

CHURCHDOWN PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE HELD ON WEDNESDAY 5th FEBRUARY 2020 AT 7.30 PM IN THE CHURCHDOWN LIBRARY

PRESENT:

Cllr Jane Attwood
Cllr Lt. Col Barton Ancliffe
Cllr Gill Blackwell
Cllr Julie Evans

Cllr Roy Nutting (Vice Chairman)
Cllr Alan Porter
Cllr Mrs Loraine Yates

Also, present : Miss Geraldine Connor, Clerk, taking Minutes

385 To receive apologies

385.1 Cllr Richard Smith

386 To make any declarations of interest

386.1 Cllr Gill Blackwell : Planning - Minute **386.1**
Cllrs Lt. Col. Barton-Ancliffe and Alan Porter: Appointment of Internal Auditor - Minute Number **392.1**

387 Public Participation

387.1 None

388 Planning

388.1 [TPO 326 - T3. Lift lower limb of pine tree that is over road to allow vehicle access](#)
Churchdown Hub Cheltenham Road East Churchdown Gloucester GL3 1HX
Ref. No: 20/00044/TPO

Correspondence from the Tree Warden was noted.

No objection provided the work is carried out as described.

[Demolition of existing conservatory and erection of a rear extension](#)

83 Pirton Lane Churchdown Gloucester GL3 2SB Ref. No: 20/00014/FUL

No objection

[Part demolition of existing building 4 and construction of a new production and office building as approved under permission 19/00235/FUL without compliance with condition 2 \(the approved plans\). Amendment seeks changes to the level of office and production space within the new building.](#) Ref. No: 19/01172/FUL

Safran Landing Systems LTD Cheltenham Road East Churchdown Gloucester GL2 9QH

No objection

388.2 Correspondence

Appeal Sandycroft Cottage, Dancey Road; Erection of 2 Self-build dwellings

Objection, on the same the grounds as previously submitted.

Permit 92 Melville Road; First floor side extension above single storey side and rear extension

389 To confirm the Minutes of meeting of Finance & Administration Committee held on 8^h January 2020

389.1 The Minutes were confirmed as a true record and signed by Chairman, Councillor Alan Porter.

390 To approve payments for February 2020 and recommend to Full Council for payment [Appendix A - tabled at meeting]

390.1 It was proposed, seconded and **RECOMMENDED to Full Council** that the payments for **February 2020** be accepted.

It was noted that the RBS charge for 'making tax digital' is a one-off fee for updating the software. This is necessary in order to comply with the relevant VAT legislation.

A Member asked if the BWS charge for disconnecting the alarm can be recouped from the Insurance Company. The Clerk will check this with Aviva.

The Clerk clarified that the two rent payments to GCC are for the Parish Council Building and the land, (play area, pitch , ponds) respectively.

391 To receive Clerk's Report

391.1 Insurance

The Clerk reported on the insurance claim regarding the Parish Council Chamber.

The work has been suspended due to an issue relating to the depth of the foundations. Members expressed concern, and surprise, that the foundations were not inspected when the original Structural Engineers assessment was undertaken.

Members reported that TBC would have inspected the building before the building was signed off.

It was proposed, seconded and **RESOLVED** that the Clerk contact the Insurance Company to ask why the Loss Adjustors did not carry out a thorough investigation, as part of the structural engineer's survey, at the start of the process?

391.2 Neighbourhood Plan

The Clerk reported that she has reallocated expenditure for the Neighbourhood Plan to a new Ear Marked Reserve (as previous expenditure for 2017–2020 has been paid from Income and Expenditure rather than the designated EMR)

The Referendum will take place on 12th March 2020. The Clerk reported that a meeting of the Neighbourhood Plan Steering Group will take place on 7th February 2020 at 10 am to plan a programme of publicity. Publicity to be considered at the meeting will include, an extra page article in 'The Pink Magazine', a page advert in 'The Local Answer' and possible an advert in the Citizen.

A Member asked if all qualifying Residents will be sent polling cards? The Clerk will check with TBC Democratic Services.

392 To consider appointment of Internal Independent Auditor

Two quotes were presented:

- i) **Mr Iain Selkirk: £305**
- ii) **GAPTC £360**

392.1 It was proposed, seconded and **RECOMMENDED to Full Council** that the quote from Mr. Iain Selkirk be approved for the Internal Audit for **2019/2020**.

393 To consider change of day for Finance & Admin Meeting.

393.1 A discussion ensued.
It was proposed, seconded and **RECOMMENDED to Full Council** that the day of the Finance & Admin Meeting be held on a Tuesday with effect from March 2020.

394 To consider recommendation to Full Council to approve Churchdown Parish Council Disciplinary & Grievance Procedure

394.1 It was proposed, seconded and **RECOMMENDED to Full Council** that the attached Disciplinary & Grievance Procedure be approved. **[Appendix B]**

395 To set date for Staff Management Working Group meeting

395.1 It was proposed, seconded and **RESOLVED** that the next meeting of the SMWG be held on **Wednesday 19th February 2020 at 2pm or Friday 21st February 2020 at 2pm.**

396 To consider Churchdown Parish Council Taxi Voucher Scheme

396.1 It was proposed, seconded and **RESOLVED** that the scheme continue for **2020/2021**

396.2 It was proposed, seconded and **RESOLVED** that all users be notified that this is the last year of the current scheme.

396.3 It was proposed, seconded and **RESOLVED** that there be no overspend/over-allocation of vouchers for the scheme 2020/2021.

397 To receive items of Correspondence

397.1 To Note:

- Neighbourhood Planning Newsletter
- Public Sector Newsletter X 2
- Tewkesbury Borough Council Press Release : Electric charging points
- Tewkesbury Borough Council Press Release : Green travel Club
- Local Councils Update
- National Savings Statement

Interest £81.59
Total £10279.67

397.2 For Action

397.2.1 Request to use car park by Atkins Global (on behalf of GCC) to carry out an overnight bridge inspection on Pirton Lane (from 10 pm)
It was proposed, seconded and **RESOLVED** that this request be approved.

397.2.2 Request from Vision (formerly Abbey) to collect direct debits rather than pay by invoice.

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

397.2.3 Quote: 3 x Zoostorm Elite Intel Core i5=9400f 16GB computers for office £489.99 each.
Total £ 1469.97

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

397.2.4 To consider a request from a Television Production Company to film in Churchdown Park
It was proposed, seconded and
RESOLVED that this request be approved

398 Questions/Information Session

398.1 A Member reported that the construction traffic is causing sever congestion and dirt on
Innsworth Lane.

The meeting closed at **20.52** hours.

CHAIRMAN