

SOUTHROP PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON FRIDAY 10TH MAY 2024

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

In attendance: Vanessa Lawrence – Parish Clerk, District Cllr Fowles
(part)

- 001 24/25 To elect a Chairman
It was **RESOLVED** to elect Cllr Guest as Chairman. Proposed Cllr Jones, seconded Cllr C Brickley – all in favour.
- 002 24/25 Apologies for absence
None received. All present
- 003 24/25 Declarations of Interest in Items on the Agenda
None received
- 004 24/25 To approve the Minutes of the Parish Council meeting held on 14th March 2024
It was **RESOLVED** to approve the Minutes of the Parish Council meeting held on the 14th March 2024. Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.
- 005 24/25 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 24/25 To agree to reconvene the meeting following Public Participation, if applicable.
N/A
- 007 24/25 Clerks Report
The Clerk had circulated the report prior to the meeting. This covered details relating to the Internal Audit and the Speed Camera. The report is held with the Minutes.
- 008 24/25 Chairman's announcements
None.
- 009 24/25 To receive report from District/County Councillor

District Cllr Fowles had circulated his report prior to the meeting.
This is as follow:- See Annexe 1.

FINANCE

010 24/25 To approve retrospectively, payments made since the last meeting and to approve payments to be made.

It was **RESOLVED** to approve retrospective payments (£8k) and payments to be made this month (£1736.13). Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.

011 24/25 To receive list of payments over £100 at year end
The list of payments over £100 at year end was received with no comment.

012 24/25 To consider and agree cashbook & reconciliation figures at Year End

It was **RESOLVED** to approve cashbook & reconciliation figures at Year End. Proposed Cllr Jones, seconded Cllr Guest – all in favour.

ACTION: Clerk to publish on website.

013 24/25 To confirm list of assets held by the Parish Council at Year end. Cllrs confirmed the asset register at year end, to include cost for new speed camera, which although was free of charge, is held as a Council asset. The Clerk reported that the insurance schedule requires amending to include the speed camera and an adjustment for the replacement seat. All in favour.

ACTION: Clerk to contact insurance company and to amend Asset Register

014 24/25 To approve the Annual Governance Statement 2023/24
It was **RESOLVED** to approve the Annual Governance Statement. Proposed Cllr Jones, seconded Cllr Guest – all in favour.

015 24/25 To approve the Accounting Statements 2023/24 (e-mailed)
It was **RESOLVED** to approve the Accounting Statement for 2023/24.
Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.

016 24/25 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. Proposed Cllr C Brickley, seconded Cllr Jones – all in favour.

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

017 24/25 To consider and agree the effectiveness of the internal audit arrangements.
It was **RESOLVED** to agree that the internal audit was effective. Proposed
Cllr P Brickley, seconded Cllr Jones. All in favour.

018 24/25 To consider and agree the date to publish the Notice for Public Rights - 2nd June 2024
It was **RESOLVED** to agree to publish the Notice of for Public Rights on the 2nd June 2024. Proposed Cllr Jones, seconded Cllr Giles – all in favour.

ACTION: Clerk to publish the notice on the 2nd June.

PLANNING

019 24/25 To receive Decision notices:-
23/04021/LBC : Retrospective consent for internal alterations to provide bedroom and family bathroom, and the installation of banisters at Wadham Cottage Southrop Lechlade Gloucesters – **PERMITTED.**

NOTED

020 24/25 New Planning Applications
24/00852/FUL: Erection of single storey rear extension, first floor extension above existing balcony and replacement windows at Old Stile House Lechlade Road Southrop Lechlade Gloucestershire GL7 3PG – Expiry 9/5/2024. Awaiting Decision.

This application had been e-mailed to Cllrs prior to the meeting. No objections were raised.

OTHER MATTERS

021 24/25 To consider and agree to appoint Mr Philip Roberts as SPC’s representative for the Village Hall.
It was **RESOLVED** to appoint Philip Roberts as SPC’s representative for the Village Hall. Proposed Cllr C Brickley, seconded Cllr P Brickley – all in favour.

022 24/25 Anything the Chair considers urgent.
Cllr Giles reported that Southrop Primary School requires Governors.

023 24/25 Date of next meeting 18th July 2024 at 6.30pm

There being no further business the meeting closed at 6.10pm

Chairman.....

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