

Shipton Parish Council

Minutes of Annual Parish Council meeting 21st May 2014

Present: John Yates, Richard Brown, Hugh Thurbon, Dave Ayers, Paul Morrish

1	Election of Chairman Hugh Thurbon was proposed as Chair by RB and seconded by JY	
2	Election of Vice Chairman Richard Brown was proposed as Vice Chair JY and seconded by HT	
3	Apologies – None	
4	Vote of thanks to Robin Finch & Gerry Hanagarth The Parish Council gave thanks to Robin Finch for his long service to the Parish Council. Also Gerry Hanagarth and John Yates were thanked for their periods of service.	
5	Council Vacancies- co-option of David Ayers and Paul Morrish Paul Morrish was nominated as a Parish Councillor by HT seconded by RB Dave Ayers was nominated as a Parish Councillor by JY and seconded by RB Each person accepted the position of Councillor and completed their Declaration of Acceptance forms.	Clerk to finalise paperwork
6	Additional vacancy arising from the resignation of John Yates John Yates formally submitted his resignation from the Parish Council. It was agreed that the Clerk will contact CDC to start the vacancy advertisement	Clerk to advise CDC
7	Approval of the minutes of the Council Meeting held on 19 February 2014 These minutes were approved and signed by the Chair	
8	Actions from the meeting held on 19 February 2014 <ul style="list-style-type: none">• Paul Morrish support for cycle tracks - completed• Website info- completed• Former Shipton Sports Club fund – ongoing – John to provide information to HT for action• Training for new councillors – to be booked via GAPTC• Highways – signage . A manufacturing error in the signs has caused delays.. It was noted that the sign in Bees Lane needs to be on the opposite side of the road and the slow sign painted on the road by The Hive needs to read Stop. Clerk to contact Bob Skillern at Glos Highways for update• Sports Pavillion insurance rebuild quote - no further action• Internal Audit paperwork – Robin Finch has taken this to give to Michael Harber for internal audit.• Standing Orders – this is still outstanding and the Clerk will update and send out before the next meeting. It was agreed to keep an updated version on a laptop available at every meeting.• Grass cutting tenders – undertaken• Lease for cricket club completed – classic car club – next meeting• Risk Assessment for Parish Council – HT to update and bring to next	HT contact Bloxham Clerk contact GAPTC Clerk contact Highways Clerk update and distribute HT to update

	<p>meeting</p> <ul style="list-style-type: none"> • Reading Room committee update – DA advised that 2 quotes have been received for the heating system. The kitchen will be updated later in the year using the £1,000 already approved by the PC. A further funding request will be made to the Parish Council later in the year. • Speedwatch survey results have been published • Dog Fouling Bin – this will be installed in the village by HT – ongoing • Rugby team – it is not known whether a local rugby team are interested in using the field regularly. • HT will update the village newsletter before the next meeting 	<p>HT to install bin</p> <p>HT to update newsletter</p>
9	<p>Declaration of interest by councillors in any of the agenda items</p> <p>Richard Brown declared an interest in the planning application for the Lilacs. Hugh Thurbon declared an interest in the planning application for The Parsonage</p>	
10	<p>Comments by Parishioners on the agenda items</p> <p>none</p>	
11	<p>Correspondence received and sent</p> <p>none</p>	
12	<p>Planning applications since Jan 2014</p> <p>These were reviewed. In addition the process of managing email planning alerts was discussed and agreed as follows:</p> <ul style="list-style-type: none"> • Planning alerts are received by the Clerk from CDC • Alerts forwarded to Parish Councillors • Alerts then forwarded to email distribution list and posted on notice boards • All comments from Parish Councillors and residents are forwarded to the Chair for a composite comment. • Composite comment sent to Clerk for forwarding to CDC planning dept. • All planning applications will be responded to 	<p>Clerk to instigate new system</p>
13 a	<p>Highways</p> <p>Request for white line funding</p> <p>Paul Hodgkinson discussed the request for funding from Glos Highways for double white lining on the A436 to Bourton on the Water. This has been discussed at length at the NoCrash meeting and they considered this would make the road safer. The cost for white lining would be approximately £26,000 and Highways have approx. £17,000 to put towards the cost. PH has approx. £4 – 5,000 from his Highways allocated money and Andoversford Parish Council have offered to contribute £1,000 with Sevenhampton contributing £500.</p> <p>Paul Morrish spoke against the white lining asking whether the money could be better spent encouraging other forms of road users rather than just car drivers. He thought double white lining may be more dangerous for cyclists, walkers and horse riders as it would force vehicles to stay in their lane.</p> <p>It was agreed that PH will talk to Bob Skillern to discuss any alternative funding for this scheme. It was agreed Shipton would consider the issue again if it seemed the whole scheme would fail without our support. Paul Morrish will talk to cycle groups about their advice for the road. It was unanimously agreed that the Parish Council are not in a financial position to contribute to this scheme at the levels requested, and also that the funding of Highways areas of responsibility by Parish Councils represented a risky precedent. PH to keep the Parish Council up to date with information regarding this scheme.</p>	<p>PH to talk to Bob Skillern</p> <p>PM to contact cycle groups.</p> <p>PH to keep Parish Council up to date.</p>

b	<p>Pedestrian crossing at traffic lights</p> <p>Discussion took place regarding the possibility of a pedestrian crossing at the A40 crossroads. HT spoke to Bob Skillern who suggested a figure in excess of £75,000 to install any type of crossing due to the steep hill, high speeds and slip road. Paul Hodgkinson kindly offered to discuss this further with Bob Skillern, highlighting the dangers to pedestrians and the increasing likelihood of greater numbers wishing to cross in order to reach the Sports Ground.</p>	Paul H to discuss with Bob Skillern
c	<p>Village signs, road signs and road painting</p> <p>Already covered in section 8. It was agreed that the Clerk will write to Charles Baillie Hamilton to thank him for providing the verge cutting voluntarily through the village and to ask if he could cut the hedge by the old Chapel as agreed with the owner.</p>	Clerk to write to CBH
	<p>Speedwatch</p> <p>RB advised the parish council that the police equipment is now available again and he will contact the existing Speedwatch team to restart monitoring. It was confirmed that only the details of cars exceeding the speed limit would be recorded</p>	RB to restart Speedwatch
14	<p>Proposals to improve communications, including Newsletter and Website</p> <p>It was agreed that the Parish Council website will be integrated into a new Village Website which is being built by Susan Livesey. This will involve all aspects of village life and will be discussed in more detail at the next meeting</p>	Move to next meeting
15	<p>Discussion on the Sports Ground including: agreement of a Council Policy on Buildings insurance.</p> <p>Discussion took place about the Sports pavilion not being insured. It was agreed to establish a working party to cover all aspects of the sports field and to liaise with cricket club/ classic car club and football club to develop a long term plan for 3 – 5 years. It was agreed to renew the Public Liability insurance policy as it is. Working party will consist of Dave Ayers & Richard Brown. Clerk to forward details of classic car club, falcons football, andoversford football club and cricket club to DA.</p> <p>licencing of the Sports Pavillion for all users</p> <p>It was agreed that HT will send details of the current cricket club licence to the Classic Car Club for discussion.</p> <p>Alcoholic licence is being researched by Susan Livesey for the Reading Room and possibly the Sports Pavillion will be able to use this. Carry forward to the next meeting.</p> <p>Building improvements and demolition of redundant building</p> <p>This will be discussed and implemented by the working party. Carry to next meeting.</p>	<p>Clerk to renew public liability insurance Clerk to forward info to DA</p> <p>HT to send details to CCC</p> <p>Move to next meeting</p> <p>Next meeting</p>
16	<p>Discussion on the provision of Parish Council support for the Reading Room</p> <p>DA advised about plans for the Reading Room refurbishments which included renovating the Kitchen, updating the central heating system and improving the Toilets.</p> <p>It was noted that the Parish Council want to continue support for the Reading Room but will need to know the long term plans for the ongoing programme of refurbishment, including a related Business Plan linking future investment to projected income, before making further commitments. DA agreed to advise on the appointment of the new Chair of the Reading Room committee when known.</p>	DA to advise Clerk of replacement Chair of Reading Room committee
17	<p>Budget</p> <ul style="list-style-type: none"> Budget for 2014/15 – amendments & approval 	

	<p>alterations were approved and made to the budget as follows:</p> <ul style="list-style-type: none"> £200 taken from sports field allocation and moved to contingency £66.37. Excess taken from GAPTC membership and moved to contingency (£150 - £83.63) £1000 moved from unallocated reserve to contingency £200.06 moved from Insurance premium to contingency (£350-£149.94) 	
1 8	<p>Discussion on internal auditor function</p> <p>It was agreed to get guidance from GAPTC regarding this for the next meeting</p>	
19	<p>Payments in and out:</p> <p>Approved:</p> <ol style="list-style-type: none"> Clerk pay Cricket Club Grass cutting GAPTC membership Insurance premium 	Clerk to organise payment
20	<p>Approve amendment to Financial Regulations (Richard Brown)</p> <p>It was agreed that the amount for tender be changed from £350 to £500. RB will amend the finance regulations and circulate by next meeting</p>	RB to amend finance regs
21	<p>Proposed new community facilities</p> <p>HT has been approached with suggestions for an exchange Library in the Phone Box and a Vegetable and Produce exchange scheme. Both of these items were discussed and noted as good examples of the community developing its own initiatives which were both beneficial and cheap to implement. It was agreed that HT will ask the individuals concerned to develop these ideas into action.</p>	HT to coordinate development
22	<p>Review of 2014 Annual Parish Meeting</p> <p>It was agreed that this had been successful and will continue in a similar format next year although it is hoped that it will not be a ticketed social event next time which may have deterred some parishioners from attending.</p>	
23	<p>Confirm date of next meeting September</p> <p>The date for the next meeting will be 17th September 2014 7pm in the Reading Room</p>	
24	<p>Agree dates of meetings for the next year - September, November, March, Feb, May</p> <p>AGREED: 17th September, 19th November, 18th February & 20th May.</p> <p>Also agreed:</p> <ul style="list-style-type: none"> Any Other business will be added to future agendas. Meetings will take place from 7pm – 9pm Meetings will be booked every two months so venue is reserved if needed for formal meetings 	

Shipton Parish Council

Financial Regulations

General

These financial regulations shall govern the conduct of the financial transactions of Shipton Parish Council and may only be amended or varied by resolution of the Council. The Responsible Financial Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's affairs. The RFO shall be responsible for the production of financial management information.

Annual Estimates (Budget)

The Council shall formulate proposals in respect of revenue services and capital projects for the following financial year, not later than the end of November each year. Detailed estimates of income and expenditure on revenue services and receipts and payments on capital account shall be prepared each year by the RFO. The estimates shall be reviewed by the Council and they will be submitted to the decision of a full Council meeting not later than the January meeting in each year and shall fix the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates. The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

Budgetary Control

Expenditure on revenue items may be incurred up to the amounts included for that item of expenditure in the approved budget. Expenditure in excess of the approved budget MUST be previously approved by a meeting of the Council.

During the budget year and with the approval of the Council, unspent and available amounts may be moved to other budget headings or to reserves as appropriate.

The RFO shall regularly provide the Council with a statement of receipts and payments.

The RFO, with approval from the Chairman of the Council, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250. The RFO shall report the action to the Council as soon as practicable thereafter.

Accounting and Audit

All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations. The RFO shall be responsible for completing the annual accounts contained in the Annual Return of the Council as soon as practicable after the end of the financial year and shall submit the Annual Return to the Council for their approval. The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's ac-

counting, financial and other operations in accordance with the Accounts and Audit Regulations.

An independent Internal Auditor will be appointed annually to audit the accounts prior to submission to the External Auditor.

Banking arrangements and cheques

The Council's banking arrangements shall be made by the RFO and approved by the Council

- 1 All monies held on behalf of the Parish Council will be maintained in the Cheltenham & Gloucester Building Society Account, or in any other account as agreed by the Councillors at a future date
- 2 All payments in to the above account will be by cheque or by on-line banking, or cash.
- 3 All payments from the above account will be by cheque or on-line banking. Cash payments will not be allowed
- 4 Cheques shall be requested by the RFO using a 'cheque request form' which will be presented along with the relevant invoices for approval and signing. Approval and signing may take place between Council meetings but all invoices and cheque requests will be checked for authenticity at the next Council meeting.
- 5 All payments in and out of the above account will be minuted in the official minutes of the Parish Council.
- 6 All payments out will require a minimum of 2 signatures. The two signatories may be any current member of the Parish Council and/or the Clerk.

Payment of salaries and wages

The Clerk's salary shall be paid by cheque on a quarterly basis at the end of April, July, October and January

Loans and Investments

Not needed at present

Income

The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO. All sums received on behalf of the Council shall be paid to the RFO for banking.

Orders and contracts for works, goods and services

An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate.

Any expenditure in excess of £500 will only be agreed after three estimates for the work have been obtained to ensure best value for money is obtained

Assets, Properties and estates

The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council.

The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.

Insurance

- 7 The RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Chairman. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it. The RFO shall be notified of any loss, liability or damage, or any event likely to lead to a claim. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

- 8 Currently no petty cash system is operated by the Parish Council, but if it is to be, money insurance for this is to be obtained by the Parish Council (currently covered by the Allianz Cornhill policy in operation but may need reviewing at a future date).

Revision of Financial Regulations

It shall be the duty of the Council to review the Financial Regulations of the Council from time to time