



Lassington Oak

Highnam Parish Council

Highnam ~ Linton ~ Over ~ Lassington

Minutes of a Meeting of Highnam Parish Council held in The Old School on Tuesday 9 May 2017

Present: Cllrs: M Welch, T Talbot, M Moir, V Tustin Smith, C Coats and Y Watkins

In Attendance: R Hicks (Clerk), and 3 members of the public

1. Election of Chairman
Cllr Mike Welch was proposed by Cllr T Talbot, seconded by Cllr M Moir, all in favour
2. Election of Deputy Chairman
Cllr D Davies was proposed by Cllr M Moir, seconded by Cllr T Talbot, all in favour

Public Forum:

Representatives of Wildlife Group stated that they would like to see rural life maintained and supported in Highnam, and welcome the initiatives by Parish Council. Further comment was made regarding vehicles exceeding the speed limit on roads around the village, and statement that any measures to reduce speed would be welcomed. Q was asked what the operating hours are for work on the Lassington Reach development; also that heavy vehicles are causing traffic problems, with lorries having to reverse into Maidenhall, and also driving on grass verges.

3. To receive apologies for absence
Cllr D Davies (TBC mayor making)
4. To approve Minutes of the Meeting held on 11 April 2017
The minutes were received by the Chair and signed as an accurate record. Proposed by Cllr M Moir, seconded Cllr T Talbot, all in favour
5. Members of the Council are invited to declare any interest they may have in the business set out below
None
6. To allow dispensations
None required
7. To receive County Councillor's Report
Cllr Awford was not present, and no report was available. Chair informed meeting that Cllr Awford had had a heart attack recently, but was making a good recovery
8. To receive District Councillor's Report
Cllr Davies was not present, and no report was provided
9. To receive Clerks Report -
Clerk reported that Precept had been received from TBC, and was in the bank account. An Email had been received from Highnam Surgery re concerns raised through Patient Participation Group; the responses were read to the meeting. Clerk also reported that Highnam Heritage had written to GAPTC regarding the way their request for a grant had been handled; Clerk provided a response to GAPTC who had no issue with the matter
- 10.1 Finance - to approve invoices for payment

RBS a/c			Power	Amount
28 April 2017	Admin.Costs	S/o	13	£ 376.23
9 May 2017	Perpetua Press	000260	40	£ 131.00
9 May 2017	T Talbot	000261	40	£ 179.77
9 May 2017	HCCT	000262	12	£ 169.00
9 May 2017	KM Reprographics	000263	40	£ 300.00
9 May 2017	Glebe Gardening	000264	4	£ 221.00

Proposed Cllr M Moir, seconded Cllr V Tustin Smith, all in favour

- 10.2 To receive and approve Annual Governance Statement
This had been provided to all Councillors; Proposed Cllr C Coats, seconded Cllr V Tustin Smith, all in favour
- 10.3 To receive and approve accounts to 31 March 2017

Highnam Parish Council Receipts & Payments A/ C
Year Ending 31 March 2017

Receipts:

	<u>2015/2016</u>	<u>2016/2017</u>
	£	£
Precept	37,500.00	37,500.00
Council Tax Support Grant	737.00	447.00
Grants	2,002.78	3,200.00
Vat Refund	0.00	2,131.23
Fun Day	1295.89	940.06
<u>Other</u>	<u>576.37</u>	<u>680.90</u>
Total	<u>42,112.04</u>	<u>44,899.19</u>

Payments:

General Administration:

Staff Costs	4,469.88	4,513.86
Office Costs	340.27	263.25
Insurance	452.85	472.48
Advertising	120.00	120.00
Supplies	85.43	9.12
Rent	681.00	665.00
Audit Fees	386.30	392.60
Memberships	651.33	143.00
Training	285.00	360.00
Grass Cutting	2240.05	1,629.03
Grounds/ Footpaths	1352.31	786.46
Bus Shelters	0.00	1,938.20
PWLB	21,049.26	21,049.26
VAT Paid	244.63	1,828.03
Fun Day	1,502.93	825.00
NDP	617.48	491.00
Grants/Donations	650.00	250.00
Petty Cash	46.22	47.98
Projects	0.00	7,260.00
S137	0.00	445.30

Total Payments

35,174.94

43,489.57

Balance B/f 01/04/16:	47282.00
Income:	<u>44899.19</u>
	92181.19
Expenditure:	<u>43489.57</u>
Balance B/f 31/03/17	48691.62
Cheques outstanding:	224.75

Monies owed by Parish Council(PWLB): 188,753.93

Monies owed to Parish Council: Nil

Accounts approved, Proposed Cllr C Coats, seconded Cllr M Moir, all in favour

10.4 To receive and approve Accounting Statement 2016/17

This had been provided to all Councillors; Proposed Cllr C Coats, seconded Cllr T Talbot, all in favour

10.5 To discuss and decide on grant request from Highnam Heritage

Question was asked why such a high tech lap top was needed; it was felt that an adequate machine could be purchased for £450. After discussion, general view was that amount requested was excessive, and Q was asked how much HH members were contributing. Further debate resulted in a final proposal for a grant of £700 proposed by Cllr M Moir, seconded Cllr T Talbot, all in favour. It was also agreed that this might be an initial grant, and consideration might be given to a further grant

11. To discuss HCCT Legal Issues

Cllr Watkins reported that halls renovation work continues. An initial legal bill has been provided to Parish Council for payment, for the rewriting of HCCT constitution. There will be further bills, and final cost may be £5/6K, but it is necessary to ensure that the constitution is correct

12. To discuss Highnam Parish Plan Refresh

Questionnaires have been delivered, and responses have started to come back. TBC will be carrying out the audit on responses; it is hoped to have more information by July, but main progress report will not be available until Autumn. Analysis of results from Drop in event will be separated from main analysis of questionnaires, just to check whether there are differences. Reminders are to be posted regarding the final date for return of Questionnaires. Some talks have taken place with TBC regarding S106 agreement with Bellway Homes, to ensure that funds are correctly identified.

13. To discuss Communications

Cllr Talbot has carried out 2 teaching sessions on new web site this week with Clerk and Chairman. Website is due to go live on 31 May 2017; Cllr Tustin Smith will manage some content; Cllr Watkins will help with technical issues. A noticeboard is to be purchased and sited at the Recreation Park.

Clerk to obtain costs and delivery

14.1 To receive and comment on Planning Applications

17/00047/FUL	Mr M Trigg-Hogarth	1 Gordon Close, GL2 8LL	Revised plans for proposed front porch
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Object

14.2. To receive information related to application for development on land south of Oakridge (16/00486/FUL)

No appeal has been lodged to date

15. To discuss Wildflower areas and Highnam Wildlife

There was some discussion over these areas; it is hoped that volunteer groups might be encouraged to continue with these, and expand and maintain them under the control of Parish Council

16. Bank Reconciliation

Bank reconciliation April 2017			
RBS Account			
Bank Balance at 31 March 2017	£48,727.56	Payments April 2017	£601.47
		Outstanding Cheques	£941.12
Receipts April 2017	£18,932.00	Restricted funds	£18,954.12
		Available Balance	£47,351.70
		Bank Balance 28 April 2017	£67,058.09
		Petty Cash on hand	£188.85
		Total Balance	£67,246.94

Restricted funds in RBS a/c

Project Reserves	£8,269.25
Council Reserves	£10,000.00
NDP Reserves	£393.81
Fun Day Proceeds	£300.06
	<u>£18,954.12</u>

17. Residual Items

1. Question has been asked about further bus shelters, in particular for The Range, Newent bound. It was confirmed that there is an unwritten policy of building a bus shelter every other year, if there is a need. This item to be on June agenda. *Clerk to investigate whether planning approval*

would be required

Meeting closed at 8.27pm

Next meeting : 11 June 2017 at 7.30pm in the Old School Room

Signed _____

Date _____

DRAFT