which was witnessed by the Clerk.
- 006 23/24 To agree to advertise to fill the 4 x Cllr vacancies by co-option
It was RESOLVED to advertise the Cllr vacancies in stages. However the
3 MOP's who attended the meeting expressed their interest in being co-
opted. The Clerk would advertise the vacancies with a deadline for
response.

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| ACTION: Clerk to advertise the vacancies on the website |
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- 007 23/24 Apologies for absence
None received - all present
- 008 23/24 Declarations of Interest in Items on the Agenda
None
- 009 23/24 To remind Councillors to submit the Register of Interests to Cotswold
District Council.
Cllrs were reminded to complete this form and return to CDC as soon as
possible.

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| ACTION: Clerk to e-mail the form and guidance notes for completion to Cllrs. |
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010 23/24 **To approve the Minutes of the Council meeting held on the 12th April 2023**
It was **RESOLVED** to approve the Minutes of the Parish Council meeting held on the 12th April 2023 as a true and accurate record of the proceedings. Proposed Cllr Bailey, seconded Cllr Fenton – all in favour.

011 23/24 **To consider and agree a schedule of meetings for 2023/24 (recommendation for meetings to be held every other month).**
Following discussion it was **RESOLVED** to hold meetings every other month, but to recognise that extra-ordinary meetings may need to be held from time to time. Proposed Cllr Bailey, seconded Cllr Lawson – all in favour.

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| ACTION: Next meeting to held on Thursday 13th July 2023. |
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012 23/24 **Clerk's Report**
None

013 23/24 **To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10 minute time limit**
It was **RESOLVED** to adjourn the meeting for public participation. All in favour. No comments from members of the public present.

014 23/24 **To agree to reconvene the meeting following Public Participation, if applicable.**
It was **RESOLVED** to reconvene the meeting. All in favour.

015 23/24 **Chairman's Announcements**
The Chair reported that the Council have been asked to support the 'Frolics' event this year by providing a ton of topsoil to fill holes in the field. Cllrs agreed that this was acceptable. This would be retrospectively approved at the next meeting.. Cllr Lawson to order some topsoil (£70).

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| ACTION: Clerk to add this item to the agenda for the next meeting and Cllr Lawson to order some topsoil. |
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016 23/24 **To receive report from District/County Cllr**
A report from County Cllr Morris had been circulated prior to the meeting. No report from the District Cllr as he is newly appointed.

FINANCE

017 23/24 **To consider and agree Year End Accounts 2022/23**
The Year end accounts had been circulated prior to the meeting. These were considered and it was **RESOLVED** to agree the figures. Proposed Cllr Bailey, seconded Cllr Lawson – all in favour.

018 23/24 **To approve Annual Governance Statement 2022/23**
It was **RESOLVED** to approve the Annual Governance Statement. Proposed Cllr Bailey, seconded Cllr Lawson – all in favour. The Chairman signed the document.

019 23/24 **To approve Accounting Statements 2022/23**
It was **RESOLVED** to approve the Accounting Statement. Proposed Cllr Bailey, seconded Cllr Lawson – all in favour. The Chairman signed the document.

- 020 23/24** **To consider and agree the Certificate of Exemption on the AGAR 2022-23**
It was **RESOLVED** to agree the Certificate of Exemption on the AGAR 2022-23
- 021 23/24** **To receive Internal Auditors Report and consider and agree any actions.**
The internal auditors report was received, and it was **RESOLVED** to ensure that all recommendations are carried out. It should be noted that the Council may have complied with the requirements, but there is no evidence as this was during the period when the Council was not quorate, there was no Clerk, and the old website was being used, which can no longer be accessed to confirm details.
- 022 23/24** **To consider and agree date for publication of Notice for Public Rights**
It was **RESOLVED** to publish the Notice for Public Rights on the website on the 2nd June to comply with the dates recommended by the External Auditor.
- ACTION: Clerk to publish Notice on 2nd June 2023**
- 023 23/24** **To consider and agree to appoint Mrs B Bowen as Internal Auditor for 2023/24**
It was **RESOLVED** to appoint Mrs B Bowen as Internal Auditor for the 2023/24 Audit. Proposed Cllr Lawson, seconded Cllr Fenton – all in favour.
- ACTION: Clerk to contact Mrs Bowen**
- 024 23/24** **To approve payments to be made.**
The list of payments to be made had been circulated prior to the meeting. It was **RESOLVED** to approve payments to be made (£1563.07) Proposed Cllr Bailey, seconded Cllr Lawson – all in favour.
- 025 23/24** **To consider and agree any changes to Insurance Policy**
Discussion took place regarding the policy which is due on the 1st June. It was unclear whether the play equipment was the responsibility of the Council or of the village hall. The Clerk to check the policy. However it was **RESOLVED** to renew the policy in the interim to ensure that there is cover in place and to amend the policy if it proves necessary, following further investigation. Proposed Cllr Bailey, seconded Cllr Lawson – all in favour.
- ACTION: Clerk to check policy and to report back to Council. Insurance to be renewed**
- 026 23/24** **To consider and agree quotation from GRCC to Analyse data gathered from the Village Survey (£270)**
Following discussion, it was **RESOLVED** to agree quote from GRCC to analyse data gathered from the village survey - £270. Proposed Cllr Bailey, seconded Cllr Lawson – all in favour.
- ACTION: Clerk to contact GRCC**
- REPORTS**
- 027 23/24** **To received reports from meetings attended**
Cllr Fenton reported that she has been in contact with a contractor regarding installation of noticeboards. The Clerk reminded Cllrs, that further quotes/estimates should be obtained, and she would contact another local contractor.
- ACTION: Clerk to contact contractor**

028 23/24

Update on ongoing projects

Cllr Lawson reported that Mr A Cooper has agreed to act as River Warden and that the work on repairing the bus shelter roof will be commencing with scaffolding being erected on Monday.

PLANNING

029 23/24

To receive Decision Notices

23/00825/FUL: Erection of single-storey rear extension at 4 Eastleach Cirencester Gloucestershire GL7 3NQ – Validated 22.3.2023 Expiry 21.4.2023 – **AWAITING DECISION**

23/00768/FUL & 23/00769/LBC: Erection of roof over existing rear courtyard and conversion into utility and plant room. Replacement window. Dining room alterations with addition of doors and other associated works at The Old Rectory Locombe Hill Eastleach Martin Cirencester Gloucestershire GL7 3NW. Validated 15.3.2023 Expiry 13.4.2023 – **AWAITING DECISION**

23/01187/TCONR: Works to trees in conservation areas for Apple tree – Fell. There is extensive decay at the roots and the tree is leaning dangerously. The proposed works are therefore to cut down and remove the tree completely before its condition worsens and causes damage to people or property at Causey Barn, Eastleach GL7 3NQ. **AWAITING DECISION**

23/01222/TCONR: Works to trees in conservation areas for T1 Prunus (identified in blue on the attached plan) – fell to ground as the tree is self-sown a poor specimen and is too close to the boundary wall and building, and is likely to cause structural damage at 4 Eastleach. GL7 3NQ – **AWAITING DECISION**

030 23/24

To consider and agree NEW Planning Applications

None

OTHER MATTERS

031 23/24

To consider and agree to register with the ICO - £35

It was **RESOLVED** to register with the ICO - £35. Proposed Cllr Lawson, seconded Cllr Fenton. All in favour.

032 23/24

To consider and agree to put polite 'NO PARKING' signs on the village green/s.

Following debate, it was agreed that this matter should be deferred to the next meeting but that it should be brought up at the Annual Parish meeting to obtain the views of residents.

033 23/24

To consider items and refreshments for the Parish meeting.

Following discussion, it was agreed to ask the village pub if they could assist with providing refreshments for the Parish meeting – (upto 20 people). Cllr Lawson was happy to approach the pub.

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| ACTION: Cllr Lawson to speak to the Landlord at the pub. |
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034 23/24

To consider and agree, retrospectively, the Village Survey, for distribution to all households in Eastleach and Fyfield.

It was **RESOLVED** to agree, retrospectively, the production of a village survey and its distribution to all household in Eastleach & Fyfield. Proposed Cllr Lawson, seconded Cllr Fenton – all in favour.

035 23/24

Anything the Chair considers urgent

Nil of note.

036 23/24

Date of next meeting - Thursday 13th July 2023 at 6.30pm

There being no further business the meeting closed at 7.30pm

Chairman.....

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