

HARESCOMBE PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING HELD HARESCOMBE VILLAGE HALL
ON 18TH MAY, 2022 AT 8:00PM.

Present: Cllrs Mike Hyett, Kath Pritchard, Caroline Ractliffe (Chair), Paul Richards. County Councillor Sue Williams and Mrs Sheila Murray (Clerk/RFO)

There were three members of the public present.

1/05.22 Election of Chair

Nomination:- Cllr Ractliffe

Proposed:- Cllr Pritchard

Seconded:- Cllr Hyett

Vote unanimous.

Cllr Ractliffe accepted the position of Chair.

2/05.22 Election of Vice Chair

Nominated:- Cllr Richards

Proposed:- Cllr Hyett

Seconded:- Cllr Pritchard

Vote unanimous

Cllr Richards accepted the position of Vice Chair

3/05.22 To sign Declaration of Office and Member Declaration of Interest Forms

Councillor Ractliffe signed the Declaration of Office of Chair and all members signed the Declaration of Members Interest forms for 2022/23.

4/05.22 Public question time

None

5/05.22 Apologies were received from Cllr Lawday and District Cllr David Mossman.

Councillors unanimously received and accepted the apologies.

6/05.22 Minutes of the previous meeting held on 15th March, 2022 were approved and signed by

Cllr Ractliffe on behalf of the Council.

Proposed: Cllr Ractliffe Seconded Cllr Hyett vote: unanimous

7/05.22 Matters Arising from the Minutes not covered on the Agenda

None.

8/05.22 Member's declaration of interest to items on the agenda

None

9/05.22 Report on roads, ditches and footpaths in the village

9.2.1 Cllr Ractliffe confirmed that the layby at the Pound of Candles was now completed.

9.2.2 Church Lane resurfacing has been accepted by Highways and Cllr Williams will check when this is scheduled for completion.

9.3 Cllr Hyett tabled a quotation for the proposed Fly tipping signage. Councillors agreed to purchase 4 off and to arrange for Cllr Hyett to install 2 in the first instance. The cost will be approximately £250 installed.

SDC have advised that they will be replacing the layby signage for Fly Tipping and Cllr Williams will check on the status.

9.4 Cllr Lawday submitted information regarding an incident at Styles Lane junction. Cllr Ractliffe has arranged for a meeting on site with Highways to determine if reflective chevron signage can be installed to help prevent vehicle incidents and to view the need to cut the hedging back as the branches can cause large tractors/lorries to move over the middle of the road by the dangerous bend.

10/05.22 District Councillor's report - County Councillor's report.

Cllr Mossman was unable to attend the meeting and no report was received.

County Councillor Susan Williams presented her report but firstly apologised for not attending any meetings over the past year due to a misunderstanding of attendance arrangements.

Her division covers ten Parish Councils and is predominately rural. She is currently a member of various committees covering Planning, Commons and rights of way & traffic regulations, Audit & Governance and Environmental scrutiny. A Cabinet Champion for Health & Adult Social Care and on the steering group for Restoring our Rivers. She explained that the Government initiative Build Back Better funding is available to assist the wellbeing of Communities. It is a 3 year project but a good deal of the money has been allocated. She did add that if there is a project proposed by Harescombe she will consider it. She commented on pot hole issues in Gruntus Lane and Councillors discussed the need for further work in the Lane and other places of concern.

Cllr Ractliffe thanked her for her input.

11/05.22 Planning SDC decisions and new applications

S22/0829/DISCON Brookthorpe Hall Nursing Home

Discharge of condition 5 (ecology 2)

Conditions have been met.

12/05.22 Finance

12.1 To review and approve the Financial report Budget v Spend 22/23 year to date.

12.2 To review and approve the bank reconciliation statement 22/23 year to date.

The Clerk confirmed that both items were now submitted on one report. Councillors reviewed and approved the Financial Report Budget v Spend and the Bank reconciliation statement. Proposed Cllr Pritchard, seconded, Cllr Richards. Vote unanimous

12.3 To consider Invoices for payment

Cllr Ractliffe submitted an invoice for refreshments for the APM. Cllrs approved the invoices for payment as listed. Proposed Cllr Pritchard, seconded, Cllr Hyett. Vote unanimous.

Date	Payee	Details		Total	Powers
18/05/2022	(MEC Electrical) Pay to PCC	Installation & supply Defibrillator	Bacs	£ 180.00	PHA 1936 s.234
18/05/2022	GAPTC	Subscription	Bacs	£ 54.32	LGA 1972 s.143
18/05/2022	GAPTC	Ind. Internal Audit	Bacs	£ 175.00	LGA 1972 s.111
18/05/2022	Community First	Insurance premium	Bacs	£ 152.62	LGA 1972 s.111
18/05/2022	Mrs Sheila Murray	Clerks Salary (Apr)	Bacs	£ 99.78	LGA 1972 s.112(2)
18/05/2022	HMRC	Paye	Bacs	£ 24.80	LGA 1972 s.112(2)
18/05/2022	Mrs Caroline Ractliffe	Refreshments APM	Bacs	£ 33.55	LGA 1972 s.145

12.4 To approve payments via BACS for Council affairs'

Proposed Cllr Richards, seconded Cllr Hyett vote: unanimous. Cllrs Ractliffe and Pritchard signed the Invoices and the Bacs statement.

12.5 To review and approve the Insurance renewal with Community First

The Clerk confirmed that this was the 3rd year of a 3 year contract and the Insurance was up for renewal next year. Cllrs approved the Insurance premium.

12.6 To review and approve PATA payroll services for 22/23

Cllrs approved the continuation of payroll services with PATA for 2022/23.

12.7 To review and approve Direct Debit instructions for 22/23
Cllrs approved the one annual Direct Debit for ICO (Information Commissioner's Office)

13/05.22 Administration

13.1 Internal Audit

Councillors reviewed and approved "The Effectiveness of the Internal Audit" signed by Cllr Ractliffe. They also considered and approved the Internal Audit Report and its recommendations. It was noted that the Code of Conduct is to be reviewed every 2-3 years.

13.2 Councillors reviewed and approved the Fixed Asset Register for 2021/22 signed by Cllr Ractliffe.

13.3 Councillors reviewed and approved the Financial Report budget v spend for 2021/22. Signed by Cllr Ractliffe.

13.4 Approval of the Annual Governance Statement

- a. Consider the Annual Governance Statement.

Councillors reviewed the Annual Governance Statement.

- b. Approval of the Annual Governance Statement by resolution:

Councillors unanimously approved the Annual Governance Statement.

- c. Sign and date the Annual Governance Statement by the RFO and Chair.

Proposed by Cllr Pritchard, seconded, Cllr Ractliffe vote: unanimous

13.5 Approval of the Accounting Statements for the year ending 31 March 2022

- a. Consider the Accounting Statement;

Councillors reviewed the Accounting Statement

- b. Approval of the Accounting Statements by resolution; and

Councillors unanimously approved the Accounting Statement.

- c. Sign and date the Accounting Statements by the RFO and Chair

Proposed by Cllr Ractliffe, seconded, Cllr Pritchard vote: unanimous.

13.6 Declaring the Council as an exempt authority by resolution that it meets the criteria for 2020/21 and signing the exemption certificate. Proposed Cllr Hyett, seconded Cllr Ractliffe, vote unanimous.

AGAR Documents were signed.

13.7 To consider and approve the Public Rights Inspection Dates 13th June 2022 to 22nd July 2022. Proposed Cllr Pritchard, seconded Cllr Hyett vote: unanimous. Notice will be posted on 13th June 2022.

14/05.22 Correspondence

Charities receiving donations all responded with grateful thanks.

Cllr Ractliffe requested an update from the Cotswold Warden with an invitation to the next Parish Council meeting.

15/05.22 Councillors' Submissions.

Cllr Ractliffe has been advised that a representative is required to attend the UBB Incinerator Committee for distribution of funds. Also that any requests by Harescombe Village are to be submitted before July 2022.

Cllr Ractliffe will organise training for the Defibrillator on a Monday or Tuesday evening in mid June.

Councillors proposed that the meeting date be changed to a Tuesday evening. The Clerk will check the Standing Orders and submit the request on the Agenda of the next meeting.

16/05.22 Date of next meeting – Tuesday 19th July, 2022 in the Church Hall

There being no further business the meeting closed at 9.02 pm

