



Gorsley & Kilcot Parish Council

Minutes of the Annual Meeting of the Parish Council
Held on Monday 9th May 2022 at 7.30pm in Christ Church Gorsley

Present:

Councillors: Nigel Warwick (Chairman), Nigel Poole, Steve Excell and Graham Price

Officers: Charlee Roberts (Clerk & RFO)

1 Election of Chair

No Councillors stood for Chair; NW agreed to hold position of Chair in the interim until a permanent Chair can be elected.

2 Election of Vice-Chair

DC agreed to stand for position of Vice-Chair. Seconded and agreed by all. DC to sign acceptance of office form at next meeting.

3 Apologies for absence

Apologies received from Cllrs David Clough and John Barker.

4 Declarations of Interest

No declarations of Interest.

5 Code of Conduct

All Cllrs seen and agree to abide by the code of conduct.

6 Standing Orders & Financial Regulations

All Cllrs seen and agree to the current Standing Orders and Financial Regulations. Cllrs noted the changes to the financial sections as per model provided in April 2022.

7 Committees, sub-committees, working parties.

No committees, sub-committees or working parties in place. None required.

8 External Bodies

None.

9 Asset Inventory

Cllrs agreed that asset register is correct to their knowledge. Yearly check due to take place. Defib checks are taking place weekly and being reported monthly to online system.

10 Risk Assessment

All Cllrs seen and agree to adopt financial risk assessment.

11 Insurance Cover

Insurance cover is in place. Renewal date for insurance is 1st June 2022. Clerk to check end date of Long Term Agreement. Cllrs happy to stay with BHIB Insurance.

12 Minutes of previous meetings

All Cllrs seen the minutes of the full council meeting held on 7th March 2022, agreed as a true record of the meeting.

13 Reports

District Cllr not present. County Cllr provided apologies.

14 Financial Matters

- 14.1 To approve Bank Reconciliation and end of year accounts – agreed to postpone to an additional meeting due to technical issues with the Council laptop
- 14.2 To approve summary of reserves - agreed to postpone to an additional meeting due to technical issues with the Council laptop
- 14.3 To approve list of payments to be made – Happy to pay PrintWaste for disposal of documents upon receipt of invoice.
- 14.4 To approve payments already made by standing order or bacs – Retrospective approval of the following payments already made was agreed by all:
 - IONOS Web Hosting - £7.20 – Direct Debit
 - Busses4Us Newent Bus Initiative - £200 – Bank Transfer
 - C Roberts Clerk Salary - £216.80 – Standing Order

15 Annual Governance and Accountability Return 2021-22

15.1 Annual Return - Governance Statements 2021-22

To approve and sign Section 1 – Annual Governance Statement 2021-22 - agreed to postpone to an additional meeting due to technical issues with the Council laptop

15.2 Annual Return - Accounting Statements 2021-22

To approve and sign Section 2 – Accounting Statements 2021-22 - agreed to postpone to an additional meeting due to technical issues with the Council laptop

15.3 Certificate of Exemption

To agree that the Parish Council meets the exemption conditions and agree to certify as an exempt council, to agree to complete and submit the Certificate of Exemption for 2021-22 - agreed to postpone to an additional meeting due to technical issues with the Council laptop

15.4 Dates for the Exercise of Public Rights

To confirm dates for the exercise of public rights. - agreed to postpone to an additional meeting due to technical issues with the Council laptop

15.5 Review of investments and Banks Accounts

To review the investments and bank accounts. – Council does not have any investments. Council would like to investigate changing bank account, previously looked into moving to Lloyds bank however had to wait due to Covid, Clerk to investigate moving to Lloyds bank now.

16 Highways / PROW Matters

- After reporting of a knocked down bollard in the parish, it has now been replaced.
- Highways have agreed to provide kerbing on Aston Ingham Road between Glendalough and the junction with B4221 to prevent water build up and damages.
- Awaiting response from FoDDC about the road name change from Wood Lane to Stony Lane.
- PROW meeting took place about the Bridge, PROW officer agreed to investigate quotes and is waiting on responses and funding opportunities. Cllr GP will follow up with PROW officer.
- Proposed weight limit on the B4221, No update on the TRO to provide a weight limit on the B4222. NW to continue to chase with the Herefordshire District Councillor.
- Council discussed arranging a date for use of the speedwatch gun, this will be discussed and arranged by email.

17 Planning Decisions

Clerk to check on status of planning applications in the Parish. Council unsure if any applications are outstanding. Cllr NW to communicate with planning about the status of the Parish as a settlement without boundaries.

18 Planning Applications

No new planning applications received.

19 Planning Enforcement

Enforcement discussed, no progress has been made on any enforcements in the Parish. Clerk to request updates from planning enforcement before meetings.

20 GKPC Laptop

Clerk outlined the issues with the laptop and the options to resolve the problem, either replace the disk in the laptop which will cost approximately £40-50 and should resolve the problems or replace the entire laptop which will cost in the region of £600. Council agreed for Clerk to proceed with replacement of the disk and agreed to a cost of up to £50, if costs will be any higher Clerk to bring back to Council before proceeding

21 Clerk's Report and Action Tracker

Clerk informed council of response from Severn Trent Water about the planning on land at lovers walk Gorsley.

Bus Service 632 has begun, clerk will send details out to the email list.

22 To receive items for the next meeting agenda

None.

23 Meeting Dates

Council agreed to hold an additional meeting for the postponed items on this agenda on Monday 23rd May 2022 at 7pm.

The Annual Parish Meeting will be held on Monday 23rd May 2022 at 7.30pm.

Schedule of meetings for the year agreed as

Monday 4th July 2022,

Monday 5th September 2022.

Monday 14th November 2022,

Monday 9th January 2023,

Monday 6th March 2023

Signed

Date