

# COLD ASTON PARISH COUNCIL MEETING

	DRAFT MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 29 <sup>th</sup> July 2020 Via zoom, Starting at 7pm. <a href="https://us02web.zoom.us/j/88565827053?pwd=K0xzSINrd1lta1BJc0NDMFFMZDJBUT09">https://us02web.zoom.us/j/88565827053?pwd=K0xzSINrd1lta1BJc0NDMFFMZDJBUT09</a>
	Councillors present elected Cllr P Marchant as Chair of meeting for initial item
	Public Participation took place at the discretion of chair of meeting Members of the public – a) planning application “The Stores” b) thanks to the Council c) Could a Village map to be published d) names of road signs in the village e) Nature group thanks to the PC for first year project and a report back to GCC f) communication by PC and local newsletter. The public session completed at 19.15
1.	Following a proposer and seconder Council elected Chair/Vice Chair of Council and forms will be signed. Cllr Marchant was elected Chair and Cllr Nicholas was elected as Vice Chair.
2.	Apologies and Attendance recorded Parish Councillors Paula Marchant, Yvonne Nicholas and Greg Pearce. 13 members of the public attended and County Councillor P Hodgkinson attended District Councillor Richard Keeling was also invited but did not attend
3.	Declaration of Interests for any interests on matters of the agenda were invited. Cllr Marchant declared an interest in Planning matters Old Stores, Cllr Nicholas declared an interest on Planning matters Northcote and Bang Up Farm.
4.	Council approved the minutes of the meeting held on March 11 <sup>th</sup> 2020
5.	Reports from County Councillor has been distributed via email to P Councillors. He also gave a verbal update on matters including COVID 19 summary, Roads and traffic, No Crash meeting held before March 2020, Speed Survey will take place with the intention of informing speed limit review, ideas of pedestrianisation in centre of Bourton on Water has been withdrawn following public feedback. Bourton on Water Library is open on restricted hours with a click and collect service. Councillor Pearce asked questions on general highway maintenance including signage, foliage and roads. County Councillor answered that he has raised concerns. Councillor Marchant asked if there was any indication of breakdown on latest COVID cases.
6.	Council approved update from HMRC on working from home allowance increase from £4 to £6 per week
7.	Payments approved HMRC – april/May/June £116.60 PATA payroll £23.25 GAPTC £65.79 CGS £330.00 grass cutting Clerk - £59.55 wfh, printing, postage, stationery HMRC year end 31/3/20 PAYE £16.40 Monthly standing order for salary £155.58 Payments made during lockdown approved £42.50 -Clerk – cheque number 222 wfh, postage and printing expenses £132.00 - CGS cheque number 223 Grass cutting September £619.20 – Boyle & Grimes Cheque number 224 – village pump £353.51 – BHIB – Cheque number 225 – insurance
8.	Council approved AGAR report and authorised Chair to sign relevant reports. Council noted update on independent audit if available.
9.	Financial reports approved Council noted Treasurers account reconciliation Council approved financial reports – Budget against actual and cash book, Allotment financial report
10.	Highway matters were discussed. Update was given by Cllr Marchant including waiting for information from Highways Manager. Specifically the footpath in front of the Firs was confirmed by GC Councillor as due to be done in August.
11.	Council considered planning applications received and distributed via email

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	<p><b>It was noted that 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-quate 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.</b></p> <p>APP/F1610/W/20/325225 – appeal notice for 19/01155/FUL erection of 2 holiday let cottages at Land north east of Hazelton Fosseway (17/8/20). Council agreed to repeat their comments of May 2019. <b><u>Clerk to resubmit</u></b></p> <p>The Stores, Cold Aston 20/00998/FUL – <b>non quorate</b></p> <p><b><u>Recreational land at Valley View Park, Old Gloucester Road 20/02144/CLEUD.</u></b> Council expressed concern and agreed to objection of change of use from agricultural land to development land which would have an urbanizing impact on an area of outstanding natural beauty.</p> <p>Daisy Cottage, Cold Aston 20/02098/FUL – Single storey car port – Council noted that the plans did not originally show the garden room extension, but has been brought to the attention of the Planning Officers. <b>No comment</b></p> <p>Northcote, Cold Aston 20/02175/FUL – two storey extension and other works – <b>non quorate</b></p> <p>Bang up Farm, Cold Aston 20/02296/FUL – removal of condition g from planning permission – <b>non quorate</b></p>
12.	<p>Council discussed update on actions taken since last meeting with regard to Tree report and to agree way forward. Council were minded to follow the advice of the report at its last meeting but have since received representation from local residents. Two fir trees were considered along with Trees along Daisy Cottage wall line (Holly, apple and one other tree). Residents were invited to make comments via website and allotment tenants will be consulted before a final decision will be made at the September meeting following which an application for permission for works agreed will be made. The Sycamore in the village was brought to the attention of Glos Highways and they have sent a report that no actions are required. The hedge line at the North side of the allotments behind the school will be taken into consideration in order to maintain at a reasonable height. Emails to the Clerk with views will be put on the agenda at the next meeting.</p>
13.	<p>Allotments matters feedback from Cllr Nicholas discussed</p> <p>Water pump broken but water is accessible</p> <p>School rainwater harvesting tanks</p> <p>Gate post is broken and quotes are being sought for replacement. A Budget was set and delegated to Cllr Nicholas</p> <p>Dates for meeting to be agreed with allotment representation for w/c 7<sup>th</sup> or 14<sup>th</sup> September with tenancy renewals to be sent out before this date.</p> <p>The path by allotment “new tenant” will be strimmed by PC as a one off</p>
14.	<p>Gateway in to the allotment land</p> <p>Advice from Allotment Association has been sought and caution was advised and if permission was given then a legally binding contract would be advised. Taking into account this advice, Council agreed without an allotment, no permission would be given and with an allotment, legal contract would be required</p>
15.	<p>Clerk gave latest update from NALC/GAPTC on remote meetings and Council agreed date of next meeting <b>as 30/9/20 at 6.45pm with format to be agreed</b></p>
16.	<p>Any other business for information purposes – no decisions can be made at this point</p> <p>Clarification on parish council election process</p> <p>.</p> <p>Next agenda items</p> <p>Village map</p> <p>Road signage would be a Glos Highway matter but PC needs to make a decision at its next meeting</p> <p>Thanks given for newsletter</p> <p>Review of standing order for next meeting</p> <p>Meeting closed at 20.21</p>

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Financial reports for year end 31 March 2020

31/03/2020	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>	<u>AGREED AT MEETING</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		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
10/04/2019	CGS	-66.00	-66.00	28543.60	183	Apr-19
22/05/2019	DHUNT	-294.10	-294.10	28249.50	184	May-19
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	May-19
22/05/2019	BHOLDER	-155.58	-155.58	27651.31	188	May-19
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	n/a
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
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
28/09/2019	B HOLDER	-155.58	-155.58	25704.69	S/O	Sep-19
26/09/2019	COT DC	1062.00	1062.00	26766.69		precept
07/11/2019	b holder exp	-89.16	-89.16	26677.53	208	Nov-19



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## BUDGET AGAINST ACTUAL

<u>BUDGET ANALYSIS</u>	<u>BUDGET</u>	<u>Y TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>OVERSPEND</u>	<u>NOTES</u>
PRECEPT	4250.00	4250.00			
VAT REFUND RECEIVED	0.00	416.60	416.60		
allotment income	0.00	234.00	234.00		SEE EXPEND
INCOME	4250.00	4900.60	650.60		
EMPLOYMENT COSTS	1500.00	2595.18		1095.18	2 CLERKS
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	216.00		216.00	NO BUDGET
WEBSITE	100.00	83.99	16.01		
GRASS MOWING	1300.00	792.00	508.00		
VERGE MOWING	0.00	485.96		485.96	TIMING ISSUE
ALLOTMENTS expenditure	350.00	210.64	139.36		PLUS INCOME
MILEAGE	0.00	126.00		126.00	NO BUDGET
TRAINING	75.00	137.50		62.50	2 NEW CLLRS
ADMINISTRATION COSTS	50.00	97.81		47.81	
MAINTENANCE OF ASSETS	250.00	0.00	250.00		
TREES	0.00	350.00		350.00	
SURPLUS EXPECTED	-180.00	0.00	-180.00		
EXPENDITURE YEAR TO DATE TOTALS	4250.00	5577.69	1731.36	2408.45	
<b>NET BALANCES</b>	<b>0.00</b>	<b>677.09</b>	<b>NET OVERSPEND</b>		

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<b>AGAR</b>						
accounting statements		2018/19	2019/20	variances	%	
box 1	balances b fwd	33404	33322			
box 2	precept	4149	4250			
box 3	total other receipts	312	651	-339	-109	vat refund received
box 4	staff costs	1197	2595	1398	117	2 clerks for part of year and qualified clerk
box 5	loan interest/capital	0	0	0	0	
box 6	other payments	3346	2983	-363	-11	
box 7	balances c fwd	33322	32645	-677	-2	
box 8	cash and bank	33322	32645	-677		
box 9	fixed assets	2931	2931			
box 10	total borrowings	0	0			

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## Allotment financial report

Allotment income £234.00

## Expenditure

National Allotment Society (2019/20) £66.00

JELF – insurance £78.64

NASLG (2020/21) £66.00

Total expenditure £210.64

Balance £ 23.36