

COLD ASTON PARISH COUNCIL MEETING

	<p>AGENDA OF THE COUNCIL MEETING TO BE HELD ON Wednesday 2nd December 2020 2020 Via zoom, Starting at 6.45pm. zoom link</p> <p>https://us02web.zoom.us/j/82150534056?pwd=d2RQNWhwV0V1dE9USIFDQnphbVlyZz09</p>
	Public Participation 5 minutes at discretion of chair of meeting
1.	<p>Apologies and Attendance to be recorded</p> <p>Parish Councillors Paula Marchant, Yvonne Nicholas and Greg Pearce.</p> <p>Apologies received to be recorded</p> <p>County Councillor P Hodgkinson and District Councillor Richard Keeling were invited</p>
2.	Declaration of Interests for any interests on matters of the agenda to be invited
3.	Council approved the minutes of the meeting held on September 30 th 2020
4.	Reports from County and District Councillor if available
5.	<p>Payments for approval</p> <p>Monthly standing order for salary</p> <p>Expenses for clerk £53.20</p> <p>Reimbursement for Councillor Nicholas £149.58 – dog bag dispenser</p> <p>HMRC quarterly figure £117</p> <p>Verge cutting £681.84</p> <p>PATA payroll £23.25</p> <p>S Jackson web domain £26.20</p> <p>Grass cutting £132.00</p>
6.	<p>Financial reports as attached to be approved</p> <p>Cash book</p> <p>Payments for approval</p> <p>Budget against actual</p> <p>Update on the Community fund account</p>
7.	Council to consider and approve budget/precept for 2021/22 - Precept must be agreed by end of January
8.	<p>Highway and PROW matters</p> <p>Note new Highways Manager details have been circulated</p> <p>Residents are encouraged to use the Report IT portal for highways, PROW and Fly-tipping matters</p> <p>A436 closure between Andoversford and Bourton on the Water (Feb 1st to 12th Feb 2021)</p>
9.	<p>Council to consider planning applications received and distributed via email</p> <p>Where Councillors have declared an interest, they are not allowed to take part in the decision making process and in this case the Council will be non-quorate for these items and will not be allowed to make a decision. Parishioners are advised to make representations to the District Council via the planning portal, should they wish to comment on these applications.</p> <p>Applications have been distributed to data base</p> <p>20/03629/FUL erection of detached green house at Manor Farm</p>
10.	<p>Allotments matters to be discussed and agreed as follows</p> <p>Gate post repairs to be authorised</p> <p>Cedar tree and Apple Tree quotations to be authorised</p> <p>Planning permission for tree works to be authorised</p> <p>Empty plots and renewals update</p>
11.	Council to discuss the Notice Board and any actions required
12.	Charitable trusts for winter fuel support nominations to be agreed
13.	<p>Communication from a resident in South Cerney has been received regarding bio-diversity of verges and would like background information and project in general.</p> <p>Clerk asks if it would be useful to do a project overview to be put on the website</p>

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	Council will also discuss general update on this scheme
14.	Actions regarding Village map /information pack as requested by residents to be agreed Chapel Lane sign action to be agreed
15.	Council to discuss matters relating to Ash Trees
16.	Council to discuss protection of grass areas by school (including the green opposite the school under the sycamore tree)
17.	Bramble in the holly bush in Chapel Lane –requested at last meeting for an agenda item
18.	Council agreed date of next meeting as 3rd February 2021 (2nd Wednesday as being previously agreed by Council) or 26th January (4th Tuesday) at 6.45pm via zoom
19.	Any other business for information purposes – no decisions can be made at this point Meeting to be closed

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	<p>DRAFT MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 30TH September 2020 Via zoom, Starting at 6.45pm.</p> <p>https://us02web.zoom.us/j/83645317250?pwd=cVZlV2ZlL3g5Y2RpSy9GaGU1MWhHQOT09</p>
	<p>Public Participation 15 minutes at discretion of chair of meeting.</p> <p>the village map/road signs, previous village has displayed map in phone box.</p> <p>It may be possible to attach road sign to a building to indicate that Chapel Road is a no-through road.</p> <p>feedback from allotment regarding protected species that may be present on allotments</p> <p>question on allotment finances was answered by RFO</p> <p>the empty plot under the apple tree was discussed.</p> <p>Database to be emailed the planning applications at the same time as Councillors (clerk)</p> <p>Bulb lawn -it is in the establishment year and Nature/Nature group would like to take responsibility. Asked if Contractor has a box for picking up grass cutting.</p> <p>Public session closed at 19.03</p>
1.	<p>Attendance recorded as Parish Councillors Paula Marchant, Yvonne Nicholas and Greg Pearce. County Councillor P Hodgkinson. 8 members of the public attended</p> <p>No Apologies were received</p> <p>District Councillor Richard Keeling was also invited</p>
2.	<p>Declaration of Interests for any interests on matters of the agenda. Councillor Nicholas declared an interest in planning application on the agenda</p>
3.	<p>Council approved the minutes of the meeting held on July 29th 2020</p>
4.	<p>Verbal Report from County Councillor was received including Highways matters</p> <p>Whiteshoots Hill highway designs submitted in Spring 2020, which the PC commented on, have been sent back to design team. Speed survey has been undertaken and results awaited.</p> <p>Footway at the school now completed</p> <p>Bourton on the Water summer issues due to visitors have led Cllr Hodgkinson to set a tourism action group and are looking for feedback</p> <p>Internet Radio station (Radio Northleach/Cotswold Radio) covering mid-Cotswolds has been launched since the Spring.</p> <p>Signage (dirt and foliage) issues raised with local Highways Manager. A petition has been set up and feedback requested. Parish Council can write to Glos Highways highlighting the issues.</p>
5.	<p>Payments for approval as distributed</p> <p>Monthly standing order for salary</p> <p>Expenses for clerk £73.94</p> <p>Reimbursement for Councillor Nicholas- dog bag dispenser.</p> <p>HMRC quarterly figure £117</p> <p>PATA Payroll £23.25</p>
6.	<p>Financial reports as attached were approved</p>
7.	<p>Highway matters discussed – see County Councillor report</p> <p>Footpath at school now completed</p> <p>Cllr Pearce to give Clerk locations for informing Highways</p> <p>Salt and Grit have been delivered to locality.</p>
8.	<p>Council could not consider planning application received- see declaration of interest 20/03177/NONMAT – amendment to 19/04727/FUL – Fieldways, Chapel Lane</p> <p>Where Councillors have declared an interest, they are not allowed to take part in the decision making process and in this case the Council will be non-quorate for these items and will not be allowed to make a decision. Parishioners are advised to make representations to the District Council via the planning portal, should they wish to comment on these applications.</p>

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9.	<p>Council noted update on actions taken since last meeting with regard to Tree report and agreed way forward. Cllr Pearce read out advice from Tree surgeon and is to lead planning consent applications for permission. Application can take up to 6 weeks and if not refused by that time, works can go ahead. Tree surgeons appointed will be aware of protected species and would expect CDC tree officer to be aware of protected species regulations. Further advice has been received with regard to Apple tree, other problems have been brought to the attention of the Councillors, it was recommended ivy be removed and a further inspection could then be undertaken. Initial impression was that the apple tree could be a 5-year project to keep the tree healthy. Proposal was to apply for permission for the following with a view to go ahead with.</p> <p>Red cedar trees – one to be kept to sufficient height to 8 ft in height and width accordingly for screening and one to be removed to ground level</p> <p>Holly tree reduce crown to 2ft in height and reduce spread proportionately</p> <p>Goat willow remove to ground level</p> <p>Large Apple tree with dense ivy remove to ground level</p> <p>Mixed hedge on north boundary review in winter months when leaves have gone</p> <p>3 Quotations to be obtained before November 2020 meeting</p>
10.	<p>Allotments matters discussed and agreed as follows</p> <p>D Mountford wish to go on waiting list noted.</p> <p>Minutes of annual meeting noted as attached</p> <p>Gate post repairs authorised- 2nd quotation pending.</p> <p>hedge along the Road boundary -noted that the hedge is not impinging on common path but has some saplings growing within it. The plot holder to be consulted regarding saplings.</p> <p>Covid restrictions - noting rule of 6 apply in the allotments.</p> <p>Other matters raised at above meeting and feedback received was considered</p> <p>Newly empty plot to be left until further information received as to the safety of the plot.</p> <p>Tenancy renewals reminders to be sent out next week</p>
11.	Charitable trust for winter fuel support (Poor Lots) update. Nominations to be discussed at next meeting.
12.	Communication from Chedworth PC regarding wildflower grass verge and insurance situation. Council also discussed general update on this scheme. The contractors have Public Liability insurance. Further information to be forwarded.
13.	Bulb lawn update, now a wildflower lawn as discussed in the public session. This year will be a hand cut by the nature/nuture group. The following year it is requested that the contractor use a “pick up” machine. Councillor Nicholas to liaise with the contractor. Agenda item for next meeting
14.	Council reviewed standing orders as attached. The Council approved them and wish them to go on the website/archive storage
15.	Council recorded its thanks to Martin Nicholas for painting of phone box.
16.	Village map /pack as requested by residents were discussed and actions agreed to go on next agenda.
17.	Clerk gave latest update from NALC/GAPTC on remote meetings and Council agreed date of next meeting as 24/11/20 at 6.45pm with zoom format
18.	<p>Any other business for information purposes – no decisions can be made at this point</p> <p>Bramble in the holly bush in Chapel Lane will be dealt with by residents. -future agenda item</p> <p>Meeting closed at 19.55 pm</p>

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FINANCIAL REPORTS

CASH BOOK

31/10/2021	CASH BOOK				
<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>
01/04/2019	BUDGET				
01/04/2019	O/BALANCE			24183.07	
17/04/2020	precept	3188.00	3188.00	27371.07	
27/04/2020	salary	155.58	-155.58	27215.49	
26/05/2020	salary	155.58	-155.58	27059.91	
25/06/2020	expenses	42.50	-42.50	27017.41	222
26/06/2020	salary	155.58	-155.58	26861.83	
07/06/2020	cgs	132.00	-132.00	26729.83	223
07/06/2020	boyle & grimes	619.20	-619.20	26110.63	224
30/05/2020	BHIB	353.51	-353.51	25757.12	225
27/07/2020	PATA	23.25	-23.25	25733.87	229
27/07/2020	HMRC	116.60	-116.60	25617.27	228
27/07/2020	CGS	330.00	-330.00	25287.27	230
27/07/2020	GAPTC	65.79	-65.79	25221.48	231
27/07/2020	expenses	59.55	-59.55	25161.93	232
31/08/2020	HMRC	3.47	-3.47	25158.46	233
28/07/2020	salary	155.58	-155.58	25002.88	SO
28/08/2020	salary	155.58	-155.58	24847.30	SO
28/09/2020	salary	155.58	-155.58	24691.72	so
28/09/2020	allotment	-34.00	34.00	24725.72	
11/09/2020	allotment	-139.00	139.00	24864.72	
24/09/2020	precept	-1062.00	1062.00	25926.72	
30/09/2020	hmrc	117.00	-117.00	25809.72	234
30/09/2020	expenses	73.94	-73.94	25735.78	235
30/09/2020	pata	23.25	-23.25	25712.53	236
28/10/2020	salary	155.58	-155.58	25556.95	

PAYMENTS FOR APPROVAL

Monthly standing order for salary

Expenses for clerk £53.20

Reimbursement for Councillor Nicholas

HMRC quarterly figure £117

Verge cutting £681.84

PATA payroll £23.25

S Jackson web domain £26.20

Grass cutting £132.00

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BANK RECONCILIATION

NOTE COMMUNITY FUND BALANCE IS DUE TO BE TRANSFERRED TO TREASURES ACCOUNT AND TO BE RECORDED AS EARMARKED RESERVES FOR AUDIT PURPOSES

BANK RECONCILIATION					
01/04/2020	OPENING BANK BALANCE		24183.07		
	EXPENDITURE FOR PERIOD	3049.12			
	INCOME FOR PERIOD	4423.00			
	NET INCOME		1373.88		
31/10/2020	BANK BALANCE		25556.95		
31/10/2020	BAL PER S/M			25673.95	
	u/presented	cheques			
	234		117.00		
				117.00	
	Reconciled balance			25556.95	
unreconciled bank balance a/c 22516168	community fund			8445.10	34002.05

Reserves

Opening current bank balance £24183.07

To be split between General and Earmarked reserves –

Councillors are advised that it is good practice to keep upto 12 month's precept in earmarked reserves and to make provision for any other long term projects.

General reserves are under/overspends and should be monitored

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BUDGET/ACTUAL ANALYSIS 31/10/20	BUDGET	Y TO DATE	BALANCE AVAILABLE TO SPEND		NOTES
PRECEPT	4250	-4250	0.00		
VAT REFUND RECEIVED	0	0	0.00		
allotment income	190	-173	17.00		one plot
INCOME	4440	-4423	-17.		
EMPLOYMENT COSTS	-2350	1326	1023.		
HIRE OF VENUE	-25	0	25.		
SUBSCRIPTIONS	-175	66	109.		
AUDIT	-250	0	250.		
INSURANCE	-380	354	26.		
USE OF HOME / mileage/ stationery etc	-440	176	264.		
WEBSITE /PAYROLL COSTS	-100	47	53.		
GRASS MOWING	-1300	462	838.		
VERGE MOWING	-195	0	195.		To be cost neutral
ALLOTMENTS expenditure	-190	0	190.		
TRAINING	0	0	0.		
MAINTENANCE OF ASSETS	-250	619	-369.		pump
TREES	-850	0	850.		
deficit EXPECTED	2065	0	-2065.		
EXPENDITURE YEAR TO DATE TOTALS	-4440	3049		0.00	
NET BALANCES	0.00	-1373.	1373		

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Budget and precept for 2021/22

	<u>BUDGET</u> <u>2020/21</u>	2021/22	
PRECEPT	4250.00	4335	2% inflation
VAT REFUND RECEIVED	0.00		
allotment income	190.00	190	
INCOME	4440.00	4525	
EMPLOYMENT COSTS	-2350.00	2350	actual
HIRE OF VENUE	-25.00	25	
SUBSCRIPTIONS	-175.00	175	
AUDIT	-250.00	250	
INSURANCE	-380.00	380	
USE OF HOME / mileage/ stationery etc	-440.00	440	actual
WEBSITE /PAYROLL COSTS	-100.00	100	
GRASS MOWING	-1300.00	1300	
VERGE MOWING	-195.00	195	Cost neutral
ALLOTMENTS expenditure	-190.00	190	
TRAINING	0.00		
MAINTENANCE OF ASSETS	-250.00	250	
TREES	-850.00	850	To be put into earmarked reserves if not spent
deficit EXPECTED	2065.00	<u>-1980</u>	
EXPENDITURE YEAR TO DATE TOTALS	-4440.00	<u>4525</u>	
NET BALANCES	0.00		

Bulb verges – costs?