

DRAFT Minutes of a Meeting of CUTSDEAN PARISH COUNCIL

held on **TUESDAY 10th September 2024** at **St. James Church, CUTSDEAN**, commencing 6.35pm

Members Present: Cllrs. M. Butler (Chairman), D Beetson and T. Smith
Officer: M Butler (Acting Clerk)
Scribe: Ruth Waller, GAPTC
Attendees: County Cllr. MacKenzie-Charrington, District Cllr. Wilkins, Chris Haine (GAPTC), Ruth Waller (GAPTC)

24.09.10.1 To receive Apologies for Absence and to approve the reasons given

No apologies received. Meeting confirmed as quorate

24.09.10.2 Public Session: To provide members of the public/press with the opportunity to comment on items on the agenda

GAPTC raised the following:

- **Could the Council confirm if the position of Clerk has been formally advertised?**

Chairman confirmed that it had not been formally advertised as Parish Council had been advised by GAPTC there was a minimum requirement of 208 hours. Parish Council are unable to offer the minimum wage

- **Had financial information been circulated to Members prior to the meeting?**

Chairman confirmed that this information had not been circulated to Members prior to the meeting

24.09.10.3 Declarations of interests

None declared

24.09.10.4 To approve the minutes of the Parish Council Meeting held on 9th July 2024

The Minutes of the Parish Council Meeting held on 9th July 2024 were **AGREED BY COUNCIL** and signed by the Chairman

24.09.10.5 To receive report from Cllr MacKenzie-Charrington

County Cllr. MacKenzie-Charrington provided his report, including:

- Cllr Mark Hawthorn was stepping down as Leader of County Council after 25 years
- NHS and Social Services moving forward together to provide a better service
- Roadworks from the new development in Moreton-in-Marsh would be minimised between October and Christmas 2024, to avoid disruption to residents and visitors

24.09.10.6 To receive report from Cllr Wilkins

District Cllr. Wilkins provided a brief update, including:

- Total revision of waste collection in the District: initially this had caused disruption to some villages but this was now resolved
- Change in the planning system at CDC which includes only 28 days for responses and a Planning Review Group to consider applications

24.09.10.7 To review and approve Amanda Davis as Clerk

Item deferred to an Extra Ordinary Council meeting to be held on 24 September 2024.

GAPTC advised that prior to accepting the offer, Members should obtain further advice regarding formal arrangements for the appointment of an (acting) Clerk, e.g. 'Voluntary Agreement', and to obtain references from within the local government sector. GAPTC recommended a bespoke job description and contract to ensure the role of the Clerk is specified as per minute ref: 24.09.10.8

COUNCIL AGREED to ask GAPTC and their HR service for advice on job description and any formal arrangement or agreements

24.09.10.8 To review findings on options regarding changing to a Parish Meeting

The following information had been sourced via Amanda Davis and confirmed by GAPTC:

- A Parish Meeting only requires one meeting a year, although more meetings can take place at residents' request
- No precept and/or Clerk were required for a Parish Meeting
- Parish Council would relinquish current powers and any assets it owned
- The role of the Clerk, as discussed in minute ref: 24.09.10.7 would be to ensure the smooth transition from Parish Council to Parish Meeting

Additional information raised by the GAPTC and Council during the meeting:

- A robust consultation with residents would be required before a formal request is made to CDC
- The role of Clerk would include consultation with residents and regular liaising with CDC (and GAPTC). The Clerk's job description and formal arrangements might specify this transition and that the clerk's role would end once the process concluded
- Council had originally been advised that a Parish Meeting still required a Clerk so this option had been discounted. Consequently, Cllr T. Smith had enquired about the option of being included in a neighbouring Parish such as Temple Guiting. It was noted that this process was likely to take a considerable time and cost (to CDC) to complete.

**24.09.10.9 To receive advice and options for moving forward as a council from Chris Haine
GAPTC CEO**

Advice and options had been covered in previous items, minute ref.: 24.09.10.8 and 24.09.10.7

COUNCIL RESOLVED that an agenda item for the next Council meeting would be to consider dissolving the Parish Council and move towards becoming a Parish Meeting

Action: GAPTC to establish clear steps for transition from Council to Parish Meeting and report back to Chairman

24.09.10.10 COUNCIL APPROVED the following payments, via cheque:

- a. GAPTC Audit: £140.00 LGA 1972, s.113
- b. Website Accessibility Report: £25.00, LGA. 1972, s.142

24.09.10.11 To receive financial report and reconcile with bank statements

COUNCIL APPROVED the bank reconciliation and signed by Cllrs. Smith and Beetson

24.09.10.12 To confirm council has no Direct Debits/Standing orders

COUNCIL CONFIRMED that it has no Direct Debits or Standing Orders

24.09.10.13 To consider matters for the agenda of the next Parish Council meeting (no decisions may take place at this item)

- To formulate an Emergency Plan

24.09.10.14 Agree Schedule of dates of next meetings

COUNCIL AGREED the following dates:

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| 24 September 2024 | Extraordinary Council meeting |
| 12 November 2024 | Full Council meeting |

Meeting closed 7.50pm