

BODDINGTON PARISH COUNCIL MINUTES FROM 10th August 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, L. Davenport, J. Jackson, P. Mclain, M. Williams

Clerk/RFO R Metcalfe

- 10.08.23.1 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.
- 10.08.23.2 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
- 10.08.23.3 To note apologies for absence**
A. Walters
N. Damsell (Neighbourhood watch)
- 10.08.23.4 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
- 10.08.23.5 To confirm and agree Minutes of the Parish Council Meeting held on 11th May 2023**
COUNCIL APPROVED the minutes of the Parish Council meeting held on 11th May 2023.
- 10.08.23.6 To Discuss co-option application to fill vacancy left by Cllr Robins & agree actions**
Co-option of Laura Davenport proposed by Cllr Jacson and seconded Cllr Metcalfe.
Declaration of Acceptance signed and Laura officially welcomed to Boddington Parish Council.
- 10.08.23.7 To receive Clerks Report and agree actions – Appendix A**
- 10.08.23.8 To receive Borough Councillors Report**
Borough Councillors Report - **Appendix D**
- 10.08.23.9 To receive County Councillors Report**
County Councillors Report - **Appendix E**
- 10.08.23.10 Finance, all documents to be circulated prior to the meeting:**
- 10.08.23.10a To approve bank reconciliation report up to 31st July 2023 – Appendix B**
COUNCIL APPROVED the bank reconciliation up to the 31st July 2023
- 10.08.23.10b To approve budget monitoring report up to 31st July 2023 – Appendix C**
COUNCIL APPROVED the budget monitoring report up to the 31st July 2023

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10.08.23.10c To consider and resolve to agree payments list and payment made since last meeting – Appendix B

COUNCIL APPROVED the payments list and payments made since last meeting.

10.08.23.10d To discuss ICO membership

COUNCIL APPROVED ICO membership.

10.08.23.11 To review the following council policies:

10.08.23.11a Risk Management Policy

COUNCIL AGREED Risk Management Policy no amendments required.

10.08.23.11b Formal Asset inspection

COUNCIL AGREED Formal Asset inspection policy, Cllr Metcalfe to complete annual inspections.

10.08.23.12 To discuss the following planning applications/appeals/updates made or received since the last meeting and agree actions:

10.08.23.12a 23/00563/FUL - Brooklaines Farm Barrow Boddington Cheltenham

The Council has no objections to this application.

10.08.23.13 To receive an update on Neighbourhood Watch and agree actions

No update

10.08.23.14 To Receive an update on footpaths and agree actions

Cllr Jackson has now received parish maps and documentation.

10.08.23.15 To discuss camera and fly tipping

Fly Tipping appears to have reduced and there's been nothing in recent months.

Cllr Lang requested some information on portable CCTVs. The council considered cost, risk, and insurance, it was concluded a portable CCTV would not be the best use of public funds at this stage.

Cllr Jackson suggested signage as a deterrent could be a low-cost option. Further investigation required into signage options and cost required.

10.08.23.16 To discuss Roads and Highways

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Proposal by Cllr Lang to have a designated highway representative within Boddington Parish Council. This will be added to November's meeting agenda.

Cllr Jackson highlighted that the Barrow sign near the church is missing, Cllr Lang to raise with Max Kelly.

Cllr Lang requested Clerk to obtain quotes for grass cutting services (verges) in the parish (approx. 5 miles).

Cllr Lang provided an update on the Boddington Road resurfacing programme following a meeting with Highways following concerns raised by some residents. Cllr Lang provided the following update:

"Cllr Lewis (Staverton Parish Council) and I had a meeting with Highways and engaged with Gordon Jeynes, the Commercial Director at Robert Hitchins Ltd, along with Andrew Walters, the Boddington Farm and Estates Manager.

In Summary Andrew and Gordon, independently approached Highways in efforts to confirm times/dates of the resurfacing immediately outside the farm entrance and Hitchins Group Manor. It is Highways policy not to commit to times. Understandably, both businesses pressed for details so they could manage their staff and livestock respectively. Highways stuck to their legislative line of 'The road is closed', but 'We'll do what we can'.

It transpired that the southern 1.5 miles of lane resurfaced, was a result of a 'variable skidding resistance' assessment. This assessment was completed on the stretch of road between the St Mary Magdalene's Church and Staverton village and was not as previously assumed because of the standard of the road surface (potholes etc). However, the 'variable skidding resistance' risk was not applicable North of the church.

Following the above representations, Highways assessed that the stretch from the bend to the bridge is where the most ironworks are present and would therefore be resurfaced. To provide the required access to the northern section of the road would have required formal phasing, which apparently is exceptionally expensive and given that the road surface is considered safe it wasn't deemed a justifiable expense when weighed against other road surfaces in the county. Therefore, highways took the decision to stop at the bend near the church and there will be no change in their decision".

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Cllr Lang raised concerns and provided feedback to Cllr Mclain regarding consequences of the lack/poor communications from highways within the community and this is an area where improvements could be made.

10.08.23.17 To discuss a community defibrillator

Cllr Jackson provided a medical overview on the suggestion of a community defibrillator, success rates and logistics.

It was suggested a community CPR session maybe more helpful. Clerk to contact St John ambulance for a costing.

10.08.23.18 To discuss Parish and Church Noticeboard refurbishments

Clerk to obtain quotes for refurbishing the existing notice board situated within St Mary Magdalene grounds vs cost of replacement. Council to consider in Novembers meeting.

10.08.23.19 To Receive items for the next meeting agenda.

Budget

Boddington Parish Council Roads Representative

Ash Die back scheme.

Winter Preparedness – clerk to distribute for review & update prior to next meeting.

10.08.23.20 Date of Next Meeting: 2nd November 2023 7pm

Meeting Close: 20.40

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APPENDIX A – Clerks Report

Clerks Report August 2023

APPENDIX A

Cllr Update - Cllr Robins removed from parish bank account, TBC notified and removed from email accounts and website updated to reflect changes within BPC. Cllr vacancy published with no public interest via TBC.

Co-option vacancy displayed and TBC notified.

Year End - Complete – Exemption documentation submitted to PKF, website updated with end of year accounts, governance statement, policies and procedure and exercise of public rights published.

Email Delivery Errors – Resolved

Pension – Re-enrolment / Declaration of compliance submitted to The Pension Regulator [12/06/23](#)

| /Audit Report Ref | Audit Recommendation | Action | Minute References | Completed/ Sign off dates |
|-------------------|---|--|-------------------|---------------------------|
| 2.1 | Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies? | In progress | c/f Nov 23 | |
| 3.2a | Formal Risk Management policy a) adopted? | To review 10 th August - Agenda Item 11(a) | 10.08.23.11a | 10.08.23 |
| 3.2b | Risk Assessment Policy – formal policy b) review annually | To review 10 th August - Agenda Item 11(a) | 10.08.23.11a | 10.08.23 |
| 3.4 | Formal Asset Inspection – Twice Yearly | To review 10 th August - Agenda Item 11 (b) Council to consider completion of visual check twice a year, reporting any damage to Clerk & documented on Asset Register. | 10.08.23.11b | 10.08.23 |
| 3.9 | Electronic records backed up onto memory stick or cloud. | Update 10 th August - Agenda Item 7. Google Drive Free with Gmail and used within the Gmail browser. 15GB storage Password Protected & encrypted. 1 user required only | 10.08.23.7 | 10.08.23 |
| 4.1 | Separate minute for budget adoption | Clerk to action in Novembers Meeting | c/f Nov 23 | |

| | | | | |
|-----|---|--|--------------|------------|
| | | Auditor recommend a separate minute for the adoption of the budget, this would be reflected in November's meeting. Historically the budget and precept have been documented under the same meeting minute. | | |
| 7.1 | Recommendation council registers with ICO | Agenda Item 10 (d) Auditor feels Parish Councils should register with the ICO. BPC handles of data such as - Cllrs & residents' personal information / public information via planning applications / complaints / enquires. Staverton is a tier 1 organisation the membership fee is £40 for a year or £35 if paid by direct debit. See supporting documents for full ICO information. | 10.08.23.10d | 10.08.23 |
| 8.1 | Minutes on website to be uploaded from draft to approved and paper copy to be signed | Update 10 th August 23 - Agenda Item 7. Clerk to upload approved minutes consistently to BPC website | 10.08.23.7 | 10.08.23 |
| 8.2 | Responsibilities and interests published on website | Update 10 th August 23 - Agenda Item 7. Declarations of Interest now published on BPC website – Redacted versions as provided by TBC. | 10.08.23.7 | 10.08.23 |
| 3.3 | Asset Register review | Discussed on 11 th May 23 – Agenda item 14 | 11.05.23.14 | 11.05.2023 |
| 3.5 | Internal Control evidence to be included in minutes | Discussed 11 th May – Agenda item 17 | 11.05.23.17 | 11.05.2023 |
| 5.5 | Pension provision | Discussed 11 th May 23 – Agenda item 21 | 11.05.23.21 | 11.05.2023 |
| 6.8 | Audit actions not noted in Minutes. | Discussed 11 th May 23 Agenda item 9 | 11.05.23.09 | 11.05.2023 |

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APPENDIX B – Bank Reconciliation and Payments List

Boddington Parish Council
Bank Reconciliation at 31.07.23

| Details - Parish Council Current Acc. | Receipts | Payments | To be authorised |
|---------------------------------------|----------|----------|------------------|
| GAPTC | | 94.9 | |
| CLERK SALARY | | 1097.53 | |
| HMRC | | 123.00 | |
| IONOS | | 62.40 | |
| MICROSOFT 365 | | 59.99 | |
| SSLC | | 111.00 | |
| TBC Precept | 3413.00 | | |
| Staverton PC (50% training) | 30.00 | | |
| | | | |
| | 3443.00 | 1548.82 | |

BANK RECONCILIATION:

| | |
|--------------------------------------|----------|
| Current Acc. Opening balance | 6627.33 |
| Plus receipts above | 3443.00 |
| | 10070.33 |
| Less payments above | 1548.82 |
| Closing cash balance | 8521.51 |
| Plus payments to be authorised above | 0.00 |
| Closing bal. at bank at 31.07.23 | 8521.51 |

APPENDIX C – Budget Monitoring Report

| Boddington Parish Council Budget Monitoring Report 31.07.23 | Budget 2022/23 | Budget 2023/24 | April | May | June | July | August | September | October | November | December | January | February | March | Accoun. payments to date | Bal. of budget remain. |
|---|----------------|----------------|---------------|---------------|---------------|---------------|----------|-----------|----------|----------|----------|----------|----------|----------|--------------------------|------------------------|
| Clerks Salary | 2231 | 2070 | 400.06 | 217.16 | 178.59 | 178.59 | | | | | | | | | 974.4 | 1095.6 |
| Administration | 104 | 48 | 59.99 | 0 | 0 | 0 | | | | | | | | | 59.99 | 8.01 |
| Clerk Expenses | 31 | 287 | 48 | 27.13 | 24 | 24 | | | | | | | | | 123.13 | 163.87 |
| PATA | 100 | 113 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 113 |
| HMRC | 0 | 393 | 123 | 0 | 0 | 0 | | | | | | | | | 123 | 270 |
| Training | 52 | 83 | 0 | 0 | 30 | 0 | | | | | | | | | 30 | 53 |
| Grass Cutting | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 0 |
| Maintenance | 0 | 17 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 17 |
| Misc. | 0 | 180 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 180 |
| Insurance | 244 | 303 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 303 |
| Audit | 110 | 197 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 197 |
| 3127 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 0 |
| Donations and Subs | 134 | 130 | 64.9 | 111 | 0 | 0 | | | | | | | | | 175.9 | -45.0 |
| Street Furniture | 400 | 200 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 200 |
| Website | 158 | 190 | 15.6 | 15.6 | 15.6 | 15.6 | | | | | | | | | 62.4 | 127.6 |
| Planning | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 0 |
| Elections | 157 | 167 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | 157 |
| Total | 3250 | 3613 | 711.55 | 370.89 | 248.19 | 218.19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1548.82 | 3613 |

| RECEIPTS | April | May | June | July | August | September | October | November | December | January | February | March | Accoun. payments to date | Bal. of budget remain. |
|---------------------|----------|-------------|-----------|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|--------------------------|------------------------|
| Interest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Precept | | 3413 | | | | | | | | | | | | 0 |
| Other income | | | 15 | 15 | | | | | | | | | | 0 |
| TOTAL INCOME | 0 | 3413 | 15 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3443 | 3443 |

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APPENDIX D – Borough Councillors Report

Elms Park Update

TBC are currently focussing towards taking the planning application to a Special Planning committee (one for TBC and one for CBC) in October/November on the same day.

There will also be a separate briefing to Members which likely be in early October.

However, there are a few matters which need to be resolved beforehand. Currently National Highways are requesting a planning condition stating that no more than 1,000 dwellings can be provided on the site until the J10 works are completed. The applicant is contesting the requirement for this condition and this may result in a delay in determination whilst discussions are ongoing.

In terms of the road widening, it is likely we will impose planning conditions which will state that the accesses to the development must be carried out either in accordance with the DCO road widening works or in accordance with the accesses as currently shown on the approved plans, but the accesses on the DCO plans take precedent in the event the DCO is approved. The DCO is currently due to be submitted to the Secretary of State in October and will likely take in the order of 18 months to determine.

We are also having ongoing discussions with the applicant about the community facilities that would be provided on site e.g. community centres, tennis courts, MUGAs, football pitches etc.

APPENDIX E – County Councillors Report

The key issues to date include

High cost of placements for - and number of - looked after children. GCC therefore looking to enter the market. More information below.

High % of contract and agency staff working in children's social care.

Development of Family Hubs

Highways Transformation Programme including a review of work streams to focus on the approach to potholes, minor works and comms. Find and fix 'dual repair' gangs will focus (where practical) on doing entire roads so that teams doing safety defects will also identify and fix non-safety defects at the same time. Jet patching to be trialled on dedicated areas. Again more information below

Mowing programme has been brought forward.

130,006! Trees planted in the 22/23 season. I'm aware of a number that have been vandalised. Lots more tress available for next season - More land and partners welcome for new initiatives.

- *Safety defects completed in current financial year (22/6/23 11:55) – 10074*
- *28 no. defect gangs working across network up to w/e 30/6/23*

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- 8 no. additional find and fix gangs working across network – 2 per area – at sites directed by local teams/knowledge – commenced 5/6/23. Find and fix gangs using ‘cold’ material to speed up process and reduce waste/waste costs.
- An additional 2 no. released defect gangs have been redeployed to find and fix.
- Find and fix progress:
 - w/c 5/6/23 - 905
 - w/c 12/6/23 - 594
 - w/c/19/6/23 (3 days figures only) – 456
 - Total = 1955 non-safety defects repaired that we wouldn’t otherwise have addressed until they because safety defects
 - Progress slowed a little compared with first week because of addressing some larger and more tricky locations where TM more difficult. Still plenty of sites to go to.
- Spray injection patching (SIP) machine begins on network 13/6/23. Additional machines to be confirmed but 2nd machine likely start July. Up until 22nd June, 227 defects have been completed in the Sandhurst and Apperley area, equivalent to 14.1 tonnes of aggregate.
- Grass cutting – visibility cut started on 30/5/23 – now in week 4 of the programme with aimed completion by 27/6/23, dual c/ways programme starts 26/5/23, full/main cut starts Aug depending on growing conditions. Possibility of an extra cut at the end of the season. Programme on website: <https://www.gloucestershire.gov.uk/media/2124467/gcc-2023-visibility-cut-program.pdf>
- Noxious weeds – programmed for summer
- Hedges – planned for Autumn
- Gully emptying – 11,729 gullies were cleansed during May bringing the total for the year to 22,869 (18% of the overall annual programme) Programme on website: <https://www.gloucestershire.gov.uk/media/2124478/2023-24-programme-standard-cleans.xlsx>
- Grips cutting – planned for November
- Winter – out of season, preparing grit bin guidance
- Ash die back – 23/24 programme getting underway now. In the 3 previous years 11660 trees felled, 40597 planted within ash die back programme. Dedicated webpage information here: [Ash Dieback - Highways \(gloucestershire.gov.uk\)](https://www.gloucestershire.gov.uk/ash-dieback-highways)
- Adult Education service has had an Ofsted inspection, the service has been praised by the inspectors who have awarded a Good rating.
- Community and Adult Skills Programmes. A funding agreement has been approved with the Education & Skills Funding Agency (ESFA) for £2.67 million to deliver our Community Learning and Adult Skills Programmes for the academic year 2023/2024. All told we’ll be helping around 6,000 adult learners across the county. There’s an emphasis on English, mathematics and language skills, and the programmes are focused on meeting the needs of the low skilled and those most economically disadvantaged, enabling them to re-engage with education and thus progress into vocational training and subsequently, employment.
- AIM Supported Internship Programme. This programme helps young people with learning disabilities and/or autism into employment. This year’s cohort of 29 young people received their certificates and at least 17 of the 29 have already been offered paid work by their host employer and the scheme continues to be a great success

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- As mentioned in the introduction, GCC have plans to enter the market for provision of placements for looked after children. We have started to consult on a facility on London Road and await a report on Trevone House before proceeding with the Southfield development. We continue to work hard to recruit and retain staff, and there remains strong evidence that the morale in the organisation remains high.
- GCC has launched the Summer Holiday Activity Fund
- Extension of Unpaid Carers Support. GCC has extended two contracts for the provision of support services for unpaid carers. 1 in 10 people in Gloucestershire are carers, but many are not aware of it. We have been doing our bit to make sure that people are aware of the services available. These contracts, which we have extended for 2 more years, are a key part of the support on offer.

Signed

Print Name.....

Dated.....