

Minutes of General Meeting

Held by virtual means on Sunday 30th August 2020, 18:00.

Councillors present: Cllrs Chapman (Acting Chair), Classen, Randles and Thomas.
In attendance: 5 members of the public

Lower Slaughter Parish Council conducted this meeting by virtual means in accordance with NALC guidelines. Members of the public were invited to attend the meeting and contact the Parish Clerk for login and password details. Interested parties were informed that the meeting would be recorded for the purpose of ensuring accuracy of minutes and the recording would be deleted thereafter.

200830/1 To elect the Chairman for the meeting. In the absence of a Chair, the Parish Clerk asked for volunteer from council to chair the meeting. Cllr Chapman volunteered and was elected to act as Chairperson for this meeting only.

200830/2 Chairman's Opening Remarks.

Cllr Chapman thanked Members of the Public for attending the meeting. Cllr Chapman advised all about the resignation of Cllr Sinclair as a Councillor and from the position of Chair. Cllr Thomas has subsequently resigned from the position of Vice Chair. It was noted that Paul Sinclair had been involved with the Council since 2017 and as Chairperson, had led the Council excellently through some particularly challenging times. Specifically, he would be recognised for the improvements in transparency of PC activities through the development of a new LSPC website and presiding over the production of the period drama/comedy, Emma by the Working Titles production company which resulted in the establishment of the Village Project Fund. Cllr Chapman, on behalf of the Parish Council, thanked Paul for all that he had done for the village and wished him the very best for a full recovery of his health.

The vacancy for a Councillor was announced and people advised that formal notices would be issued through CDC and the LSPC noticeboard.

An apology was made to Mr Edwin (LSVN) regarding an omission on the agenda to discuss funding support for the Village Newsletter. This would be discussed under Correspondence.

200830/3 Declarations of Interest

Cllr. Randles declared an interest in respect of the Planning Application for the removal of a diseased ash tree in the precept. (Item 7). Cllr Thomas declared an interest in respect of the fence repairs between the allotment and the cricket club (Item 9.6.) Cllr Chapman requested that they both recuse themselves at the appropriate time.

200830/4 Apologies: None

200830/5 Minutes of Previous Meetings: It was agreed to correct an omission from the Draft minutes of the EGM on 7th July 2020. These amended minutes were approved by all and signed virtually by acting chair, Cllr Chapman.

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200830/6

Matters Arising from the EGM Minutes (Gilders Appeal for Electric Car Charging Station).

Chapman confirmed that LSPC believed it represented the views of the majority of residents in objecting to the re-development of Gilders scrap yard and haulage depot. Cllr Thomas updated Council on the appeal process to date before next steps were discussed and actions to take were agreed. Cllr Thomas confirmed that the inquiry would last 3 days and commence on 17th November 2020. He also explained how Rule 6 could be invoked, the associated deadline/potential costs and recent correspondence/communication with the Planning Inspectorate and GCC Highways. It was agreed that contact would be made with the adjacent Parish Councils. Members of the public were encouraged to contact the Planning Inspectorate directly if they had new information supporting previous objections and to review CDC website for new comments waiting to be uploaded. Public members attending confirmed they approved of LSPC's approach to date and next steps.

200830/7

Planning Applications Update:

19/01989/LBC and 19/01988/FUL The Old Mill, Mill Lane Lower Slaughter Cheltenham GL54 2HX Conversion of cafe to dwelling, conversion of retail area to dwelling, re-configuration of cafe/retail area, refurbishment of outbuildings associated works. *Permitted by CDC.*

20/01733/FUL Gilder Stables Wyck Road Lower Slaughter Cheltenham Gloucestershire GL54 2EX Erection of timber shed. *Permitted by CDC.*

20/01934/FUL Land Off Wyck Road Lower Slaughter Cheltenham Gloucestershire GL54 2EY Retrospective application for stable building as built. *Permitted by CDC.*

20/00948/FUL Stonestrow Fosseyway Lower Slaughter Cheltenham Gloucestershire GL54 2EY Two and single-storey extensions including terrace to dwelling house and erection of pool house with gymnasium. *Permitted by CDC.*

20/01350/OUT Ladybird Cottage Wyck Road Lower Slaughter Cheltenham Gloucestershire GL54 2EX Erection of two new dwellings with associated parking and amenity space (Outline application) *Refused by CDC.*

20/02238/FUL Park View Mill Lane Lower Slaughter Cheltenham Gloucestershire GL54 2HX Erection of two-storey side extension (resubmission of application 20/01054/FUL) Awaiting decision by CDC. *LSPC no comment 13.8.20*

20/01805/FUL East Allotment Cottage Copse Hill Road Lower Slaughter Cheltenham Gloucestershire GL54 2HY Demolition of single storey building. Construction of new single storey extension and garage. Pending consideration by CDC. *LSPC have no comment 9.7.20*

20/02759/TCONR Tree works at Faru Mill Lane Lower Slaughter Cheltenham Gloucestershire GL54 2HX Row of field maples - pollard at approx. 12 ft to allow trees to reform hedge on boundary. *Pending consideration by CDC.*

20/02561/TCONR Tree works at Mill Meadow House Mill Lane Lower Slaughter Cheltenham Gloucestershire GL54 2HX Scots Pine (T2) - Proximity and heavy lean towards property. Fell to ground level. Scots Pine (T3) - Heavy lean over boundary towards neighbouring garden. Fell to ground level. Ash (T4) - Symptomatic of ash dieback. Fell to ground level *Awaiting a decision by CDC.*

20/02829/TCONR Tree works at St Marys Church Copse Hill Road Lower Slaughter Cheltenham Gloucestershire GL54 2HR To fell to ground level and remove large Ash Tree (T1) in corner of churchyard. To fell to ground level Conifer (T2) near flagpole. Diseased tree (Ash dieback) and therefore considered by LSPC. *Awaiting decision by CDC. Cllr Randles temporarily left the meeting.*

200830/8 Finance:

8.1 Cllr Chapman reported on the current financial status and asked the Councillors to approve

the Annual Governance and Accountability Statement which had been submitted prior to the meeting. This was APPROVED by all Councillors present.

- 8.2** Cllr Chapman asked the Councillors to approve the Financial Statements for the 2019/2020 financial period which had been circulated previously in the form of a Bank reconciliation Statement and Asset Register. This was APPROVED by all Councillors present. Itemised details can be found in the appendix.
- 8.3** Cllr Chapman reported on receipts since the last meeting/retrospective payments plus payments due, which were APPROVED by all Councillors. These are also detailed in the appendix.

200830/9

Correspondence.

9.1 Funding request in lieu of the Village Fete 2020 for LSVN. Agreed £350 for LSVN and £300 towards the children's Xmas party using Emma fund. Approval of the former item was conditional upon the LSVN reserves being insufficient to finance the LSVN for 2020, which was confirmed by Mr Colin Edwin by e-mail.

9.2 Signage in the village as raised and objected to by numerous residents. Cllr Chapman acknowledged that numerous comments had been received regarding signage in the Village and categorised these as a) council signs b) homemade signs and c) specific signs e.g. river related signs. The merits of each were discussed and in summary the following agreed:

- a) No issue or problem with Council signs about Covid and social distancing
- b) Concern about ineffectiveness of homemade signs and the bad press/comments generated. LSPC would like residents to consider removing these.
- c) LSPC are not against carefully considered signs, like the access to the river signs.

NB: Signs produced by LSPC will always contain either LSPC logo or details. LSPC to monitor and review before deciding on actions going forward.

9.3 Anti-social behaviour in the village regarding horse excrement deposits. This had been brought to the attention of the PC before correspondence had been received. Piles of multiple excrement has been deposited in the Village and the alleged perpetrator written to highlighting the consequences of not desisting immediately.

9.4 Concern about the effects of tourists in LS. Two specific requests had been received requesting LSPC contact riparian owners about river issues and local police to reinforce social distancing and Covid guidelines. Both have been considered and appropriate action taken.

9.5 Concern about congestion and speeding by locals and visitors. LSPC discussed and committed to consider traffic calming solutions to manage traffic flow in LS and agreed to investigate quantum costs in parallel with using speed enforcement 20 mph signs. Cllr Thomas to discuss with GCC Highways.

9.6 Review complaint by resident regarding recent Parish Council communications. Cllr Chapman confirmed that this had been reviewed and investigated in line with LSPC internal procedures. In conclusion, it was acknowledged that PC communications were too slow. All emails will as a rule, now be acknowledged with 48 hours.

9.7 Review recent correspondence regarding a new fence at the Cricket Club. Cllr Thomas left the meeting. Cllr Chapman explained that the Cricket Club were looking for funding for a new fence, but that ownership details for the fence did not exist. It was agreed that LSPC would fund 50% of reasonable costs to move this forward, but an installation remit and standard need to be agreed.

200830

Date of Next Meeting: Monday 28th September at 6pm via Zoom.

Signed: *Stuart Thomas* – Acting Chair

Date: 28th September 2020

APPENDIX: Finances

Annual Governance and Accountability Report

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Lower Slaughter Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

30th August 2020

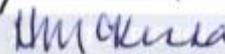
and recorded as minute reference:

200930/8.1 FNCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.hugofox.com/community/lower-slaughter-parish-council-15437

Schedule of Capital Assets

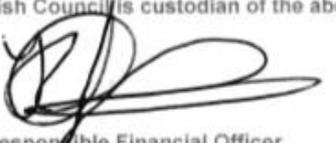
Lower Slaughter Parish Council

Schedule of Capital Assets as at 31st March 2020

Ref No	Item	Date Acquired	Insured Value	Disposal	Notes
1	Bench (1) near Village Notice Board	Unknown	£ 262.66		(a)
2	Bench on River Front between hotels	2004	£ 367.72		(a)
3	Memorial Bench River Front opp LS Manor Gate	1999	£ 1,000.00		(b)
5	Oak Notice Board by Church precinct wall	2004	£ 1,800.00		(b)
7	Woodland Bench	2007	£ 525.31		(a)
8	Bus Shelter	2009	£ 3,674.04		(a)
9	Village Shed/ Contents - in allotment area	2010	£ 3,442.90		(a)
10	Bench (2) by Church Gate	2010	£ 262.66		(a)
11	Salt Spreader	2014	£ 113.47		(a)
12	Chipper (acquired from Compost Club with shed)	2014	£ -	£0.00	(d)
13	Picnic Bench (Allotment)	2015	£ 312.09		(a)
14	Weir Safety Sign	2016	£ 318.15		(a)
15	Allotment : Gate	2018	£ 67.56		(a)
16	PC & Printer (Lenovo S340-81N8 - MP1LCN62) (Canon K10462 Serial No KLYL08969)	2019	£ 334.98		
17	PC Software	2019	£ 59.99		
18	Mobile Telephone (Apple iPhone 7 FCCZG4J5HG04) IMEI 356573086439854	2020	£ 429.00		
21	Orchard: Seat and Table Set	2016	£ 450.00		(f)
22	Orchard: Tree Signs	2016	£ 65.00		(b)
23	Orchard: Notice Board	2016	£ 325.00		(a)
		Total	£ 13,810.53		

The Parish Council is custodian of the above items.

Signed



Responsible Financial Officer
KJ Chapman.

- (a) value increased by 2.5% from previous year
- (b) value not changed
- (d) Asset removed from Register
- (f) Asset Value adjusted for replacement purposes

Bank Reconciliation Statement

Bank Account Reconciliation Statement

Lower Slaughter Parish Council

The following is bank reconciliation Statement for the 2019/2020 Financial Period for the above Smaller Authority.

Opening Bank Account Statements (29th March 2019)	TOTAL BANK Funds	£ 51,282.84
Unbanked Allotment Income		£ 0.00
OPENING BALANCE for the YEAR		£ 51,282.84
Receipts		£ 26,691.11
Expenses		(£ 11,164.80)
CLOSING BALANCE for the YEAR		£ 66,809.15
Un-presented Cheques at Year End		£ 352.98
Closing Bank Account Statements (31st March 2020)	TOTAL BANK Funds	£67,162.13

This Reconciliation Statement remains subject to External Audit:

Kevin Chapman – Responsible Financial Officer

28 August 2020

Authorisation of payments made and payments due – Finance Report

Lower Slaughter Parish Council

Finance Report for Meeting of 28 Sep 2020

Current Financial Position (at 28th September 2020)

Reserves Account	£	64,209.69	
Reserved for Weir/River Repairs	£	10,000.00	
Reserved for TRO management	£	10,000.00	
Reserved for Village Projects	£	39,240.02	
Available Reserves	£	4,969.67	£ 4,969.67
Treasurer's Account			£ 3,684.40
		Total	£ 8,654.07

Receipts since last meeting on Aug-20

Aug 2020 - Interest on Bank Accounts	£	2.50
Sep 2020 - Interest on Bank Accounts	£	0.53
Sep 2020 - Precept second installment	£	1,450.00
Total	£	1,453.03

Payments made since last meeting on Aug-20

Bibury - Grass Maintenance	17-Aug	£	426.96	Open Spaces Act 1906 ss9,10
Cllr Sinclair Expenses (web Hosting)	14-Aug	£	7.30	LGA 1972 s111
Cllr Thomas Expenses (Travel and Safety Tape)	24-Sep	£	54.28	LGA 1972 s111
Clerk Wages and Expenses (Aug)	24-Aug	£	462.53	LGA 1972 s111
Cllr Chapman Expenses (Printing and Postage)	17-Aug	£	99.99	LGA 1972 s111
Bibury - Grass Maintenance	17-Sep	£	426.96	Open Spaces Act 1906 ss9,10
Total		£	1,478.02	

Payments to be Approved by Council

Payments Sanctioned since last Meeting (Minute 9.2)

Clerk Wages and Expenses (Sep)	18-Sep	£	592.38	LGA 1972 s111
PATA Admin Charges	18-Sep	£	23.25	LGA 1972 s111
Contribution to the LSVN	18-Sep	£	350.00	LGA 1972 s111
Total		£	965.63	

Payments to be Sanctioned (Minute 9.3)

S HOUSEGO: Internal Audit Fees		£	168.00	LGA 1972 s111
Total		£	168.00	

Additional Signature for Approval of Payments:

Initials: Date: Signature: