

# **SOUTHROP PARISH COUNCIL**

## **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD REMOTELY ON WEDNESDAY 5th MAY 2021 at 5pm**

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

**In attendance:** Vanessa Lawrence (Clerk), 2 x MOP

- 001 21/22 To elect a Chairman**  
Cllr Guest was elected as Chairman. Proposed Cllr P Brickley, seconded Cllr Giles – all in favour.
- 002 21/22 Apologies for absence**  
None – all present
- 003 21/22 Declarations of Interest in Items on the Agenda**  
None
- 004 21/22 To approve the Minutes of the Parish Council meeting held on the 8th March 2021**  
It was **RESOLVED** to approve the Minutes of the Parish Council meeting held on the 8<sup>th</sup> March. Proposed Cllr Guest, seconded Cllr C Brickley – all in favour.

**The Chair proposed that the following items (005 and 006) should be taken later to allow any members of the public that might attend the opportunity to ask questions. Cllrs agreed.**

- 005 21/22 To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10 minute time limit**
- 006 21/22 To agree to reconvene the meeting following Public Participation, if applicable.**
- 007 21/22 Clerks Report**  
None
- 008 21/22 Chairman's announcements**  
None
- 009 21/22 To receive report from District/County Councillor**  
None available

### **FINANCE**

- 010 21/22 To approve retrospectively, payments made since the last meeting and to approve payments to be made.**  
A list of payments was circulated prior to the meeting. Payments totalling £809.40, for admin, insurance and website support. It was **RESOLVED** to approve payments as listed. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

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| <b>ACTION: Clerk to make payments</b> |
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- 011 21/22 To receive list of payments over £100 at year end**  
In accordance with requirements to comply with the Transparency Code, payments of items of £100 and over are published on the website. This will in future be recorded on the website on a quarterly basis if applicable.
- 012 21/22 To consider and agree cashbook & reconciliation figures at Year End**  
Figures were circulated prior to the meeting. Figures were considered and it was **RESOLVED** to agree cashbook and reconciliation figures at Year End. Proposed Cllr Guest, seconded Cllr Giles – all in favour.
- 013 21/22 To consider and agree Financial Risk Register for 2021-22**  
This document had been circulated prior to the meeting and reviewed by Councillors. It was agreed that this covered all aspects relating to financial risk and it was **RESOLVED** to agree the Register for 2021/22. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.
- 014 21/22 To consider and agree Financial Regulations for 2021-22**  
The Financial Regulations had been circulated prior to the meeting with minor amendment under Procurement so that this is now in line with Standing Orders. It was **RESOLVED** to agree the Financial Regulations as amended. Proposed Cllr Guest, seconded Cllr Jones – all in favour.
- 015 21/22 To confirm list of assets held by the Parish Council and to agree Asset Register (note recommendation from Internal Auditor)**  
The Clerk has endeavoured to establish where the asset figure posted in previous Annual Returns was arrived at as there is no documentation to account for such a high figure. The difference between the figure and items which can be accounted for is circa £40k. Following further investigation Cllr Jones reported that he recalled that some years ago a figure was arrived at which the insurers would cover without increasing the premium. The Internal Auditor has advised that next year, it would be advisable for the figure to be reduced to cover items that are actually documented. Following brief debate Cllrs agreed to the recommendation and amendments will be made accordingly. Consequently, the list of assets which can be explained were confirmed.

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| <b>ACTION: Clerk to amend the AGAR to reflect changes for 2021/22 Audit.</b> |
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- 016 21/22 To receive Internal Auditors report and to consider and agree actions to be taken from the recommendations (e-mailed 28/4/2021)**  
The Internal Auditors report was received and it was **RESOLVED** to carry out actions relating to the Asset Register as noted above. Variances were explained satisfactorily. Proposed Cllr Guest, seconded Cllr Giles – all in favour.

- 017 21/22 To approve the Annual Governance Statement 2020/21(e-mailed 28/4/2021)**  
The Clerk and Cllrs reviewed all the items. It was **RESOLVED** to approve the Annual Governance Statement 2020/21. Proposed Cllr Guest, seconded Cllr Jones – all in favour.
- 018 21/22 To approve the Accounting Statements 2020/21 (e-mailed 28/4/2021)**  
Cllrs reviewed the figures. It was **RESOLVED** to approve the Accounting Statements 2020/21. Proposed Cllr Jones, seconded Cllr Guest – all in favour.
- 019 21/22 To consider and agree to certify Southrop Parish Council as exempt from limited assurance review, and to sign the Certificate of Exemption.**  
As this Council falls within the limits required, it was **RESOLVED** to certify Southrop Parish Council as exempt from limited assurance review. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.
- 020 21/22 To consider and agree the effectiveness of the internal audit arrangements.**  
Councillor considered the Internal Auditors report and agreed that the audit was full and precise. It was **RESOLVED** to agree the effectiveness of the Internal Audit arrangements. Proposed Cllr Guest, seconded Cllr Jones – all in favour.
- 021 21/22 To consider and agree the date to publish the Notice for Public Rights (10<sup>th</sup> June 2021)**  
It was **RESOLVED** to publish the Notice of Public Rights on 10<sup>th</sup> June 2021. Proposed Cllr Guest, seconded Cllr Jones – all in favour.

## **PLANNING**

### **022 21/22 To receive Decision notices:-**

**21/00116/FUL** | Single storey extension to replace conservatory, loft conversion with dormer windows and replacement of all fenestration | Ash House 3 The Farriers Southrop Lechlade Gloucestershire GL7 3RL - **PERMITTED**

**21/00272/FUL** | Erection of front porch and rear patio doors | Eastington House 4 Stonesfield Close Southrop Lechlade Gloucestershire GL7 3QF – **PERMITTED**

**21/01262/TCONR** | T1 - Ash - Fell due to Ash Die Back. T2 - Ash - Fell due to Ash Die Back. T3 - Ash - Reduce by 35%. T4 - Ash - Reduce by 35%. T5 - Ash - Reduce by 35% | Southrop Farm Southrop Lechlade Gloucestershire GL7 3PH – **NO OBJECTION**

**21/01218/TCONR** | T1 - Liquid Amber - 1.5m overall crown reduction and balance crown | Garden Cottage Southrop Lechlade Gloucestershire GL7 3NU – **NO OBJECTION**

**20/04094/FUL** | Erection of two storey extension, installation of 1no. flue, roof and fenestration alterations to facilitate conversion of agricultural barns to form a new dwelling | Barns At Rottonborough Farm Southrop Gloucestershire - **PERMITTED**

### **023 21/22 New Planning Applications**

None at the time of publishing this Agenda

## **OTHER MATTERS**

### **024 21/22 To consider and agree the Standing Orders and Code of Conduct for 2021-22**

The Standing Orders and Code of Conduct were circulated prior to the meeting. Cllrs reviewed the documents and it was **RESOLVED** to agree both documents for 2021. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

Other MOP's had joined the meeting.

MOP's were asked if they had any questions. None were forthcoming.

### **005 21/22 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 21/22 To agree to reconvene the meeting following Public Participation, if applicable. N/A**

### **025 21/22 Anything the Chair considers urgent. None**

### **026 21/22 Date of next meeting ..... T.B.A**

**There being no further business the meeting closed at 5.45pm**

**Chairman .....**

**.....2021**