

# CHURCHDOWN PARISH COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
HELD IN THE PARISH COUNCIL CHAMBER  
AT 7.30 PM ON TUESDAY 5<sup>th</sup> MARCH 2024**

**PRESENT**

**Cllr Lt Col Barton-Ancliffe**

**Cllr Alan Porter**

**Cllr Gill Blackwell**

**Cllr Pierre Weinzweig**

**Cllr Paul Grierson**

**Cllr Mrs. Loraine Yates**

**Cllr Wayne Hands**

Also in attendance: Miss Geraldine Connor, Clerk taking minutes

**400 To receive apologies for absence**

**400.1** Councillors Jane Attwood and Richard Smith.

**401 To make any declarations of interest and receive requests for dispensations**

**401.1** The Clerk referred Members to the CPC Code of Conduct :

*Paragraph 10 : Other Interests (Other Registrable Interests Appendix B and Non -registrable Interests)*

*Where a matter, in which*

*(1) either you have an interest as specified in Appendix B (other registrable interests),*

*(2) or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the Ward affected by the decision, your well-being or financial position or the well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate, arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-*

*(3) Do ensure that you disclose the interest to the meeting...*

*(4) Do leave the meeting and do not vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,*  
*(a) it affects the financial position of an interest specified in Appendix B (other registrable interests).*  
*(b) it affects your financial position or well-being or that of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate.*

Cllrs Lt Col Bernard Barton- Ancliffe, Wayne Hands and Pierre Weinzweig stated that they are Churchdown Surgery Health Champions or surgery volunteers in some capacity but have no direct or pecuniary interest in any surgery social prescribing scheme : neither will any of these Members or any member of their respective families benefit either directly or indirectly from any grant awarded.

A Member observed that ‘perceived’ interests ( i.e. the perception of residents ) are equally important in a Member’s decision as to whether a declaration of interest should be made and the relevant obligations complied with.

No declarations of interest were made.

## **402 Public Participation**

**402.1** None

## **403 Planning**

### **403.1 New Applications**

#### **[Erection of a two storey rear extension and single storey front and side extension](#)**

16 Cheltenham Road East Churchdown Gloucester Gloucestershire GL3 1A

Ref. No: 24/00126/FUL | Received: Wed 07 Feb 2024 | Validated: Wed 07 Feb 2024 | Status: Pending Consideration.

**No Objection**

### **403.2 Correspondence**

Churchdown Club Ltd – single storey front extension and ramp **PERMIT**

**404 To consider a formal response to the Strategic Local Plan Consultation**

**404.1** A Member has lodged an individual response regarding the lack of proposed investment for policing and social well-being.

A Member observed that the recent SLP consultation resulted in a targeted focus [by residents] on two sites that have been classified as 'potentially' developable which was not the original intention of the consultation process ( which was much wider in scope).

The Clerk referred Members to current policies in the current JCS, TBP and C&INP that support and enhance Churchdown's sense of community, place and identity. The Clerk suggested these could be referenced in any formal response by Churchdown Parish Council.

The policies referred to are :

***Joint Core Strategy***

SD3 - Sustainable Design and Construction ; SD5 - Green Belt; SD6 - Landscape  
SD9 – Biodiversity; INF 1- Infrastructure; INF 2 - Flood Risk; INF 3 - Green  
Infrastructure

***Tewkesbury Borough Plan***

GRB2 – Gloucestershire Airport ; GRB4 – Cheltenham – Gloucester Green Belt.  
LAN5 – Local Green Spaces

***The Churchdown and Innsworth Neighbourhood Plan***

All policies

It was proposed , seconded and

**RECOMMENDED** to FC that a formal response to the Strategic Local Plan be approved at Full Council on 12<sup>th</sup> March 2024, a draft to be circulated prior to the meeting.

**405 To confirm the minutes of meeting of Finance & Administration Committee held on 6<sup>th</sup> February 2024**

**405.1** The Minutes were confirmed as a true record, and were signed by the Chairman, Councillor Lt. Col Barton-Ancliffe.

**406 To consider an application for emergency funding to support the Churchdown Surgery Health Champions Transport Scheme - proposed by Councillor Lt. Col Barton Ancliffe**

**406.1** A discussion ensued.

The Chairman reported that new information has come to light since the decision made at the F & A Committee in February 2024 which could, had it been known at the time of the last vote, have had a bearing on the decision made : this information relates specifically to the accurate figure [ now received by the Council ] for the current funding balance left for the Surgery Health Champions Transport Scheme.

A Member again observed that perceived perception ( by Members of the public) is important for Members to consider, particularly bearing in mind that the new 'information' came to light at a surgery meeting at which Members of Council, and this Committee, were present in their capacity as Health Champions.

Members were asked to consider if the reasons put forward constitute *exceptional circumstances*. [CPC Grant Policy : para 3.4].

It was proposed, seconded and

**RESOLVED** that the vote be recorded.

**It was proposed and seconded** that exceptional circumstances have been established and that the grant should be considered.

Members in favour : Cllrs Lt. Col Bernard Barton-Ancliffe, Wayne Hands and Pierre Weinzweig

Members against : Cllr Paul Grierson

Members abstaining : Cllrs Gill Blackwell, Alan Porter and Mrs. Loraine Yates.

It was therefore **RESOLVED** by majority, that exceptional circumstances apply.

A Member reported that Chatty Café is only one element of the work of Social Prescribing Staff. A second venue in Innsworth is used for the Chatty Café , as a suitable property within Churchdown could not be secured.

A Member reported that only Churchdown residents benefit from this scheme : all pick-ups and drop offs are in Churchdown.

A Member reported that a deal has been made *Connexions* which means that all future transport will be by mini bus and not taxi cab.

A Member asked why Residents benefitting from the scheme cannot be asked to make a small voluntary contribution ?

**It was proposed and seconded** that the grant application in the sum of **£2,000** be approved.

Members in favour : Cllrs Lt. Col Bernard Barton-Ancliffe, Gill Blackwell Wayne Hands and Pierre Weinzwieg and Mrs. Loraine Yates

Members against : Cllr Paul Grierson

Members abstaining : Cllr Alan Porter.

It was therefore **RESOLVED**, by majority, that a grant in the sum of **£2,000** be awarded to the Churchdown Surgery Health Champions Transport Scheme, subject to the following conditions :

- A full record for all transport chatty cafe costs must be kept and supplied to the Parish Council upon request
- A full record of any other donations received must be kept and supplied to the Parish Council upon request
- The grant is to be used for the sole purpose of supporting the Surgery Transport Scheme and funding mini bus costs only ( not taxis)
- No further application can be made for funding to support the scheme within the financial year 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025

**407 To review and approve CPC Co-Option policy – Appendix A**

**407.1** A Member observed that certain 'skills and competencies required' are outdated and no longer appropriate.

Cllrs Wayne Hands and Pierre Weinzwieg offered to redraft the policy and table for Members by Wednesday 27<sup>th</sup> March 2024 [ for approval at F & A on Tuesday 2<sup>nd</sup> April 2024]

**408 To review and approve CPC CCTV (NEW) Policy - Appendix B**

**408.1** A number of comments were made relating to the grammatical accuracy and content of the policy.

It was proposed, seconded and

**RESOLVED** to approve the policy with the following amendments.

**Introduction**

1. Delete *seafont*
2. Amend *Patron to Parton* and delete *road*

**Location and signage**

16. Delete *Cameras are installed externally in public facing areas.*

## **Covert surveillance**

30. Delete *the Council will not engage in covert surveillance.*

## **Disclosure**

40. Delete *and where necessary*

A Member observed that signage should be installed at all camera points including the Council's ring doorbell.

## **409 Correspondence**

TBC demand for business rates for CPC annexe.

**409.1** The Clerk reported on correspondence received from TBC for business rate arrears for the Parish Council **annexe.**

It was acknowledged that the annexe has not been used as a business since 31<sup>st</sup> July 2015 (formerly rented by a local pharmacist). The Clerk outlined her very clear communications to TBC explaining the difficulties regarding the valuation of this property with the Valuation Office Agency [VOA] and the history of 'checks' and 'challenges' made to the VOA.

Despite the complete discretion of TBC to suspend any enforcement action pending the outcome of the latest challenge to the VOA ( the outcome of which is expected within two weeks), a final demand for payment has now been received.

Members expressed their disappointment at the 'demand' for payment considering that the Parish Council has received no business rates bill for the annex (which is actually part of the Parish Council building) from TBC for over 8 years (until November 2023).

The Clerk referred Members to *CPC Financial Regulations – Budgetary Control and Authority to spend.*

The Clerk was advised to make payment as requested.

*4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. **This authority is to be determined by the Council for all items over £5,000.***

As the next meeting of Full Council is due to be held at 7.30 p.m. on Tuesday 12th March 2024 the Clerk was asked to request that TBC allow one week to make payment of all arrears in Full.

Full recovery and repayment of sums paid with interest lost and costs incurred will be sought from TBC should the pending challenge to the VOA be successful.

**410. Questions and information**

**410.1** A Member suggested the Council purchase a stab/trauma kit.

**410.2** The Chairman invited Councillor Hands to consider a proposal for a policy to enhance the Council's statutory obligations under the Equalities Act 2010.

**410.3** The Chairman expressed his disappointment regarding the lack of notice from TBC officers and Members about the SLP consultation event programme.

**The meeting ended at 9.23 p.m.**

**Date of the next meeting Tuesday 2<sup>nd</sup> April 2024 at 7.30 p.m.**

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**CHAIRMAN**