



CROMHALL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL VIRTUAL MEETING HELD WEDNESDAY 15th JUNE 2020 at 7.30pm VIA WEBEX

PRESENT:

Cllrs David White (DW), Steve Aston (SA), Mark Daniel (MD) and Mike Line (ML) chair.

In attendance: D Dunning (Clerk)

PUBLIC PARTICIPATION

06/2020. No 1 APOLOGIES.

Apologies received and accepted from Cllr Jeffery (DJ) and Ward Cllr O'Neill.

06/2020. No 2 DECLARATIONS OF INTEREST.

In any items on agenda

None

06/2020. No. 3. ADOPTION of the MINUTES.

Minutes of the meeting on 11th March 2020 were accepted as a true record and duly signed by the chair.

06/2020. No. 4. To RECEIVE Report from Ward Councillor

None

06/2020. No. 5. ITEMS FOR ACTION

06/2020 5a. To resolve to adopt Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.

Resolved to adopt Supplementary Standing Orders

06/2020 5b. To approve remote meeting protocol.

Resolved to approve remote meeting protocol.

06/2020 5c. To review and approve updated standing orders to include new supplementary standing orders.

Resolved to approve updated standing orders

06/2020 5d To review and confirm Financial Regulations 5.8 amended in line with internal audit report.

Resolved to approve updated Financial Regulations.

06/2020 5e To review Code of Conduct.

Resolved to approve Code of Conduct.

06/2020 5f To appoint Representative, if appropriate to:

1. South Gloucestershire Branch of ALCA.
Resolved to appoint Cllr Daniel.
2. Cotswold Edge community engagement forum.
Resolved to appoint Cllr Aston.
3. Town & Parish Council Forum.
Resolved that the clerk will continue to attend.
4. Community Engagement Forum.



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- Resolved** to appoint Cllr Aston
5. Quarry Liaison Group.
Resolved to appoint Cllr Aston
6. Cromhall Poor Allotment Charity - to confirm Clive Young and David White as trustees of the Poor Allotment Charity.
Resolved to confirm appointment of Cllr White and Clive Young
7. Any other groups required by council. Link Group.
Resolved to appoint Cllr Aston

06/2020 5g To approve and sign Risk Assessment.

Resolved to approve Risk Management Strategy and risk assessment which was duly signed by the chair Cllr Line

06/2020 5h To review GDPR compliance and confirm no breaches during 2019/20.

Policies covering GDPR including Data Protection, Email contract privacy notice, and Privacy notices were re-adopted. ICO registration certificate posted on website

Resolved that Cromhall parish council has fully complied with GDPR and there were no breaches during 2019/20.

06/2020 5i To review Freedom of Information requirements and note no FOI requests received for 2019/20.

Resolved that Cromhall parish council has fully complied with Freedom of Information requirements and no FOI requests received for 2019/20. Publication scheme up to date and posted on website

06/2020 5j To approve and sign annual governance statement 2019/20.

Resolved to approve annual governance statement 2019/20 which was duly signed by the chair and clerk.

06/2020 5k To receive and review internal audit report.

Internal audit report was reviewed and accepted.

06/2020 5l To approve and sign Annual Accounting Statement 2019/20.

Resolved to approve Accounting statement 2019/20 which was duly signed by the chair.

06/2020 5m To approve and sign certificate of exemption 2019/20.

Resolved to approve certificate of exemption 2019/20 which was duly signed by the chair. The notice of public rights and publication of the annual governance and accountability return (exempt authority) runs from Wednesday 17th June 2020 to Tuesday 28th July 2020.

06/2020 5n To consider support for cycle way in Cromhall

The scheme only accepts submissions which have the support of a local ward member and parish council. It is understood Ward Cllr O'Neill is supportive.

Resolved that Cromhall parish council supports the proposal applications for a cycleway in Cromhall.

06/2020. No 6 REPORTS

06/2020 6a To receive and note report from the Clerk.

The following planning decisions were noted

PT18/1142/RVC Townwell House Townwell Cromhall Wotton Under Edge South Gloucestershire



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Application to remove condition 4 and vary condition 5 attached to PT16/0782/F to read Prior to first occupation of the dwelling hereby approved, the proposed access and parking spaces shown on plan ref 101 Rev B shall be implemented

Refused

P20/06563/F 3 Woodland Lane, Leyhill. Erection of 2 story side and single story rear extension to form additional living accommodation. Approved with conditions

- Reported footpath issues behind school playing fields
- Reported drains Ref: 1406950
- Update on pumping station circulated, the testing requires high water levels and is programmed for December 2020.
- Continued to respond to any queries and emails
- Residents raised concerns around the closure of the diving school
- Attended webinar training on accessible documents
- Attended two SG clerk's forum meetings
- Undertook internal audit for Falfield and Rockhampton.
- Tree inspections 24th June 2020

Circulated

Numerous Covid-19 updated from SGC.

Public consultation on South Gloucestershire Council draft Council Plan.

06/2020 6b. To receive any other reports

It was noted the Royal Oak has new tenants who will be invoiced for this year's access across the village green licence.

There are reports that cyclists are relieving themselves in Hawkers Knapp.

06/2020 6c. To receive update on contractual payments made under delegated powers

April 2020

Bank statement

NatWest		Current Account		
Date	Details	Withdrawn	Paid in	Balance
1 Apr 2020	BROUGHT FORWARD			42,394.86
8 Apr	Cheque 001544	578.06		
	Cheque 001540	256.08		41,560.72
15 Apr	Cheque 001540	250.00		
	Cheque 001545	55.60		
	Cheque 001549	155.77		41,101.35
30 Apr	Automated Credit SOUTHGLCS-GENERAL 9015827		4,142.76	
	Automated Credit SOUTHGLCS-GENERAL 9015827		10,750.00	55,994.11

Table 1 Reconciliations for April 2020

Bank reconciliation April 2020							
Balance in bank at 31/03/20							£42,394.86
			IN	OUT	TOTAL		
expenditure this month				£1,293.51	£1,293.51		
prev month expenditure		£14,892.76			£14,892.76		



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			Income	£0.00					
				£14,892.76	£1,293.51	£16,186.27			
Balance as at 30/04/2020								£55,994.11	
Uncleared cheques									
			1547		£60.00				
					£60.00		Actual	£55,934.11	
Cheques for signing April 2020									
			Net	Travel	Expenses	VAT	Total		
HMRC	1551	tax April 20	£32.60	£0.00	£0.00	£0.00	£32.60		LGA 1972 s112(2)
Daphne Dunning	1552	Salary April 20 & expenses	£434.97	£0.00	£36.75	£6.00	£477.72		LGA 1972 s112(2)
St Peters Hospice	1553	Donation	£500.00	£0.00	£0.00	£0.00	£500.00		LGA 1972 s137
Marie Curie	1554	Donation	£300.00	£0.00	£0.00	£0.00	£300.00		LGA 1972 s137
Came and Company	1555	Insurance	£490.55	£0.00	£0.00	£0.00	£490.55		LGA 1972 s111
			£1,758.12	£0.00	£36.75	£6.00	£1,800.87	£1,800.87	
	TOTAL						Actual	£54,133.24	

May 2020

Bank statment

00637051 02475 0001/0001		NatWest		Current Account			
Date	Details		Withdrawn	Paid in	Balance		
1 May 2020	BROUGHT FORWARD		300.00		55,994.11		
14 May	Cheque 001554		32.60		55,694.11		
19 May	Cheque 001551		500.00				
	Cheque 001553		490.55				
	Cheque 001555				54,670.96		

Table 2 Bank reconciliations May 2020

Bank reconciliation May 2020									
Balance in bank at 01/05/20								£55,994.11	
			IN	OUT	TOTAL				
expenditure this month				£1,323.15	£1,323.15				
prev month expenditure					£0.00				
		Income	£0.00						
			£0.00	£1,323.15	£1,323.15				
Balance as at 31/05/2020								£54,670.96	
Uncleared cheques									
		1547		£60.00					



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			1552		£477.72				
					£537.72		Actual	£54,133.24	
Cheques for signing May 2020									
			Net	Travel	Expenses	VAT	Total		
HMRC		tax May20	£32.60	£0.00	£0.00	£0.00	£32.60		LGA 1972 s112(2)
Daphne Dunning		May salary & expenses	£434.97	£11.93	£83.51	£0.00	£530.41		LGA 1972 s112(2)
Greenfields garden services		New swing	£4,485.00	£0.00	£0.00	£897.00	£5,382.00		Open Space Act 1906 s9&10
South Gloucestershire Council		Localism charges	£157.47	£0.00	£0.00	£31.49	£188.96		highways act 1980 s96
		grass cutting contract	£213.77	£0.00	£0.00	£42.75	£256.52		Open Space Act 1906 s9&10
			£5,323.81	£11.93	£83.51	£971.24	£6,390.49	£6,390.49	
		TOTAL					Actual	£47,742.75	

Extract from cash book as at 31st May 2020

Budget	April Actual	April VAT	May Actual
	Bank as at end of April 2020		Bank as at end of May 2020
bbf	£42,394.86		£55,994.11
cleared cheques 19/20	£1,139.74		£1,323.15
cleared chqs	£153.77	cleared cheqs	£0.00
sub total	£41,101.35	sub total	£54,670.96
income	£14,892.76	Income	£0.00
sub total	£55,994.11	sub total	£54,670.96
uncleared chq	£1,800.87	uncleared chq	£6,928.21
total	£54,193.24	total	£47,742.75
not yet presented from 19/20	£60.00	not yet presented	
Actual	£54,133.24	Actual	

Resolved to approve all payments and confirm reconciliation reviewed and accepted.

06/2020. No 7 FUTURE AGENDA ITEMS

Village Green.

The Council meeting closed at 20:15hrs.

Date of next virtual meeting: **8th July 2020 at 7.30pm via Webex**

CHAIRMAN:-

8th July 2020