

# CHURCHDOWN PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>th</sup> MAY 2022 AT 7.30 PM

### Present:

Cllr Jane Attwood  
Cllr Lt Col BJ Barton-Ancliffe  
Cllr Alan Porter (Chairman)  
Cllr Graham Bocking  
Cllr Anne Clarke  
Cllr Stewart Dove  
Cllr Julie Evans  
Cllr Mary Jordan

Cllr Karan Khazeni- rad  
Cllr Haydn Pearl  
Cllr Jason Richmond  
Cllr Elizabeth Skelt  
Cllr Richard Smith  
Cllr Pierre Weinzweig  
Cllr Ian Yates  
Cllr Mrs. Loraine Yates

### Also, present:

Borough Councillors Paul Smith & Scott Thompson  
6 Members of the Public  
Miss Geraldine Connor, Clerk to the Council  
Mrs Heather Day , Assistant Clerk

## 1 Election of Chairman of Council

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

It was proposed and seconded that Cllr Alan Porter be nominated Chairman of Council.

It was **RESOLVED by a majority** 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 Elected Chairman

- 2.1 Cllr Alan Porter thanked Members and read out the Declaration of Acceptance of Office: Cllr Porter signed the declaration of acceptance of office.

## 3 Election of Vice-Chairman of Council

- 3.1 It was proposed, seconded and **RESOLVED** to defer this matter to the next meeting of Full Council in June.

## 4 Apologies

- 4.1 Cllr Gill Blackwell & Nick Dring

**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, 19<sup>th</sup> April 2022**

7.1 The Minutes were confirmed as a true record.

**8. Planning**

**8.1 Erection of a two storey side extension and single storey rear extension**

15 Moselle Drive Churchdown Gloucester Gloucestershire GL3 2RX  
Ref. No: 22/00413/FUL |

**No objections**

**Installation of render to the ground floor front, side and rear elevations.**

35 Craven Drive Churchdown Gloucester Gloucestershire GL3 2DZ  
Ref. No: 22/00360/FUL

**No objections**

**Erection of a single storey rear extension.**

49 Parton Road Churchdown Gloucester Gloucestershire GL3 2AB  
Ref. No: 22/00427/FUL

**No objections**

**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 Liz Skelt, Cllr Richard Smith, Cllr Ian Yates.

Appointment of Community Committee Chairman

It was proposed, seconded and

**RESOLVED** – to defer this matter to the next meeting 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 Julie Evans, Cllr Alan Porter, Cllr Stewart Dove, Cllr Jason Richmond, Cllr Pierre Weinzweig, Cllr Richard Smith, Cllr Ian Yates and Cllr Mrs Loraine Yates

It was proposed, seconded and

**RESOLVED** – that **Cllr Stewart Dove** be elected **Chairman of the F & A Committee**.

The Clerk advised that the Chairman of the APCM be allowed the casting vote as there is no procedural guidance in CPC Standing Order.

**Please see supplementary advice note (Appendix A)**

## **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 Cllr Alan Porter and Cllr Stewart Dove serve on the Committee as well as Members yet to be appointed (as above)

## **10.5 Staff Management Working Group**

It was proposed, seconded and

**RESOLVED** – that the following Members serve on the Staff Management Working Group Cllr Stewart Dove (Chairman F & A) , Cllr Gill Blackwell , Cllr Julie Evans, Cllr Alan Porter ( Chairman of Council)

## **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 Stewart Dove (Chairman of F & A)

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

**12.1** It was proposed, seconded and

**RESOLVED** – that Cllr Alan Porter (Chairman), Cllr Stewart Dove (Vice-chairman) be appointed.

## **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 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 Graham Bocking (St John's) be appointed as snow and flood warden.

## **14 Clerk's Report**

### **14.1 No additional Information**

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

### **15.1 Community 19<sup>th</sup> April 2023**

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 – 3rd May 2022**

Cllr Lt. Col Bernard Barton- Ancliffe (former chairman of the committee) presented the Minutes. There was one recommendation.

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

**RESOLVED** – that the payments for May (including additional) be accepted in the sum of **£31193.48**

## **16 Annual Governance & Accountability Return 2021 - 2022 [Appendix C]**

### **16.1 To receive and approve the Annual Governance Statement [pg. 4 AGAR]**

It was proposed, seconded and

**RESOLVED** that the statement be approved.

The Chairman and Responsible Financial Officer signed the declaration on page 4.

### **16.2 To receive and approve the Accounting Statements for 2021-2022**

It was proposed, seconded and **RESOLVED** that the accounting statements be approved.

The Chairman and Responsible Financial Officer signed the declaration on page 5.

**16.3** The Internal Auditor report was considered by Members [**Appendix D**]

**17 To consider the establishment of a new scrutiny committee**

**17.1** It was proposed , seconded and **RESOLVED** that a working group be established to convene, as and when required.

**18 To identify Covid appeal for charitable donation – minute 402.1 FC 12<sup>th</sup> April 2022**

**18.1** It was agreed that this matter be reconsidered if a suitable fund is identified

**19 To approve insurance cover for 22-23 in sum of £12,031.33**

**19.1** It was proposed, seconded and **RESOLVED** that this quote be approved in the sum of **£12.031.33**

**20 To approve draft tender for the provision of youth services 2022-2023 [Appendix E i and ii ]**

**20.1** It was proposed, seconded and **RESOLVED** that the tender be approved ( 2 votes against including Cllr Julie Evans who expressed concerns over safeguarding and sub -contracting.)

**21 Correspondence**

**21.1 GAPTC – Annual subscription - £2468.93**

It was proposed, seconded and **RESOLVED** that this quote be approved.

**21 Questions/Information**

- **S106 Update [Appendix D]**

**22 Confidential Business**

- To note minutes of F & A Confidential Business 3<sup>rd</sup> May
- To approve minutes of Full Council 12<sup>th</sup> April 2022
- To note minutes of Community Committee 19<sup>th</sup> April 2022

**Meeting ended at 9.37 pm.**

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**Chairman of Council**