

MICKLETON PARISH COUNCIL MINUTES

Minutes of the annual meeting of Mickleton Parish Council held on Wednesday 24 May 2023 held in King George's Hall at 7.30pm.

Mickleton Parish Council (MPC)
Gloucestershire County Council (GCC)
Cotswold District Council (CDC)

PRESENT:

Joanne Piper-Bourn (chairman) (JPB), Cathy Frances (CF), Elana-Mae Hall (EMH), Andy O'Neill (AON) and Graham Tyler (GT)
The clerk, Elaine Fuoco-Lang (EFL), was also in attendance
Plus 1 member of the public

230524/01 Election of the chairman of the council

Joanne Piper-Bourn was nominated as chair – unanimously agreed.

a. Signing of the declaration of acceptance of office

The chairman signed the declaration of acceptance of office.

Following their decision not to stand for re-election, the chairman thanked councillors Elizabeth Waddell and Tim Jones for all they had done in the past year.

230524/02 To co-opt Cathy Frances as a councillor to Mickleton Parish Council
Cathy Frances was welcomed and co-opted as councillor with Mickleton Parish Council – UNANIMOUSLY AGREED.

230524/03 Delivery by the chairman of the council and councillors of their acceptance of office forms

Councillors JPB, CF, EMH, AON and GT delivered their acceptance of office forms to the clerk.

230524/04 To receive apologies for absence

Apologies were received from councillors Geoff Mayling (GM), district councillors Tom Stowe (TS) and Gina Blomefield (GB). County councillor Lynden Stowe (LS) did not attend.

230524/05 To make declarations of interest on the items on the agenda

None declared

230524/06 To confirm the minutes of the parish council meeting held on 5 April 2023
Deferred to June's meeting – date error this should have stated 26 April 2023.

EFL

230524/07 To confirm election of representatives/working groups – information circulated to councillors

Confirmed and to be updated on MPC website. CF to consider responsibilities and inform the clerk.

EFL/CF

Initialled.....

230524/08 To receive the clerk's report

Matters arising

A MUGA risk assessment is to be received from councillors.

MPC is in communication with the primary school regarding the hire of the MUGA, which will be discussed at June's meeting.

The RoSPA report in relation to the junior playing field and games area will be discussed at June's meeting. Some items have been dealt with and there are no major concerns. There is an issue with the MUGA fencing which has been raised with councillors.

The Circuit defibrillator system now set up.

MPC has received litter-picking items from CDC and has thanked GB and the clean and green team.

Clerk's report

Following the independent internal audit, changes have been recommended to amend the following, which will be implemented and approved at a future meeting:

- Website accessibility statement
- Privacy statement
- Data protection policy
- Training and development policy

Reminder to councillors to submit their register of interests to CDC by Tuesday 6 June 2023, or to the clerk for scanning.

The police attended Mickleton Primary School on 27.04.2023 regarding parking issues. The clerk has arranged a meeting with Highways and the police regarding any possible long-term solution and will report back at a future meeting.

Assets of Community Value regarding proof of ownership information to the solicitors is ongoing.

Information shelter damage is still with insurers, no update to report.

WEBNOS clerk checks for May have been done.

MPC is arranging for Memsafe to carry out the memorial safety checks in the cemetery, further to the agreement last year. Posters will be put in place for a period of 28 days minimum to inform the public that this is taking place.

Terms of reference will be discussed at June's meeting.

The clerk has applied for funding from CDC's Clean and Green team, for £199.01 in respect of the Christmas and coronation planters which were planted by gardening club members.

Initialed.....

230524/09 To provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration:

Q1: MPC was thanked for the coronation celebration events.

Q2: Does MPC have an update on the Cotswold Edge resurfacing? JPB answered that she had contacted LS but had not had a response.

Q3: Does MPC know what drain-clearing works have been happening on the Cotswold Edge development and is there an issue? JPB answered that MPC is not aware of any issue.

230524/10 To receive a report from Cotswold District Council
No report

230524/11 To receive a report from Gloucestershire County Council
No report

230524/12 To review and adopt the Financial Regulations
It was RESOLVED to adopt the Financial Regulations

EFL

230524/13 To note approval of the following documents without amendment:

- a. Standing Orders
- b. Code of Conduct
- c. Cemetery Bench Policy
- d. Complaints Procedure
- e. Dignity at Work Policy
- f. Disciplinary Policy
- g. Document Retention Policy
- h. Equality & Diversity Policy
- i. Grants Policy
- j. Grievance Policy
- k. Health and Safety Statement
- l. Information Security
- m. Internal Control (annual)
- n. Lone Working Policy
- o. Publication Scheme
- p. Risk Management Strategy
- q. Sickness Absence Policy

NOTED

230524/14 To review the inventory of assets

- a. To resolve to remove items on the asset register

It was RESOLVED to remove the following items from the asset register: eco hut, shipping container and youth club shed (understood to be the Mickleton Archives' Shed).

EFL

b. To confirm the revised asset register – as circulated by the clerk
CONFIRMED

c. To note any damage to assets
Benches are damaged and ivy on bus shelters at Stratford Road, MPC to take

Initialed.....

photos of all assets and any damage to be reported to the clerk.

JPB/CF/EMH/GM/AON/GT

230524/15 To note confirmation of arrangements for insurance cover:

a. Cover is appropriate in respect of all insurable risks

NOTED

b. Cover is fit for purpose

NOTED

230524/16 To review the council's and staff subscriptions to other bodies
 AGREED to remain members of Gloucestershire Association of Parish and Town
 Councils (GAPTC) Society of Local Council Clerks (SLCC), the Institute of Cemetery
 and Crematorium Management (ICCM) and the Information Commissioner's Office
 (ICO).

230524/17 To review the council's expenditure incurred under s.137 of the Local
 Government Act 1972
 2022–2023 was £1,900, which is well within the £8.82 per elector sum.

230524/18 To determine the time and place of ordinary meetings of the council up
 to and including the next annual meeting of the council

2023

28 June

No meeting in July

23 August

27 September

25 October

29 November

No meeting in December

2024

24 January

28 February

27 March

24 April

29 May – Annual meeting of the council

EFL

230524/19 Finance – documents circulated prior to the meeting

a. To review and approve bank signatories

AGREED BY COUNCIL to add Elana-Mae Hall and remove Elaine Fuoco-Lang as per
 internal auditor's recommendations.

EFL

b. To approve amending bank authorisation/administration

AGREED BY COUNCIL to amend authorisation/administration of bank accounts as
 per internal auditor's recommendations.

EFL

Initialed.....

c. To review and approve list of regular direct debit/standing order payments
AGREED BY COUNCIL

EFL

d. To receive the financial statement
AGREED BY COUNCIL

e. To approve payments
It was RESOLVED to approve payments (see attached).

EFL

f. To note receipts
NOTED (see attached)

g. To note bank reconciliation 1–30 April 2023
NOTED

h. To note quarterly check
NOTED

i. To approve reserves transfer – £1,000 to general reserves
AGREED BY COUNCIL

EFL

j. To consider the purchase of outsourcing PATA payroll
AGREED BY COUNCIL

EFL

k. To approve a refund in relation to the surrender of a burial plot
AGREED BY COUNCIL

EFL

230524/20 To approve and sign the Annual Governance Statement 2022–2023
(Section 1 of the Annual Governance and Accountability Return 2022–2023)
It was UNANIMOUSLY AGREED to approve and sign the annual governance
statement Section 1

Note: MPC has ticked no to Assertion 2 further to the internal auditor's report, which
states that Financial Regulations state that two signatories should authorise
payments and the clerk/RFO should do monthly bank reconciliations and quarterly
control checks should be carried out by councillors [as done this month at
230524/19h].

EFL

230524/21 To approve and sign the Annual Accounting Statement 2022–2023
(Section 2 of the Annual Governance and Accountability Return 2022–2023)
It was UNANIMOUSLY AGREED to approve and sign the annual accounting
statement Section 2.

EFL

Initialled.....

230524/22 To confirm the publication of the Annual Governance and Accountability Return and the period for the exercise of public rights to inspect the accounting records

It was UNANIMOUSLY AGREED to publish the Annual Governance and Accountability Return and set the period for the exercise of public rights to inspect the accounting records for Monday 5 June to Friday 14 July 2023.

EFL

230524/23 To agree distribution of the reserve balance

The internal auditor highlighted the high level of reserves in her report and the suggested redistribution of EMR, as requested by the external auditors, was circulated to MPC – AGREED BY COUNCIL.

EFL

230524/24 To resolve to purchase equipment: laptop and ancillary items for clerk Agreed up to a maximum spend of £1,500 (ex-VAT).

To purchase from DELL to take advantage of discount, but to check with Peridot, Chipping Campden – AGREED BY COUNCIL.

EFL

230524/25 To vote on quotes received to carry out defibrillator health checks

Today the clerk spoke with the Technical and Medical Officer and trustee at The Community Heartbeat Trust, who confirmed that defibrillator health checks by third party are not required as the machines check themselves. If there are issues the 'green ball' that is in the defibrillator will go red. MPC carries out the weekly and annual required checks. He stated that our machines are quite old, so he advised not buying any batteries for these Cardiac Science G3 machines. We will investigate funding sources and we also have an unused Cardiac Science G5 defibrillator in the office and a defibrillator on loan to Mickleton Primary School.

EFL/AON/CF/JPB

230524/26 To consider the following planning applications:

- a. To consider any urgent planning applications received since the publication of the agenda

None received.

- b. To receive an update on planning permissions/refusals

Cotswold district council has permitted/has no objection to:

23/01075/FUL Full Application for Erection of a dwelling at Land South West of Willow Tree Cottage Gloucester Lane.

230524/27 To note weekly junior playing field playground and MUGA checks

Noted no new items apart from grass cutting at MUGA. JPB to meet with Smartcut.

To discuss all outstanding items at next month's meeting.

JPB/EFL

230524/28 To receive correspondence

A member of the public has asked when the old speed sign will this be fixed. MPC has advised that we are waiting to hear from the police regarding the new camera.

A member of the public asked for advice regarding vehicles parking outside the terraced housing on High Street which are backing up the traffic at the crossing

Initialed.....

making it difficult to see when on the school run. MPC has advised them to contact GCC and, if causing an obstruction, to contact the police.

Further reports regarding dog mess in village passed to Tom Stowe, who is looking into the issue further.

The government has announced that it has expanded the Communities Ownership Fund, allowing more community projects to apply for funding. Circulated to councillors.

230524/29 To note agenda items for the next parish council meeting
CF would like to discuss The Plantation – to advise the clerk further.

CF

230524/30 To confirm the date of the next parish council meeting
28 June 2023 was CONFIRMED.

Pursuant to section 1 (2) of the Public Bodies (Admission to meetings) Act 1960, it is resolved that because of the confidential nature of the business to be transacted that the meeting be held in private session to discuss to the points below. No other business will be discussed.

230524/31 To confirm pension details – as recommended by the internal auditor
CONFIRMED

EFL

230524/32 To confirm monthly salary direct debit payments
CONFIRMED

EFL

There being no further business, the chairman closed the meeting at 9.06pm

Initialed.....

MICKLETON PARISH COUNCIL		
Invoices for payment approval		
NAME	AMOUNT	METHOD
PAYMENTS		
BT Group – April	51.54	Direct debit
Nest pension – April	130.93	Direct debit
National insurance – April	416.60	BACS
Google email addresses – April	9.20	Direct debit
Sage payroll – May	8.40	Direct debit
HP instant inks	22.49	Direct debit
Clerk salary – April	1532.32	BACS
Clerk salary – May	1395.39	BACS
Grundon Waste – Cemetery bin	47.63	Direct debit
Smartcut Grounds maintenance – April increased rate	138.43	BACS
Smartcut Grounds maintenance – May	633.92	Direct debit
Lebara mobile	0.99	Debit card
Defib pads/kit	130.80	Debit card
Insurance	624.48	BACS
KGH hire	30.00	BACS
Line paint to Joanne Piper-Bourn	27.84	BACS
Staples paper and stamps	79.28	BACS
Station Nurseries	164.68	BACS
T.S. Services JPF repairs	130.00	BACS
Bitdefender anti-virus	28.00	Debit card
TOTAL	5602.92	
RECEIPTS		
GCC coronation grant	500.00	
Mickleton 20 coronation grant	500.00	
CDC precept part 1	28875.00	
Bank interest	27.70	
Cemetery fees	2550.00	
TOTAL	32452.70	