

Long Newton Parish Council

Minutes of the Annual General Council meeting held on November 2022

THIS MEETING WAS HELD in Holy Trinity Church

Members

Di Thomas, Debs Brock-Doyle, Gaye Mitchell, Julian Beach

In attendance; Andrea Warrington- (Clerk)

Apologies Received Sue Sampson,

5-2022	1	Apologies for Absence – Susan Sampson	
5-2022	2	Declarations of Interest in Items on the Agenda	None
5-2022	3	To approve the Minutes of the Council Meeting held 11 th May 2022 All in favour	
5-2022	4	Public questions (if any) None	
5-2022	5	Reports from any meetings attended. The Clerk gave an outline of the recent charging for Parish Elections zoom call she had attended. All PC's are to be charged for any Parish Elections or Bi Elections in future. There will be a sliding scale of charges commencing next year. The clerk has a copy of the presentation and will forward to Councillors for their information. It was felt that it is very unlikely to apply to Long Newton but we have been advised to allow for the amount in our budget and when applying for our Precept. The money should be" ringfenced" until the year in question has passed then can be kept for future Elections with only a minimal amount added each year to ensure we have enough in the unlikely event we do have an election. See attached.	
5-2022	6	Matters arising: <ul style="list-style-type: none"> • Broken trough has been removed, it was decided not to install a new trough as the clerk pointed out that tending the flowers in that situation was dangerous on the main road and the wild flowers are now adjacent. All agreed • Rubbish left by village gate needs Clearing Chair to talk to highways to get them to remove it asap • Ash tree has been felled, the new wild Cherry is on its way and will be delivered to Gaye Mitchell's house in February 2023. It was suggested that we provide a plaque and plant in memory of Queen Elizabeth 11. A small ceremony to be arranged. Arthur Witchell has agreed to help a small working party tidy up the Green Lane trees which just need a bit of light pruning so it is possible to walk down the path and make it easier for farm machinery to pass. GM and Clerk to arrange IDC • Jubilee balance sheet signed off, the event came in under budget. 	GM & AJW
5-2022	7	Standing Orders, Code of Conduct and Financial regulations DBD has finished preparing and amending the Standing Orders, Code of Conduct and Financial regulations. She highlighted the main areas which we may need to include in our everyday working. Most are already being done but a few items were discussed as follows Standing Orders Meetings <ol style="list-style-type: none"> 1. Meetings need to be announced publicly with a lead in of three clear days ✓ 2. Meetings are open to the public and I have allocated the time for public participation section of the meeting to ten minutes with each individual speaking for a maximum of three minutes. ✓ 3. Meetings may be filmed or recorded. 	

		<p>4. There is an annual council meeting held in May. The first order of business is to elect the Chair and Vice Chair. Also standing orders, financial regulations, asset register and other documents or processes need to be reviewed. Clerk to add to agenda</p> <p>5. A minimum of three other meetings to be held throughout the year. ✓</p> <p>6. An invitation to meetings to be sent to ward councillors. ✓</p> <p>7. Meetings require a quorum: minimum of three voting members. ✓</p> <p>8. Motions need to be submitted to the proper officer (in our case the secretary, aka Andrea) eight clear days before the meeting. Councillors to take note</p> <p>9. All motions need a proposer and seconder and then it needs to be voted on (with a show of hands) and carried or failed with a majority / unanimously. ✓</p> <p>10. Draft minutes need to be posted to the website or publicly available in some way within one month of the meeting. They remain draft minutes until signed off at the next meeting. ✓ Clerk to change word draft on minutes after they are approved.</p> <p>Proper Officer</p> <p>1. Publishes to the councillors and somewhere publicly the time, place and agenda of the meeting three clear days ahead of the meeting. ✓</p> <p>2. Holds acceptance of office forms. ✓</p> <p>3. Holds councillor's registration of interest forms. ✓</p> <p>4. Records planning applications in a book. This is done via the minutes so no further action. Also on CDC planning portal</p> <p>Financial regulations</p> <p>1. Annual budget prepared by November. Do we have a three year forecast? ✓ Budget is prepared in November we usually complete a one year forecast Councillors to approve 3 year budget in future</p> <p>2. Precept agreed and set by end of each January. ✓</p> <p>3. A schedule of payments for the quarter, that require authorisation, need to be brought to the meeting as part of the agenda. The schedule to be approved by the members, initialled by the Chair and noted in the meeting record. Any cheques can be written, signed and counter signed at the meeting. ✓ Authorisation is often done by email but also items are included on agenda</p> <p>4. A member, not the chair or a financial signatory, needs to reconcile the accounts once a quarter. The reconciliation and bank statement (or similar) need to be signed and noted in the minutes. This hasn't been done in the past but Clerk to show record book to Councillor once a quarter for reconciliation in future. The accounts are checked by internal auditor before annual review which has always been considered enough.</p> <p>5. Internal auditor needs to provide a report to the parish council. ✓</p> <p>6. Approvals for items under £100 can be approved by the secretary with the chair ✓ This was increased to £200 by Councillors all in agreement</p> <p>7. Approvals for items over £200 to be approved by the full council. ✓</p> <p>8. PIN number / passwords for bank accounts or council assets to be written down and sealed in an envelope, held by the Chair. Not currently done but Clerk will prepare.</p> <p>Risk</p>	<p>AJW</p> <p>ALL</p> <p>AJW</p> <p>ALL</p> <p>AJW</p> <p>DBD JB AJW</p>
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		DBD suggested that She, Julian and Clerk look at risk in relation to the Parish Council and a sub-committee will be set up	
5-2022	8	Appointment/Co-opting Councillors No comments were received following the advertisement of the Councillor vacancies so we are free to co-opt as appropriate Julian Beach was co opted as a Councillor following his very successful time as an active Parishioner. He was also confirmed as Vice Chair - All in favour. To date we have two residents Michael Norton and Claire Parfitt interested as Active Parishioners but no one willing to take on the role of Councillor. DBD and Chair to approach several more residents to see if they can be persuaded to step up as Councillors.	AJW
5-2022	9	Speed camera update JB had received an email from Robert Vesty Transport Unit Manager Crime Justice Glos Constabulary to advise that our application has now been approved and a site visit is to be arranged. There will be signs advising that this is a speed-watch area. One positioned at Church Lane, one Malmsbury end of village and one at the Tetbury end. We received clarification of the payments required as follows: 1 st occasion speeding a letter will be sent cost .50p each letter 2 nd occasion – A home visit will be arranged 3 rd offence – option to issue a fixed penalty notice. It was suggested that the worst offenders are taken from a spreadsheet and sent to the police. Decisions need to be made as to who is downloading the reports and running the scheme. It was suggested that a speed-watch team is set up made up of interested residents JB to try to recruit a team. The precept will need to be increased to cover some of this cost going forward.	JB
5-2022	10	Clerks report – it was agreed that the revised web site looks very good and the training is useful so that we can keep the site up to date currently done by the Clerk Clerk reported that she had successfully got a Dog Poo bin installed at the top of Green Lane and first impressions are that it is being well used by dog walkers this will be emptied by CDC once a week and should go some way to helping to keep green lane clean. More signs to be ordered for other areas of Long Newnton	AJW
5-2022	11	Highways Update – DBD walked the damaged verges with Andy from Melcourt and the Highways officer to establish what needs doing. Melcourt have agreed to reinstate the verges but to date nothing has been done. Highways have re-done the tarmac on Crudwell lane and unfortunately the road is now wider in places than it was. It was felt is was a shame that this was done just before the planning committee visit as it had hidden some of the damage done by the lorries.	
5-2022	23	Melcourt Planning Application It was felt that the village attendance at the recent planning committee where the chair, Nikki Ind and our planning consultant James were able to give 3 minute speeches objecting to the planning application went well and after much deliberation the planning committee felt unable to approve the application but despite a proposal to decline the application it was decided not to refuse it as their reasons were felt to be a little weak without the benefit of Highways who did not attend the meeting. However, they agreed a site visit proposed for Wednesday 30 th November at 10am and it is hoped that they will see for themselves the damage, destruction and chaos the Melcourt lorries cause on a daily basis. The next planning meeting is scheduled for December 7 th and the PC will get a further chance to put their objections. It was agreed that we would erect temporary signs to show the danger and damage caused by the Melcourt lorries to highlight these problems to the planning committee. Application declined at meeting on 7th December. Highways report attached	
5-2022		Finance:	
5-2022	13	To approve payments (if any) Payment Melcourt Signs £144.36 All in Favour	

5-2022	14	To receive most recent Income and Expenditure Figures Income																																		
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5-2022	15	Bank Balance as at date of meeting Current £6222.45 Savings £4,159.52																																		
5-2022	16	First draft of Budget/precept increase See attached	INFO																																	
5-2022	17	Planning –See attached																																		
5-2022	18	. Voting for Cotswold District Reps Ex Committee by 6 th Jan 2023 Committee to look at email and submit a vote	ALL																																	
		Other Matters: Gardening Committee – it was suggested that a small committee is formed to assist with general gardening matters in the village such as watering and tending to the troughs. Email to be sent in Jan 2023 Hedgehog Highways email. See poster attached; Clerk to send email to village to gauge support before ordering 50 probably too many, split with other small PC? Trees outside Nursery Barns planted outside the Cotswold Stone Wall and encroaching on pavement even after being cut back. JB to approach the residents to ask to remove trees	AJW GM JB																																	
		DATE OF NEXT MEETING Thursday 2 nd February 2022																																		
		<i>Andrea Warrington Clerk/RFO Long Newnton Parish Council</i>																																		

LONG NEWNTON PLANNING FROM 4th August 2022 – 21st Nov 2022

DATE	REFERENCE	DETAILS	PC APPROVED	PLANNING OUTCOME
3.5.22	21/04342/FUL	Full Application for Extension to yard used for the storage of horticultural products at Melcourt Industries Limited Boldridge Brake Crudwell Lane Long Newnton Tetbury	NO	Declined (after this PC meeting)
10 August 2022	22/00161/FUL	Full Application for Erection of a two storey garage with gym/study above at Winter Brook Long Newnton Tetbury Gloucestershire GL8 8XA		
14 November 2022	22/03528/CLEUD	Cert of Lawful Existing Use or Devt for Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 for confirmation that the development granted under Planning Permission ref 22/02138/FUL has lawfully commenced in accordance with Condition 1 and is extant at Stables The Priory Pump Lane Long Newnton Gloucestershire		



Highways Rejection
Letter 1.12.22.pdf



working copy
Scribe Budget 22.23.

