WESTON-sub-EDGE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE BAR ON 22nd MAY 2018 AT 8.30P.M.

PRESENT: Cllrs Bill Carruthers (chairman) Wendy Clarke Rachel Hurley Mike Jelley Chris Rossington

IN ATTENDANCE: 1 members of the public, Lucy Print parish clerk

18/36 **ELECTION OF CHAIRMAN:** Rachel Hurley proposed and Chris Rossington seconded Bill Carruthers as chairman of the parish council; there being no other nomination Bill Carruthers was duly elected as chairman.

18/37 **ELECTION OF VICE CHAIRMAN:** Chris Rossington was happy to stand as Vice Chairman.

18/38 **COUNCILLORS' DECLARATIONS OF INTEREST IN THE BUSINESS ON THE AGENDA:** there were none.

18/39 **NOTICE OF ABSENCE:** apologies for absence was received from John Measey and accepted. Edward Stowe sent apologies for absence and handed in his resignation, this was accepted.

18/40 **CONFIRM MINUTES OF THE MEETING HELD ON 24.04.18:** councillors unanimously **resolved** to approve the minutes which were signed by the chairman as a true record of the business conducted.

18/41 **PLANNING APPLICATIONS PENDING:**

1.0 Planning application before the parish council: none.

2.0 Awaiting a decision of the local planning authority: Listed Building Consent for Resubmission of approved scheme 17/02157/LBC with external alterations at Norton Grounds Farm, Aston Subedge,Gloucestershire GL55 6PY

Full Application for Resubmission of approved scheme 17/02156/FUL with external alterations at Norton Grounds Farm Aston Subedge Chipping Campden Gloucestershire,GL55 6PY

3.0 Decisions of the local planning authority to approve/consent; none

18/42 **FINANCE:**

1.0 RECEIVE FINANCIAL STATEMENT & BANK RECONCILIATION: the monthly financial statement and bank reconciliation were before the meeting. Bank balances as at 2 May were £39,969.13 for the General Account and £6,327.59 for the business deposit account

2.0 REVIEW THE PARISH COUNCIL'S ASSET REGISTER AND INSURANCE COVER FOR 2018/19: councillors reviewed the asset register and items were adjusted as noted on the Asset register dated 22.5.18. The following assets were added: second defibrillator at a value of £2000, recreation ground equipment £19,000, Clerks laptop and printer £600. New asset register sent to the insurer – the increased value of assets resulted in an increased premium of £100. This was approved by councillors via email outside of the meeting. **LP**

3.0 REVIEW THE PARISH COUNCIL'S RISK ASSESSMENT AND AGREE ACTIONS: The audit check list was discussed in detail and all items determined at low risk.

4.0 APPROVE PAYMENTS DUE:

Councillors unanimously **resolved** to approve these payments.

022223	21/5/2018	Lucy Print	Clerks Salary May	125.49
022224	21/5/2018	HMRC	Parish Clerk PAYE Apr	31.37
022226	21/5/2018	Lucy Print	Parish Clerk expenses Return travel to GAPTC Office on 72miles.	95.72
02228	21/5/2018	Community Heart Beat	Defibrillator Replacement pads,	£75.60
022229	21/5/2018	Community Heart Beat	Defibrillator Replacement battery.	£282
022225	21/5/2018	Gloucestershire Association Of Parish & Town Councils	Training - INVOICE 5900	35.00
022227	21/5/2018	Village Hall May	inv 1283	29.75
022230	21/5/2018	Zurich	Zurich Town and Parish Insurance	361.60

5.0 RECEIVE THE INTERNAL AUDITOR'S REPORT AND APPROVE THE ANNUAL ACCOUNTS: the annual accounts are ready and to be with the internal auditor on 14 June.

6.0 APPROVE THE CHAIRMAN TO SIGN THE ANNUAL GOVERNANCE STATEMENT 2018/19: the chairman to sign annual governance statement at next meeting.

7.0 APPROVE THE CHAIRMAN TO SIGN THE ANNUAL ACCOUNTING STATEMENTS 2018/19: the chairman to sign the accounting statements at next meeting.

18/43	**REVIEW VILLAGE MATTERS:** 8.1 Location of second Defibrillator. Now in position at the village hall and working. The village hall caretaker to check on it on a regular basis. 8.2 Refurbishment of Village Phone box. One quote received for 2 to 3 days work, now awaiting further estimates. 8.3 Highway update of Maintenance issues. Councillors agreed happy to proceed with the Vehicle activated signage and still need to set locations of the poles around the village. Slow down signs also to be investigated. Signage will be needed on the junction of Harris Lane and by the Old School and Phone box when the playground is installed. 8.4 Village Green Revival update and Right of way access. Right o f Way still in progress. Village Green Revival Team awaiting confirmation of funding from CDC and other local pledges. The equipment is on order with the supplier Greenfields. Residence meeting to be held 13 June to explain the teams plans. Clerk to send invitations. 8.5 Archive documentation update. Doris court material is being collated. Church documentation should also be collated for display. 9. To report progress on information audit and GDRP. Investigation on-going. The personal data we hold on record is: councillors details and allotment holders details. This information is necessary up to date and secure.	**BC** **MJ** **LP** **MJ,BC** **LP**
18/44	**CONSIDER MATTERS ARISING FROM MINUTES OF LAST MEETINGS NOT ON THE AGENDA:** 17/38 10.0 Prepare detailed map of the location of the roadside drains and gullies – **action awaited** 18/17 Pre-Youth Club Gather interest in running this group from parents. -	**BC** **CR**
18/45	**NOTE CORRESPONDENCE RECEIVED:** None of note.	
	PUBLIC QUESTION TIME: there were no questions.	
	There being no other business the chairman thanked the councillors for attending and closed the meeting at 10.07p.m. Signed……Date……	