

CHURCHDOWN PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF THE FULL COUNCIL HELD ON TUESDAY, 13th April 2021 AT 7.30 PM

PRESENT

Cllr Jane Attwood	Cllr Alan Porter (Vice Chairman)
Cllr Lt Col BJ Barton-Ancliffe (Chairman)	Cllr Richard Smith
Cllr Stewart Dove	Cllr Stephen Wall
Cllr Mary Jordan	Cllr Ian Yates
Cllr Haydn Pearl	Cllr Mrs. Loraine Yates

Also, present: Miss Geraldine Connor, Clerk taking minutes.

A Minute's silence was held in memory of HRH, The Duke of Edinburgh, Prince Philip.

985 TO RECEIVE APOLOGIES

985.1 Councillors Graham Bocking, Gill Blackwell, Nick Dring, Julie Evans, Leo Fletcher Kaci Khazeni-Rad, and Roy Nutting; Borough Councillor Paul Smith.

985.2 The Clerk reported that Councillors Graham Bocking, Julie Evans and Leo Fletcher has attempted to join the virtual meeting but had been sent the wrong link - the Clerk apologised to Members for this error.

986 TO STATE ANY DECLARATIONS OF INTEREST

986.1 Councillors Mary Jordan & Richard Smith – Planning Minute **988.1**

987 TO RECEIVE ANY QUESTIONS FROM PARISHIONERS

987.1 None

988 PLANNING

988.1 NEW

[Erection of a side extension, lift the ridge height over the extension to form loft space and erection of two dormer extension.](#)

5 Quinton Close Churchdown Gloucester Gloucestershire GL3 2LY

Ref. No: 21/00359/FUL

Objection - the size of this development will compromise the street scene as the proposed development is much larger than the neighbouring properties.

988.2 Erection of detached garage | Applegarth Station Road Churchdown Gloucester Gloucestershire GL3 2JT 21/00216/FUL

Objection as the tree is subject to a TPO and is not diseased, damaged or dead. The Council refer TBC to the comments of the tree warden.
If a garage is to be built, an alternative solution must be found.

981 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 9th MARCH 2021.

981.1 The Minutes of the virtual meeting of Full Council held on 9TH March 2021 were confirmed as a true record and will be signed by the Chairman.

982 TO RECEIVE REPORTS OF COUNTY AND BOROUGH COUNCILLORS

982.1 Borough Councillor Mary Jordan reported as follows:
TBC have been cutting back on meetings – the Full Council meeting will be on 4th May 2021.

Match Funding for Community Projects – sadly, it is unlikely that the criteria for community engagement can be met by the deadline for applications in early June. It would be a good idea to plan some capital projects for parks and community spaces and to engage with the community over ideas for projects.

The monthly community (safety and wellbeing) portfolio meeting took place yesterday; extra refuse collections can be requested from TBC.
There are no plans to roll out the dog warden programme at the moment.

The Great British Spring Clean will be take place 28 May to 13 June 2021.
A Member asked if a photograph of the litter picker team can be taken for the local paper? All Members thanked the volunteers for their fantastic work.

983 TO RECEIVE REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES & REPORTS OF TRAINING/ATTENDANCE AT OTHER MEETINGS

983.1 CCA Executive

Councillor Alan Porter reported there has been no recent meeting.

982.2 GAPTC Executive

Councillor Alan Porter reported that there has been no meeting recently, but advice has been forwarded regarding the resumption of face-to-face meetings.

983.3 Glos Airport Consultative Executive Committee

Councillor Stephen Wall reported there has been no recent meeting.

983.4 GL3 Hub – the grant from TBC for winter warmer meals has now finished.

984 TO ANSWER ANY WRITTEN QUESTIONS FROM MEMBERS

984. 1 None

**985 TO NOTE REPORTS OF COMMITTEES AND WORKING GROUPS:
TO RECEIVE AND RESOLVE ANY RECOMMENDATIONS THEREIN**

985.1 FINANCE AND ADMINISTRATION COMMITTEE 6th April 2021

Councillor Alan Porter, Chairman of Finance and Administration Committee presented the Minutes. There was 1 recommendation.

985.1.1 Payment of Accounts including additional, in the sum of **£18875.49**.
(Appendix A)

It was proposed, seconded and

RESOLVED that the payments for **April** in the sum of **£18875.49** approved.

985.1.2 COMMUNITY COMMITTEE 16th March 2021

Councillor Lt Col Bernard Barton – Ancliffe presented the Minutes.

There were no recommendations:

986 CLERK'S REPORT

986.1 The year end close has been completed; the Clerk is now undertaking preparation for external audit.

The office staff are now back at work as per contracted hours.

The Clerk has now completed 2 assignments as part of her SLCC community governance course: the finance paper has been particularly useful as a reminder of the need to comply with proper practices.

A tribute to HRH, the Duke of Edinburgh has been posted on the parish council website and a union jack flown at half-mast.

987 TO REVIEW CHURCHDOWN PARISH COUNCIL STANDING ORDERS, FINANCIAL REGULATIONS AND RISK ASSESSMENT

987.1 It was proposed, seconded and **RESOLVED** that **Churchdown Parish Council Standing Orders**, as amended be approved (Appendix B)

A Member asked about the reference to EU law in Standing Order 18 f and g? The Clerk was asked to check this with GAPTC and note the documents appropriately.

The Clerk suggested appointing a working group to review standing orders and financial regulations and to consider drafting a list of approved suppliers for the purposes of section 18 c.

987.2 It was proposed, seconded and **RESOLVED** that **Churchdown Parish Council Financial Regulations** be approved (Appendix C)

987.3 It was proposed, seconded and **RESOLVED** that **Churchdown Parish Council Risk Assessment** be approved (Appendix D)

988 TO CONFIRM ARRANGEMENTS FOR ANNUAL PARISH AND ANNUAL PARISH COUNCIL MEETING IN MAY 2021

988.1 It was proposed, seconded and **RESOLVED** to approve the following arrangements:

The meeting of the Finance and Admin Committee to take place virtually on **Tuesday 4th May 2021** at 7.30 pm.

The meetings of the Annual Parish and Parish Council to take place virtually on **Wednesday 5th May 2021** at 7 pm and 7.30 pm, respectively.

There will be no meeting of the Community Committee in May.

The committee meetings of Finance and Admin and Community will resume as face-to-face meetings in the Parish Council chamber from June 2021:

Finance and Admin: Tuesday 1st June 2021 at 7.30pm

Community Committee: Tuesday 15th June 2021 at 7.30 pm

A face-to-face meeting of Full Council will be held in mid - July.

989 TO CONFIRM FIREWORKS ARRANGEMENTS EVENT & DAY IN THE PARK 2021

989.1 It was proposed, seconded and **RESOLVED** that the Fireworks Extravaganza be cancelled for 2021.

It was proposed, seconded and **RESOLVED** that the Day in the Park be cancelled for 2021.

A Member suggested an event be held at Christmas if the situation continues to improve. By 9 votes in favour, 1 objection.

990 CORRESPONDENCE

990.1 Attendance at NALC online event – (How to get young people involved in local Councils: Tickets £39)

990.2 Correspondence regarding proposed library opening hours (21 hours)

It was proposed, seconded and **RESOLVED** that the payment as per the service level agreement be reviewed in June and the Clerk request that payment be made in arrears as for 1st April 2020 to 31st March 2021.

990.3 Insurance Renewal for 2021- 2022 quote as follows:

Combined Policy Aviva	£ 7987.86
Legal Expenses	£ 80
Personal Accident Aviva	£ 313.55
Directors & Officers / Crime C-Quence	£ 1,053.00
Cyber Pen	£ 636.00
Total	£ 10070.51

This includes a fidelity guarantee for £1,000,000 as recommended by the Independent Internal Auditor.

It was proposed, seconded and **RESOLVED** that the quote in the sum of **£ 10070.51** be approved.

991 QUESTIONS AND INFORMATION

991.1 A Member reported that a Resident received Maundy Money recently.

991.2 A Member reported that Churchdown Hill is mentioned in the Domesday Book.

992 CONFIDENTIAL BUSINESS - PURSUANT TO S1 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

At 9.16 pm the Chairman proposed, and it was agreed to move into Confidential Business pursuant to s1 Public Bodies (Admission to Meetings) Act 1960.

Meeting closed at 9. 18pm.

CHAIRMAN