

# COLD ASTON PARISH COUNCIL

Draft minutes of Meeting held at 6.45pm in the Village Hall

On 25<sup>th</sup> November 2021

1. Welcome from Chair of Council
2. Attendance recorded as Parish Councillor **Paula Marchant, Mark Ziles, Amanda Kimpton**, 6 members of the public and County Councillor Paul Hodgkinson
3. Apologies for absences recorded as Parish Councillor Mike Sibthorpe and District Councillor Richard Keeling
4. Council invited Declaration of interests by Councillors for matters on the agenda-none
5. Public session –Allotment representative noted that the working party for the allotments yet to be organised. Consultation document for no-mow yet to be put on website as wording yet to be agreed. It was confirmed that the election to fill the remaining vacancy will be held in February 2021 and co-option will not be allowed in this case as 10 or more electors had called for an election. This is will be the 2<sup>nd</sup> election to fill the 2 vacancies and 1 remains open. The process was explained and it was confirmed that Cllr Sibthorpe was elected unopposed (not co-opted).
6. Correspondence received since last meeting from residents discussed by Council - storage of road salt is being held by local resident. **Clerk to ask if resident is ready to distribute and where/how the distribution would be organised.**
7. Council approved the draft minutes of the meeting held on the 8<sup>th</sup> October 2021- as attached  
The resident who raised the accusation of bullying was contacted by the Clerk and asked for specific details of any incidents. The resident could not provide such details and has withdrawn the accusation. After due consider the matter has been closed by the Council
8. Report from County Councillor Paul Hodgkinson  
COVID update  
Whiteshoots Hill – reduction of speed is actively being considered by Glos Highways and investigating TRO option  
River pollution -task group looking into this matter and the evidence collated at present time is not looking good  
Question to CC Hodgkinson relating to boundary commission changes -potential change to the Cotswold area which may split the Cotswold in terms of Parliamentary elections. Not out for consultation at the present time.  
Question on length of time a planning matter can be outstanding specifically relating to the caravan park.
9. Report from District Councillor Richard Keeling as distributed via email and read out key points to the meeting. The document will be attached to the minutes.  
It was noted that Parish Councillors have attended the recent parish council forum at the District Council.  
Call for sites for affordable housing noted (SHELAA)  
Platinum Jubilee link for street party noted. It was also noted that the Village Hall committee is organising an event for Cold Aston  
“20 is plenty” linked to speeding survey which was completed a few years ago and information is to go on to the website
10. Council approved financial reports and payment list
11. Council approved its budget/precept for 2022/23 in the sum of £4552
12. Council considered Highways updates and agreed actions – Cllr Ziles
  - a. “what 3 words” document has been drafted and explains the proposal for the scheme and will be distributed to all households and then potential for website publication. GDPR compliance to be confirmed. Cllr Ziles will put on WhatsApp and collate the list  
Council approved expenditure for printing £20 limit
  - b. Spring litter pick date confirmed as 2<sup>nd</sup> April 2022 and will be advertised nearer the time on the website. Local resident will be asked to organise as previous year
  - c. Other highway issues- leak fixed by Thames Water

13. Environmental matters

- a. Verges – No Mow May proposal has been agreed to be sent out to Public Consultation, using the website and inviting comments to be sent to Clerk. 4 comments received by Clerk. Council to agree wording for submitting to the website. Deadline 12<sup>th</sup> of January to allow for the matter to be discussed at January meeting
- b. Ash die-back replacement tree update - Councillor Marchant will now receive and organise the distribution of 114 whips for planting on private land. Glos Highways communications have been distributed via email to data-base.
- c. Communication received from resident regarding ground under the Holly tree to encourage grass to grow. CGS to be asked to strim under the tree to encourage grass growth. Council agreed to not agree expenditure at this moment

14. Council considered allotment issues

- a. Registering of land update from Chair of Council – Clerk has also chased as the proper officer of the Council. Council agreed to change legal representation within 2 weeks if matter is not progressed and will instruct a recommended land conveyancer.
- b. Request for Greenhouse -Council would need specific details including confirmation that size will not exceed 10x8ft and a plan to be submitted to Council showing specific location, who will then call a special meeting to formally agree.
- c. Empty plot 16 to be confirmed via email from (since received) and then offered to next person on waiting list (Cllr Marchant)

15. Council noted planning matters

- a. Delegated power of the Clerk has been used in the following applications  
21/04170/TCONR- supported  
21/03541/FUL- supported
- b. There are no other outstanding planning applications
- c. 20/04371/CLOPUD –updated information has been distributed via email since last meeting. 8 letters have now been submitted stating that they have historically used the field for recreation and livestock was only for short periods. Latest information has been sent via email to database list.

16. Council agreed to adopt “LGA freedom of information policy” including to charge for information requested. The policy will be put on the website using the link: [Freedom of information | Local Government Association](#)

17. Council considered and agreed a **Parish Plan working party** with specific targets. It was noted that the CDC SHELAA to be explored as part of the review. Parish Councillors were agreed as the working party, noting decisions will need to be ratified at formal Parish Council meetings

- a) to evaluate if existing plan has met its targets
- b) if those targets are still relevant
- c) to agree consultation process on new targets
- d) Council agreed to consider a budget limit at the next meeting if required

18. Council agreed it would like to investigate electronic mail system as a replacement for the data-base email list. **Clerk to investigate** including google system used by Village Hall

19. Council agreed that review of standing orders and other policies be carried forward for next meeting including:

- Communication policy (draft distributed)
- bullying policy (draft distributed)
- criteria for co-option

20. Date of next meeting agreed as 20<sup>th</sup> January 2022 at 18.45pm
21. Any other business for information purposes only -Platinum Jubilee noting the Village Hall is organising event
22. Close of meeting at 19.43pm

Financial reports for November 21 meeting

Cash book

| <u>PAYEE</u>                           | <u>DATE</u> | <u>AMOUNT</u> | <u>CURRENT<br/>A/C<br/>BALANCE</u> | <u>CHQ NO</u> | <u>PRESENTED<br/>AT BANK</u> |
|--|-------------|---------------|------------------------------------|---------------|------------------------------|
| OPENING BALANCE                        | 01/04/2021  |               | 31059.19                           |               |                              |
| CDC PRECEPT                            | 22/04/2021  | 3252.00       | 34311.19                           |               |                              |
| GAPTC                                  | 14/04/2021  | -68.42        | 34242.77                           | 249           | ✓                            |
| NASLG                                  | 14/04/2021  | -66.00        | 34176.77                           | 250           | ✓                            |
| PATA                                   | 14/04/2021  | -69.75        | 34107.02                           | 251           | ✓                            |
| B HOLDER EXPENSES (mar, april)         | 14/04/2021  | -72.39        | 34034.63                           | 252           | ✓                            |
| Y N TO CLIVE HOLDER                    | 14/04/2021  | -75.00        | 33959.63                           | 253           | ✓                            |
| CSG INV 183                            | 14/04/2021  | -66.00        | 33893.63                           | 254           | ✓                            |
| BHIB                                   | 05/05/2021  | -357.29       | 33536.34                           | 255           | ✓                            |
| B HOLDER EXPENSES (may, june,<br>july) | 05/05/2021  | -78.00        | 33458.34                           | 256           | ✓                            |
| B HOLDER EXPENSES (aug, sept)          | 21/07/2021  | -135.47       | 33322.87                           | 258           | ✓                            |
| CSG (april)                            | 21/07/2021  | -132.00       | 33190.87                           | 259           | ✓                            |
| CSG (sept 20)                          | 22/07/2021  | -198.00       | 32992.87                           | 260           | ✓                            |
| B HOLDER SALARY                        | 26/04/2021  | -155.58       | 32837.29                           | SO            | ✓                            |
| B HOLDER SALARY                        | 26/05/2021  | -155.58       | 32681.71                           | SO            | ✓                            |
| B HOLDER SALARY                        | 26/06/2021  | -155.58       | 32526.13                           | SO            | ✓                            |
| B HOLDER SALARY                        | 26/07/2021  | -155.58       | 32370.55                           | SO            | ✓                            |
| B HOLDER SALARY                        | 26/08/2021  | -155.58       | 32214.97                           | SO            | ✓                            |
| B HOLDER SALARY                        | 26/09/2021  | -155.58       | 32059.39                           |               | ✓                            |
| B HOLDER SALARY                        | 26/10/2021  | -155.58       | 31903.81                           |               | ✓                            |
| CDC PRECEPT                            | 26/09/2021  | 1083.00       | 32986.81                           |               |                              |
| cgs (may to august)                    | 01/10/2021  | -528.00       | 32458.81                           | 261           | ✓                            |
| b morris pump                          | 01/10/2021  | -105.58       | 32353.23                           | 262           | ✓                            |
| b holder expenses                      | 01/10/2021  | -56.67        | 32296.56                           | 263           | ✓                            |
| street sign donation                   | 01/10/2021  | -50.00        | 32246.56                           | 264           | ✓                            |
| pata payroll                           | 01/10/2021  | -47.70        | 32198.86                           | 265           | ✓                            |
| hmrc to 9/21                           | 01/10/2021  | -239.60       | 31959.26                           | 266           | ✓                            |

Payment list approved and paperwork signed

B holder expenses £87.08

Hmrc to 12/21 £119

CGS – September £66.00

Bank reconciliation

|                      |                      |         |          |          |
|----------------------|----------------------|---------|----------|----------|
| 01/04/2021           | OPENING BANK BALANCE |         | 31059.19 |          |
| EXPENDITURE FOR YEAR |                      | 3434.93 |          |          |
| INCOME FOR YEAR      |                      | 4335.00 |          |          |
|                      | NET INCOME           |         | 900.07   |          |
| 31/10/2021           | BANK BALANCE         |         | 31959.26 |          |
|                      |                      |         |          |          |
| 31/10/2021           | BAL PER S/M          |         |          | 31959.26 |

Reserves at 1/4/21

|                        |                    |          |          |
|------------------------|--------------------|----------|----------|
|                        |                    |          |          |
| Bank balance at 1/4/21 |                    |          | 31059.19 |
| general reserves       | Unallocated *      | 16604.00 |          |
| precept reserves       | 1 year             | 4000.00  |          |
| community fund         | ex deposit account | 8455.00  |          |
| earmarked reserves     | allotment          | 1000.00  |          |
| earmarked reserves     | tree maintenance   | 1000.00  |          |
|                        |                    |          | 31059.00 |

\*Council to consider splitting into earmarked reserves going forward eg, contingency, legal, projects

## Budget against actual

| <b><u>BUDGET/ACTUAL ANALYSIS 31/10/21</u></b> | <b><u>BUDGET</u></b> | <b><u>Y TO<br/>DATE</u></b> | <b><u>BALANCE<br/>O/S</u></b> | <b>NOTES</b> |
|---|----------------------|-----------------------------|-------------------------------|--------------|
| PRECEPT                                       | 4335                 | 4335                        | 0                             |              |
| inter acc transfer (reserves)                 |                      | 0                           | 0                             |              |
| allotment income                              | 190                  | 0                           | -190                          |              |
| INCOME  | 4525                 | 4335                        | -190                          |              |
| EMPLOYMENT COSTS                              | 2350                 | 1341                        | 1009                          |              |
| HIRE OF VENUE                                 | 25                   | 0                           | 25                            |              |
| SUBSCRIPTIONS                                 | 175                  | 68                          | 107                           |              |
| AUDIT   | 250                  | 0                           | 250                           |              |
| INSURANCE                                     | 380                  | 357                         | 23                            |              |
| USE OF HOME / mileage/ stationery etc         | 440                  | 330                         | 110                           |              |
| WEBSITE /PAYROLL COSTS                        | 100                  | 117                         | -17                           |              |
| GRASS MOWING                                  | 1300                 | 924                         | 376                           |              |
| ALLOTMENTS expenditure                        | 190                  | 172                         | 18                            |              |
| TRAINING                                      | 0                    | 0                           | 0                             |              |
| MAINTENANCE OF ASSETS                         | 250                  | 125                         | 125                           | pump         |
| TREES   | 850                  | 0                           | 850                           |              |
| EXPENDITURE YEAR TO DATE TOTALS               |                      | <b>3435</b>                 |                               |              |
| reserves (deficit)                            | <b><u>-1785</u></b>  |                             |                               |              |
| totals  | <b><u>4525</u></b>   |                             |                               |              |
| <b>balance available</b>                      |                      |                             | <b>2685</b>                   |              |

Budget /precept for 2022/23

| <b><u>BUDGET/ACTUAL ANALYSIS 31/10/21</u></b> | <b><u>BUDGET</u></b> | <b><u>Y TO DATE</u></b> | <b><u>2022/23</u></b> |                             |
|---|----------------------|-------------------------|-----------------------|-----------------------------|
| PRECEPT                                       | 4335                 | 4335                    | 4552                  | 5% inflation                |
| inter acc transfer (reserves)                 |                      | 0                       |                       |                             |
| allotment income                              | 190                  | 0                       | 240                   |                             |
| <b>INCOME</b>                                 | <b><u>4525</u></b>   | <b><u>4335</u></b>      | <b><u>4792</u></b>    |                             |
| EMPLOYMENT COSTS                              | 2350                 | 1341                    | 2517                  | 2397+5%                     |
| HIRE OF VENUE                                 | 25                   | 0                       | 25                    |                             |
| SUBSCRIPTIONS                                 | 175                  | 68                      | 175                   |                             |
| AUDIT   | 250                  | 0                       | 250                   |                             |
| INSURANCE                                     | 380                  | 357                     | 380                   |                             |
| USE OF HOME / mileage/ stationery etc         | 440                  | 330                     | 450                   |                             |
| WEBSITE /PAYROLL COSTS                        | 100                  | 117                     | 150                   |                             |
| GRASS MOWING                                  | 1300                 | 924                     | 1300                  |                             |
| ALLOTMENTS expenditure                        | 190                  | 172                     | 240                   | Balance to earmark reserves |
| TRAINING                                      | 0                    | 0                       | 250                   |                             |
| MAINTENANCE OF ASSETS                         | 250                  | 125                     | 250                   | Balance to earmark reserves |
| TREES   | 850                  | 0                       | 850                   | Balance to earmark reserves |
| Newsletters                                   |                      |                         | <b><u>250</u></b>     |                             |
| EXPENDITURE YEAR TO DATE TOTALS               |                      |                         | <b><u>7087</u></b>    |                             |
| reserves (deficit)                            | <b><u>-1785</u></b>  |                         | -2295                 | <b>From reserves</b>        |
| <b>totals</b>                                 | <b><u>4525</u></b>   |                         | <b><u>4792</u></b>    |                             |
|   |                      |                         |                       |                             |
|   |                      |                         |                       |                             |
|   |                      |                         |                       |                             |
|   |                      |                         |                       |                             |
|   |                      |                         |                       |                             |
|   |                      |                         |                       |                             |

If the above expenditure was spent as agreed – budget deficit would be £2295

Council are mindful if it is realistic to take this level of expenditure from reserves on an ongoing basis