

COLD ASTON PARISH COUNCIL MEETING

	AGENDA FOR THE COUNCIL MEETING TO BE HELD ON WEDNESDAY 11 th September 2019 AT THE VILLAGE HALL COLD ASTON, Starting at 6.45pm			
	Welcome from Chair of meeting			
	Public Participation			
1	Apologies and Attendance to be recorded Parish Councillors' Andrew Bullock (Chair), Yvonne Nicholas and Greg Pearce. Apologies received from Councillor B Morris and Councillor Paula Marchant County Councillor P Hodgkinson and District Councillor Richard Keeling are also invited			
2	Declaration of Interests for any interests on matters of the agenda.			
3	Council to approve the minutes of the meeting held on July 10th 2019 Where "Matters arising" have been identified an item will placed on agenda below for decisions to be made by Council Parish Boundary map has been given to Clerk			
4	Council to consider planning applications received 19/03122/TCONR The Leasows, Fell 3 Birch trees			
5	Council to discuss the updated website			
6	Payments for approval presented with documentation			
	PAYEE	CHQ	VALUE	EXPENDITURE
	ICO	196	40.00	Information commission annual fee
	HMRC	197	39.00	PAYE July
	PATA	198	43.20	Payroll set up charge
	CGS	199	198.00	July mowing contract
	Upper Rissington parish Council	200	120.00	Councillors training
	GAPTC	201	17.50	Good Councillors Guide
	B Holder	202	54.25	Expenses
	HMRC	203	38.80	PAYE August
	B Holder	s/o	155.58	July salary
	B Holder	s/o	155.58	August salary
	B Holder	s/o	155.58	September salary
7	Council to note A. "the good councillors' guide " at a cost of £3.50 per booklet has been obtained B. Councillors' have set up separate email address for council work C. Review of standing orders, financial regulations, code of conduct policy and action plan			
8	Financial reports Council to note Treasurers account reconciliation Council to approve financial reports – Budget against actual, cash book,			
9.	Reports from County and District Councillor if available			
10.	Tree Survey – Update from Councillor Pearce Cllr Pearce/ Cllr Bullock to submit quotations for Council to agree			
11.	Parish Plan to be reviewed (Available on website)			
12.	Highway matters to be discussed			
13.	Allotments matters to be discussed Report from Councillor Nicholas map of allotments- (has been distributed to Councillors for information) Proforma Tenancy document (has been distributed to Councillors for information) Latest available list of tenants/plots (has been distributed to Councillors for information) Council to discuss request for Gateway access			
14.	Dates of next meeting to be agreed as 12/11/19 at 6.45pm			
15.	Any other business for information purposes – no decisions can be made at this point			

COLD ASTON PARISH COUNCIL MEETING

MINUTES FOR THE COUNCIL MEETING HELD ON WEDNESDAY 10TH July 2019
AT THE VILLAGE HALL COLD ASTON, Starting at 6.45pm

Welcome from Chair of meeting

Public Participation – Allotment representative attended and the following points were discussed

No2 has been given up –

Plot to be offered to next person on waiting with tenancy to start in October

Unattended plots – Clerk to write to ask them to tidy up or give up- tenancy will not be renewed unless plots are tended

Parish Boundary map to be located

Stuart spoke regarding parish website- see agenda item –

Scanned copy of declaration of interests to be put on website

Public session closed at 18.58

- 1 Attendance recorded as
Parish Councillors’ Andrew Bullock (Chair), Paula Marchant, Ben Morris, Yvonne Nicholas and Greg Pearce. Apologies from County Councillor P Hodgkinson and District Councillor Richard Keeling
- 2 There were no Declaration of Interests for any interests on matters of the agenda.
- 3 Council approved the minutes of the meeting held on 22nd May 2019 which were then duly signed
- 4 Council considered planning applications received
19/01852/FUL – Daisy Cottage – Single storey extension - noted
19/02030/LBC – Manor Farm – single storey side extension- noted
- 5 Council agreed changes to updating website as per recommendation from current webmaster
 - A. New hosting company approx. £60-£80 pa and additional cost for domain name
 - B. Overhaul and new look
 - C. Change of webmasterCouncil agreed to above points and domain name ownership to transfer Stuart Jackson
- 6 Payments approved as presented with documentation
 - A. Outgoing clerk salary May **£163.10 Net (Gross approved at May meeting)**
 - B. New Clerk salary May £155.58 paid by standing order (approved in principal at May meeting)
 - C. Clerk salary June £155.58 (paid by standing order)
 - D. PAYE for New and outgoing Clerk for May £55.20 (approved in principal at May meeting)
 - E. PAYE for June £38.80
 - F. **CGS April grass cutting £132.00**
 - G. **CGS May grass cutting £132.00**
 - H. **CGS June grass cutting £132.00**
 - I. **Clerk expenses as per claim £53.95**
- 7 Council noted feedback from new Councillors training day
 - D. Authorised “the good councillors’ guide “ at a cost of £3.50 per copy -5 copies to be ordered
 - E. Agreed Councillors’ to set up separate email address for council work
 - F. To review standing orders, financial regulations, code of conduct policy and action plan at September meeting and thereafter annually
 - G. A map of the parish boundary would be useful
 - H. Cooperative Shops offer grants up to £2500 per project
- 8 Financial reports
Council noted Treasurers account balance of £28,002.42 to 31/5/19 -sheet 80
Council approved financial reports as attached. Format for budget comparison to be looked at and adjusted

Council noted Community fund balance of £8445.10 from **1/1/15 and as at 22/5/19**

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Internal control checklist signed by Chairman.

9 Dates of next meeting **agreed as 11/9/19 at 6.45pm**

10 Any other business for information purposes – no decisions can be made at this point

*Reports from County and District Councillor not available

*Tree Survey – Confirmed that trees on verges belong to Glos Highways.

- Allotment trees belong to Council and should be surveyed.
- Trees in Village should also be included in survey.
- Also include Walnut tree outside Village Hall is reported as being too large and may interfere with the Sycamore tree
- Cllr Pearce/ Cllr Bullock to obtain quotations for Council to agree at next meeting

*Parish Plan reviewed 2 years ago. To be put on September 2019 agenda. Available on website

* Highways –

- Cllr Bullock has contacted Glos Highways regarding path in front of “The Firs”
- Cllr Morris felt that the grass verges are encroaching onto the roads and in places becoming overgrown.
- Cllr Pearce will report a very large pot hole in road towards the Fosseyway

*Allotments –

- map of allotments- clerk to send to Cllr Nicholas
- Gateway access to be item on September 2019 agenda

Councillors to email clerk for any item to be included on future agendas

*to be a standard item on future agendas

Meeting closed at 8.20 pm

COLD ASTON PARISH COUNCIL MEETING

CASH BOOK TO 2/9/19

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>CURRENT A/C</u>	<u>CURRENT A/C TOTAL FOR YEAR TO DATE</u>	<u>CHQ NO</u>	<u>AGREED AT MEETING</u>
31/03/2020	CASH BOOK					
01/04/2019	BUDGET					
01/04/2019	O/BALANCE			24876.56		
03/04/2019	HMRC VAT	416.60	416.60	25293.16		
24/04/2019	GCC	730.40	730.40	26023.56		
25/04/2019	COT DC	3188.00	3188.00	29211.56		Nov-18
24/04/2019	N ALLOT SOC	-66.00	-66.00	29145.56	180	Apr-19
10/04/2019	A BULLOCK	-535.96	-535.96	28609.60	181	Apr-19
	CANCELLED		0.00	28609.60	182	
10/04/2019	CGS	-66.00	-66.00	28543.60	183	Apr-19
22/05/2019	DHUNT	-294.10	-294.10	28249.50	184	
22/05/2019	BHIB	-350.03	-350.03	27899.47	185	May-19
22/05/2019	GAPTC	-67.58	-67.58	27831.89	186	May-19
22/05/2019	VHALL	-25.00	-25.00	27806.89	187	
22/05/2019	BHOLDER	-155.58	-155.58	27651.31	188	May-19
22/06/2019	CANCELLED		0.00	27651.31	189	
09/06/2019	HMRC PAYE	-55.20	-55.20	27596.11	190	May-19
22/05/2019	BH EXPENSES	-67.50	-67.50	27528.61	191	May-19
09/07/2019	HMRC PAYE	-38.80	-38.80	27489.81	192	May-19
01/06/2019	DHUNT	-163.10	-163.10	27326.71	193	May-19
02/05/2019	DHUNT REFUND	1.00	1.00	27327.71	RECEIPT	
10/07/2019	CGS	-396.00	-396.00	26931.71	194	Jul-19
10/07/2019	BHOLDER	-53.95	-53.95	26877.76	195	Jul-19
10/07/2019	ICO	-40.00	-40.00	26837.76	196	Sep-19
18/08/2019	HMRC	-39.00	-39.00	26798.76	197	Sep-19
02/09/2019	PATA	-43.20	-43.20	26755.56	198	Sep-19
02/09/2019	CGS	-198.00	-198.00	26557.56	199	Sep-19
02/09/2019	URPC	-120.00	-120.00	26437.56	200	Sep-19
02/09/2019	GAPTC	-17.50	-17.50	26420.06	201	Sep-19
02/09/2019	B HOLDER	-54.25	-54.25	26365.81	202	Sep-19
02/09/2019	HMRC	-38.80	-38.80	26327.01	203	Sep-19
	HMRC			26327.01	204	
28/06/2019	B HOLDER	-155.58	-155.58	26171.43	S/O	Jul-19
28/07/2019	B HOLDER	-155.58	-155.58	26015.85	S/O	Jul-19
28/08/2019	B HOLDER	-155.58	-155.58	25860.27	S/O	Sep-19

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BANK RECONCILIATION

BANK RECONCILIATION

01/04/2019	OPENING BANK BALANCE	24876.56	
	EXPENDITURE FOR		
	PERIOD	2609.89	
	INCOME FOR PERIOD	3593.60	
	NET INCOME	983.71	
02/09/2019	BANK BALANCE	<u>25860.27</u>	
31/05/2019	BAL PER S/M	80	28002.42
	U/PRESENTED	-350.03	
		-67.58	
		-55.20	
		-38.80	
		-163.10	
		-396.00	
		-53.95	
		-40.00	
		-39.00	
		-43.20	
		-198.00	
		-120.00	
		-17.50	
		-54.25	
		-38.80	
		-155.58	
		-155.58	
		-155.58	
		-2142.15	
	Reconciled balance		<u>25860.27</u>

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BUDGET ANALYSIS	BUDGET	Y TO DATE	BALANCE AVAILABL E TO SPEND	OVERSPEN T	WAITING TO BE RECEIVE D	
PRECEPT	4250.00	3188.00			1062.00	
VAT REFUND RECEIVED	0.00	416.60	416.60			
VAT to be REFUNDED	0.00	11.00			11.00	
EMPLOYMENT COSTS	1500.00	1250.32	249.68			
HIRE OF VENUE	0.00	25.00		25.00		
SUBSCRIPTIONS	175.00	107.58	67.42			
AUDIT	250.00	0.00	250.00			
INSURANCE	380.00	350.03	29.97			
USE OF HOME	0.00	108.00		108.00		
WEBSITE	100.00	0.00	100.00			
GRASS MOWING	1300.00	660.00	640.00			
VERGE MOWING	0.00	-194.44	194.44			NET RECEIPT
ALLOTMENTS	350.00	55.00	295.00			
MILEAGE	0.00	63.00		63.00		
TRAINING	75.00	137.50	-62.50			
ADMINISTRATION COSTS	50.00	47.90	2.10			
MAINTENANCE OF ASSETS	250.00	0.00	250.00			
OVERSPEND PREDICTED	-180.00	0.00	-180.00			
YEAR TO DATE TOTALS	0.00	-983.71	2182.71	196.00	1073.00	