`     **Highnam Parish Council**

 **Lassington Oak Highnam ~ Linton ~ Over ~ Lass**

**Minutes of a Meeting of Highnam Parish Council**

 **held in The Old School on Tuesday 7 July 2015**

 Present: Cllrs: M Welch, D Davies, Y Watkins, M Moir & W Davis

 In Attendance: R Hicks (Clerk), and 9 members of the public

1. Election of Chairman

Cllr M Welch was nominated by Cllr D Davies, seconded by Cllr M Moir; all agreed

Cllr D Davies was elected Vice Chairman, nominated by Cllr M Welch, seconded by Cllr M Moir; all agreed

2. Co-option of Councillors

Two applications had been received for vacancies on Council; Mr C Coats and Mr A Dear; details had been circulated to Councillors; all were in favour and Mr Coats and Mr Dear were duly co-opted and invited to join Council

Thanks were offered to Mike Heenan for his sterling service as Chairman for the last

5 years

 Public Forum:

Maidenhall bus shelter has been relocated, but needs extension to roof for comfort of queuing passengers – **Clerk to arrange.** Problems were reported of cars parked in the area of Chestnut Cottages causing access difficulties; advised to contact Police on 101 and TBC. Q asked whether Council had seen planning application for Solar Farm in Two Mile Lane, cycle path has been cut back, by who?, weed spraying had been done, but not by Guy Shankster – **Clerk to** check ,Q asked whether there was an update on NDP. Q asked about request for items to be included in this Agenda; letter received too late, but items will be included on next agenda

 3. Apologies for Absence

None

 4. Approval of the Minutes of the Meeting held on 30 April 2015

 The minutes were received by the Chair and signed as an accurate record.

 5. Members of the Council are invited to declare any interest they may have in the

 business set out below

 None declared

 6. Dispensations Receivedf

 Clerk reported that Internal Auditor had advised inclusion of this item, where Clerk

 can permit Councillors who have declared an interest to take part in discussion

 7. County Councillor’s Report

In Cllr Awfords' absence there was no report

 8. District Councillor’s Report

 Cllr Davies reported that the Planning Inspector has been critical of JCS, in

 particular number of houses being offered. A problem existed with a bungalow in

 Little Lancarridge; legal advice being sought at TBC. Problem had been reported

 with weeds on A40; Cllr Awford is allocating some money to this, but is Highways

 Agency matter

 9. Clerks Report

 Report from previous meeting –

* Problem with conifers in Wetherleigh Drive appears to have been attended to
* Wildflowers is now an ongoing project. A grant had been received from Western

 Power Wetherleigh Drive substation More is Less project of £2002.78

 Other items:

* Precept of £37,500 has been received
* NDP underspend has been returned to Community Development Foundation
* Council has to enrol in Workplace Pension Scheme from 1 November 2016
* Request has been received for donation towards cost of defribrillator to be sited on

 Highnam FC changing room – to be discussed further

10. Workplace Pensions

 Target date is 1 November 2016; further details to be reported at later meeting

11. Neighbourhood Development Plan

 Currently with TBC

12. Parish Open Space/Right to Bid

TBC have issued decision, but unable to open attachment; being sent by mail; Clerk explained background for benefit of new Councillors

13. Service Villages

 Cllr Watkins explained, and reported that another meeting was being arranged, but

 sees no benefit to Highnam from attendance

14. Councils Model Publication Scheme

 There has been activity on social media regarding publication of minutes;Councillors

 to review and discuss at next meeting

15. Fun Day Future

 Kath Cudby has now retired from this committee, and no replacement has been

 found. The committee has been disbanded and all funds distributed through grants to

 local organisations

16. Halls Car Park

 Clerk to check with TBC whether grants are available

17. Footpath Brimsome Meadow

 Application has been made to extinguish a small section of footpath crossing the

 front lawn of a property. There were no objections

18.Planning Applications

|  |  |  |  |
| --- | --- | --- | --- |
| 1.15/00460/FUL | Ms C Tomalin | 7 Poppy Field GL2 8LU | Single storey rear extn, front porch & chimney  |
| 2.15/00476/CLE | Mr G Richards | Richards Yard, Over Bridge, GL2 8DB | Certificate of lawfulness to establish that Richards Yard has been used as a scrap metal business for a continuous period in excess of 10 years |
| 3.15/00531/FUL | Mr M Emberson | Perry Barn, Two Mile Lane, GL2 8DW | Retention & regularisation of works already carried out to convert barn to garage & workshops with further consideration/conversion to holiday accomodation |
| 4.15/00321/OUT | Mr Richards | The Poplars, Over Bridge | Outline planning for up to 5 dwellings and associated car parking |
| 5.15/00409/FUL | Over Farm Solar Ltd | Over Farm, Over | Construction of ground mounted solar PV generation project |

 Item 1. Has been permitted by TBC

 Items 2 & 3 – no objections

 Item 4 – comment to be submitted to TBC

 Item 5 – strong concern to be registered with TBC; also to application for Two Mile

 Lane, which was received too late for inclusion on agenda

 19. Finance - to approve invoices for payment - approved

 - to approve insurance renewal – Clerk explained that 2 other quotes had

 been obtained, both around £700. Renewal had been obtained at £452.85

 for a 3 year deal

 - to approve Annual Accounts for submission to External Auditor; these had

 been circulated to Councillors prior to meeting - Approved

|  |  |  |  |
| --- | --- | --- | --- |
|  **RBS a/c** | Cheque  |  Power |  Amount |
| 15 May 2015 | Mainstream Digital  |  DD |  12 | £ 1.04 |
| 28 May 2015 | Admin Costs |  S/o |  17 | £ 372.49 |
|  3 June 2015 | HCCT |  000157  |  19 | £ 36.00 |
|  3 June 2015 | Glebe Gardening |  000159 |  4 | £ 382.50 |
|  3 June 2015 | Glebe Gardening |  000160 |  4 | £ 152.61 |
|  3 June 2015 | Comm Devlpt Foundation |  000162 |  16  | £ 35.48 |
|  3 June 2015 | Came & Company |  000163 |  16 | £ 452.85 |
|  3 June 2015 | Glebe Gardening |  000164 |  4 | £ 250.75 |
| 15 June 2015 | Mainstream Digital |  DD |  12 | £ 40.19 |
| 28 June 2015 | Admin Costs |  S/o |  17 | £ 372.49 |
| 30 June 2015 | PWLB |  DD |  14 | £ 10524.63 |
|  7 July 2015 | Glebe Gardening |  000165 |  4 | £ 373.15 |
|  7 July 2015 | Kath Cudby |  000166 |  20 | £ 522.43 |
|  7 July 2015 | Highnam Cricket Club |  000167 |  20 | £ 50.00 |
|  7 July 2015 | Highnam Scout Group |  000168 |  20 | £ 200.00 |
|  7 July 2015 | Highnam Youth Cafe |  000169 |  20 | £ 200.00 |
|  7 July 2015 | Highnam Primary Acadamy |  000170 |  20 | £ 200.00 |
|  7 July 2015 | Highnam PCC |  000171 |  20 | £ 385.50 |

20.

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| **Bank reconciliation April 2015** |
| **RBS Account** |
| Bank Balance at 30 April 2015 | £58,696.29 | Payments April 2015 | £1,031.61 |
|   |  | Outstanding Cheques | £150.00 |
| Receipts March 2015 | £19,487.00 | Restricted funds | £24,591.29 |
|   |  | **Available Balance**  | £33,955.00 |
|   |  | **Bank Balance 31 March 2015** | £40,240.90 |
|  |  | **Petty Cash on hand** |  £103.04  |
|  |  | **Total Balance** |  £58,799.33  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £13,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £426.00 |  |  |
| **Fun Day Proceeds** | £896.04 |  |  |
|  | £24,591.29 |  |  |
| **Bank reconciliation May 2015** |
| **RBS Account** |
| Bank Balance at 29 May 2015 | £58,172.76 | Payments May 2015 | £523.53 |
|   |  | Outstanding Cheques | £0.00 |
| Receipts May 2015 | £0.00 | Restricted funds | £24,555.81 |
|   |  | **Available Balance**  | £33,616.95 |
|   |  | **Bank Balance 30 April 2015** | £58,696.29 |
|  |  | **Petty Cash on hand** |  £103.04  |
|  |  | **Total Balance** |  £58,275.80  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £13,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £390.52 |  |  |
| **Fun Day Proceeds** | £896.04 |  |  |
|  | £24,555.81 |  |  |
|   |
|   |  |  |   |
| **Bank reconciliation June 2015** |
| **RBS Account** |
| Bank Balance at 30 June 2015 | £58,172.76 | Payments June 2015 | £12,247.50 |
|   |  | Outstanding Cheques | £1,931.08 |
| Receipts June 2015 | £3,304.85 | Restricted funds | £23,659.77 |
|   |  | **Available Balance**  | £23,639.26 |
|   |  | **Bank Balance 29 May 2015** | £58,172.76 |
|  |  | **Petty Cash on hand** |  £103.04  |
|  |  | **Total Balance** |  £58,275.80  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £13,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £390.52 |  |  |
| **Fun Day Proceeds** | £0.00 |  |  |
|  | £23,659.77 |  |  |

 21. Residual Items

1. Chairmans’ board needs to be updated
2. Advertisement on playing field gate – **Clerk to investigate**
3. Notice for responsibility for play park matters needs altering – **Clerk to arrange**
4. Bus shelters and footpath to be included on next agenda
5. Road repairs in Lassington Lane – **Clerk to contact Highways over delays**
6. Culprit has been identified ref fly tipping on cycle path, and a prosecution is likely

 The meeting closed at 9.06pm

 Next meeting 8 September 2015 - 7.30pm in Old School Room

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_