

SOUTHROP PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON FRIDAY 12TH MAY 2023

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

In attendance: Vanessa Lawrence (Clerk). Dr L Brookes

- 001 23/24 To elect the Chairman**
It was **RESOLVED** to elect Cllr Guest as Chairman. Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.
- 002 23/24 To receive the Chairman's Declaration of Acceptance of Office.**
The Chairman's Declaration of Acceptance of Office was received, signed and witnessed by the Clerk.
- 003 23/24 To elect the Vice Chairman**
It was **RESOLVED** to elect Cllr Giles as Vice Chairman. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour
- 004 23/24 To receive the Vice Chairman's Declaration of Acceptance of Office**
The Vice Chairman's Declaration of Acceptance of Office was received, signed and witnessed by the Clerk.
- 005 23/24 To receive Declaration of Acceptance of Office from all other Councillors.s**
Declarations of Acceptance of Office were received from Cllr P Brickley, Cllr C Brickley and Cllr Jones. These were signed and witnessed by the Clerk.
- 006 23/24 Apologies for absence**
None received – all present
- 007 23/24 Declarations of Interest in Items on the Agenda**
None received
- 008 23/24 To remind Councillors to submit the Register of Interests to Cotswold District Council.**
The Clerk reminded Cllrs to submit the Register of Interests form to CDC.
- 009 23/24 To approve the Minutes of the Council meeting held on the 6th March 2023**
The Chairman reported that a request from Dr Brookes to amend the Draft Minutes, these amendments had been circulated to Council and the amendments were approved. The Minutes were therefore approved, as amended. Proposed Cllr P Brickley, seconded Cllr Guest – all in favour.
- 010 23/24 Clerk's Report**
None

011 23/24 To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10 minute time limit

It was **RESOLVED** to adjourn the meeting for public participation.
All in favour

Q: Dr Brookes asked if there was further news relating to the Lechlade Road

A: This matter is to be considered later on the Agenda.

012 23/24 To agree to reconvene the meeting following Public Participation, if applicable.

It was **RESOLVED** to reconvene the meeting – all in favour.

013 23/24 Chairman's Announcements

None

014 23/24 To receive report from District/County Cllr

None received

FINANCE

015 23/24 To consider and agree Year End Accounts 2022/23

It was **RESOLVED** to agree Year End Accounts. Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.

016 23/24 To receive Internal Auditors Report

The Internal Auditor's report was received. Cllr P Brickley commented on the recommendation from the Internal Auditor with reference to Cllrs having dedicated council mailboxes. The Clerk explained why this was something that needs to be considered to protect Cllrs privacy. Cllrs agreed to consider this.

017 23/24 To approve Annual Governance Statement 2022/23

It was **RESOLVED** to approve the Annual Governance Statement. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.

018 23/24 To approve Accounting Statement 2022/23

It was **RESOLVED** to approve the Accounting Statement. Proposed Cllr Guest, seconded Cllr Jones – all in favour.

019 23/24 To approve Certificate of Exemption for AGAR 2022/23

It was **RESOLVED** to approve the Certificate of Exemption for 2022/23. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.

020 23/24 To approve dates for publication of Notice for Public Rights

The Clerk reported that she would need to post the Notice on the 2nd June. It was **RESOLVED** to approve the publication date. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

021 23/24 To approve Explanation of Variances for 2022/23

The Clerk had circulated the details prior to the meeting. Cllr were satisfied with the explanations. The explanations were therefore approved. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.

022 23/24 To consider and agree to appoint Mrs B Bowen as Internal Auditor for 2023/24.

Cllrs were happy with the work carried out by Mrs Bowen and it was **RESOLVED** to appoint Mrs Bowen as auditor for the 2023/24 audit. Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.

- 023 23/24 To approve payments to be made.**
The list of payments had been circulated prior to the meeting. It was **RESOLVED** to approve payments as listed (£1723.33)
- 024 23/24 To consider and agree any changes to Insurance Policy**
The Clerk to send latest Asset register to the Insurance Company. It was **RESOLVED** that no changes to the policy is required. Proposed Cllr P Brickley, seconded Cllr Guest – all in favour.

HIGHWAYS

- 025 23/24 Update of Highways matters**
It was agreed that Highways matters would be reported at the Annual Parish Meeting.

PLANNING

- 026 23/24 To receive decision notices**
23/00032/LBC & 22/04341/FUL: Conversion of outbuilding, addition of outdoor swimming pool and relocation of garden wall at Elmtree Cottage Southrop Lechlade Gloucestershire GL7 3PD –Expiry 2/2/2023 – **PERMIT**
- 22/00418/FUL & 22/00419/LBC :** Full Application for Change of use from an office to 1 no. residential dwelling at Fraser House Wadham Close Southrop Lechlade Gloucestershire – Expiry 22/11/22 – **PERMIT**
- 23/00424/TCONR** | T1- Cypress – Fell at St. Peters Church, Southrop –3/2
- 23/00701/COMPLY** | Compliance with condition 4 (Roofing material sample)of permission 22/01278/FUL- Erection of garage at Tiltup Barn, Southrop GL7 3PL – **PERMIT**
- 23/00873/NONMAT** | Non-material amendment for addition of covered walkway to permission 22/01182/FUL – Erecton of two-storey side extension and single-storey rear extension. Demolition of existing garage at Hatrick, Lechlade Road, Southrop. GL7 3PG – **APPLICATION WITHDRAWN**
- 23/00368/FUL** | Change of use of land to residential at 1A Council Houses, Lechlade Road, Southrop. GL7 3PQ. Validated 15/2/2023: Expiry 10/3/2023 – **PERMIT**
- 23/00824/TCONR** | As per report attached relating to T20, T19, T22, T23, G26, T27, T28, T29. Works as per specifications in Medler Consultancy Report 8/12/22 at The Oxhouse, Southrop Manor Estate GL7 3NX – **NO OBJECTION**
- 027 23/24 To consider NEW planning applications**
23/01053/FUL | Demolition of garage, erection of two-storey side extension, single-storey rear extension and covered walkway (revised scheme) at Hatrick, Lechlade Road Southrop GL7 3PG – Received 27/3/2023 Validated 14/4/2023; Expiry 9/5/2023 - **NO OBJECTION**

OTHER MATTERS

- 028 23/24 Update on Flood Warden scheme**
It was agreed to report on this matter at the Annual Parish Meeting.

029 23/24 Anything the Chair considers urgent
None

030 23/24 Date of next meeting - TBA

There being no further business the meeting closed at 6.05pm

.....Chairman

.....2023