

Shipton Parish Council

www.shiptonvillage.com

shiptonparishcouncil@gmail.com

Annual Meeting of Shipton Parish Council Minutes

Sunday 21 May 2023 in the Reading Room following the Annual Parish Meeting.

Councillors present: Cllrs Chalkin (Chairman) Lash, Cowing, Hellens and Hanagarth

In attendance: 13 members of the public.

- 230521/1 To elect the Chairman and to receive the Declaration of Acceptance of Office.** Cllr Chalkin was nominated as Chair, duly agreed by the Council. The Declaration of Acceptance Form will be signed in due course.
- 230521/2 To elect the Vice Chairman and receive the Declaration of Acceptance of Office.** Cllr Cowing was nominated as Vice Chair, duly agreed by the Council. The Declaration of Acceptance Form will be signed in due course.
- 230521/3 To confirm all Members of the new parish Council and that Register of Interests have been submitted to CDC.** Confirmed.
- 230521/4 Declarations of Interests.** None.
- 230521/5 Minutes of the previous meeting held on 13th May 2022.** Cllr Chalkin asked the council to approve these minutes. Approved.
- 230521/6 Matters Arising from the Minutes.** None.
- 230521/7 To appoint the Parish Clerk and RFO.** There being no applicant for the role of Parish clerk this appointment was deferred. Cllr Cowing noted she might be able to take on responsibilities as RFO in due course.
- 230521/8 To allocate Councillor Responsibilities.** As follows:
- | | | |
|--------------------------|---|----------------|
| Highways | - | Cllr Chalkin |
| Trees | - | Cllr Lash |
| Communications | - | Cllr Chalkin |
| PROW | - | Cllr Hanagarth |
| PC Liaison Councillor to | | |
| The Reading Room Board | - | Cllr Hellens |
- 230521/9 To allocate non-Councillor responsibilities.**
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|--------------------|---|-----------------------------------|
| Snow Warden | - | Harvey, liaison via Cllr Chalkin. |
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- 230521/10 To consider changes to current Council Policies and Documents.** The Chairman noted his intention for the Council to conduct a wholesale review of all policies, adapting, renewing, or discarding them as necessary, over the course of the coming year.

230521/11 To receive an annual finance update. Duly audited by Steve Smith. The Chairman noted the current accounts balance was a little over £40,000 and directed the Council's attention to the Financial Report attached to the previous meeting's minutes. Following a few comments seeking on clarification or explanation of some items, Councillors agreed to:

11.1 Note the decision to exempt the Council from a Limited Assurance Review.

11.2 Approve the Annual Governance Statement for 2022/23.

11.3 Approve the Accounting Statements for 2022/23.

11.4 Approve the Presentation of the Financial Report, to be signed by Ian Griffis

230521/12 To discuss and confirm the decision to develop a new PC/Village website.

Andy Gibbs summarised his earlier presentation on his proposals for a new website, highlighting the benefits of creating a single communications and information platform for both residents and village agencies and organisations; and offered to take on the role of webmaster to coordinate the site, with responsibility for content falling to the agencies concerned. He proposed a cost structure offering the second (silver) tier of service from the website hosting company he recommended, Hugo Fox, at a cost of £20 per month. After further discussion it was agreed that Mr Gibbs should start his analysis of the requirement, with the PC tasked to agree the ultimate level of service. The decision was deferred as the printed presentation was only shared with 2 councillors. Cllr Hanagarth requested copies for herself and Cllr Cowing. Decision contingent to receiving copies. The Chairman thanked Mr Gibbs for his work on the project to date and sought his assistance with future PC IT Governance and GDPR policies, to which he readily agreed.

230521/13 Village Grass Cutting and Maintenance Report. The Chairman explained where responsibilities for grass and verge maintenance lay, confirming that the PC looked after the Triangle, Village Green, and Cemetery, under a contract with John Lewis for 12 cuts p.a. at £100 per cut. There followed a number of comments and questions from residents:

13.1 Responsibility for overhanging trees and bushes on public roads.

Depending on location this fell to the Highways Department, or the landowner concerned. As with most issues little will be done unless persistent and regular pressure is applied to the agency or individuals concerned.

13.2 A request to formalise arrangements for cleaning of signs and litter pricking. Noted and supported in principle but really only achievable on a voluntary basis by concerned residents as the PC had no remit to force a clean-up.

13.3 A request for Picnic Benches on and improved access to the Green. The Chairman acknowledged that access should be improved for the infirm or disabled and as noted in

the previous meeting agreed to look at provision of benches and other equipment to enhance the Green.

13.4 A request to reinstate proper path edging to sections of the footpath, near the church The Chairman agreed to request a site visit by Dan Tiffney from Gloucestershire County Council Highways Department.

13.5 A request to improve the signs on the approaches to the Bees Lane junction with the A40. Noted by several residents as a dangerous and hazardous junction for vehicle turning off the A40 this is often poorly marked, particularly at night. The Chairman agreed to add this to his request for a site visit from the Highways Department.

230521/14 Date of the next PC General meeting. Sunday 16 July at 19.00.

Meeting closed; 19.46.