

CUTSDEAN PARISH COUNCIL, GLOUCESTERSHIRE

MINUTES OF MEETING MARCH 15 2016 8PM WEST BARN FARM

Present: Cllrs, Wright, Butler, Smith, Beetson, Moor (GCC) Peter Forshaw(Clerk).

1 Apologies: None

2 Minutes of Jan 13th approved and signed

3 Matters arising:

a. Tree trimming: Confirmed that trees in question are council property. Work pending. Included in highways budget 2016-17. Cllr. Moor to contact Mr. Roberts.

b. Quarries: Smiths and Oathill. Cllr Moor to check with Linda Townsend whether wheel wash is now operative. Movement of materials should not commence until it is. Vigilance by councillors urged.

c. Pot hole at May Tree House. Work complete. Noted for future reference that the repair required is for a hydrant not a drain.

d. Cllr.Moor reported that Badham's Pharmacy application has been refused but appeal is pending.

4 Cllr. Moor's report: See appendix 1

5 Planning application: "The Manse"16/00143/FUL Received. No objections.

6 Clerk's course. Report attached appendix 2

7. Financial Report

a. Correction. January report contained an error in column 1. Total should have read £494.61. not £284.61. Corrected copy circulated. Appendix 3

b. March statement circulated. APPENDIX 4

Noted that since the last meeting council had approved transparency grant application and that this sum (£1,995.00) had been received.

c. End of year accounts would show an overspend of £85.00 (against a precept of £800). The precept for 16/17 had already been set but would most likely need to be revised in 17/18.

d. Payments approved and 4 cheques signed:

Nos: 258: £51.31 Clerk's expenses, 259: GAPTC (training) £50.00, 260 Clerk's pay (2) £160
261: HMRC: £40.00

e. Vary mandate form signed to remove obsolete signatory.

8. Risk Assessment and Insurance.

Current risks assessed and insurance cover found to be adequate.

9 The clerk reported that the introduction of the Transparency Code made it mandatory for Councils to have a website and to publish on it minutes, agendas, the annual return etc.

Members reviewed various proposals. Cllr. Butler agreed to examine and report back on a proposal from Ian Piper which seemed the most suitable for the Council's needs.

It was noted that on-going costs in running the site would initially be grant funded but that funding for subsequent years is not clear.

The clerk agreed to supply Cllr. Butler with a list of items required to be published on the site.

10. The council approved the purchase of a lap-top and scanner/printer up to £400. (the limit set in the grant application) for use by the clerk exclusively on council business.

11. Council reviewed its Financial Regulations and approved application for a Business Debit Card for use by the clerk in anticipation of the purchase of lap top and scanner to enable council to comply with the Code. Prop: Cllr Smith Sec: Cllr. Butler

12. The Council appointed Mr. David Spurling to carry out the council's internal audit. Prop: Cllr. Smith Sec:Cllr. Beetson

It was noted that Mr. Spurling had been undertaking this work for a number of years pro bono, and would be stepping down next year. The clerk informed members that in future this work would incur payment of a fee.

13. Clerk's job description. The attached job description was approved. Butler
Sec: Cllr. Wright

14. Queen's 90th birthday celebrations. Pending news of decision by Stanway PC.

15. Correspondence: Circulated by email

No further business

Meeting closed 21.55

Annual Meeting: 7.30pm St. James' Church May 17th

Signed..... Date.....

By email: cllrs Moor, Beetson, Butler, Smith
Hard copy: David Wright.

APPENDIX 1

Cutsdean Parish Council Tuesday 15th March 2016: Report by Cllr Dr Nigel Moor

At the Council meeting on the 17th February 2016 Gloucestershire County Council agreed their budget for 2016/17. Just before the budget was finalized the government announced an additional £2.4m for Gloucestershire, and this has allowed an extra £2.075m to be spent on roads including increasing Highways Local to £30k per member and £7,500 per member for additional road maintenance in their areas. In addition £100k is set aside to pay for designated Traffic Regulation Orders such as that which is to be introduced through Little Rissington.

Part of the funding will be used to roll out the lengthsman programme across the county. Lengthsmen are highways maintenance teams dedicated to a particular area of the road network, who work to repair minor defects before they can deteriorate. The schedule has been the subject of a successful year long trial in the Forest of Dean and will now be continued and extended county-wide.

All these measures will help members such as myself respond to requests by parish and town councils such as yours to deal with local highway issues. In the Cotswolds the county spends each year on average £5.1m of capital on our roads and a further £3m on all aspects of maintenance making a total of £8m a year.

Council Leader Mark Hawthorne has appointed me to replace Cllr Will Windsor-Clive - who steps down to focus on his campaign to be Police and Crime Commissioner - as Cabinet Portfolio holder for Fire, Planning and Infrastructure. In the press release published last week I said "I am really proud to be asked to serve as a Cabinet member. I have extensive experience of the planning side of the portfolio and I'm looking forward to getting to grips with the issues in Fire and Infrastructure." You will have read of the campaign to form a new unitary council combining West Oxfordshire District Council and Cotswold District Council. The Cotswold District Council has for many years been a successful part of the two-tier system of local government in Gloucestershire and the integration of health and social care services, children's safeguarding, investing in our roads and promoting economic growth. I believe the possible loss of Cotswold District would be a step in the opposite direction. The announcement by Cotswold District which was completely unexpected by Gloucestershire as Cotswold had been included in the devolution deal to central government has already frustrated the big £1m investment in broad band for the Cotswolds.

We had a meeting of the A429 Task group last week which I initiated with Paul Hodgkinson which is a good example of cross party working at the county. Our final report will go to scrutiny in May and we will share with parish and town councils and district councillors at that time. The final report will go to Cabinet probably in June.

APPENDIX 2

GAPTC COURSE

"PREPARING FOR AUDIT" 15/2/16

KIM BEDFORD

1Responsible or accountable? The clerk(RFO) is *responsible* for the management of council business (accounts etc) but the council is *accountable*. In the event of litigation by a member of the public, it is the council who is ultimately accountable not the clerk. Beware the vexatious member of the public! (£30,000. local case)

2This means effective monitoring of the clerk's activities by the council. Is he/she doing what the job requires? (nb Cutsdean clerk has no job description/contract)

3How is he/she monitored and is there evidence to show it has been done? (Other than minutes?)

4 Effective internal audit i.e. Regular checks made and recorded by the council during the year. Financial regs....etc. (Malpractice by clerk. Local case). Minute and display written reports from independent internal and (external?) auditors.

5 Implications for Cutsdean. Need to review (at least once a year) so as to comply with annual governance statement

- Clerk's job description/contract
- Financial regulations
- Standing orders
- Risk assessment and insurance cover

6. The Transparency Code.

7. Effective from July 2015. Internal Auditors will not have responsibility for checking if smaller authorities (i.e. Cutsdean) comply. (See development of SLB) PC s are required to publish on line:

- Details of items over £100.00
- End of year accs, annual governance statement, and internal auditor report (Annual return)
- Copy of the year end bank reconciliation
- Explanation of significant differences
- Explanation of differences between total cash and short term investments
- Agendas and minutes of formal meetings
- List of councillor and member responsibilities
- Details of public land /buildings owned by council.

Going forward : Light touch audits

1

Current Ext auditors (GT) were appointed for 5 years (ends 16-17) therefore no change this year except for change to public inspection period (30 days). Changes will occur in 17/18.

pf 4/3/16

APPENDIX 3 January financial statement corrected

INCOME	PAYMENTS	1	2	3
		2015-16 spend to date	2016 Cheques to authorise 12/01/16	2015-16 Budget
£600.00 precept 1 vat				
£200.00 precept 2				
Clerk's salary 1	£160.00			£400.00
HMRC PAYE sept/oct	£40.00			
Clerk's expenses	£85.92 £30.78		Oct.nov.dec. 89.95	£175.00
Insurance	£148.91			£170.00
GAPTC sub	£29.00			£25.00
Training				£85.00
Audit	£0.00			0
Section137				£419.52
Other				
Total	494.61			£1,274.52
curr.ac balance 30/11/15	£1,147.58			