

Cowley (& Birdlip) Parish Council

Clerk: Mrs. H Jones | 07706616278 | cowleypc@hotmail.co.uk

MINUTES

Minutes of the Meeting of the Parish Council held on Wednesday 23rd March 2016 at Deer Park Guide HQ Cowley at 7.30pm.

Present: Cllrs. Julian Lavington (Chair), Diane Ballinger, Dr. Stuart Drysdale, Liz Workman

- 1. Apologies** – had been received from Stuart Bradley.
- 2. Declarations of Interest** – there were none.
- 3. The minutes of the meeting** held on 24th February 2016 were agreed and signed.
- 4. Matters Arising** – Notices had been displayed from Cotswold District advertising the vacancy on the Council.
- 5. Bus Shelters & defibrillators:** It was noted that the bus shelters at Birdlip and the Air Balloon had been inspected since the last meeting. Painting of the kiosk in Birdlip would be carried out in the next few weeks. BT would be replacing the door.
- 6. Planning Consultation Policy** – a draft policy for the Parish Council consultation on planning applications had been circulated having regard to the interval between PC meetings being longer. It was agreed that when the timescales allow, consultations will be discussed at the PC meeting. If the deadline for a response is before a meeting, minor proposals will be delegated as per the policy. For More significant proposals or those with public interest, an extraordinary meeting will be arranged.
- 7. Website & transparency code** – The Clerk had sent a link to the draft website. Councillors would send comments to the Clerk.
- 8. Parish Council Board in Village Hall** – it was agreed that the Clerk would get the Parish Council board in the Birdlip Village Hall amended up to a cost of £30, and would purchase asset plates for bus shelters and kiosks.
- 9. Appointment of Independent Internal Auditor** – it was agreed to appoint the GAPTC auditor at a cost of £150.
- 10. Financial Update** – the Clerk presented an end of year update of expenditure in relation to budget. This was noted. The bank reconciliation was agreed and signed.
- 11. Payment was authorised and cheques issued to Birdlip Village Hall £24 (2 x £12), Gloucestershire Guides £68 (4 x £17), and Clerk's expenses of £27.70**
- 12. The Clerk's pay of £144.46 was agreed and a cheque issued**
- 13. Dates of meetings until December 2016 were circulated**
- 14. To take any questions from the public** – there were none
- 15.** The next meeting of the Parish Council would be held on April 27th 2016 at Birdlip Village Hall. There would be a short ordinary meeting of the Parish Council followed by the Annual Parish Meeting. The new Head teacher of Birdlip Primary School had agreed to do a short talk.

The meeting closed at 8.00pm

Signed

Date

COWLEY (& BIRDLIP) PARISH COUNCIL

ASSESSING AND RESPONDING TO PLANNING APPLICATIONS

Agreed 23rd March 2016 – to be reviewed Autumn 2016

This paper has been prepared to assist Parish Councillors assess and draft comments on Planning Applications.

- All planning applications will be circulated to Parish Councillors by email. (post to Mrs Ballinger)
- All planning applications will be discussed at a Parish Council meeting if the consultation response is within the timeframe.
- If The response of the Parish Council is required before the next meeting of the PC,
 1. The Clerk will ask the Planning Authority for an extension of time for consultation and the application will be discussed at the next meeting
 2. If the extension of time is not agreed by the Planning Authority.
 - a) **Minor Proposals** with no known public interest will be delegated to the Clerk, Chairman (currently Birdlip) and one member from Cowley village. *At least one member of the Parish Council should ensure that residents immediately adjacent are aware of the application and ascertain their views. Members should email/phone their comments to the Clerk.
 - b) **Significant proposals or proposals with local interest** – an extraordinary meeting of the Parish Council will be called to discuss the application.

*In terms of consultation with residents on a particular application Parish Councillors are required to find out if there are any local concerns about the proposal. If there are questions/concerns regarding consultation or detail of an application, then the advice of the Clerk should be sought.

If a Councillor declares an interest in an application, then he/she should not take part in preparing any response or be involved in any discussion on the Application.

Budget Update Year end March 16

EXPENDITURE				
Budget headings	Budget amount	Spent to date	% spent to date	Notes
PAYE/SALARY	2000	1,914	96%	
HOME OFFICE	104	138	133%	Increase covered by transparency fund
MILEAGE	150	125	83%	
STATIONERY/POST ETC	100	67	67%	
ROOM HIRE	175	167	95%	
SUBS	90	95	105%	
INSURANCE	375	265	71%	
PAYROLL	120	41	34%	Invoice is outstanding
AUDIT	100	89	89%	
TRAINING	200	0	0%	
OTHER/CONTINGENCY	150	719	479%	Cleaning of bus shelter, Information Commissioner, laptop & printer (from transparency grant) refund of £200 for overpayment for defib cabinet, BT kiosk Birdlip
DEFIBRILLATORS	3200	4,302	134%	Includes replacement cabinet Birdlip. See income below.
S137	0	0		
VAT	0	882		
TOTAL	6764	8,803	130%	

INCOME		
		actual
PRECEPT & SUPPORT GRANT		4,480
DEFIBRILLATOR DONATIONS		1,650
VAT RECLAIM		952
TOTAL		7,082

Includes £1200 claim for damaged defibrillator cabinet and re-installation costs (£200 repaid)

