

SOUTHROP PARISH COUNCIL

MINUTES OF THE ANNUAL SOUTHROP PARISH COUNCIL MEETING HELD ON FRIDAY 5th JUNE 2020

The meeting was held remotely (Webex) following current guidelines.

Present: Cllr Guest Cllr C Brickley Cllr P Brickley
Cllr Jones Cllr Giles

In attendance: Vanessa Lawrence(Clerk)

001 20/21 To elect a Chairman

It was **RESOLVED** to elect Cllr Guest as Chairman. Proposed Cllr P Brickley, seconded Cllr Giles – all in favour.

002 20/21 Apologies for absence

None received – all present

003 20/21 Declarations of Interest in Items on the Agenda

None received

004 20/21 To approve the Minutes of the Parish Council meeting held on the 27th January 2020

It was **RESOLVED** to approve the Minutes of the Parish Council meeting held on the 27th January 2020, as a true and accurate record of the proceedings. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour. **Note: The Minutes will be signed when normal meetings resume.**

**005 20/21 To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10 minute time limit
N/A**

**006 20/21 To agree to reconvene the meeting following Public Participation, if applicable.
N/A**

007 20/21 Clerks Report
None received

008 20/21 Chairman's announcements

Cllr Guest updated the Council on details relating to the new speedwatch systems which have become available, which removed the need for volunteers. Cllrs Guest and Giles had attended a presentation before 'lockdown' which explained the systems. Unfortunately, the ICO felt that there might be certain data protection

issues relating to these systems and therefore trials have been halted until this matter has been resolved. Cllr Giles is monitoring the situation and will advise accordingly. Both Cllrs felt that one of the new systems would be worth considering.

ACTION: Cllr Giles to update accordingly.

The Circular Oak seat has been completed. Tim to confirm when this is to be fitted. Payment will be made upon receipt of invoice.

ACTION: Cllr Guest to advise on fitting

009 20/21 To receive report from District/County Councillor
None received

FINANCE

010 20/21 To approve retrospectively, payments made since the last meeting and to approve payments to be made in June.
There were no retrospective payments to be approved. It was **RESOLVED** to approve the payments to be made in June (£1035.40) Proposed Cllr Guest, seconded Cllr Brickley – all in favour

ACTION: Clerk to make payments

011 20/21 To consider and agree Financial Risk Register for 2020-21
Cllrs considered the Risk Register which had been e-mailed to Cllrs prior to the meeting. It was **RESOLVED** to approve the Financial Risk Register for 2020/21. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

012 20/21 To receive Internal Auditors report (emailed)
The Internal Auditors report was considered, which detailed actions that had not been carried out. The Clerk pointed out that the actions which required attention would have been considered at the March meeting, however, 'Lockdown' prevented this from happening. One of the items was to agree the Financial Risk Register, which has now been carried out for 2020/21. The other matters will be addressed this year.

013 20/21 To approve the Annual Governance Statement 2019/20
It was **RESOLVED** to approve the Annual Governance Statement 2019/20. Proposed Cllr Jones, seconded Cllr C Brickley – all in favour. This section of the AGAR will be signed by the Chair as soon as possible.

ACTION: Clerk to obtain Chairman's signature and to post documents on the website.

014 20/21 To approve the Accounting Statements 2019/20
It was **RESOLVED** to approve the Accounting Statements 2019/20. Proposed Cllr Jones, seconded Cllr C Brickley – all in favour. This section of the AGAR will be signed by the Chair as soon as possible.

ACTION: Clerk to obtain Chairman's signature and to post documents on the website.

015 20/21 To consider and agree to certify Southrop Parish Council as exempt authority, and to sign the Certificate of Exemption.
It was **RESOLVED** to agree to certify Southrop Parish Council as an exempt authority(AGAR Part 2). Proposed Cllr Jones, seconded Cllr C Brickley – all in favour.

ACTION: Clerk to obtain Chairman’s signature and to publish all required documents accordingly.

016 20/21 To consider and agree the date to publish the Notice for Public Rights (rules changed this year due to Covid 19) now any time upto or on 1st September
It was **RESOLVED** to publish the Notice of Public rights as soon as all the AGAR documents have been signed. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.

ACTION: Clerk to publish Notice as soon as the AGAR documents have been signed by the Chair.

017 20/21 To consider and agree Financial Regulations for 2020-21
The Financial Regulations had been circulated prior to the meeting. It was **RESOLVED** to agree the Financial Regulations for 2020-21. Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.

018 20/21 To confirm list of assets held by the Parish Council and to agree Asset Register.
The Clerk reported that she was not satisfied that the asset register was correct. There is some discrepancy in the total amount relating to assets and what the assets actually are. Cllr Brickley wished it to be recorded that the Parish Council is not satisfied with this situation and will endeavour to rectify this in order to rebuild the register, by consultation with previous members of the Council.

ACTION: Cllrs to consult with previous members of the Council to try to rebuild the list of assets held by the Council. This matter to be included on future Agenda for update. Clerk to monitor.

PLANNING

019 20/21 To receive Decision notices:-

19/04532/COMPLY Compliance with Conditions 8 (sample panel), 9 (additional stone), 11 (repointing), 13 (Eastern Byre), 14 (method statements) and 15 (new internal wall) of Consent 18/03805/LBC - Part reconstruction / repair (part-retrospective) and residential conversion, including extensions of the barn at Bee Furlong Barn And Shelter Sheds Southrop Gloucestershire **Application Permit**

19/04542/FUL Installation of ventilation cowls to roofslope of the Hay Barn (retrospective) at Thyme House Hotel Southrop Lechlade Gloucestershire GL7 3NX. **Application Permit**

19/04543/LBC Installation of ventilation cowls to roofslope of the Hay Barn (retrospective) at Thyme House Hotel Southrop Lechlade Gloucestershire GL7 3NX. **Application Permit**

020 20/21 New Planning Applications

20/01384/LBC Replacement of five windows, front porch and works to existing outbuilding at Boxbush Cottage, Southrop GL7 3PH – Awaiting Decision – Expiry Date 11/6/2020
Cllr discussed this application and NO OBJECTIONS were raised.

OTHER MATTERS

021 20/21 To consider and agree the Standing Orders and Code of Conduct for 2020-21

The Standing Orders and Code of Conduct had been circulated prior to the meeting. It was **RESOLVED** to approve both documents for 2020 /21. Proposed Cllr Jones, seconded Cllr Guest – all in favour.

022 20/21 Anything the Chair considers urgent.
None.

023 20/21 Date of next meeting TBA

There being no further business the meeting closed at 6.30pm

Chairman.....

Date.....