

Highnam Parish Council Highnam ~ Linton ~ Over ~ Lassington



The Annual Meeting of Highnam Parish Council

Gambier Parry Hall: Tuesday 14th June 2022 @ 19.30hrs

Present: Cllrs C Coats, M Welch, V Tustin Smith, J Smith, B Nicol, B Badham, R Keene and P Dyche

In Attendance: Clerk, Councillor P Awford and 4 members of the public,

Public Forum – Members of the public may make representations, ask questions and give evidence at a meeting in respect of the business on the agenda by invitation of the chair.

The Chairman welcomed the public and invited members to raise matters of interest.

1. To receive apologies for absence

Cllrs P Mclain and R Harding

2. To Elect Chairman of the Parish Council

Two candidates had put themselves forward, Cllrs Tustin Smith and Coats.

Cllr Tustin Smith nominated by Cllr Smith, no seconder.

Cllr Coats was nominated Cllr Welch, seconded Cllr Badham 6 votes

Cllr Coats was duly elected, and took the Chair for the meeting.

3. To Elect Vice Chairman of the Parish Council

Cllr Tustin Smith was nominated by Cllr Welch, second Cllr Coats. 6 votes

Cllr Tustin Smith was duly elected as Vice Chair.

Public Forum 15 minutes to be set aside for members of the public to put forward questions from items on the agenda.

- Oakridge Pathway, part of the path onto the B4215 should not be used due to being very steep and potential for pedestrians landing on the road. Even though a hand rail has been provided this is not appropriate and the path should be closed off.
- Environmental Working Group (EWG). Explanation was required on the contract between EWG and Tewkesbury Borough Council (TBC), mowing regime.
Response: Clerk responded the EWG does not have contract on the mowing of grass with TBC only the pollinating patches. Action: Clerk e-mailed the member of the public the mowing regime of TBC.
- Payments to EWG and clerk authorising funds is not lawful as the clerk is a member of the EWG. **Response: Chairman responded the clerk is not a member of the EWG.**
- Clerk has not responded on the mowing regime completed by TBC.
- Invoices for approval were not published.

4. To approve minutes from the meeting held on Tuesday 11th May 2021

Proposed Cllr J Smith, Seconded V Tustin Smith, all in favour

Minutes approved with the adding of Councillor R Keene.

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

6. Request for dispensations, Declarations of Interest, Gifts and/or Hospitality

None requested or required.

7. To receive County Councillor's Report

See attached

8. To receive Tewkesbury Borough Councillor's report

See attached

9. To receive Clerk's Report and Correspondence.

Clerk's Report May 2022

- The new defibrillator is installed at the Post Office. Training to be provided for interested parties. **Action Clerk.**
- End of year accounts and Accounts and Governance Audit has been completed.
- It was noted confusion over the Annual Meetings required by a Parish Council. The Annual Residents Parish Meeting and The Annual Meeting of the Parish Council are the two meetings required. The residents meeting should take place at the end of the financial year and the Annual Parish Council should be in May. This year the meetings were confused with each other, therefore for 2023 the dates have been noted.
- Following the Old School refurbishment, the clerk no longer uses the office. Some costings have been forward on a temporary solution, Council agreed the Clerk should put forward a report for the next meeting for consideration.

10. Financial Report

May Figures 2022

i. Payments for approval May 2022 to include Queens Jubilee Funds

Payee	Method of payment	Period	Cost Code	Cost £
Clerk	SO	Monthly	13	-702 +12.24
Curry's (Laptop Cover)	SO	Monthly	32	-14.40

Date	Payee	Method	Explanation	Cost Code	Cost £
13/05/22	HCCT	BACS	Room Hire	29	-123.00
13/05/22	John Malukas	BACS	Grass Maintenance	28	-195.00
13/05/22	Parish Websites	BACS	HPC Annual Website	17	-230.00
13/05/22	Jo Badham	BACS	Laptop Cover	32	-7.20
13/05/22	Jo Badham	BACS	Fasthost e-mail	38	-20.40
24/05/22	Highnam Church	BACS	Church Grant	26	-400
17/05/22	Jo Badham	BACS	Fasthost e-mail	38	-20.40
24/05/22	Jo Badham	BACS	Stationery	55	-12.24

Jubilee Funds

Balance 30/04/22	£2,240.00
Income	£120.00
Spends	£143.41

Balance **£2,216.59**

Receipts

Date	Payee	Method	Explanation	Cost £
03/05/22	Applebys Estate	BACS	Jubilee Sponsorship	50.00
18/05/22	Ockwell	BACS	Stall	10.00
31/05/22	Egglestone	BACS	Stall	10.00
01/06/22	Border Consultancy	BACS	Jubilee Sponsorship	50.00

Payments

Date	Payee	Method	Explanation	Cost £
13/05/22	Jo Badham	BACS	Ducks	-25.07
24/05/22	Jo Badham	BACS	Gifts for Stalls	-104.67
31/05/22	Jacqui Rossiter	BACS	Paint	-10.67

i. Bank Reconciliation May 2022

Bank Balance at 29 th April	£55,993.30
Payments March	-£1,877.13
Receipts	£120.00

Total Balance **£54,236.17 (in bank)**

Restricted Funds £21,500.00

Petty Cash £32.93

Restricted Funds

Council Reserves	£11,500.00
Project Reserves	£10,000.00
Jubilee Funds	£ 2,216.59
Total	£23,716.59

Money available **£30,519.58**

- ii. To adopt the accounts for the Year Ended 31st March 2022. **Deferred.**
- iii. To approve Section 1 of the Annual Governance and Accountability Return (AGAR), the Annual Governance. **Deferred**
- iv. To approve Section 2 of the Annual Governance and Accountability Return (AGAR). **Deferred.**

- v. To discuss and decide on Highnam Scouts grant for providing storage. Council requested more information was required to make a decision on a grant to be awarded. **Action Clerk to discuss with Scouts.**

11. To receive and comment on Planning Applications

No planning applications received.

12. Environmental and Footpaths

Work continues around the village by the volunteers. The pathway along the B4215 towards the golf club has been trimmed. Thanks to volunteers involved.

A request from a resident on a memorial bench is continuing with TBC. The cost has been agreed and discussions are taking place on a location.

Councillor Badham asked for the contact details on the notice boards to be updated with contact details. **Action Clerk.**

13. Residual Items

- An update on the Old School Refurbishment Funding was distributed. It was agreed that a meeting to be set up between The Parish Council and Highnam Community Centre Trust to discuss options available and the process on the Public Works Loan. Due to this item coming under 'Residual Items' no decision can be made by the Council. **Action: Clerk to set up a meeting.**
- **A request was received for an update on the recreational ground development.**

Meeting closed 20.56hrs

Signed.....

Date.....

Chairman Cllr Charlie Coats

Next meeting: Thursday 23rd June @ 19:00hrs Parish Room