**CUTSDEAN PARISH COUNCIL ANNUAL MEETING**

[www.cutsdeanparishcouncil.co.uk](http://www.cutsdeanparishcouncil.co.uk)

**Clerk to the Council: Claire Butler, West Barn Farm, Cutsdean, Cheltenham, GL54 5RX**

Email: claireloubutler@outlook.com

**MINUTES OF MEETING**

**St James Church, Cutsdean, Cheltenham, Gloucestershire, GL54 5RX – 10th May 2023 at 6.30pm**

1. Present at this meeting – Cllr Butler, Cllr Beetson, Cllr Wright, Cllr Smith. Apologies -. Cllr Clarke, Cllr Mackenzie-Charrington
2. Election of Chairman – Cllrs nominated Cllr Smith to be Chairman. Agreed by all present.
3. All nominated Cllr Butler to be elected as Vice Chairman. Agreed by all present.
4. Declarations were signed for the election of Chairman and Vice Chairman.
5. Annual Review of Policies:
	1. Standing Orders
	2. Financial Regulations
	3. Risk Management Schedule
	4. Privacy Notice
	5. Code of Conduct

All Cllrs have reviewed the documents and confirm agreement. To be updated on the website.

1. Declaration of Interests were completed and signed. To be submitted by the Clerk.
2. The minutes from 22nd March 2023 were reviewed and agreed by all.
3. Matters arising:
	1. Defibrillator – We cannot use the phone box. Jeanette has emailed Lord Wemyss to ask if we are allowed to use any of the estate buildings to mount the box. Cllr Clark to follow up with Lord Wemyss at his meeting soon. Is it possible to use the verge by the phone box – Clerk to check the land registry to see who owns the verge.
	2. Grips – no response from Rhodri Grey – this is now urgent as the road is being eroded by the amount of water flowing through the village.
4. Report from Cllr Mackenzie Charrington – see separately.
5. Report from Clerk:
	1. Insurance renewal – all agreed to renew the insurance with existing provider.
	2. Asset register – reviewed and agreed. Cllr Smith has carried out some repairs on the noticeboard.
	3. Previous Audit Report – report has been reviewed by the Clerk and changes have been made accordingly. The report is available upon request.
6. Financial Report:
	1. Clerks Wages and HMRC payment agreed, and cheque signed.

Financial spreadsheet presented to all and agreed.

1. Public Adjournment – none present.
2. Planning – Cutsdean Parish Council have supported Temple Guiting Parish Council in a letter they have sent regarding the planning at Oathill Quarry.
3. Correspondence – none to review.
4. AOB – nothing to note.
5. Date of next meeting – 11th July 2023 at 6.30pm – venue to be confirmed.

Meeting closed at 19.20pm

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By email: Denny Beetson, Ted Smith, Matthew Butler, Chris Clarke, Nigel Moor,David Wright, Cllr M Mackenzie-Charrington, Cllr R Keeling

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