

Shipton Parish Council

Minutes of Parish Council meeting 17th September 2014

Present: Hugh Thurbon: Chairman; Richard Brown: Vice Chairman; Dave Ayers, Paul Morrish.
Verna Spires: Parish Clerk

1 **Apologies** – Lynn Hurley

2 **Public Forum.**

Can the Parish Council make a representation on behalf of the village to the Post Office about the reduced collection from the Kilham Lane postbox It was agreed that the Kilham Lane postbox should not be allowed to close. HT advised that the Parish Council have written to the Poole Way depot to suggest making the box opposite High Trees the main collection location, as opposed to the one in Kilham Lane.

3 **New councillor Welcome**

Lynn Hurley was co opted as Parish Councillor in her absence as she had sent her apologies beforehand. It was agreed that it was good both to have a female representative and that they be from Hampen to ensure consideration is given to all areas in the Parish.

4 **Declaration of Interests**

None

5 **Approval of the minutes of the Council Meeting held in May 2014**

These minutes were approved and signed by the Chairman

6 **Actions from the meeting held on 21st May 2014**

- Clerk to check if Bob Skillern is still in charge at Glos Highways and to write to him regarding signage and road markings still outstanding.
- HT to install two dog fouling bag dispensers and associated signage in village.
- Standing orders to be circulated via email to Councillors for discussion and formal agreement at next meeting

Clerk to contact Glos Highways

HT install bag dispensers

Clerk to circulate standing orders.

7 **Budget/Finance update**

- Cheques paid between meetings (but previously agreed) are:

£200 balance to Shipton Cricket Club

£90 to J Lewis for grass cutting

£23.98 to Thames Water for pavilion supply

- The external audit has been received back from Grant Thornton and this was acknowledged.
- Payment for the Clerk (May – August) was reviewed and agreed
- New signature forms were circulated to the Parish Council to update the banking system. It was agreed to continue with the TSB account.

8 **Standing Orders and Finance Regulations**

These will be circulated by email and updated as required in readiness for formal approval at the next meeting. Thereafter they will be available electronically at each meeting.

Clerk to circulate Standing Orders and Finance Regs

9 **Item removed from agenda** (COVERED LATER IN MEETING)

10	<p>PC Risk Assessments including snow clearance</p> <p>The Clerk will circulate the current risk assessments via email and this will be updated as appropriate for formal approval at the next meeting.</p> <p>It was agreed that the Clerk will make contact with the local Tree Officer to discuss risk assessments to various trees in the village.</p>	<p>Clerk to send out Risk Assessments</p> <p>Clerk to contact Tree Warden</p>
11	<p>Reading Room Update/liaison.</p> <p>It was agreed that the Clerk will make contact with the current Secretary of the Reading Room committee (Alice Martin) to enquire whether the £1000 currently in the PC budget allocated for Reading Room funds, will be spent this financial year. If not it will be reallocated.</p>	<p>Clerk to contact RR committee</p>
12	<p>Highways Update</p> <p>Some road markings in the village, previously identified for renovation and in one case amendment, have not yet been dealt with. Also two of the new village signs on Kilham Lane and Dark Lane by the traffic lights are still outstanding.</p> <p>The white lining scheme on the A436 to Bourton has been reinstated and Glos Highways are in consultation with the Police. Glos Highways will now fund this scheme in its entirety and it was noted that other measures such as chevrons are also being installed on this route.</p>	<p>Clerk to contact Glos Highways.</p>
13	<p>Grant Funding to assist with pedestrian crossing at traffic lights (A40)</p> <p>After discussion it was agreed that after preliminary enquiries there would be little chance of funding for this and it was agreed to shelve this project.</p> <p>Members of the audience expressed concern about some overhanging trees on the approach to the traffic lights on the A40 which restrict the view of the lights for approaching traffic. Although this has been reported to Glos Highways by a resident it was agreed the Parish Council will contact Glos Highways about this issue.</p>	<p>Clerk to contact Glos Highways</p>
14	<p>Parish Plan Update</p> <p>RB & PM agreed to update the Parish Plan by undertaking a new survey of residents. It was noted that last time 49% of the parish returned their surveys and whilst this was acceptable measures should be in place next time to exceed this.</p> <p>Discussion took place and it was agreed that:</p> <ul style="list-style-type: none"> • Surveys can be sent electronically as well as paper copies • Stamped Addressed Envelopes could be included • Each Councillor will distribute some surveys • At the next meeting the questions and the format of the survey will be reviewed • The surveys will be sent out to households before Christmas 	<p>Review at next meeting</p>
15	<p>Dog Mess</p> <p>HT advised that the Parish Council have purchased two bag dispensers which will be erected next to the dedicated Dog Mess bins on the green and outside the Oliffe Manor. It was discussed that stray dogs or owners not picking up after their dogs should be reported to George Lager – CDC Environmental Health Warden. New signage will also be erected in the village.</p> <p>Discussion took place about the Sports Field and the amount of mess there and it was agreed that the Cricket Club will be given some bags for distribution to dog owners. Extra signage was suggested to the Cricket Club.</p> <p>HT will send contact details for EHO to Shipton Cricket Club</p>	<p>HT to install dispensers.</p> <p>HT to contact SCC</p>
16	<p>Broadband – Fibre Optic</p>	

	It was noted that the green cabinet has now been installed by the Phone Box in the village. HT will contact Fastershire to see when the scheme is expected to go live.	HT contact Fastershire
17	Local Plan – smaller settlements This was not discussed	
18	Long Term plan for Sport Field Attached is a report from DA. The Parish Council congratulated the Cricket Club on a most successful first season at Shipton and for the hard work in reinstating the Club on the Parish sports field. It was agreed that the Sports Field is a most useful asset to the village. In its current state it will continue to be a net consumer of Parish funds and this would represent a lost opportunity. However in order to properly capitalise on the potential of the facilities, considerable investment would be required. The recommendations in the report were <u>unanimously</u> agreed. It was noted that the Parish Council would like to: <ul style="list-style-type: none"> • Continue to provide support for the maintenance of the facility for as wide a range of sports and social activities as possible • Acknowledge the excellent work done so far by the Cricket Club and the role it has played in liaising with the Classic Car Club • Seek grant funding to develop a permanent club house/changing rooms on the site to replace some or all the existing buildings • Look at further fundraising opportunities including possible sale of part of the land • Increase the use of the facilities by other clubs • Increase awareness of the facilities to the Parish. It was further agreed that: DA will continue to lead on the development of the Sports Ground on behalf of the Parish and specifically investigate grant funding availability and talk to interested parties about using the facility. He will report to the next meeting on progress. It was noted that no buildings should be removed or demolished before planning permission has been obtained.	DA to lead on Sports field development
19	Website The Parish Council website has now been incorporated into the village website www.shiptonvillage.com It was agreed that this should be advertised in the Parish Magazine.	Clerk to contact Parish Mag
20	removed	
21	Speedwatch Results from the August Speedwatch were published via email to residents. RB explained that the speed gun has been booked again for 6 th October and volunteers are required. It was agreed that the Speedwatch scheme continues to meet the objectives set for it by raising the awareness of speed in the village for residents.	RB to co ordinate speedwatch
22	Mr David Bloxham correspondence HT advised that he had recently corresponded with Mr Bloxham about the remaining money in the old Sports and Social Club bank account; Mr Bloxham is due to meet with Lloyds Bank this week. HT will follow this up. It was agreed that any funds forthcoming will be specifically earmarked for the further development of the sports field.	HT to follow up if no money forthcoming
23	Classic Car Club	

	The signed agreement has been received from the Classic Car Club and a copy of this will be sent to them when signed by the Chair.	Clerk to send copy of agreement to CCC
24	<p>Welcome Pack</p> <p>RB was thanked for his work on this and it was agreed that it should be sent to a new resident for feedback on the information. It was agreed that a link should be put on the village website.</p>	RB to show to a 'new' village member and ask SL to include on website.
25	<p>News</p> <p>It was agreed to send out another newsletter early next year</p>	
26	Any other business - none	
27	<p>Date for next meeting: 19TH November at 7.00pm (this is subject to change)</p> <p>Meeting concluded at 8.45pm</p>	

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

accounting, 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 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