

COATES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING MONDAY 6 July 2020
7.30PM via **ZOOM VIDEO CONFERENCE SERVICE**

Chairman for this meeting: Richard Harrison

Present:

Councillors and Officials:	
Harrison, Richard (RH)	Chairman
Austin, Keith (KA)	Councillor
Harris, Stephen (SH)	Councillor
Hobson, Andrew (AH)	Councillor
Torry-Harris, Gilly (GTH)	Councillor
Dobson, John (JD)	Councillor
Coates, Caroline (CC)	Clerk

In Attendance:

Members of the Public:
Cllr Tony Berry(TB) Cotswold District Councillor
Cllr Stephen Hirst (SHi) Gloucestershire County Councillor
Large, Simon – Tree Warden
1 member of the public attended for parts of the meeting

1. RECEIVE APOLOGIES

All present no apologies needed

2. REGISTER OF MEMBERS INTERESTS

No changes to the register of interests were received.

3. MINUTES OF THE LAST PARISH COUNCIL MEETING

The minutes of the Parish Council meeting of 4 May 2020 were approved by all council members and signed by the Chairman.

4. ACTION POINTS FROM LAST MEETING

1. Parish Questionnaire Report to be added to website
RH to add.
2. Councillors to identify which policy they will review to ensure over time all policies have been visited by councillors.
The policies are on the agenda for discussion later in the meeting. The Chairman thanked Councillors for the review of the policies.
3. JD to work with Neighbourhood Watch Co-ordinator to plan next steps and to reinvigorate Neighbourhood Watch.
All Neighbourhood Watch leaflets have been passed to JD. JD has contacted Gloucestershire police to identify community police officer. JD to advertise for a new coordinator through the Watershed publication.
4. Table Tennis - Carried forward to next meeting to enable JD to investigate options for hiring Village Hall.
Next steps are dependent on the Village Hall reopening and response to Covid 19.

5. FINANCIALS

Details of recent Invoices for payment:

- Clerk's salary and expenses covering 1 May- 30 June
- May (8 weeks). Salary £346.77 net.
- Home Working allowance 8 weeks £48.00
- HMRC – PAYE - £86.60
- Expenses £11

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- Grass Cutting(8) 1.6.20 £588
- Athena Annual Charge(9) 6.6.20 £194.40
- GAPTC Clerk training £20
- Information commission £40
- PATA Payroll services £12.75

Proposed: RH Seconded: GTH
Councillors resolved to make all payments for invoices.

Pre-approval to pay:

- 6. Grass cutting - £588.00
- Bank reconciliation: May/June

Proposed: RH Seconded: GTH
Pre-approval agreed by all councillors.

Approval sought to transfer £1000 from precept account to treasurers' account to pay invoices.

Councillors approved the transfer of £1000 from precept account to treasurers account to pay invoices.

Proposed: GTH Seconded: SH

Request for resources identified as essential at Clerks training

- Arnold Baker on local council administration Edition 11 £140, or Edition 10 £66.08
- Society of Clerks manual SLLC members £47.50, non-members £67.50

Councillors discussed resources, it was agreed that Edition 10 of the Arnold Baker would be purchased along with the Clerks manual.

CC to investigate cost of membership for the Society of Clerks.

Proposed: GTH Seconded: AH resolved.

Account summary and receipts and payments – shared – discussed

RH had checked bank balances on-line and confirmed these correspond with the documents presented.

CC to present bank statements at future meetings to support transparency.

Bank Reconciliation resolved. Proposed: RH Seconded: JD

6. PLANNING APPLICATIONS

- 20/01200/FUL
Comments submitted May 2020. Councillors have confirmed there are no further comments relating to updated documents. CC to submit 'no comment from Parish Council'.
- 20/00958/FUL *Application has been approved.*
- 20/01562/FUL (previously 18/04991/FUL). *Councillors confirmed through email that there were no further comments to be submitted by the deadline 3.7.20.*

All planning applications have been dealt with in line with planning department timescales and comments submitted as appropriate.

7. AGAR

1. Signing and approval of Exemption Certificate
Councillors resolved to approve the Exemption Certificate.
Proposed: GTH Seconded: JD Exemption Certificate signed.

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2. Review of effectiveness of the system of internal control
Councillors considered the findings of the review (Internal audit) and agreed systems are effective. Proposed GTH Seconded: AH
3. Approve the Annual Governance Statement
Councillors approved the Annual Governance Statement.
4. Accounting statements 2019/20
a consider the accounting statement: **considered**

b approve the accounting statement: **approved**
c signed and dated: **agreed**
5. Councillors to agree the proposal for the start of the Period for the Exercise of Public Rights on 7 July and will be in place for 30 working days: **Resolved**

CC to provide signed and completed copies for publication.

8. RECEIVE A REPORT FROM DISTRICT COUNCILLOR TONY BERRY, COUNCILLOR STEPHEN HIRST AND INTERESTED PARTIES.

Cllr Stephen Hirst provided an electronic update circulated to Parish Councillors prior to the meeting.

No questions were received from Councillors. An verbal update was provided on recent repairs to potholes and the resurfacing of roads.

Cll Stephen Hirst agreed to investigate the naming and signage of roads where there is current confusion i.e. Dark Lane and Manor Farm Road.

Cllr Tony Berry provided an update on parking and charges in Cirencester including the introduction of cashless machines; October 2020 and the introduction of 4 20 minute free parking spaces. The review of parking has been postponed for a year to enable reflection on the post Covid impact. An update was provided on a possible cycle track between Coates and Cirencester. Cllr Tony Berry is working to link the planned new ultralight railway from Kemble to Cirencester with a cycle track from Coates to Cirencester.

RH asked if there were any requests from the Parish Council to help progress the project.

TB at this time there is nothing for the Parish Council to do.

No further questions were asked of Cllr Tony Berry.

9. ANNUAL REVIEW OF PARISH POLICIES: Finding of review

1. Coates PC Financial Regulations: (SH) previously reviewed 7.5.19. 3 headings are no longer applicable. A few changes to be made. RH asked to reflect on no longer used resources e.g. cheques and similar terms used in the document.
2. Coates PC Health & Safety Policy: (KA) no changes. Question – should there be an amendment re Covid 19? *Clerk to seek advice.*
3. Coates PC Asset Register: (RH) a few suggested changes. Identification of location of handheld radios, speed gun to be added.
4. Coates PC Code of Conduct: (RH) no major changes just non-substantive amendments.
5. Coates PC Disciplinary & Grievance Arrangements: (JD) No changes – previously written alongside ACAS 2015 that hasn't been updated since.
6. Coates PC Standing Orders: (AH) Recommendations last year to update to NALC guidance. These updates need doing to bring in line with NALC guidance.
7. Coates PC Publication Scheme: (KA) references to old data protection act – needs updating. Identifies and equality and diversity policy – KA to look into this. Policy fits with information commission model.
8. Coates PC Risk Assessment: (GTH) reviewed with GAPTC. Suggest document name change to 'Risk management' **Name change accepted by councillors.**

Actions: All changes to be updated and put onto website. Clerk to help as appropriate. Latest word documents to be circulated for amendments.

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10. TREE PLANTING

KA presented points for reflection regarding the planting of trees in the playground. The tree warden clarified the purpose of the Woodland Trust donation and possible sites for the trees. Information on the types of trees and the distinction between trees and hedges was provided. The previous intention was to share the Woodland Trust donation at the APM and identify sites and next steps. The postponement of the APM due to Covid-19 and the need to plant trees at the beginning of the planting season (Nov/Dec) is causing hesitation. Planned next steps: Tree Warden to investigate

- whether donation from the Woodland Trust can be delayed for a year.
- possible publicity for tree planting prior to APM
- collaboration with the working group.

11. VICTORY GREEN.

RH and JD to seek an update on the progress of the ‘wildflower meadow’ on Victory Green and planting developments at the entrance to May Tree Close including potential opportunity from Woodland Trust.

12. BLEDISLOE AND CRICKET FIELD LEASE.

RH to follow up discussions with Savills, the land agent for Bledisloe regarding the Cricket Field and potential new lease as recommended by Savills.

13. POINTS FOR CONSIDERATION AT NEXT MEETING

Items were identified by RH needing discussion at this meeting

Pensions regulator: Need to re-register with pension’s regulator – this happens every 3 years. Councillors agreed to the re-registration

Website – the website has been reviewed to ensure it meets with accessibility guidelines. The website meets these, suggestions were made to improve accessibility further.

- an ability to zoom into the page regardless of device used to access webpage. £100
- contrast changes on certain areas to enable viewer to change contrast level. £50
- increase the size of website buttons - £35

Councillors agreed to £185 to improve the accessibility of the website.

Proposed RH Seconded SH

It was agreed to promote the website at the APM

Opening of playgrounds: KA shared latest guidance and plans for signage for the opening of playgrounds. Suggested addition to signage ‘Any use of the equipment is entirely at the risk of the user’.

RH to make copies of the notice and laminate for the playground and notice board and post on the website.

The meeting closed at 22:10

Chairman Signature:	Parish Clerk Signature:	Date:
		7 July 2020

NOTICE OF NEXT MEETING: Monday 7 September 2020 at 19:30 via zoom unless there is the opportunity to meet in line with appropriate social distancing guidelines.

Electronic copies of these and Previous Minutes are available from:
The Parish Clerk: clerk@coatesparish.org.uk