

# COLD ASTON PARISH COUNCIL MEETING

	<p>DRAFT MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 30<sup>TH</sup> September 2020 Via zoom, Starting at 6.45pm.</p> <p><a href="https://us02web.zoom.us/j/83645317250?pwd=cVZlV2ZlL3g5Y2RpSy9GaGU1MWhHQ09">https://us02web.zoom.us/j/83645317250?pwd=cVZlV2ZlL3g5Y2RpSy9GaGU1MWhHQ09</a></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><b>Database to be emailed the planning applications at the same time as Councillors (clerk)</b></p> <p>Bulb lawn -it is in the establishment year and Nature/Nuture 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><b>Council could not consider planning application received- see declaration of interest 20/03177/NONMAT – amendment to 19/04727/FUL – Fieldways, Chapel Lane</b></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-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.</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- 2<sup>nd</sup> 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 <b>as 24/11/20 at 6.45pm with zoom format</b>
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

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

### BANK RECONCILIATION

BANK RECONCILIATION					
01/04/2020	OPENING BANK BALANCE		24183.07		
	EXPENDITURE FOR PERIOD	2523.77			
	INCOME FOR PERIOD	3188.00			
	NET INCOME		664.23		
31/08/2020	BANK BALANCE		24847.30		
31/08/2020	BAL PER S/M	95		25402.81	
	u/presented	cheques	23.25		
			116.60		
			330.00		
			65.79		
			3.47		
		43921.00	16.40		
				555.51	
	Reconciled balance			24847.30	
unreconciled bank balance a/c 22516168	community fund			8445.10	33292.40

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

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<b>BUDGET/ACTUAL ANALYSIS 31/8/20</b>	<b>BUDGET</b>	<b>Y TO DATE</b>	<b>BALANCE AVAILABLE TO SPEND</b>
PRECEPT	4250.00	-3188	
VAT REFUND RECEIVED	0.00	0	0.00
allotment income	0.00	0	0.00
INCOME	4250.00	-3188	0.00
EMPLOYMENT COSTS	-2350.00	898	1452.03
HIRE OF VENUE	-25.00	0	25.00
SUBSCRIPTIONS	-175.00	66	109.21
AUDIT	-250.00	0	250.00
INSURANCE	-380.00	354	26.49
USE OF HOME / mileage/ stationery etc	-440.00	102	337.95
WEBSITE /PAYROLL COSTS	-100.00	23	76.75
GRASS MOWING	-1300.00	462	838.00
VERGE MOWING	-195.00	0	195.00
ALLOTMENTS expenditure	-350.00	0	350.00
TRAINING	0.00	0	0.00
MAINTENANCE OF ASSETS	-250.00	619	-369.20
TREES	-850.00	0	850.00
deficit EXPECTED		0	0.00
EXPENDITURE YEAR TO DATE TOTALS	-6665.00	2524	4141.23
<b>NET BALANCES</b>	<b>-2415.00</b>	<b>664.23</b>	

Payment list approved

Monthly standing order

Expenses for clerk £73.94

Reimbursement for Councillor Nicholas cfwd

HMRC quarterly figure £117

PATA payroll £23.25

# COLD ASTON PARISH COUNCIL MEETING

Minutes of allotment meeting held on 9<sup>th</sup> September 2020 at the allotment site

## **Present**

Cllrs Yvonne Nicholas, Paula Marchant, Greg Pearce

Plot Holders – Di Mountford, Colin Heaney, Zoe and Stuart Jackson, Val Bourne, Dan Blacker, Clare & Jaime Saunders, Peter Newhook, Jane Beresford

Resident – Paul Trevayne

## **Council report- Cllr Nicholas**

Rain water pump – Allotment Plot Holders are happy with present system

Rain water harvest Plot 1- available for everyone to share as situated in communal area

Maintenance of access paths responsibility of Parish Council, all other pathways are responsibility of plot holders

Plot availability- none at present, waiting for new tenant to become active

Waiting list- none at present

Empty wildlife plot also needs maintaining and grass area is topped by Mr Heaney

Gate posts needs repair or replacement

Tenancy renewals have all been sent out

Tree Report –clarification that the PC are responsible for the trees on the allotment site and as such a tree report was commissioned. The report was considered at the March PC meeting and the Council proposed to act on the recommendations. Following the publication of the report on the website and initial feedback it was decided to consult with the plot holders

Any decisions taken will be subject to the permissions of the Tree Officer at Cotswold District Council and receipt of any relevant planning permissions and actions will only be taken during the appropriate season.

The works recommended are category 3, meaning non urgent but will require attention in the future. It is anticipated that tree report will requested on 3 year cycle going forward but that a visual inspection is done on an annual basis

## **Recommendations from report**

Boundary hedge to be coppiced to ground level - APH wished for this to be left as it is

Apple tree- strip ivy and reduce both height and width – after considerable debate, APH recommended by a majority to leave and review at time of next tree report

Goat willow to be removed to ground level

Red Cedars to be reduced in height and width

Holly cut to wall height (making it a bush)

## **Comments/observations from plot holders included**

Leave trees as they are until unsafe

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Boundary hedge recommendation was not met with positive response

Light infringement to some neighbouring properties

Ivy infringing on apple tree

Holly tree has little space

Western red cedars were discussed in detail

Costs to be considered against maintenance needs

Sycamore tree not thought to be on allotment land but APH would like it pollarded

## **Other matters**

Uncultivated plot noted- Cllr Nicholas will follow up

Hedge by driveway only pruned on road side. Mr P Trevanye to speak to resident to ask if it can be cut on both sides.

Noted bramble bush encroaching on common path

Water butts noted

Copicing and seedlings noted on spare plots as agreed at 2019 meeting

Meeting closed at 7.25pm