

COLD ASTON PARISH COUNCIL MEETING

	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 (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
6.	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

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	<p>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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PAYEE</th> <th style="text-align: left;">CHQ</th> <th style="text-align: left;">VALUE</th> <th style="text-align: left;">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	VALUE	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</p> <ul style="list-style-type: none"> 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 C. Review of standing orders, financial regulations, code of conduct policy and action plan – cfwd 																																																
11.	<p>Financial reports Council approved Treasurers account reconciliation Council approved financial reports – Budget against actual, cash book,</p>																																																
12.	<p>Parish Plan reviewed (Available on website)- no further action</p>																																																
13.	<p>Highway matters as discussed with County Councillor</p>																																																
14.	<p>Dates of next meeting agreed as 13/11/19 at 6.45pm</p>																																																
15.	<p>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</p>																																																

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CASH BOOK TO 2/9/19

DATE	PAYEE	AMOUNT	CURRENT A/C	CURRENT A/C TOTAL FOR YEAR TO DATE	CHQ NO	AGREED AT MEETING
31/03/2020	CASH BOOK					
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
	CANCELLED		0.00	28609.60	182	
10/04/2019	CGS	-66.00	-66.00	28543.60	183	Apr-19
22/05/2019	DHUNT	-294.10	-294.10	28249.50	184	
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	
22/05/2019	BHOLDER	-155.58	-155.58	27651.31	188	May-19
22/06/2019	CANCELLED		0.00	27651.31	189	
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	
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
	HMRC			26327.01	204	
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

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BANK RECONCILIATION

BANK RECONCILIATION			
01/04/2019	OPENING BANK BALANCE		24876.56
	EXPENDITURE FOR PERIOD	2609.89	
	INCOME FOR PERIOD	3593.60	
	NET INCOME		983.71
02/09/2019	BANK BALANCE		<u>25860.27</u>
31/05/2019	BAL PER S/M	80	
		U/PRESENTED	-350.03
			-67.58
			-55.20
			-38.80
			-163.10
			-396.00
			-53.95
			-40.00
			-39.00
			-43.20
			-198.00
			-120.00
			-17.50
			-54.25
			-38.80
			-155.58
			-155.58
			-155.58
	Reconciled balance		

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<u>BUDGET ANALYSIS</u>	<u>BUDGET</u>	<u>Y TO DATE</u>	<u>BALANCE AVAILABL E TO SPEND</u>	<u>OVERSPENT</u>	<u>WAITING TO BE RECEIVED</u>	
PRECEPT	4250.00	3188.00			1062.00	
VAT REFUND RECEIVED	0.00	416.60	416.60			
VAT to be REFUNDED	0.00	11.00			11.00	
EMPLOYMENT COSTS	1500.00	1250.32	249.68			
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			NET RECEIPT
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	-983.71	2182.71	196.00	1073.00	