

# CHURCHDOWN PARISH COUNCIL

## MINUTES OF THE VIRTUAL ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 5<sup>TH</sup> MAY 2021 AT 7.30 PM

### Present:

Cllr Jane Attwood  
Cllr Lt Col BJ Barton-Ancliffe  
Cllr Gill Blackwell  
Cllr Graham Bocking  
Cllr Stewart Dove  
Cllr Nick Dring (Vice Chairman)  
Cllr Julie Evans  
Cllr Leo Fletcher  
Cllr Mary Jordan

Cllr Noushien Khazeni-Rad  
Cllr Karan Khazeni - Rad  
Cllr Haydn Pearl  
Cllr Alan Porter (Chairman)  
Cllr Richard Smith  
Cllr Stephen Wall  
Cllr Ian Yates  
Cllr Mrs. Loraine Yates

### Borough Councillors Clare Softley & Scott Thompson

Also, present: Miss Geraldine Connor, Clerk to the Council, taking minutes.

### 1 Election of Chairman of Council

The amendment to the original motion was considered first:

- 1.1 It was proposed and seconded that Cllr Lt Col Bernard Barton-Ancliffe be re-elected Chairman of Council.

It was requested by Cllr Lt Col Barton-Ancliffe Barton – Ancliffe that votes be recorded pursuant to CPC Standing Orders 3 (s):

*Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.*

Votes in favour: Councillors Lt. Col Barton-Ancliffe, Gill Blackwell, Graham Bocking, Julie Evans, Haydn Pearl, & Mrs Loraine Yates {6}

Votes against: Councillors Nick Dring, Stewart Dove, Alan Porter, Mary Jordan, Leo Fletcher, Karan Khazeni- Rad, Noushien Khazeni-Rad, Richard Smith, Stephen Wall, and Ian Yates. [10]

Abstentions: Cllr Jane Attwood

It was **RESOLVED** that Cllr Lt. Col Barton- Ancliffe not be re-elected as Chairman of Council.

- 1.2 It was proposed and seconded that Councillor Alan Porter be elected Chairman of Council.  
Votes in favour: Councillors Nick Dring, Stewart Dove, Mary Jordan, Leo Fletcher, Alan Porter, Karan Khazeni- Rad, Noushien Khazeni-Rad, Richard Smith, Stephen Wall & Ian Yates [10]

Votes against: Councillors Gill Blackwell, Graham Bocking, Julie Evans, & Mrs Loraine Yates [4]

Abstentions: Cllrs Jane Attwood & Haydn Pearl

It was **RESOLVED** that **Cllr Alan Porter** be elected **Chairman of Council** until the next Annual Meeting in accordance with Local Government Act 1972, Section 15 (1).

## **2 Declaration of Acceptance of Office by Chairman**

- 2.1 Cllr Alan Porter thanked Members and read out the Declaration of Acceptance of Office: Cllr Porter will sign the declaration in due course.

## **3 Election of Vice-Chairman of Council**

- 3.1 It was proposed, seconded and **RESOLVED** – that **Cllr Nick Dring** be elected **Vice Chairman of Council** until the next Annual Meeting in accordance with Local Government Act 1972, Section 15 (7).  
[ 10 votes in favour: 3 abstentions]

## **4 Apologies**

- 4.1 It was noted that Councillor Roy Nutting is retiring as a Member of Council.

## **5 Declarations of Interest**

- 5.1 None

## **6 To receive any questions from Parishioners.**

- 6.1 None

## **7 To confirm the Minutes of the Meeting held on Tuesday, 14<sup>th</sup> May 2019.**

- 7.1 The Minutes were confirmed as a true record.

## **8. Planning**

- 8.1 None

## **9 To answer any written questions from Members.**

- 9.1 None

## **10 Appointment of Committees and any Working Groups, including Chairmen and Vice-Chairmen thereof.**

### **10.1 Community Committee**

It was proposed, seconded and **RESOLVED** – that the following Members serve on the Community Committee:

Cllr Jane Attwood, Cllr Gill Blackwell, Cllr Lt. Col Bernard Barton- Ancliffe, Cllr Nick Dring, Cllr Karan Khazeni – Rad, Cllr Mary Jordon, Cllr Alan Porter, Cllr Richard Smith, Cllr Stephen Wall, Cllr Ian Yates, Cllr Mrs. Loraine Yates

It was proposed, seconded and **RESOLVED** – that **Cllr Gill Blackwell** be elected **Chairman of the Community Committee.**

It was proposed, seconded and  
**RESOLVED** – that **Cllr Lt. Col Bernard Barton-Ancliffe** be elected **Vice-Chairman of the Community Committee.**

## **10.2 Finance & Administration Committee**

It was proposed, seconded and  
**RESOLVED** – that the following Members serve on the Finance & Administration Committee:

Cllr Jane Attwood, Cllr Lt Col Bernard Barton-Ancliffe, Cllr Gill Blackwell, Cllr Stewart Dove, Cllr Leo Fletcher, Cllr Alan Porter, Cllr Richard Smith, and Cllr Mrs Loraine Yates

It was proposed, seconded and  
**RESOLVED** – that **Cllr Lt Col Bernard Barton – Ancliffe** be elected **Chairman of the F & A Committee.**

It was proposed, seconded and  
**RESOLVED** – that Cllr Gill Blackwell be elected **Vice Chairman of the F & A Committee.**

## **10.3 Burial Committee (confirmation of membership)**

The Clerk advised that the Chairman and Vice Chairman of Council serve on the Burial Committee, plus the Chairmen of the 2 standing Committees [and a representative from Innsworth Parish Council]. Should any Committee Chairman be unable to attend, the relevant Committee Vice Chairman will substitute for them.

It was proposed, seconded and  
**RESOLVED** that the following Members serve on the Burial Committee.

Cllr Alan Porter (Council Chairman), Cllr Nick Dring (Council Vice-chairman), Cllr Lt. Col Barton-Ancliffe, (Chairman F & A), Cllr Gill Blackwell (Chairman Community Committee)

## **10.5 Staff Management Working Group**

It was proposed, seconded and  
**RESOLVED** – that the following Members serve on the Staff Management Working Group: Cllr Lt Col Bernard Barton-Ancliffe (Chairman SMWG), Cllr Gill Blackwell (Vice Chairman SMWG), Cllr Jane Attwood, Cllr Graham Bocking, Cllr Alan Porter.

## **11 Appointment of Signatories – Orders of Payment**

**11.1** It was proposed, seconded and  
**RESOLVED** – that the Chairman and Vice-Chairman of Council and the Chairman and Vice-Chairman of the Finance and Administration Committee and the Clerk and Assistant, be authorised to sign cheques and other orders of payment on behalf of the Council; and that all cheques and orders of payment be signed by three of the signatories (two Members plus the Clerk or Assistant)

Cllr Alan Porter (Council Chairman), Cllr Nick Dring (Council Vice-chairman), Cllr Lt. Col Barton-Ancliffe, (Chairman F & A), Cllr Gill Blackwell (Vice – Chairman F & A Committee)

## **12 Authorisation for Sealing of Documents**

**12.1** It was proposed, seconded and  
**RESOLVED** – that the Chairman and Vice-Chairman of Council together with the Clerk and Assistant Clerk be authorised to sign and seal documents on behalf of the Council.

Cllr Alan Porter (Chairman), Cllr Nick Dring (Vice-chairman)

## **13 Appointments to Various Organisations & Advisory Bodies**

### **13.1 Gloucestershire Airport Consultative Committee**

It was then proposed, seconded and

**RESOLVED** that Cllr Mary Jordan be appointed as representative to the Committee.

### **13.2 Gloucestershire Association of Parish and Town Councils**

An appointment to this post will be made by election through GAPTC.

### **13.3 GL3 Community Hub**

It was proposed, seconded and

**RESOLVED** that Cllr Mary Jordan be appointed as representative to the GL3 Hub Committee.

### **13.4 CCA Executive**

It was proposed and seconded.

and **RESOLVED** that Cllr Stewart Dove be appointed as the representative to the CCA Executive Committee.

### **13.5 Snow and Flood Wardens**

It was proposed, seconded and

**RESOLVED** that Cllr Julie Evans (Brookfield) and Cllr Graham Bocking (St John's) be re-appointed as snow and flood wardens.

## **14 Clerk's Report**

### **14.1 The Clerk reported as follows:**

The Clerk will be drafting a strategic plan for the Parish Council in the next few months: this will be linked to projects with timetables and specific budgets - any feedback from Councillors would be welcome.

## **15 To receive Reports of Committees, and to receive and resolve any recommendations therein.**

### **15.1 Community 20<sup>th</sup> April 2021**

Cllr Lt. Col Bernard Barton Ancliffe (former vice chairman of the committee) presented the Minutes. There were no recommendations.

### **15.2 Finance and Administration Committee – 4<sup>th</sup> May 2021**

Cllr Alan Porter, (former chairman of the committee) presented the Minutes. There was one recommendation.

**Payments.** The list of payments [**Appendix A**] was tabled for Members. It was proposed, seconded and

**RESOLVED** – that the payments for May (including additional) be accepted in the sum of **£19239.58**.

## **16 Accounts for 2020 - 2021**

**To receive and approve the accounts for 2020/2021, Report of Internal Independent Auditor, Annual Return.**

**To receive, approve and complete the Annual Governance Statement for 2018/2019**

### **16.1 This item was deferred pending receipt of the internal auditor's report.**

**17 Correspondence - For Action:**

**17.1** Woodland Trust request for access and storage facility at the Burial Ground during repair works to Chosen Hill.

This request was granted.

Cllr Nick Dring offered to assist the Clerk with a risk assessment at the Burial Ground.

**18 Questions/Information**

**18.1** A Member asked if there is a schedule of listed buildings in Churchdown? The Clerk confirmed that Listed buildings are included on a register called the National Heritage List for England, which is managed by Historic England - TBC have a copy.

**18.2** A Member reported concerns about vehicles travelling over Crifty Craft Lane. – it was acknowledged that this issue falls under the responsibility of GCC Highways.

**18.3** A Member asked if the Council could consider a proposal for youth funding?

**18.4** A Member has spoken to a Resident regarding anti-social behaviour at John Daniels Park.

**18.5** A Member asked if a zoom protocol can be drafted if virtual meetings continue?

**18.6** A Member proposed a vote of thanks to Councillor Roy Nutting for his dedication and service to the Parish Council.

**18.7** A Member observed that one of the groundsmen has gone above and beyond his duties in helping a Resident. - a vote of thanks to Frank was recorded.

**18.8** A Member asked for teachers and staff at schools to be included in any tribute to key workers.

**Meeting ended at 8.48 pm.**

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**Chairman of Council**