

DRAFT Minutes of an Extra Ordinary Meeting of CUTSDEAN PARISH COUNCIL
held on **TUESDAY 24th September 2024**
at **ST JAMES CHURCH, CUTSDEAN** commencing 6.35pm

Present: Cllrs M Butler (Chair), D Beetson, C Clarke, T Smith, D Wright
Officer: A Davis (Parish Clerk, following appointment at item 4)
Scribe: A Davis
Attendees: District Cllr L Wilkins

24.09.24.1 To receive Apologies for Absence and to approve the reasons given:
Apologies were received from County Cllr M MacKenzie-Charrington

24.09.24.2 Public Session: None

24.09.24.3 Declarations of interests: None. Cllr Butler explained the change of venue had been due to flooding at West Barn Farm that day

24.09.24.4 To confirm and agree the appointment of Amanda Davis as Acting Clerk: Cllr Butler introduced Amanda. Satisfactory references had been received. Amanda had completed CiLCA training, and had prior experience as a Town Clerk, Responsible Financial Officer (RFO) and as a Parish Clerk. She was a Parish Councillor in Bourton-on-the-Water. It was proposed by Cllr Butler and seconded by Cllr Clarke that Amanda be appointed via a Volunteer Agreement to the position of Proper Officer / RFO and known as "Parish Clerk". This was agreed unanimously

24.09.24.5 5a To consider and approve in principle to dissolve council and transition to a Parish Meeting:
Detailed discussion followed. It was noted that the pivot point in favour of this proposal was the discovery that a Parish Meeting did not require a Parish Clerk to be employed. A required procedure had to be followed as it is not within the power of Parish Council alone to decide this matter. It was proposed to start the required formal process towards a Parish Meeting, initially by making enquiries regarding the process which would likely require a Governance Review. This was agreed unanimously

5b To authorize research and preparation of a paper outlining the case for the transition to Parish Meeting:
This was agreed. Clerk and Council Chair to action

5c To consider and agree how to undertake the public consultation including agreement of date for a public meeting:
In light of 5a and 5b above, it was agreed that until the formal process is better understood, Council was not yet in a position to undertake a formal public meeting. However, an informal gathering of people within the parish could be helpful to give an early understanding of the decisions being considered by Parish Council, and the reasons

24.09.24.6 To review and compile our Community Resilience Plans:

A request had been received from Cotswold District Council that all Parish Councils create and agree a Community Resilience Plan, to include a flood plan and an emergency plan. In such a small and close-knit community, it was agreed to produce a plan slowly and with effort proportionate to the marginal additional benefit it was likely to provide

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

Parish Clerk suggested that the November meeting should start to prepare the budget for 25/26 and to consider the precept request for the Parish. The deadline for Precept submission was end January 2025. This matter required consideration in the context of a potential governance review and consultation towards transition to a Parish Meeting.

24.09.24.8 To confirm date of next council meeting:

Tuesday 12th November 2024 to be held at Cllr Butler's address

Parish Council meeting closed at 8pm