

# Coberley Parish Council

## Minutes of Parish Council meeting 19<sup>th</sup> November 2014

		<b>Action</b>
	<p>Questions and comments from the floor not listed on the agenda:</p> <ul style="list-style-type: none"> <li>Damaged drain at Oxford Cottages still not repaired although cones have now been placed around the drain.</li> <li>Vegetation overgrown along the Cirencester Road towards Colesbourne from the Green Dragon turning. It was agreed to contact P Hodgkinson about this as it extends out of the Parish. Cutting of hedges etc needs to be done at the correct time of year (Autumn)</li> <li>It was noticed by Mike Cuttell at the WW1 plaque dedication ceremony that the sundial is in poor condition. MC has a contact who can look into this matter and MC will report the findings to the Parish Council and the availability of any grants.</li> </ul>	<p>Duncan to speak to Highways about this</p> <p>Clerk to contact Paul H to follow up</p> <p>Mike Cuttell to follow up on behalf of the Parish Council</p>
1	<p><b>Apologies for absence</b> Sarah Webster and Paul Hodgkinson sent apologies.</p>	
2	<p><b>Delcaration of Interests:</b> None declared.</p>	
3	<p><b>Approval of the Minutes of the Meeting held on September and the extra meeting held in November 2014</b> These were agreed and signed by the Chair</p>	
4	<p><b>Matters arising from previous minutes and review of actions</b></p> <ul style="list-style-type: none"> <li>General litter at the top of Coberley lane near the A436 junction. This is thought to be caused by school children as it only seems to occur during term time. SW undertook to speak with the school.</li> <li>Clerk to contact Jo Marshall to ask if she will undertake internal audit</li> <li>£1500 agreed to be added onto budget for annual professional advice on relevant matters</li> </ul>	<p>SW to contact school</p> <p>Clerk to contact JM</p>
5	<p><b>Finance:</b> Cheques agreed and signed:</p> <ul style="list-style-type: none"> <li>✓ V Spires Clerk Pay (May – August 2014) £520.00</li> <li>✓ PATA Payroll £ 10.50</li> <li>✓ M Cuttell (grit bin stencils) £ 20.00</li> <li>✓ GAPTC (Training S Webster) £ 85.00</li> <li>✓ Evan Jones Ltd (prof services) £600.00</li> </ul> <p>Discussion took place regarding the reclamation of VAT on the refund from GCC for the grit bins. It was agreed that an invoice showing the VAT amount needs to be sent to GCC (Jenny Goodson)</p> <p>Budget considerations:</p> <ul style="list-style-type: none"> <li>○ Clerk to look into newer updated Clerk costs including national pay rise, scale increase</li> <li>○ Add a heading to spending cost sheet for professional services</li> <li>○ Headings for 2014/15 budget were looked at and it was agreed that the Clerk and Chair will send out updated information in time for agreement at January Meeting.</li> <li>○ clerk to look at pension information available.</li> </ul>	<p>Clerk to re-invoice CDC</p> <p>Clerk to look into staff costs</p> <p>Clerk &amp; DM to review budget</p> <p>Clerk to look at pension info</p>
6	<p><b>Housing Needs survey</b> It was agreed to gain more information from Martin Hutchins about the costs involved in undertaking the Housing Needs Survey. It was unanimously agreed that if costs could be kept to a maximum of £200 this should go ahead.</p>	<p>Clerk to follow up</p>

7	<p><b>Planning</b></p> <p>It was agreed to contact Paul Hodgkinson to ask if there are any further updates on Korrin Farm appeal.</p> <p>The acceptance form was signed by the Clerk for professional services from Evan Jones Ltd.</p>	Clerk to contact Paul H
8	<p><b>Highways</b></p> <p>Most ongoing /outstanding issues have been allocated job numbers from Glos highways.</p> <p>It was noted that some foliage had been cut back from along the 3/377 Leckhampton Hill Road by Salterley Grange.</p> <p>It was agreed to ask about general hedgecutting and foliage trimming around the parish</p>	Clerk to contact P Hodgkinson
9	<p><b>WW1 memorial</b></p> <p>WW1 Plaque now in place following ceremony. Plaque is only held on by 4 small screws and needs to be bonded to the memorial. It was agreed that Duncan will ask Peter Twinning not to bond the plaque until after investigation about the state of the memorial structure</p>	DM to contact PT (Done)
10	<p><b>General Notice board</b></p> <p>A quote has been received (via Sarah Webster) for repair of the general notice board of £560.00</p> <p>Mike Cuttell and Jo Thurnham offered to obtain a quote once Duncan has forwarded details of the specification required</p>	DM to forward spec JT and MC to obtain quotes (Done)
11	<p><b>Parish Risk Assessment</b></p> <p>Hugh agreed to look at a risk assessment for the Parish council for insurance and audit purposes. Clerk to forward examples from other parishes</p>	Clerk to forward examples from other parishes to HP
12	<p><b>Standing Order Review and adoption</b></p> <p>The model standing orders were adopted for Parish Council with the various agreed amendments, including:</p> <ul style="list-style-type: none"> <li>o Frequency of meetings – should read at least 3 but usually 5</li> <li>o Changes to para 18 (Finance Controls &amp; procurement) to align with Council's Finance Policy</li> <li>o Planning response policy – amendment to wording</li> </ul>	Clerk to amend and circulate
13	<p><b>Confirm dates for the next meetings</b></p> <p>Dates confirmed are: 14<sup>th</sup> January 2015 and 11<sup>th</sup> March 2015 (7.30pm at the School) and 13<sup>th</sup> May for the Annual PC Meeting and Annual Parish Assembly. (6:30 pm and 7:30 pm respectively, at the School)</p> <p>Meeting concluded at 9.05pm</p>	