

## **LOWER SLAUGHTER PARISH COUNCIL**

C/o Copperfields, Colman. Temple Guiting.  
Tel: 01451 850611 Email:clerkspc@gmail.com

**Minutes of Lower Slaughter Parish Council meeting held on Monday 14<sup>th</sup> May 2018 in St. Mary's Church, Lower Slaughter. The meeting was opened at 7.42pm by Cllr Thomas**

Councillors present: Cllrs Roche, Chapman and Thomas  
In attendance: Ruth Waller (Clerk) and 3 members of the public.

**180514/1 To elect the Chairman of the Council for 2018/19 and to receive the Declaration of Acceptance of Office** in his absence, Councillors unanimously agreed to nominate Cllr Sinclair for the role of chairman. Providing Cllr Sinclair accepts this office and signs the Declaration, he would become Chairman at the next meeting.

**180514/2 To elect a Vice Chair and to receive the Declaration of Acceptance of Office:** Cllr Roche proposed that Cllr Thomas should become Vice- chair. This was seconded by Cllr Chapman. Cllr Thomas accepted the position of Vice-Chairman and signed the declaration of Acceptance of Office.

**180514/3 To receive and consider apologies for absence:** Apologies were received and accepted from Cllr Sinclair

**180514/4 To approve the minutes of the Parish Council meeting held on 19<sup>th</sup> March and the minutes of the Extraordinary Meeting held on 16<sup>th</sup> April 2018:** The minutes of both these meetings were approved as a true account and duly signed by the residing Chairman.

**180514/5 To receive Clerk's Report in relation to the Minutes (Matters Arising):** The clerk's report had been circulated to Cllrs prior to the meeting and the contents noted, including that the Council may now co-opt a Councillor and an advert had been placed on the notice board and website. The letter to the Heythrop Hunt letter been sent: no response to date.

**180514/6 The following Councillor Responsibilities were allocated:**

Highways: Cllr Thomas with Cllr Roche assisting, if necessary  
Trees: Cllr Thomas  
Finance: Cllr Chapman  
Planning: Cllr Sinclair  
Footpaths: Steve Randles  
Rivers: Bob Ayres, but would like to hand over this role within this next year.  
Newsletter: Colin Edwin has agreed to take this responsibility on temporarily  
Allotments: Cllr Chapman  
Snow/Flood: David Barnes

**180514/7 To appoint representatives or nominees to outside/partnership bodies:** A member of the Parish Council would attend Village Hall committee meeting on an ad-hoc basis

**180514/8 a) Members were reminded of the need to update their Register of Interests if their circumstances have changed.**

**b) To declare any interests in items on the agenda (Localism Act 2011):** Cllr Thomas declared an interest in agenda item 12 as this was his property

**180514/9 To review and decide if any changes are needed to the following Policies:**

Signed Thomas

Date 19-7-18.

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- a) **Standing Orders:** Cllrs Thomas and Sinclair had been delegated the task of reviewing this Council's Standing orders. The Clerk had also added in the amendments required in the 2018 Model Standing Orders. The final version was approved by Council. **Council resolved to adopt these standing orders.**
- b) **Code of Conduct:** A copy had been circulated by the Clerk to all Councillors prior to this meeting. Councillors were reminding of the importance of the code of Conduct. **Council resolved to adopt this Code of conduct without further amendment.**
- c) **Financial regulations:** These were the model Financial Regulations as recommended by NALC. **Council resolved to adopt these Financial Regulations without further amendment.**
- d) **Complaints Policy;** This policy was deferred to the next meeting in order for further investigation to be completed for the correct Complaint Policy suitable for this Council.
- e) **Parish Council's Asset register:** Clerk advised that the Asset Register was factually correct, however it required presenting differently.  
**Action: Clerk to alter presentation in readiness for this document to be formally adopted at the next council meeting.**
- f) **Risk Assessment:** Clerk advised that again this was factually correct but also required different presentation.  
**Action: Clerk to alter presentation in readiness for this document to be formally adopted at the next council meeting.**
- g) **To consider if any other council documents require consideration, as advised by the Clerk:** Clerk advised that several documents remained outstanding. These included Health + Safety Policy, Publications Scheme, Data Protection and Grievance and Disiplinary Procedures.  
**Action: Clerk to circulate a list of all outstanding documents required by this Council before the next Council meeting.**

**180514/10 To receive comments and concerns from member of the public:** Elizabeth Bennett expressed her gratitude that the letter to Heythrop Hunt had finally been sent following its incursion into the village in February 2017. A resident re-iterated that they remained committed to sponsor markers and notices on the Mill bank Footpath, to encourage the public away from the millstream margins and its recovering water vole habitat. Council encouraged the resident to write to the Estate managers regarding this and agreed that the Council would also contact the landowners.

**Action: Clerk to establish who the contacts are for this landowner and this matter to be included on the agenda for the next Council meeting.**

**180514/11 To review the Council's Insurance Policy Cover is adequate and to approve provider for the forthcoming year:** Cllr Chapman confirmed that the current Insurance Policy was the 3<sup>rd</sup> year of a 3 year scheme. The Insurance was through Came + Company, with Ecclesiastical being the Insurers.

**Action: Cllr Chapman to confirm this Council's new contact details with the Insurers.**

**180514/12 Planning: The following planning application and appeal decisions were noted:**

- 18/01122/FUL | Revisions to planning permission 17/02313/FUL for a two storey rear extension and rooflight to include changes to materials, roof line and changes to the existing conservatory at 17 Mill Lane Lower Slaughter Cheltenham Gloucestershire GL54 2HX : **Council were not quorate to enable any response to this application.**
- APP/F1610/W/18/3194550 Greenfingers, Wyck Road, Lower Slaughter: **Appeal Dismissed**
- APP/F1610/W/18/3194551 Replacement dwelling, Ladybird Cottage Wyck Road Lower Slaughter Cheltenham Gloucestershire GL54 2EX: **Appeal dismissed**

Signed ST Thomas

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### **180514/13 Finance – to discuss and approve the following:**

- a) **Annual Accounts for the year ending 31<sup>st</sup> March 2018:** Cllr Chapman, as RFO, presented the Accounts for the financial year ending 31<sup>st</sup> March 2018 to Council. Council resolved that these accounts were approved and should now be submitted to the Internal Auditor for examination.

b) **The following Payments were received and receipts noted:**

Cheque No	Payee	Purpose	Authority	Cheque Value	VAT to be reclaimed
0602	Dowdeswell Forestry Services	Replacement of Allotment gate	Small Holdings and Allotments Act 1903,ss23	£64.30	
0603	Blue Leaf Gardens	Purchase of Liquidambar tree	Highways Act 1980, s.96	£79.99	None
0604	Blue Leaf Gardens	Planting of Liquidambar tree	Highways Act 1980, s.96	£65.00	none
0605	Bibury	Additional Works	Public Health Act 1875,s.164	£66.00	None
Standing Order	Bibury	Grass Maintenance (7 payments)	Open Spaces Act 1906.ss.9+10	£1,921.69	

The Parish Council had also received £4.76 from Western Power Distribution (Wayleaves).

- c) **To receive an update regarding the PATA payroll:** The clerk reported that she had now registered this Council with HMRC and that the Payroll Company (PATA) was currently processing the payroll. A previous cheque had been issued to PATA by this Council with an estimate of £22.50 for Payroll costs. Council agreed that this cheque should be cancelled until a formal invoice had been received from PATA.
- d) **To provide an update regarding the Bank Signatories:** Cllr Chapman confirmed that two previous signatories on the bank account had now been removed and that Cllrs Thomas and Sinclair had been added as signatories in addition to Cllr Chapman. Two signatories are required for each payment.

**180514/14 To provide an update on Highways matters, including Rivers and PROW:** No reports or updates were available for this meeting.

**Action: Clerk to contact previous Chairman to obtain list of outstanding highway matters.**

**180514/15 To receive information regarding requirement for Data Protection Officer –** The Clerk stated that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. This means more responsibility for the Clerk and the council should be registered with the ICO. The

Signed SThomas

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current fee is £35p/a, but this is due to be increased shortly. The Clerk had also recently attended training on Data Protection and reported that there is a toolkit available to produce notices etc.

**180514/16 To note any correspondence received and decide actions:** A letter had been received from a resident in relation to the Council's response to a planning application. As this was a Correspondence item, the contents could not be discussed. Clerk advised the letter should either be included in the agenda for the next meeting or a brief response could be delegated to the Clerk. **Council resolved that the Clerk should respond to this letter,** and councillor Thomas outlined the basis of a draft response to those present and confirmed that the council would send a draft to the clerk to forward to Mr Montana in order to expedite a response to his correspondence."

Other Correspondence: CDC press releases and community alerts (all on website). A filming request had been received for 4<sup>th</sup> June, which the Clerk has dealt with.

**180514/17 The next meeting dates of Lower Slaughter Parish Council were agreed as Monday 16 July 2018, 17 Sept 2018, 19 Nov 2018, 14 Jan 2019**

Signed STThomas

Date 19-7-18