

BODDINGTON PARISH COUNCIL MINUTES FROM 11th May 2023 MEETING 7PM HELD AT CHELTENHAM WEST FIRE STATION

Chair: Cllr D Lang

Clerk: Mrs Rebecca Metcalfe

Tel: 07971050029 E-mail: boddingtonpc@gmail.com

Present: Cllrs. D. Lang, J Metcalfe, A Walters
Cllr Williams and 1 member of the public.

Clerk/RFO R Metcalfe

11.05.23.1 To elect Chairman and Vice Chairman and Acceptance of Office forms to be signed.

Cllr Metcalfe nominated Cllr Lang for the position of Chairman seconded by Cllr Walters, Cllr Lang accepted the nomination and was unanimously elected.

Cllr Lang nominated Cllr Metcalfe for the position of Vice Chairman, Cllr Walters seconded.

Cllr Metcalfe accepted the nomination and was unanimously elected.

Both Councillor Lang and Councillor Metcalfe signed their acceptance of office forms.

11.05.23.2 The Chairman will formally ask if anyone is intending on recording or filming the meeting

There were no requests to record or film the meeting.

11.05.23.3 The Chairman will officially welcome Rebecca Metcalfe into the Clerks position.

Cllr Lang welcomed Mrs Metcalfe into clerks position.

11.05.23.4 To receive comments from the public – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda of the next meeting

None

11.05.23.5 To note apologies for absence

Cllr Jackson and Cllr McLlain sent apologies.

Neighbourhood Watch coordinator Nicola Damsell sent apologies

11.05.23.6 To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate.

There were no declarations of interest and the meeting with declared quorate

11.05.23.7 To confirm and agree Minutes of the Parish Council Meeting held on 2 February 2023

COUNCIL APPROVED the minutes of the Parish Council meeting held on 2nd February 2023

11.05.23.8 To Discuss co-option & Vacancy left by Cllr Robins & agree actions

Council agreed advertising via mail drop, parish magazine and parish notice board.

Clerk to request Vacancy notice from Tewkesbury Borough Council and to display on parish notice boards.

11.05.23.9 To receive Clerks Report and agree actions

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COUNCIL AGREED clerks report as per **APPENDIX 3**

Cllr Lang would like discuss audit report recommendations in further details before next Augusts meeting.

11.05.23.10 To receive Borough Councillors Report

Cllr Williams advised it's an interesting time following last week's election due to change in party seats. A council meeting is scheduled and BPC will be updated following this.

Cllr Williams is unsure how this will affect Parish Councils at this stage.

11.05.23.11 To receive County Councillors Report

NA

11.05.23.12 Finance, all documents to be circulated prior to the meeting:

11.05.23.12a To approve the annual accounts and bank reconciliation for Year End 31 March 2023

COUNCIL APPROVED the annual accounts and bank reconciliation for year end 31 March 2023

11.05.23.12b To receive the Internal Auditors Report

Council received the Internal auditors report which will be published on the website.

11.05.23.12c To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR

COUNCIL AGREED to register as exempt from External Audit

11.05.23.12d To approve the Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors PKF Littlejohn

COUNCIL APPROVED Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors PKF Littlejohn

11.05.23.12e To approve Accounting Statement 2022-23 (AGAR Section 2) for external auditors, PKF Littlejohn

COUNCIL APPROVED Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors PKF Littlejohn

11.05.23.12f To agree dates for the exercise of public rights to inspect accounts

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COUNCIL AGREED the dates for the exercise of public rights to inspect accounts would be 5TH June – 14th July.

11.05.23.12G To review bank signatories and agree actions

Council AGREED that Clerk would remove Cllr Robins as signatory following resignation, no additional actions would be required.

11.05.23.13 To receive update on Parish Council procedures and resolve to agree actions:

11.05.23.13a To review subscriptions to other bodies and agree actions

COUNCIL APPROVED subscriptions to other bodies as per **APPENDIX 1**

11.05.22.13b To confirm arrangements of insurance cover in respect of all insured risks

COUNCIL AGREED their insurance covered all risks

11.05.22.12c To approve Parish Council Meeting Dates for 2023/24

COUNCIL APPROVED parish council meeting dates for 2023/24 as per **APPENDIX 2**

11.05.23.14 To review the following council policies:

11.05.23.14a Standing Orders

COUNCIL AGREED no updates were required to standing orders policy

11.05.23.14b Financial Regulations

COUNCIL AGREED no updates were required to financial regulations

11.05.23.14c Complaints Procedure

COUNCIL AGREED no updates were required to the complaints procedure

11.05.23.14d Data Protection and Freedom of Information

COUNCIL AGREED no updates were required to the Data Protection and Freedom of Information

11.05.23.14e Publication Scheme

COUNCIL AGREED no updates were required to Publication Scheme

11.05.23.14.f Grants and Donations Policy

COUNCIL AGREED no updates were required to the Grants and Donations Policy

11.05.23.14.g Asset Register

COUNCIL AGREED no updates were required to the asset register

11.05.23.15 To consider the adoption of the code of conduct recommended by Tewkesbury Borough Council and agree actions

COUNCIL AGREED to formally adopt the Code of conduct.

Clerk to advise council of upcoming Code of Conduct training dates in June.

11.05.23.16 To Receive an update on footpaths and agree actions

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Cllr Lang advised pathways around Boddington estates land has been cleared / spayed and the results of this already taking effect and can be seen.

Cllr Jackson has agreed to take over this role with immediate effect.

11.05.23.17 To discuss the internal control procedure completed in November 2021 and agree Actions

COUNCIL AGREED they are were happy with the internal control procedures.

To be added to Novembers 2023 agenda for review

11.05.23.18 To receive an update on Neighbourhood Watch and agree actions

Feedback requested from council as considering setting up a Community WhatsApp Group. The Coordinator is concerned that the Neighbourhood Watch Group could be desensitised due to increased community activity. The council agreed this was a sensible and feel it is a positive idea. Clerk to provide feedback to Neighbourhood Watch Coordinator.

11.05.23.19 To elect a public rights of way officer

Cllr Lang proposed Cllr Jackson and seconded by Cllr Walters.

11.05.23.20 To Receive items for the next meeting agenda

Council to discuss and consider camera & fly tipping

Roads and highways

Review audit recommendations from clerk

11.05.23.21 To Discuss pension arrangements for the temporary clerk in a confidential session and agreed actions.

Clerk requested to opt out and will complete the required paperwork.

11.05.23.22 Date of Next Meeting: 3rd August 2023 7pm

Meeting Close: 19:53

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APPENDIX 1

Boddington Parish Council

2023/2024 subscriptions

Gloucestershire Associations of Parish and Town Councils	£64.90
SLCC	£111
Total	£175.90

APPENDIX 2

Boddington Parish Council

2023/24 Meeting Dates

Date	Type
August 3 rd 2023	Parish Council Meeting
November 2 nd 2023	Parish Council Meeting
February 2 nd 2024	Parish Council Meeting
May 2 nd 2024	Annual Parish Meeting
May 2 nd 2024	Annual Meeting of the council

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APPENDIX 3

Clerks Report 11th May 2023

Elections – Register of Interests, Declaration of Acceptance of Office and Candidate spending return and declarations completed and submitted to TBC 10/05/2023.

Audit - Completed 3/5/23 - recommendations as follows.

Audit Report Ref	Audit Recommendation	Action	Minute References	Completed/ Sign off dates
3.2	Formal Risk Policy	To be added to August meeting agenda, further investigations to be carried out by clerk.		
2.1	General Power of Competence adoption	To be discussed in August meeting, further investigations to be carried out by clerk.		
3.2	Risk Assessment Policy – formal policy recommendation	To be discussed in August meeting, further investigations to be carried out by clerk.		
3.3	Asset Register review	To be discussed on 11 th May 2023 – agenda item 14		
3.4	Formal Asset Inspection – Twice Yearly	To be added to August meeting agenda, further investigations to be carried out by clerk.		
3.5	Internal Control evidence to be included in minutes	To be discussed 11 th May – agenda item 17		
3.9	Electronic records backed up onto memory stick or cloud	To be added to August meeting agenda, further investigations to be carried out by clerk.		
4.1	Separate minute for budget adoption	To be added to August meeting agenda, further investigations to be carried out by clerk.		
5.5	Pension provision	To be discussed May 23 – agenda item 21		
6.8	Audit actions not noted in Minutes	Audit specific Action Log added to clerks report – agenda item 9		
7.1	Recommendation council registers with ICO	To be added to next meeting agenda, further investigation to be carried out by clerk.		

8.1	Minutes on website to be uploaded from draft to approved and paper copy to be signed	To be added to August meeting agenda, further investigations to be carried out by clerk.		
8.2	Responsibilities and interests published on website	To be added to next meeting agenda, further investigations to be carried out by clerk.		

Other – Online banking access – ongoing

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