

COLD ASTON PARISH COUNCIL MEETING

	APPROVED MINUTES FOR THE COUNCIL MEETING HELD ON WEDNESDAY 13 TH November 2019 AT THE VILLAGE HALL COLD ASTON, Starting at 6.45pm
	Welcome from Chair of meeting
1.	Apologies and Attendance to be recorded Parish Councillors' Andrew Bullock (Chair), Paula Marchant, B Morris and Yvonne Nicholas and Apologies received from Greg Pearce. County Councillor P Hodgkinson and District Councillor Richard Keeling also sent their apologies
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 September 19 th 2019
4.	Reports from County and District Councillor were not available
5.	Council discussed/noted planning applications received 19/03470/FUL The Old Vicarage, Cold Aston -Conversion of outbuilding to annex/holiday accommodation. - no comment 19/01155/FUL Hazleton Whiteshoots Hill was discussed and Council expressed concern over access and traffic and that it is on a Roman site. Council wished to submit their previous objections . Proposed entrance was granted permission for agricultural access and has never been used for the purpose that it was granted. Noted- 19/03208/FUL, 1 & 2 Elmbank Cottage, GL54 3BJ, Erection of 2 storey rear extension Noted Appeal decision on APP/F1610/D/19/3229435 Blacksmiths, Aston Grove, GL54 3BJ - Appeal dismissed
6.	Council discussed updates to website and agreed that it looks very professional and thanks were to be given to S Jackson.
7.	Payments approved presented with documentation 204- HMRC £39 (SEPT) 205 - HMRC £39(OCT) 206- HMRC £39(NOV) 207 - HMRC £39 (DEC) 208 - B HOLDER (EXPENSES) £89.16 209 - A BULLOCK AGRICULTURE LTD £680.40 210 - PATA UK £23.25 211 - CGS (August) £132.00
8.	Financial reports approved Treasurers account reconciliation financial reports - Budget against actual and cash book,
9.	Council approved budget for 2020/21 with balance coming from reserves
10.	Council approved precept sum for 2020/21 £4250
11.	Tree Survey - Update from Cllr Bullock - Allotment trees, sycamore, walnut trees only to be surveyed. Cllr Pearce/ Cllr Bullock to submit quotations for Council to agree
12.	Highway matters update discussed- pot holes and field drains
13.	Allotments matters discussed Council noted minutes of annual allotment meeting held on 31 st October 2019 Renewal of tenancy agreements have been sent out and responses with annual fees are being received. Uncultivated plot tenancy to be sent cessation notice. There is no waiting list at present time Daisy Cottage owner has now relinquished plot 1 which has been offered to new tenant Allotment minutes to be put on website and distributed by email Potential "diversion of rainfall" project discussed.
14.	Date of next meeting agreed as 8/1/20 at 6.45pm

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15.	There was no any other business for information purposes - Meeting closed at 19.47
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	MINUTES FOR THE COUNCIL MEETING HELD ON WEDNESDAY 11 th September 2019 AT THE VILLAGE HALL COLD ASTON, Starting at 6.45pm
	Welcome from Chair of meeting
	Public Participation -Member of public spoke regarding allotment plot 1 entrance,
1	Apologies and Attendance recorded Parish Councillors' Andrew Bullock (Chair), Yvonne Nicholas and Greg Pearce. Apologies received from Councillors' B Morris & Paula Marchant County Councillor P Hodgkinson attended and District Councillor Richard Keeling had also been invited - 1 member of the public attended and another member of the public attended at 7pm
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 July 10th 2019, which were then duly signed
4	Moved from item 9 - County Councillor Report Highway issues at Whiteshoots Hill being looked at by County Highways A436- noise issues raised by residents may be raised formally with Parish Council A417 - public consultation to be commenced Verge maintenance - feedback sought from Parish Council- positive feedback regarding bio-diversity Parish Council asked for details of trees within verges that Glos Highways are responsible for- Clerk to formally email County Councillor for information specifically informing the Parish Council of the trees that the County Council and the Parish Council are responsible for. County Councillor left at 19.20pm
5.	Allotments matters discussed - moved from item 13 Report from Councillor Y Nicholas Pathways and banks- strimming of common paths Removal of mowings from site to be arranged by contractor Trees - to be discussed under item for trees Shed - Left on site for general use of allotment holders- to be publicised at next allotment meeting Empty oil drum to be removed Possibility of water from Church Cottage roof to be directed to a tank in the allotments -favourable response from Committee Clerk to offer number 2 to next person on list Number 12 tenants to be chased to confirm if they wish to renew Clerk to send renewals ready for October renewals, send out letters and tenancy agreements for signing and payment. No rent increase - £10 for rent, £7 for insurance total payment £17.00 Risk factor of trees raised by member of the public at later point in meeting 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 considered request for Gateway access onto plot 1 from private house

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	<p>(Daisy Cottage). Discussion of Legal agreement for a gate access onto a common path around the outside of plot 1 to include a map of the allotments showing the house, common path and boundary of plot 1. Home owner offered to remove gate on bottom right hand side so enabling access to the common path. All Costs to be paid by Paul Trevayne, owner of Daisy Cottage. and must be included in the deeds, and to be specified that the CAPC has ultimate right over the access. Plot 1 to be fenced entirely separately from Daisy Cottage and its garden wall. CAPC will require its solicitors to confirm the agreement is acceptable to the CAPC, which will be formally approved at November meeting</p>																																																		
6.	<p>Tree Survey - Update from Councillor Pearce - moved from number 12 2 year survey cycle recommended for risk assessment purposes Area suggested for survey shown in map (area 3) attached to quotation. (163 trees identified by Cllr Pearce) Suggestion that specification include only Allotment land, Walnut tree and Sycamore on Village green with a Drive-by mapping of 3 roads. Discussion took place of land owners responsibilities with regard to trees overhanging boundaries and the fact that No red-line boundary from Glos Highways /Cotswold District Council has been received . See County Councillor report Financial regulations - 3 quotations to be received. quotation 1 received but will need to be revised to fit the above specification</p>																																																		
7.	<p>Council considered planning application received 19/03122/TCONR The Leasows, Fell 3 Birch trees - no comment</p>																																																		
8.	<p>Council discussed the updated website with feedback from Councillors. Information transferred from previous site. It was agreed that the "Register of domain name" in region of £8 to be recharged to Parish Council, possible upgrade £80 to be discussed in future. Draft minutes to go on website but not necessary for notice board. Clerk email address to be included in website as well as a "contact us" link</p>																																																		
9.	<p>Payments approved presented with documentation</p> <table border="1"> <thead> <tr> <th>PAYEE</th> <th>CHQ</th> <th>VALU E</th> <th>EXPENDITURE</th> </tr> </thead> <tbody> <tr> <td>ICO</td> <td>196</td> <td>40.00</td> <td>Information commission annual fee</td> </tr> <tr> <td>HMRC</td> <td>197</td> <td>39.00</td> <td>PAYE July</td> </tr> <tr> <td>PATA</td> <td>198</td> <td>43.20</td> <td>Payroll set up charge</td> </tr> <tr> <td>CGS</td> <td>199</td> <td>198.00</td> <td>July mowing contract</td> </tr> <tr> <td>Upper Rissington parish Council</td> <td>200</td> <td>120.00</td> <td>Councillors training</td> </tr> <tr> <td>GAPTC</td> <td>201</td> <td>17.50</td> <td>Good Councillors Guide</td> </tr> <tr> <td>B Holder</td> <td>202</td> <td>54.25</td> <td>Expenses</td> </tr> <tr> <td>HMRC</td> <td>203</td> <td>38.80</td> <td>PAYE August</td> </tr> <tr> <td>B Holder</td> <td>s/o</td> <td>155.58</td> <td>July salary</td> </tr> <tr> <td>B Holder</td> <td>s/o</td> <td>155.58</td> <td>August salary</td> </tr> <tr> <td>B Holder</td> <td>s/o</td> <td>155.58</td> <td>September salary</td> </tr> </tbody> </table>			PAYEE	CHQ	VALU E	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
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10.	<p>Council noted A. "the good councillors' guide " at a cost of £3.50 per booklet has been obtained and was distributed B. Councillors' have set up separate email address for council work</p>																																																		

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	C. Review of standing orders, financial regulations, code of conduct policy and action plan - cfwd
11.	Financial reports Council approved Treasurers account reconciliation Council approved financial reports - Budget against actual, cash book,
12.	Parish Plan reviewed (Available on website)- no further action
13.	Highway matters as discussed with County Councillor
14.	Dates of next meeting agreed as 13/11/19 at 6.45pm
15.	Any other business for information purposes - no decisions can be made at this point Budget setting in November meeting Map of centre of village with house names to be found by clerk - email to Councillors Meeting closed at 20.27pm

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CASH BOOK TO 07/11/19

07/11/2019	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			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	
24/04/2019	N ALLOT SOC	-66.00	-66.00	29145.56	180
10/04/2019	A BULLOCK	-535.96	-535.96	28609.60	181
	CANCELLED		0.00	28609.60	182
10/04/2019	CGS	-66.00	-66.00	28543.60	183
22/05/2019	DHUNT	-294.10	-294.10	28249.50	184
22/05/2019	BHIB	-350.03	-350.03	27899.47	185
22/05/2019	GAPTC	-67.58	-67.58	27831.89	186
22/05/2019	VHALL	-25.00	-25.00	27806.89	187
22/05/2019	BHOLDER	-155.58	-155.58	27651.31	188
22/06/2019	CANCELLED		0.00	27651.31	189
09/06/2019	HMRC PAYE	-55.20	-55.20	27596.11	190
22/05/2019	BH EXPENSES	-67.50	-67.50	27528.61	191
09/07/2019	HMRC PAYE	-38.80	-38.80	27489.81	192
01/06/2019	DHUNT	-163.10	-163.10	27326.71	193
02/05/2019	DHUNT REFUND	1.00	1.00	27327.71	RECEIPT
10/07/2019	CGS	-396.00	-396.00	26931.71	194
10/07/2019	BHOLDER	-53.95	-53.95	26877.76	195
10/07/2019	ICO	-40.00	-40.00	26837.76	196

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18/08/2019	HMRC	-39.00	-39.00	26798.76	197
02/09/2019	PATA	-43.20	-43.20	26755.56	198
02/09/2019	CGS	-198.00	-198.00	26557.5	199
BANK RECONCILIATION					
01/04/2019	OPENING BANK BALANCE			24876.56	
	EXPENDITURE FOR PERIOD		2765.47		
	INCOME FOR PERIOD		4655.60		
	NET INCOME			1890.13	
26/09/2019	BANK BALANCE			26766.69	
<hr/>					
26/09/2019	BAL PER S/M		84	27223.19	
	U/PRESENTED				
			-39.00		
			-43.20		
			-198.00		
			-120.00		
			-17.50		
			-38.80		
				-456.50	
	Reconciled balance			26766.69	

BANK RECONCILIATION

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Year to date and Budget comparison

<u>BUDGET ANALYSIS</u>	<u>BUDGET</u>	<u>Y TO DATE</u>	<u>BALANCE AVAILAB LE TO SPEND</u>	<u>OVERSPE NT</u>	<u>WAITIN G TO BE RECEIV ED</u>
PRECEPT	4250.00	4250.00			0.00
VAT REFUND RECEIVED	0.00	416.60	416.60		
VAT to be REFUNDED	0.00	11.00			11.00
EMPLOYMENT COSTS	1500.00	1405.90	94.10		
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		
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	1890.13	2027.13	196.00	11.00

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BUDGET ANALYSIS	<u>BUDGET</u> 2019/20	<u>BUDGET</u> 2020/21	<u>NOTES</u>
PRECEPT	4250	4250	To cover all costs below
VAT REFUND RECEIVED	0		
VAT to be REFUNDED	0		
EMPLOYMENT COSTS	1500	2350	Actual
HIRE OF VENUE	0	25	Donation
SUBSCRIPTIONS	175	175	GAPTC
AUDIT	250	250	As Before
INSURANCE	380	380	
USE OF HOME	0	220	Actual
WEBSITE	100	100	As before
GRASS MOWING	1300	1300	General
VERGE MOWING-	0	195	Should be cost neutral but allow for timing delays
TREE INSPECTION/WORK		850	As indication
ALLOTMENTS	350	350	As before
MILEAGE	0	120	Actual -allowing for 8 meetings per year
TRAINING	75		
ADMINISTRATION COSTS	50	100	General admin/paper, printing etc
MAINTENANCE OF ASSETS	250	250	As before
OVERSPEND PREDICTED	-180		Balance from reserves

Budget proposal 2020/21

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MINUTES OF ANNUAL ALLOTMENT TENANTS MEETING

31st October 2019

Cold Aston Village Hall

Starting at 7pm

1. **Attendance** Cllr Yvonne Nicholas, Clerk, Peter NewHook, Diana Mountford, Zoe and Stuart Jackson and **Apologies** received from Jane Beresford, Claire Saunders, Val Bourne
2. **Reports from Parish Council Representative**
 - Water system now completed
 - Tree inspection due
 - School plot has been worked on by a working party
 - Pathways and brambles cleared by CTG, Parish Council contractors
 - Shed adjacent to plot 11 is available for plot holders to use to store basic equipment
 - Tenancy agreement has had 2 slight alterations namely cultivation in first 3 months of tenancy and cultivation to be maintained though out tenancy
 - Plot 7 is to be left fallow with a small diagonal footpath being maintained from gate for access
 - Plot 8 and 12 to be issued 7 day letter before Parish Council decision on future tenancy

Report from Allotment Representative

- Boundary maintenance has been undertaken

3. **Plot Availability and occupancy.**
 - All plots offered except plot 7 which is to remain as a wildlife area as lizards have been spotted.
 - Potential for hazels to be planted on boundary of plot 7
 - plot 1 tenant may be offered plot 8 as smaller plot size if plot 8 becomes available and then plot 1 would be considered as a fruit tree area
 - Waiting for response to plot 8 and 12
 - Plot 17 and 18 is now one plot
4. **Maintenance of communal boundaries and pathways** - see above
5. **Water Supply & Rain Harvesting Project update-** see above
6. **Any other business**
 - Clerk to amend tenancy agreements to note that fee is £10 per plot and one £7 insurance fee per plot holder (not £17 per plot)

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- Manure may be donated by Cllr Nicholas and other sources of manure were also discussed

Meeting closed at 7.30pm