
Wootton Parish Council

Please address all correspondence to the Parish Clerk:

Mrs. Christine Hoad, Wynwood Filkins, Lechlade, Glos. GL7 3JG

Tel: 01367 860388 E mail: clerkwpc0@gmail.com

6th June 2022

You are hereby summoned to attend the next meeting of Wootton Parish Council to be held on Monday 13th June 2022 in the Village Hall at 7.30pm. Members of the public are invited to attend.

- 1 Apologies for absence and to receive Declarations of Pecuniary, Personal or Prejudicial Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- 2 Election of Vice Chair
 - Signing of Declarations Chair & Vice Chair
- 3 Open Forum
 - 3.1 Adjournment for public participation - Members of the public wishing to speak will each be given the opportunity to address the council for 3 minutes.
- 4 Minutes
 - 4.1 To accept minutes of last PC meeting – 16th May 2022
 - 4.2 Matters for information only arising from these minutes
- 5 Committees
 - 5.1 Finance Committee
 - 5.2 Planning Committee
- 6 Finance
 - 6.1 Audit 2021/22 – conclusion
 - 6.2 Internal Auditors Report
 - 6.3 Fraud Prevention – Internal Control Policy
 - 6.4 Update on Banking Arrangements & additional signatory
 - 6.5 E slip direct debit mandate
 - 6.6 To resolve & approve the payments for April to date
 - 6.7 To agree payments for reimbursement of Clerks wages after the meeting
 - 6.8 Section 137 Policy
- 7 Village Matters:
 - 7.1 Drainage in Milford Lane - update
 - 7.2 Fingerpost sign – update
 - 7.3 Defibrillator – St Mary's Church
 - 7.4 Litter/Dog Waste Bin - update
- 8 Planning Applications
 - 8.1 22/00935/HHD 3 Clifford Terrace- awaiting decision
 - 8.2 22/00767/HHD Wootton Place – approved
- 9 GDPR
 - 9.1 Signing of Policies
 - 9.2 Purchase of laptop & printer
 - 9.3 Registration with ICO
- 10 Burditch Hall Lease – progress report Cllr Bates
- 11 New Clerk – next steps
- 12 Date of next meeting and confirmation of dates for 2022/23

Christine Hoad

Chris Hoad
Clerk to the Council

WOOTTON PARISH COUNCIL



MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 13th JUNE 2022

Councillors Present: Cllr J Harwood, Cllr F Bates, Cllr J Salter, Cllr J Hoare, Cllr A Molyneux,
Members of Public: 30 present

- 14/23 Apologies for absence and Declarations of Personal, Pecuniary or Prejudicial Interest
- 14.1 Cllr Thomas, Cllr Eccles-Williams
 - 14.2 No declarations of Interest
- 15/23 Cllr Harwood signed his Declaration of Acceptance as Chairman
- 16/23 Election of Vice Chair – Cllr Harwood asked for nominations for vice-chair. Cllr Bates proposed Cllr Molyneux, Seconded by Cllr Harwood. There being no other nominations, Cllr Molyneux was elected Vice Chair and duly signed his Declaration of Acceptance.
- 17/23 Open Forum
- Marlene Fisher brought a jubilee mug for the Parish Council to see and reported on the weekend. It was a great success over the three days and very well attended. Cllr Harwood congratulated Marlene Fisher and the whole team on an incredible weekend, and asked for this to be passed on to all those involved. .
 - Graham Lawrence asked if there would be any ongoing support for the Playing Fields as there had in the past as they are paying for items personally. Cllr Harwood said the revised budget would be agreed at the July meeting and the playing field was included.
- 18/23 Minutes
- 18.1 Cllr Hoare queried the minutes of the 24th March – had they been revised and when were they going to be signed off. Clerk gave Cllr Hoare the minutes which have had an addition made; they had been signed by Cllr Thomas on 24th April 2022
 - 18.2 Minutes of meeting 16th May 2022 were accepted & signed
 - 18.3 No matters arising.
- 19/23 Committees
- 19.1 Cllr Harwood suggested a Finance Committee is set up to ensure budgets are kept to especially this year. He suggested the bank signatories form the committee. This was agreed in principle. We should support the introduction of rigorous financial procedures. A revised budget for 2022/23 will be presented at the next meeting – also an initial draft budget for 2023/24 and a projection for 2024/25. Terms of Reference will be brought to the next meeting.
 - 19.2 Planning Committee – Cllr Harwood asked for volunteers to review planning applications and submit comments to the Clerk. It was suggested as Cllr Eccles-Williams & Cllr ~~Thompson~~ *Thomas* were not present Chair agreed to email all councillors about membership and the matter can be discussed again at the July meeting. *M.*
- 20/23 Finance
- 20.1 Audit 2021/22 has been concluded. The Notice of Electors Rights was posted on the notice board on 5th June. All documentation is now available on the website.
 - 20.2 RFO read the full Internal Auditors Report to the meeting. This is available online. It is a seriously critical report for both years. – Of the fourteen areas required to be assessed by the audit, the council was compliant in only two, with another one being inapplicable. RFO has implemented procedures for 2022/23 to ensure the Council acts within the law. A spreadsheet has been written to track all payments

Signed

Date

and receipts, the BACS payment list will be brought to each meeting and signed by at least 2 Councillors from the finance committee, payments will then be authorised by 2 councillors. Any payments to be paid outside of a meeting will be agreed at the prior meeting. The Finance Committee will oversee and support the drive to ensure the Council meets the standards required in the management of its finances.

- 20.3 Fraud prevention – Internal Control Policy. This has been sent by OALC and suggested it should be put in place. The Finance Committee will discuss at their first meeting.
- 20.4 Banking Arrangements – Cllr Molyneux & Cllr Salter have completed their internet banking details and are able to authorise payments. The RFO suggests that we have more than 2 councillors on the bank mandate – if someone is away, we risk not being able to pay any suppliers. Cllr Hoare suggested Cllr Thomas be the 3rd signatory. The RFO stated that she had a discussion with Cllr Thomas at the April meeting and she said she did not want to deal with internet banking. It was resolved that the Chair would always be a bank signatory *ex officio* for the duration of their period of office. This was agreed and the RFO asked Cllr Molyneux & Salter to sign the updated mandate.
- 20.5 It was agreed that Eslips would be paid by direct debit. Forms were signed by Cllrs Molyneux & Salter.
- 20.6 To Resolve payments for April to current date: List of payments was circulated before the meeting. RFO read them out and asked if anyone would like to inspect the invoices. There were 2 additional payments – firstly to replace the uncashed cheque that was issued in 2021/22 on the NatWest account which is no longer used for £8 to the Village Hall and secondly £671.82 to be paid to the Jubilee expenses. All payments were agreed and will be authorised by Cllr Molyneux & Salter.
- 20.7 Eslips – our payroll provider- will produce payslips for April and May for Clerk by end of the week. It was agreed by all present that the payment will be made when the Finance Committee have agreed the amount as soon as possible but before end of June. This would also apply to any PAYE due.
- 20.8 Section 137 Policy- Clerk has written the Policy to formalise the “precept grants” that have been made in the last few years. There is a limit to how much money can be granted under S137 which, for 2022/23 is £8.82 per electorate. With 484 electors on the electoral roll this equates to £4268.88 for the current financial year. There are bids in already for this year and these will be dealt with in the revised budget. This money should be added to the precept each year – it was not for 2022/23 – or previous years - so any payments will have to come from reserves.

21/23 Village Matters:

- 21.1 Drainage in Milford Lane – This was reported on Fix My Street, but we have been informed there is no budget for general clearance only emergency works. This is fine during the summer but in the winter if water cannot drain it will freeze on the road. Cllr Harwood will write to Cllr Graham and ask him to review the decision. Cllr Hoare stated the grit bins need refilling. Emails usually come from OCC in August so this can be actioned then.
- 21.2 Finger post repair – This has been reported to OCC and they have passed it to the relevant dept. Clerk has advised it is a repair only not a replacement.
- 21.3 Clerk has purchased 2 sets of defib pads and replaced the defibrillator at the hall. The battery is fine at present but is 5 years old so needs to be monitored. This will now be registered on The Circuit as live. Cllr Salter asked if defibrillator training can be looked into.
- 21.4 Litter/dog waste bins – Cllr Harwood has been in contact with WODC. Some bins have now been moved and are satisfactorily sited. One however while now in a better place is not quite where requested, WODC will be asked if there was a reason it did not move all the way. Further comments from villagers were invited.

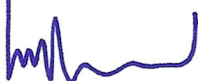
22/23 Planning Applications

- 22.1 22/00935/HHD 3 Clifford Terrace – approved
- 22.2 22/00767/HHD Wootton Place - approved

23/23 GDPR – Legal requirements

- 23.1 4 Policies and a Data Audit sheet were presented by the Clerk and circulated before the meeting.

Signed



Date

Management of Transferrable Data, Privacy, Data Protection & Retention & Disposal Policy. These were all approved by the Council and signed by the Chairman.

- 23.2 Laptop and printer have been purchased by Clerk. The laptop will be backed up on a hard drive at regular intervals and an external hard drive will be given to the Chair at each meeting. This will ensure that if data is lost only up to one month will need to be reconstructed.
- 23.3 Clerk has registered Wootton Parish Council with ICO. This subscription will be due annually.

24/23 Burditch Hall Lease

- 24.1 Cllr Bates reported she had received from our solicitor the Heads of Terms to be agreed by the Council and then passed to WCAST for discussion. Hopefully these discussions will lead to an agreement which will enable the full lease to be produced. The full lease is too large for discussion but will be brought back to the Council for agreement. The sooner we progress this the better. Cllr Hoare was unhappy with the 10-year term being proposed – but was assured there is a break clause that either party can use if unhappy with the arrangement. This is better than a shorter term on the lease. Cllr Salter asked if they will be applying for an alcohol licence – he did not want a 7-day licence. This was in place before and it will be for WODC to decide on the licence. Parish councils are usually asked to comment but WODC will make the decision.

Cllr Hoare informed the Council that Ann Day had an electrical inspection 4 years ago but does not have a certificate. There is asbestos in the roof area but not near the electrical wiring.

- 24.2 AES produced a report for us very quickly which we are grateful for- electricians are difficult to find. We will obtain up to 3 quotes for the rewiring and carry out the jobs that need doing to make the hall safe. There are rumours circulating that the hall has been ‘condemned’ – this is not true. An asbestos survey will also be carried out. The survey and electrical certificate are statutory items we need to put in place. Hall should not be used at present, but the electrics have been isolated and one series of plugs is available. This will be able to be utilised for the school leavers day in July.

25/23 Position of new Clerk/RFO

- 25.1 Next steps – job to be re advertised with new description. OALC, Nextdoor, Stonesfield Slate, Hanborough Herald have all been sent the advert. There are 13 communities in a 10-mile radius, so we hope this is covered. Clerk will also post on website.

- 26/23 Cllr Salter stated that the hedge is overhanging the pavement at Chapel Hill and Church Road, and it is difficult walking round Burditch Bank. Cllr Harwood will pursue this.

27/23 Next Meeting is 11th July at 7.30pm in the Village Hall.

Meetings for 2022/23 – 12/09, 10/10, 14/11, 12/12, 09/01/23, 13/02, 13/03, 10/04, 08/05 APM and APCM
Clerk will book the village hall.

Signed

Date

Monthly Bank Reconciliation 2022/23

Date	Name	Receipt	Payment
21.04.22	WODC Precept payment	4466.00	
10.05.22	OCC Grasscutting Grant	542.64	
23.05.22	Unity Bank 000613 (opening balance)	-500.00	
23.05.22	Unity Bank 000613 (opening balance)	500.00	
13.06.22	SSE Electric Burditch Hall		66.73
13.06.22	NFU Mututal - Tractor Insurance		221.37
13.06.22	WODC Election costs		71.26
13.06.22	Currys - Laptop/printer/hard drives		624.96
13.06.22	Wel Medical		95.88
13.06.22	BHIB Insurance		760.38
13.06.22	OALC Booklets		26
13.06.22	OALC Membership		150
13.06.22	Advanced Electrical Systems		834
13.06.22	Amazon - Admin expenses		31.99
13.06.22	ICO		40
13.06.22	Microsoft 365		59.99
13.06.22	McAfee		39.99
13.06.22	Wootton Village Hall		20

5008.64 3042.55

Bank Balance 20.04.22		12,036.72
Receipts to date		5008.64
Payments to be made to 13.06.22		3042.55
		<u>14,002.81</u>

