

Shurdington Parish Council

Minutes of the meeting held virtually on Monday 9 November 2020 at 7.30 p.m. using ZOOM

PRESENT:

- Cllr George Porter (Chair)
- Cllr Clare Stewart (Vice Chair)
- Cllr Chloe Gunn
- Cllr Derwen Hinds
- Cllr Graham Allen
- Cllr Phil Hunt
- Cllr Richard Allen
- Cllr Sandra Sowerbutts

IN ATTENDANCE:

- Cllr Phil Surman [Tewkesbury Borough Council]
- Cllr Robert Vines [Gloucestershire County Council]
- Lizzie Abderrahim [Parish Clerk]

132/20 APOLOGIES

There were no apologies.

133/20 DECLARATIONS OF INTEREST

Cllrs Stewart, Sowerbutts and Hunt declared an interest, as trustees of King George's Field Shurdington, in item 7 on the agenda: KGV Update on s.106 Funding.

134/20 PUBLIC QUESTIONS

No members of the public were present at the meeting and no verbal questions were therefore raised. A written question had been submitted by email to the Clerk from a resident in Leckhampton Lane in advance of the meeting, this was detailed in the Clerk's Report that had been circulated with the agenda as follows:

"Would the Parish Council consider applying for a No Entry sign to be installed at the entrance to the old road in front of 12-16 Leckhampton View. The paths of these dwellings lead onto the road and vehicles use the island as a turning circle and the View look left is on a bend where approaching traffics cannot be observed. The vehicles don't have to reduce speed significantly to negotiate the entrance into the road and have to jump back in order to avoid an accident."

Members **NOTED** question and agreed to consider this during the forthcoming budget setting process.

ACTION: Ensure that the request for a No Entry sign to be installed at the entrance to the old road in front of 12-16 Leckhampton View is considered as part of the forthcoming budget setting process.

135/20 MINUTES

The Minutes of the Meeting of Council held on the 12 October 2020 were confirmed as a true record subject to the removal of information identifying individual

councillors on the basis that including such information exposed individual members to risk.

ACTION: Remove information identifying individual councillors from the minutes.

As the meeting on 12 October 2020 was held virtually the minutes are to be signed by the Chair at a future date.

136/20 MATTERS ARISING

The Council reviewed the Matters Arising Log that had been circulated with the agenda. Progress was noted and those matters that remained outstanding were discussed and carried forward. It was **AGREED** that log should not contain information identifying individual councillors as this exposed members to risk.

137/20 REPORTS FROM PARISH, BOROUGH AND COUNTY COUNCILLORS

The Council **NOTED** the following verbal reports from parish councillors:

- Questions had been raised about why Bishop Road and Cowlsmead had been resurfaced and other roads had not.
- Four complaints about fly tipping at the flats had been made.
- The alleyway between Yarnolds and Lawn Crescent was overgrown.
- A resident in Marsh Terrace was concerned about the impact of a planned housing development.
- There continued to be incidents of fly tipping in Greenway Lane including at the entrance to the hotel. It was agreed that a named councillor would raise awareness about the public meeting on 16 November 2020 with the farmer in Greenway Lane.

The Council **NOTED** the verbal reports from Cllrs. representing the County and Borough Councils, in particular the confirmation that Borough and County Council meetings continue to be conducted remotely. The councillor representing the County Council also reported that there was to be a High Court challenge regarding the plans for the new school in Leckhampton Lane.

138/20 KING GEORGE V PLAYING FIELD: UPDATE ON S.106 FUNDING

The Council **NOTED** the information provided in the Clerk's Report that an agreement has been reached between the Burrows and the Trustees of the King George's Field Shurdington Limited [KGFS] to split the available s.106 funding on a 50/50 basis and that an application to a Tewkesbury Borough Council s.106 Panel was not therefore necessary. Officer approval was required however, and members were advised by a fellow member nominated as a KGFS trustee that there was no information as to when that approval decision might be made.

139/20 ISSUES ARISING FROM THE APPLICATION OF THE GRANTS POLICY

Members **NOTED** that their power to award grants was a discretionary one and that the decision about whether or not to award a grant should be made in a meeting of the full council and that it would be inappropriate for applications to be discussed by members in an email exchange.

In discussing the following issues members took account of the information provided in the Clerk's Report that had been circulated with the agenda.

Support offered to prospective applicants

Members **AGREED** that it would be appropriate for the council to offer support to prospective applicants. As to the form of that support it was **CONSIDERED** that a grants committee would make the application process cumbersome and had the potential to create a conflict for members who sat on the committee and who, in that capacity, had provided advice to an applicant when that application came before the full council. It was also recognised that such a conflict had the potential to impact on the quorum and may therefore impede decision making. In these circumstances it was **AGREED** that the parish clerk, being independent of the council, was an appropriate source of advice to prospective applicants and the documentation [policy, procedure and application form] should be amended to reflect that an applicant can seek advice from the parish clerk prior to submitting an application.

The amount of available grant funding.

It was **AGREED** that grant awards should be within the range of £500.00 [the minimum award] and a maximum award which should not exceed 50% of the total grant fund available in any given year.

The requirement to provide supporting information.

It was **AGREED** that, taking into account organisational factors, applicants should be required to provide EITHER a statement setting out the balance of unrestricted funds OR a copy of the organisation's Annual Accounts.

The distinction between grants and donations.

It was **AGREED** that drawing a distinction between a donation and a grant would provide the council with a greater degree of flexibility and allow for it to be more responsive to local need. It was further **AGREED** that the distinction between a grant and donation was based on:

- No specific conditions would be attached to a donation whereas the award of a grant would include specific conditions.
- Donations would be for sums less than £500.00. Funding above £500.00 would require a grant application

Members **CONSIDERED** the Draft Donations Policy Statement circulated with the agenda and **APPROVED** this subject to the following amendment:

Replace "grants" with "donations" in the sentence "The Council will NOT award grants to:" under the heading The Donations Policy Statement on page 1.

ACTION: Amend the grants documentation [policy, procedure and application form] to reflect: [1] an applicant can seek advice from the parish clerk prior to submitting an application. [2] grant awards will be within the range of £500.00 [the minimum award] and a maximum not to exceed 50% of the total grant fund available in any given year. [3] applicants are required to provide EITHER a statement setting out the balance of unrestricted funds OR a copy of the organisation's Annual Accounts. [4]

Amend the draft Donations Policy Statement to replace “grants” with “donations” in the specified sentence.

140/20 WEBSITE: PHASE 2 DEVELOPMENT

Cllr Derwen Hinds¹ moved a motion to defer consideration of this item on the basis that it was not in compliance with paragraph 7a of the Standing Orders:

“A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least one third of the councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.”

This motion was seconded by Cllr Clare Stewart and a vote was taken by show of hands. This vote was unanimous and discussion of this item was deferred.

141/20 FINANCIAL MATTERS: PAYMENTS REQUIRING AUTHORISATION

The Council **APPROVED** the following payments:

Accounts for Payment:	Amount	Re:	Invoice / Reference
Smart Alex Window Cleaning	£15.00	Regular window clean of bus shelter	20/10/2020
Gloucestershire County Council	£337.50	Allotment Rent 26/03/2020 - 29/09/2020	1800586398
Countrywide Grounds Maintenance	£99.00	Green and Verges - 14th Sept	142549
TOTAL	£451.50		

The Council **CONSIDERED** whether to defer subscribing to Parish Online until such time as it was clear how any data obtained can be incorporated into the council’s website and **AGREED** not to defer subscribing and **APPROVED** the payment of an annual subscription of £129.60 [including VAT].

142/20 FINANCIAL MATTERS: PAYMENTS MADE

The Council **NOTED** that the following payments had been made:

Payments Made	Amount	Re:	Invoice / Reference
Zoom	£14.39	Monthly subscription: 14/10-13/11/2020	INV46572853
HMRC [PAYE]	£108.60	Month 7 PAYE	Visa Debit
E. K. Abderrahim	£434.28	October Salary	SO
TOTAL	£557.27		

¹ Regulations require the minutes to record the identities of members in these circumstances

143/20 FINANCIAL MATTERS: BANK RECONCILIATION

The Council **NOTED** the following bank reconciliation for the period 8 October 2020 - 4 November 2020

	c/a	d/a	Total
Balance at 8 October 2020	£ 1,417.50	£ 57,124.92	£ 58,542.42
Expenditure	£ 770.27		
Interest		£ 0.41	
Income			
Transfers from d/a to c/a			
Totals	£ 647.23	£ 57,125.33	£ 57,772.56

144/20 PLANNING MATTERS: APPLICATIONS

The Council **NOTED** the detailed information provided in the Clerk's Report circulated with the agenda concerning the following planning applications:

20/00882/FUL	Ashmead Cottage, Leckhampton Hill, Leckhampton Erection of a single storey garage and workshop
Council's Response	SUPPORT
20/0032/CHR3MJ	Land between Farm Lane/Kidnappers Lane, Cheltenham Variation of condition 2 (Scope of the Development)
Council's Response	NONE

145/20 PLANNING MATTERS: DECISIONS

The Council **NOTED** the detailed information provided in the Clerk's Report circulated with the agenda concerning the following Tewkesbury Borough Council planning decision:

20/00519/FUL	Greatfield Farm Up Hatherley Way Shurdington GL51 3QX Change of use of existing farm shop
PC Response	SUPPORT
TBC Decision	PERMIT

146/20 ENFORCEMENT INVESTIGATION

The Council **NOTED** the detailed information concerning the following enforcement investigation that had been provided in the Clerk's Report and circulated with the agenda:

Reference:	20/00232/ENFC
Location:	Cotteswold Cottages Leckhampton Hill Leckhampton
Regarding:	The alleged unauthorised removal of trees.

147/20 ANY OTHER URGENT BUSINESS

There were no items of other urgent business.

148/20 DATE AND TIME OF NEXT MEETING

Based on the advice provided by the National Association of Local Councils it was **AGREED** that the Council would continue to meet remotely and that the date and time of the next meeting would be **14 December 2020 at 7:30pm** [via zoom]
There being no further business, the Chairman closed the meeting at 9:21p.m.

Signed:

Dated:

DRAFT