

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 31st May 2017 at Birdlip Village Hall at 7.30pm.

Present: Cllrs. Julian Lavington (Chair), Stuart Bradley, Dr. Stuart Drysdale, David Metcalf, Dr. Nick Reed, Liz Workman

1. Election of Chairman & Vice Chairman –

- Cllr Julian Lavington was elected as Chairman having been nominated by Cllr Workman and seconded by Cllr Bradley. There were no other nominations.
- Cllr Bradley was elected as Vice-Chairman having been nominated by Dr Drysdale and seconded by Cllr Metcalf. There were no other nominations.

2. Signing of Declaration of Acceptance of Office (Chairman & Vice Chairman) Cllr Lavington and Bradley signed the declarations of office.

3. Declarations of Interest – Cllr Lavington declared an interest in item 9.

4. Minutes of the last meeting - the minutes of the Annual Parish Meeting and the ordinary Parish Council meeting held on 25th April 2017 were agreed and signed.
Matters arising – Cllr Diana Ballinger had resigned after many years on the Parish Council. The Clerk would contact CDC about filling the vacancy. Cllr Ballinger has served the community for many years and her efforts are very much appreciated.

5. ANNUAL REVIEWS:

- a) To adopt the **Standing Orders** for the year - agreed
- b) To adopt the **Financial Standing Orders** - agreed
- c) To adopt the **Code of Conduct** - agreed
- d) **Register of Members Interests** - notice of disclosure of pecuniary and other interests. Reminder that all previous Members of the Parish Council need to ensure information is up to date, and new members need to complete and return to CDC. Noted
- e) To review the **risk assessment & asset register** for the Parish Council - agreed

6. FINANCE:

- a) **GAPTC Independent Internal Audit** – the report had been received. There were no issues to report.
- b) **Annual Accounts** –
 - i. **To approve the 2016/17 Parish Council accounts** – approved (attached)
 - ii. **To complete the Annual Governance Statement 2016/17** – completed. No issues to report
 - iii. **To approve the Accounting Statements for external audit 2016/17** - approved

- c) **Donation request** – A request for a donation of £300-500 for Brimpsfield with Birdlip PCC for churchyard maintenance has been made. After discussion, it was agreed that in this financial year a donation of £100 would be given, with a similar amount for the maintenance of the churchyard in Cowley once a written request be received. (*Payment authority: LGA 1972 s.214(6)*). This amount would be taken out of the ‘contingency’ budget.
 - d) **Payment was authorised and cheques issued:** Parish Council expenses £39.90, GAPTC Independent Internal Audit £80
 - e) **The Clerk’s pay** was agreed and a cheque authorised.
7. **PLANNING:** 17/01586/TELEC Installation of back-up power generator at Birdlip Radio Station Shab Hill – NO OBJECTION
 8. **Bus Shelters & defibrillators:** the 3 bus shelters, defibrillators & and kiosks have been inspected since the last meeting
 9. **Clerk’s contract** – to agree contract for new Clerk (confidential item) – agreed and would be sent to the new Clerk for signing
 10. To take any questions from the public – none present
 11. The date of the next meeting would be 28th June (Deer Park) or 2nd August Birdlip.

The meeting closed at 8.25pm

Signed..... Date.....

**Receipts and Payments Account Year Ending
March 2017**

	2016	2017
RECEIPTS		
Precept	4,461	4,480
Council Tax support grant	19	0
Interest	0	0
Defibrillator donations	1,650	0
Transparency Fund	1,331	0
VAT REFUND	952	0
TAX REFUND	0	0
Community Heartbeat refund	0	720
TOTAL	8,413	5,200
PAYMENTS		
Clerks Salary	1,914	1,977
General Admin	205	301
Room Hire	167	116
Subscriptions	130	131
Payroll Service	41	108
Insurance	265	274
Audit Fees	89	150
Mileage	125	110
Defibrillators	4,302	508
Training	0	10
Transparency/website	0	415
Contingency	684	43
VAT	882	40
Total	8,803	4,181