Southam Parish Council

M I N U T E S (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Annual Meeting of the Parish Council held on 10th May 2022 at 8.00pm.

Councillors present: Cllr Adrienne Wood (Chairman), Cllr Carli Burke, Cllr Steve Lennon, Cllr Karen Licence.

Also Present: Clerk – Liz Dowie
Up to 5 members of the public for different parts of the meeting.

The meeting commenced at the later time of 8.25pm.

1. **To receive apologies.**
   Apologies were received from:
   Cllrs Rebecca Prince and John Workman
   County Cllr David Gray
   Borough Cllrs Mike Dean and Keja Berliner.

2. **To receive Declarations of Interest.**
   No declarations of interest were received.

3. **To appoint a Chairman for 2022-23.**
   Having been proposed by Cllr Lennon and seconded by Cllr Licence, Cllr Wood was duly elected as Chairman for 2022-23 and signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

4. **To appoint a Vice-Chairman for 2022-23.**
   Having been proposed by Cllr Lennon and seconded by Cllr Burke, Cllr Licence was duly elected as Vice-Chairman and signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

5. **Meeting held on 12th April 2022.**
   The minutes of the meeting held on 12th April 2022 were approved unanimously and were signed by the Chairman.

6. **To appoint representatives to external committees and the Staffing Committee.**
   Councillors were appointed to committees as follows:

Cleeve Conservators:	Cllr Licence
Village Hall Committee:	Cllr Wood
Financial control checks:	Cllr Lennon
Staffing Committee:	Cllrs Wood, Workman, Licence and Lennon.

7. **To review and approve the Council's governing documents.**
   The Council reviewed and **approved** the following documents without amendment:

Code of Conduct
Financial Regulations
Risk Management Schedule
Publication Scheme
GDPR Privacy Notice (General)
GDPR Privacy Notice (Staff and Councillors)
Grant Awarding Policy
Complaints Policy and Procedure
Social Media Policy
Disciplinary Policy and Procedure
Grievance Policy and Procedure
Staffing Committee – Terms of Reference

The Standing Orders **were approved** after amendment to Clause 18 re public contracts following amendment to the NALC template.
The Action Plan was updated to reflect agreed works and items included in the 2022/23 budget and will be reviewed in November 2022.
The Scheme of Delegation will no longer be required now that meetings are being held in person.

8. **To confirm the Council's eligibility to use the General Power of Competence.**
It was confirmed that the Council met the criteria to use the General Power of Competence in that the Council employed a qualified Clerk and had at least 5 elected councillors.

9. **Gloucestershire County Council Motion 876 – Call to adopt 20mph maximum speeds in areas where vulnerable road users and vehicles mix.**
The call to adopt 20mph speed limits in certain areas across Gloucestershire had been debated at the earlier Annual Parish Meeting and it was considered that there may be some areas within the parish which would benefit from lowering the speed limit in order to increase safety for pedestrians and cyclists. Residents' views were to be sought by way of a survey and in the meantime **Council resolved** to support GCC Motion 876 in order that GCC would include the parish in any discussions regarding speed limits going forward.

10. **Planning.**

10.1 To consider the following applications:

- 22/00361/FUL – The Oaks, Cleeve Hill – Extension / alteration to garage to provide garden store and first floor annex accommodation to existing dwelling. **No objection**.
- 22/00367/FUL – Cleeve Lodge, Cleeve Hill – Merge the first floor apartment with the main dwelling. Conversion of ground floor stables to main house to provide kitchen utility and living space. Conversion of stables 5 & 6 to workshop and store associated with dwelling. **No objection.**

10.2 To report on any other planning matters:
Notice of enforcement investigation – Old School Cottage, School Lane, Southam – Alleged unauthorised erection of an outbuilding.

11. **Finance**

11.1 The accounts and bank reconciliation as at 30th April 2022 **were approved** by the Council.

11.2 Receipts for April 2022 were noted: precept £11,760.00, newsletter income £430.00, bank interest £0.05, VAT refund for 2021-22 £873.78.

11.3 The payment of £442.63 to Zurich Municipal (annual insurance premium) made since the last meeting **was approved** by Council.

11.4 Payments for May 2022 **were approved:** internal audit fee £245.00, hall hire £60.00, plaque for Jubilee tree £144.99, Clerk's salary £269.55, PAYE £67.20.

11.5 It had not been possible to set up payments for May online due to incorrect permissions being in place for the Clerk. Lloyds Bank will be contacted with a view to resolving this.

11.6 Councillors **agreed** that the Clerk may proceed with the purchase of the new laptop which was included in the budget for the current year.

12. Internal Audit.

The internal audit report carried out by Bridget Bowen **was received and accepted** by the Council. No recommendations were made and no action was required. She had provided a quotation of £260 for 2022/23 and it was suggested that a decision be deferred until later in the year after the appointment of a new Clerk.

13. Annual Governance and Accountability Return.

13.1 The Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2021/22) – previously circulated – was completed and **approved unanimously** by the Council and was signed by the Clerk and the Chairman.

13.2 The Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2021/22) - previously circulated and signed by the Responsible Financial Officer - were **approved unanimously** by the Council and signed by the Chairman.

14. Exercise of Public Rights.

The Clerk advised that the Annual Governance and Accountability Return would be published on 10th June 2022 and the period for the exercise of public rights to inspect the accounting records would run from 13th June to 22nd July 2021.

15. Dates and times of meetings for the next 12 months.

Meetings will continue to be held on the second Tuesday of each month at 7.30pm in Southam Village Hall and the meetings calendar will be available on the website.

16. Date of Next Meeting

Tuesday 14th June 2021 at 7.30pm at Southam Village Hall.

17. Council **resolved** to exclude the public and press to discuss a staffing matter. The Clerk's job description and advertisement for the Clerk vacancy **were approved**.

The meeting closed at 9.10pm