

SOUTHROP PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 5th MAY 2022

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

In attendance: Vanessa Lawrence (Clerk)

- 01 22/23 To elect a Chairman**
It was **RESOLVED** to elect Cllr Tim Guest as Chairman, proposed Cllr Brickley, seconded Cllr P Brickley – all in favour.
- 02 22/23 Apologies for absence**
Apologies were received from Cllr Jones, County Cllr Dom Morris and District Cllr R Theodoulou
- 03 22/23 Declarations of Interest in Items on the Agenda**
None received
- 04 22/23 To approve the Minutes of the Parish Council meeting held on the 16th March 2022**
It was **RESOLVED** to approve the Minutes of the Parish Council meeting held on the 16th March 2022, as a true and accurate record of the proceedings. Proposed Cllr P Brickley, seconded Cllr Guest – all in favour.
- 05 22/23 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
- 06 22/23 To agree to reconvene the meeting following Public Participation, if applicable.**
N/A
- 07 22/23 Clerks Report**
- **Internal Audit** – The internal audit has been completed.
- **Credit Card** – Application has been made and approval is awaited.
- **Grasscutting grant** – GCC has submitted the paperwork which requires signing before the grant can be released. The Chairman to sign the document. Discussion took place and it was agreed to speak to the contractor to ask if he could extend the verge cutting on the Fairford road to the Southrop sign/change of speed limit sign to emphasise that drivers are entering a well-kept village.

ACTION: Cllr P Brickley to speak to Willow Gardening Services and Cllr C Brickley to organise photo shoot.

- 08 22/23 Chairman's announcements**
- Dickie Sykes memorial bench – Thanks to Cllr P Brickley, for organising the memorial bench. A photograph is to be taken with Dickie Sykes widow and the Chairman of the Village Hall (Duncan Smith).
- ACV** –The Chairman reported he has finally received notification from CDC that the application has been approved.
- Community Emergency Plan** – The Community Emergency Plan has been updated and the Clerk was asked to forward this to CDC.
ACTION: Clerk to forward document to Joseph Walker at CDC.

- 09 22/23 To receive report from District/County Councillor**
 No reports available in the absence of the District and County Councillors.

FINANCE

- 10 22/23 To approve, retrospectively, any payments made (£2822.50) since the last meeting and to approve any payments to be made (£1155.47)**
 The Clerk reported that the total amount for payments yet to be made has increased from the figure originally published, due to invoices having been received after the Agenda was posted. The total is now as above. There is also a figure of £138 paid by Direct Debit. Cllr Giles had a query on a payment which the Clerk explained. It was **RESOLVED to approve all payments. Proposed Cllr Giles, seconded Cllr P Brickley – all in favour.**
ACTION: Clerk to make payments

- 11 22/23 To receive list of payments over £100 4th Qtr**
 The payments of over £100 for the 4th Qtr. was received. These will be posted on the website.
ACTION: Clerk to post on the website.

- 12 22/23 To consider and agree cashbook & reconciliation figures at Year End.**
 It was **RESOLVED** to agree cashbook and reconciliation figures at Year End. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

- 13 22/23 To consider and agree Financial Risk Register for 2022-23**
 It was **RESOLVED** to agree Financial Risk Register for 2022-23. No changes from the previous year. Proposed Cllr Guest, seconded Cllr C Brickley – all in favour.

- 14 22/23 To consider and agree Financial Regulations for 2022-23**
 Following discussion, it was agreed to defer this item to the next meeting, so that amendments can be considered for the clause relating to grants.

ACTION: Clerk to add this item to the Agenda for the next meeting in July.

- 15 22/23 To confirm list of assets held by the Parish Council and to agree Asset Register for 2021/22**
 Following recommendation from the Internal Auditor, the asset register has been adjusted to reflect assets which can be accounted

for. It was **RESOLVED** to confirm the list as presented for 2021/22. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

16 22/23 To receive Internal Auditors report and to consider and agree actions to be taken from the recommendations(e-mailed).
The Internal Auditors report was received. It was **RESOLVED** to agree actions from the Internal Auditors report, which was attended to at this meeting. Proposed Cllr Giles, seconded Cllr P Brickley – all in favour.

17 22/23 To approve the Annual Governance Statement 2021-22(e-mailed).
It was **RESOLVED** to approve the Annual Governance Statement in the AGAR 2021-22. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.

18 22/23 To approve the Accounting Statements 2021-22 (e-mailed)
It was **RESOLVED** to approve the Accounting Statements in the AGAR 2021-22. Proposed Cllr C Brickley, seconded Cllr Guest – all in favour.

19 22/23 To consider and agree to certify Southrop Parish Council as exempt from limited assurance review, and to sign the Certificate of Exemption.
It was **RESOLVED** to certify Southrop Parish Council as exempt from limited assurance review and to sign the Certificate of Exemption. Proposed Cllr Guest, seconded Cllr Giles – all in favour. The Chairman signed the Certificate of Exemption.

ACTION: The Clerk to send the Certificate of Exemption to the External Auditor.

20 22/23 To consider and agree the effectiveness of the internal audit arrangements.
It was **RESOLVED** to agree that the effectiveness of the internal audit arrangements were more than adequate for the Council. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

21 22/23 To consider and agree the date to publish the Notice for Public Rights (10th June 2022)
It was **RESOLVED** to agree to publish the Notice for Public Rights on the 10th June 2022. Proposed Cllr C Brickley, seconded Cllr P Brickley – all in favour.

ACTION: Clerk to post the notice on the website and on the noticeboard.

22 22/23 To consider and agree to renew Council Insurance Policy for 2022/23 – Increase of £8.00 from last year (£288.40)
It was **RESOLVED** to renew the Council insurance policy for 2022/23. Proposed Cllr Guest, seconded Cllr C Brickley – all in favour.

ACTION: Clerk to pay the premium.

23 22/23 To consider and agree to employ Bridget Bowen as Internal Auditor for 2022/23.

It was **RESOLVED** to appoint Bridget Bowen as Internal Auditor for 2022/23 Audit. Proposed Cllr P Brickley, seconded Cllr Giles – all in favour.

ACTION: Clerk to advise Mrs Bowen

PLANNING

24 22/23 To receive Decision notices:-

22/01134/NONMAT: Non-material amendment t 20/01666/REM for insertion of two Velux type roof lights in the rear (south) elevation of Plot 2: Folly View Quarry View Southrop Lechlade Gloucestershire GL7 3PG Validated: 17/3/2022 – **Permitted**

22/00981/AGFO | Prior notification for the erection of steel framed agricultural storage barn Rottenborough Farm, Southrop GL7 3GH: Validated 17/3/2022: **Prior Approval not reqd - AGFO**

22/00581/FUL | Erection of retaining wall to front 6 Stonesfield Close, Southrop GL7 3QF: Validated 3/3/2022: **Application withdrawn**

22/00231/FUL | Widen barn doorway and replace single barn door with double barn doors Tubbs Cottage, Southrop GL7 3PF: Validated 19/1/2022 : **Permitted**

25 22/23 New Planning Applications

22/01043/FUL | Full Application for Erection of a single storey rear extension and erection of front porch with associated works at Tortona Lechlade Road Southrop Lechlade Gloucestershire: Validated: 23/3/2022 – **Awaiting Decision** – No comments submitted.

22/04357/FUL | Full Application for Replace existing building, new paving, pool and landscaping at Greys Court Southrop Lechlade Gloucestershire GL7 3NU -**Awaiting Decision** – No comments submitted

22/01182/FUL | Erection of two-storey side extension and single-storey rear extension. Demolition of existing garage Hatrick, Lechlade Road, Southrop: Validated 4/4/2022: **Awaiting Decision** – No comments submitted.

22/01278/FUL | Erection of Garage at Tiltup Barn, Southrop. GL7 3PL: Validated 26/4/2022 – **Awaiting Decision**- Cllrs agreed to speak to the neighbours to obtain their views before making a decision on this application.

ACTION: Cllrs to advise the Clerk before the deadline 19th May 2022.

OTHER MATTERS

26 22/23 To consider and agree the Standing Orders and Code of Conduct for 2022/23

It was agreed that no changes were required for either of these documents. It was therefore **RESOLVED to agree Standing Orders and Code of Conduct for 2022/23. Proposed Cllr Guest, seconded Cllr Giles – all in favour.**

27 22/23 To consider and agree renting space for storage of SPC files including Agendas & Minutes (£30 per annum).

The Clerk reported that she is running out of space, as Council documents are stored in her house. She is proposing to store the documents in a small area of a secure cellar in the Community Centre, Fairford for a small fee. Following discussion, it was agreed to store documents and any old Agendas and Minutes would be sent to Glos. Archives. Other documents must be kept for several years. It was **RESOLVED** to agree to rent space for storage of SPC files unless an alternative storage space can be found. Proposed Cllr P Brickley, seconded Cllr Guest – all in favour.

28 22/23 Anything the Chair considers urgent.

Nil of note.

29 22/23 Date of next meeting 14th or 15th July 2022 – date to be confirmed.

There being no further business the meeting closed at 6.30pm

.....Chairman

.....2022