

# Shipton Parish Council

www.shiptonvillage.com

shiptonparishcouncil@gmail.com

## **DRAFT Minutes of General Meeting**

***Held in the Reading Room on Friday 17<sup>th</sup> March 2023, 19:30***

Councillors present: Cllrs Chalklin (Chairman), Kealy, Griffiths and McKinna Meeting started: 19.30  
Attendees: 8 members of the public.

### **220317/1 Chairman's Opening Remarks**

Cllr Chalklin welcomed everyone to the meeting and our first of 2023. He explained that four meetings would be held throughout the year, but not every quarter. Note: SPC's planned meetings for the remainder of 2023 are w/c 22<sup>nd</sup> May, 21<sup>st</sup> September and 16<sup>th</sup> November. However, these dates may change after the new parish council is in place post 4<sup>th</sup> May 2023 elections.

### **230317/2 Apologies: NONE.**

### **230317/3 Declarations of Interest: None for this meeting.**

### **230317/4 Minutes of Previous Meetings: Minutes of the General Meeting held on 17<sup>th</sup> November 2022 were approved by all and signed by Chair Cllr Chalklin.**

### **230317/5 Public Session:**

**5.1 The issue of potholes was raised by a concerned resident.** Cllr Chalklin explained that these had been reported to GCC Highways by the Council and by other concerned residents. Some potholes had been repaired, but GCC prioritise these based on location, depth of the hole (the trigger is 13cm) and impact on accidents/death rates. All residents are encouraged to submit their own reports about faulty highway issues directly to GCC via their portal. It's easy to use and you will receive updates. Report it at [www.gloucestershire.gov.uk/highways/roads/your-highways-report-it/](http://www.gloucestershire.gov.uk/highways/roads/your-highways-report-it/). Thanks were given to GCC Highways for their prompt action and repairs along the section of the central village road in front of Manor Cottage and Gabled Cottage.

**5.2 A resident requested that awareness was raised for the deteriorating environment and behaviour in the Village.** Inconsiderate parking by some people has become a real issue. Parking on bends and also pavements creates obstacles both for drivers and pedestrians. Elderly and vulnerable people with disabilities are not walking because of these. This resident also raised the issue of nuisance bonfires in Kilham Lane and dog owners not always putting dogs on a lead. He requested that all villagers take more care to increase social conscience in our village environment.

### **230317/6 Review and discussion on the forthcoming local authority election process 4<sup>th</sup> May 2023 and the impact on Shipton Oliffe.** Cllr Chalklin advised that there were two items to note. Firstly, all voters must bring suitable photo ID to the polling station. For more information on which forms of photo ID will be accepted, visit [electoralcommission.org.uk/voterID](http://electoralcommission.org.uk/voterID) or call their helpline on 0800 328 0280. Voters without suitable ID can apply for a Voters ID card or apply for a postal vote. At the same time as the local authority elections, Parish and Town councils would also be re-elected. This process was explained to all attendees. In summary Shipton Oliffe, Solers and Hampen require five councillors on the Parish Council and there are currently two standing again, so three vacancies. In May, Cllr Griffiths would be stepping down as councillor / RFO and thanks were given to Ian for his robust accounting procedures over the last few years and leaving council finances in good shape. Members of the PC would be at the Coffee Stop on Saturday morning; 18<sup>th</sup> March to discuss council vacancies should anyone wish to apply. A leaflet with eligibility criteria will be available for people to view. Post meeting note: there are four vacancies on Shipton Parish Council that require filling, plus the role of Parish Clerk.

### **230317/7 Finance Update:** Cllr Griffiths reported SPC's current finance status and budget submission for 2023-24. The full reports can be found at the back of these minutes. The future budget and precept remain unchanged. The reserves in the bank allow us to meet the requirement to retain one year's precept for emergencies plus allow the PC to work on projects in the Village which will be discussed later.

**230317/8** **To receive recommendations for a new website from Andy Gibbs.** Mr Gibbs had previously volunteered to review the range of technical platforms now available to Parish Councils for website design and hosting. The current site is over eight years old, and it had been agreed at the meeting in November that a refresh was required. Some debate took place about the style, content and requirements of a new website. Residents were asked to email the Parish Clerk with any suggestions they may have regarding this important communication tool [shiptonparishcouncil@gmail.com](mailto:shiptonparishcouncil@gmail.com)  
Post meeting note: this project has been put on hold until the new PC is in place after 4<sup>th</sup> May 2023. Andy Gibbs has been thanked for his contributions to date and it is strongly hoped he will support this initiative when the new Council takes over.

**230317/9** **To discuss potential village improvement projects and agree priorities/timescales:**  
Cllr Chalklin reported that these items needed to be discussed by the new parish council and wrapped into a new Parish Plan. It is important to include as many residents as possible in this process to ensure all of the needs of the community can be met in a responsible and cohesive way. Funds and the cost of each project would be fundamental to the success of delivery as would a review of the village demographics to help prioritise activities. It was agreed that volunteers should be used where possible for routine maintenance work in the Village.  
**9.1 Village Green** – key question on how this will be used and it's function. This needs to be part of the Parish Plan and given much greater consideration.  
**9.2 Triangle by the telephone box, the crumbling wall, bench and noticeboard** The PC confirmed that they owned the land, but further investigation was needed on the ownership of the wall and the grass verge. Please note, repairs to the wall would be costly, but obviously great consideration needed to be given to this area of the Village from a health and safety perspective. It was agreed that the noticeboard should be removed, and the bench repaired. Cllr Kealy took responsibility for this action.  
**9.3 Signage – 20 is Plenty / Slow for Children & Animals** The Parish Clerk agreed to action this. Further thought is needed to ensure the SID device is in good working order. The Speed sign battery requires charging regularly and moving the sign to other locations in the Village is needed. It is hoped the new Parish Council will enlist a team of volunteers to take responsibility for the Speed device on a rota basis.  
**9.4 Village spruce and tidy** It is hoped this may form part of the Village activities over the King's Coronation weekend.  
**9.5 Provision of play equipment** This should be included in the Parish Plan research.  
**9.6 Provision seating and benches on the Green** A discussion took place about the use of the outdoor space near the Reading Room. It was concluded that with the use of benches and seating, it would be a valuable community facility in suitable weather. The question of whether the PC could fund these items was raised and agreed that this should form part of the Parish Plan.  
**9.7 First Aid course and demonstration of defibrillators including publication of defib code** The Parish Clerk will look into this.  
**9.8 Tree works** Dowdeswell will be executing routine work on trees on the Green and near the telephone box. Planning permission to do this is being sought. The cost to the PC is approximately £1770.00 inclusive of VAT. Post meeting note: the budget for 2023-24 will need to be adjusted to include this item of expenditure.  
**9.9 Support towards Village celebrations for the Coronation.** Agreed and estimated at £500.00  
**9.10 Shipton in Bloom – provision of stone troughs, plants, and bulbs.** To be considered as part of the Parish Plan project.

**230317/10** **Review of correspondence received by the Clerk:**  
**10.1 Request from a resident for the PC to discuss and consider supporting repairs to the wall by the telephone box and general improvements in this area.** Please refer to item 9.2 above.

**230317/11** **Date of next meeting:** w/c 22<sup>nd</sup> May 2023. This will be the Annual Parish Meeting followed by the Annual Meeting of the Parish Council.

**Meeting closed at 20:55**

**Signed:**.....

**Date:** .....

**Shipton Parish Council Financial Report for the period from 1<sup>st</sup> April 2022 to 17<sup>th</sup> March 2023**

	12m to 31/3/22	1/4/22 to 17/3/23	
	£	£	£
Precept Income	15,600	17,600	
Deduct Expenses			
Council Spending	640	847	
R/Room Project Management	13200	0	
Village Upkeep	1,407	1,870	
PWL Costs	8,626	8,626	
Hampen Defibrillator (net cost)	0	79	
Total Expenses	23,873	11,422	
Surplus/ (Deficit)	(8,273)	6,178	
Surplus Brought Forward	34,931	26,658	
Year End Cash at Bank	26,658	32,836	

These accounts have been prepared without reference to a £280,000 Public Works Loan which was secured by the Parish Council in December 2020 and gifted by the Parish Council, on behalf of the village, to the Reading Room Trustees to help finance the renovation and extension of the Reading Room. The debt to the Public Works Loan Board now stands at £274,825. The interest and repayment charges are paid bi-annually in June and December. The annual cost to the Parish Council is £8,626.

Hampen Village contributed £1,600 to fund the £1,679 acquisition and initial set up costs of a defibrillator which has been situated in the village.

## SHIPTON PARISH COUNCIL BUDGET FOR 23/24 FINANCIAL YEAR

	50 weeks to 17/3/23 (Actual)	Budget to 31/3/24
	£	£
Precept Income	17,600	17,600
Expenses		
Council Spending	847	930
Parish Clerk Cost	0	2,300
R/Room Project Management	0	0
Village Upkeep	1,870	2,000
PWL Costs	8,626	8,626
Hampden Defibrillator (net cost)	79	344
Training costs	0	400
Capital Spending	0	3,000
Tree works	0	1,770
<b>Total Expenses</b>	<b>11,422</b>	<b>19,370</b>

### Notes

The budget for Parish Council spending in 2023/24 suggests the need for a precept which is unchanged at £17,600. The tree work is a one-off cost which will be funded by the cash reserves which currently stand at £32,835.53. Shipton Parish Council will continue to retain £17,600 in the reserves in line with GAPTC guidelines. This is the precept amount.

The budget for Council Spending, and Village Upkeep has been restricted to under the current 10% UK inflation rate. The Hampden Defibrillator budget reflects a full year rather than 3-month usage. The costs of training a new Parish Clerk and two new Parish Councillors have been budgeted for. The budget now includes a figure of £3,000 which can go towards capital spending on new IT equipment and the projects identified in the agenda for the 17/3/2023 Parish Council Meeting