

BODDINGTON PARISH COUNCIL MINUTES FROM 2nd November 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, A. Walters, M. Williams.

Clerk/RFO R Metcalfe

02.11.23.1 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.

02.11.23.2 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

02.11.23.3 To note apologies for absence

Paul McLain

02.11.23.4 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

02.11.23.5 To confirm and agree Minutes of the Parish Council Meeting held on 10th August 2023

COUNCIL APPROVED the minutes of the Parish Council meeting held on 10th August 2023.

Cllr Lang took this opportunity to record a note of thanks to the service provided by Mrs Rebecca Metcalfe.

02.11.23.6 To receive Borough Councillors Report

Borough Councillors Report

Tewkesbury Borough Council (TBC) is behind on the required new build housing target. An assessment has been carried out and there is currently a 3.5 years supply of land and not 5 year supply as first thought.

A large number of planning appeals are being lost/ have been lost by TBC. Moving forward TBC are less likely to object to planning applications, therefore reducing the number of applications going to appeal and associated appeal costs.

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- 02.11.23.7 To receive County Councillors Report**
None Received
- 02.11.23.8 To receive Clerks Report and agree actions – Appendix A**
Clerks report provided as per appendix A
- 02.11.23.9 Finance, all documents to be circulated prior to the meeting:**
- 02.11.23.9a To approve bank reconciliation report up 31.10.23 – Appendix B**
COUNCIL APPROVED the bank reconciliation up to 31.10.23.
- 02.11.23.9b To approve budget monitoring report up to 31.10.23 – Appendix C**
COUNCIL APPROVED the budget monitoring report up to the 31.10.23.
- 02.11.23.9c To consider and resolve to agree payments list and payment made since last meeting – Appendix D**
COUNCIL APPROVED the payments list and payments made since last meeting.
- 02.11.23.9d To agree a contribution for grass cutting services within the parish & discuss external quotes.**
Council AGREED that Boddington Estates will continue to cut grass 2-3 times a year on a non-contractual basis. Boddington Parish will make a make contribution of £150 per cut up to a maximum of 3 times per year.
- 02.11.23.9e To discuss the appoint internal auditors for the 2024 Audit**
Council AGREED to appoint the GAPTC for the 2024 audit.
- 02.11.23.10 To consider and resolve to agree 2023/24 budget**
COUNCIL APPROVED 2023/24 budget – **Appendix E**
- 02.11.23.11 To consider and resolve to agree 2023/24 precept**
COUNCIL APPROVED 2023/24 Precept – **APPENDIX E**

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02.11.23.12 To review insurance quotes and agree actions.

The clerk advised that 3 quotes had been requested but only 2 had been received.

The **COUNCIL AGREED** to renew with Zurich

Company	Price
Zurich	273.58
Clear Councils	550.95

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

02.11.23.13a Planning Consultation - 23/00853/DEM - RAF Boddington Barrow Boddington Cheltenham.

Boddington parish council have no objections and support this application.

02.11.23.14 To receive an update on footpaths and agree actions.

Cllr Jackson provided update on footpaths in area. Cllr Jackson highlighted contact has been made with Hilary Grace reference the blocking of access on the footpath off east side of Withybridge ABO16.

02.11.23.15 To Discuss Ash Die Back scheme.

Council discussed viability of utilising the ash die back scheme and concluded there was no appropriate area to plant trees without blocking visibility on the highway. It was noted that Boddington Estates have planted hundreds of trees within the parish in recent years.

02.11.23.16 To discuss a community First Aid course.

Cllr Jackson has advised she may be able to give a CPR overview as in informal community session – this would be on a volunteer basis and without formal certification.

Cllr Jackson to investigate access to CPR Manikins.

Potentially to be held in spring 2024.

02.11.23.17 To discuss Parish and Church Noticeboard refurbishments

Council waiting for repair costs quotes, this will be added to the next meeting agenda. Council also will consider light repair by members of the community.

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- 02.11.23.18 Gloucestershire D- DAY**
Council discussed plans for a beacon to be lit in the Parish to commemorate the 80th anniversary of D-Day and marking the occasion in union with the nation.
Cllr Metcalfe to obtain three quotes for generic brazier which could be used for the D-DAY event and future community events. To be discussed further at the next meeting.
- 02.11.23.19 To discuss and update the Boddington parish winter plan.**
Council discussed possible areas within parish that may benefit from grit bins. Cllr Lang to contact highways for quotes on grit bins and salt for winter 2024/25.
- 02.11.23.20 To discuss Roads and Highways**
Cllr Metcalfe to be point of contact for roads and highways within the parish moving forward.
Cllr Jackson advised following the Tewkesbury Councillor Advocacy Scheme meeting which is run by the Office of the Police and Crime Commissioner (OPPC) instances of speeding should be reported to the parish PSO. Clerk to contact Annie White to obtain contact details of parish PSO.
- 02.11.23.21 To Receive items for the next meeting agenda**
OPPC Tewkesbury Councillor Advocacy Scheme to be added as a static agenda item.
- 02.11.23.22 Date of Next Meeting: 15th February 2024 7pm**
Meeting Close: 20.30

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APPENDIX A – Clerks Report

Clerks Report August 2023

APPENDIX A

/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 Jan 24 when Clerk returns.	
4.1	Separate minute for budget adoption	Clerk to action in Novembers Meeting <u>Auditor</u> 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.	02.11.23.10	02.11.23

APPENDIX B & D – Bank Reconciliation and Payments List

APPENDIX B&D - Boddington Parish Council Bank Reconciliation & Payments List at 31.10.23

Details - Parish Council Current Acc.	Receipts	Payments	To be authorised
GAPTC		180	
CLERK SALARY		716.37	
HMRC		203.00	
IONOS		46.80	
PATA Payroll		56.30	
	0.00	1202.47	0.00

BANK RECONCILIATION:

Current Acc. Opening balance	8521.51
Plus receipts above	0.00
	8521.51
Less payments above	1202.47
Closing cash balance	7319.04
Plus payments to be authorised above	0.00
Closing bal. at bank at 31.10.23	7319.04

APPENDIX C – Budget Monitoring Report

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APPENDIX C - Boddington Parish Council Budget Monitoring Report 31.10.23

	Budget 2022/23	Budget 2023/24	April	May	June	July	August	September	October	November	December	January	February	March	Accum. payments to date	Bal. of budget remain.
Clerks Salary	2231	2070	400.06	217.16	178.59	178.59	178.59	178.59	287.19						1618.77	451.23
Administration	104	48	59.99	0	0	0	0	0	0						59.99	8.01
Clerk Expenses	31	287	48	27.13	24	24	24	24	24						195.13	91.87
PATA	100	113	0	0	0	0	30.5	25.8	0						56.3	56.7
HMRC	0	393	123	0	0	0	134	0	69						326	67
Training	52	83	0	0	30	0	0	0	0						30	53
Grass Cutting	0	0	0	0	0	0	0	0	0						0	0
Maintenance	0	17	0	0	0	0	0	0	0						0	17
Hirings	0	180	0	0	0	0	0	0	0						0	180
Insurance	264	303	0	0	0	0	0	0	0						0	303
Audit	110	197	0	0	0	0	180	0	0						180	17
S137	0	0	0	0	0	0	0	0	0						0	0
Donations and Subs	134	130	64.9	111	0	0	0	0	0						175.9	45.3
Street Furniture	400	200	0	0	0	0	0	0	0						0	200
Website	158	190	15.6	15.6	15.6	15.6	15.6	15.6	15.6						109.2	80.8
Planning	0	0	0	0	0	0	0	0	0						0	0
Elections	157	157	0	0	0	0	0	0	0						0	157
Total	3250	3413	711.55	370.89	248.19	218.19	562.69	243.99	395.79	0	0	0	0	0	2751.29	3613

RECEIPTS																
Interest	0	0	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	0	3413	15	15	0	0	0	0	0	0	0	0	0	0	3443

APPENDIX E – 2024/25 Budget and Precept

BODDINGTON PARISH COUNCIL ANNUAL BUDGET 2024/25

RPI 6.3%
AUGUST 23

	2021/22		2022/23			2023/24			6.3% budget increase		
	Budget	Actual YTD	Budget	Actual YTD	Actual end of year	Budget	Actual YTD	Projected End of Year	Budget	Balance Remaining	Precept Calculation
Expenditure											
Clerk's Salary	1725	2266.8	1736	1100	2210.36	2070	1331.58	2422.4	2575	0	2575
Administration	35	40.99	106	60	59.99	68	59.99	59.99	64	8.01	55.99
Clerk Expenses	30	12.47	31	135	63	287	171.13	315.13	321	0	321
Maintenance						17	0	0	18	17	1
PATA	110	148.1	100	47.7	102.35	113	56.3	112.6	120	0	120
HMRC	300	43.6	0	235.8	379.8	393	257	434	461	0	461
Training	50	156.3	52	72.63	202.53	83	30	30	31.89	53	-21.11
Grass Cutting	0	0	0	0	0	0	0	0	0	0	0
Chairperson's allowance	0	0	0	0	0	0	0	0	0	0	0
Hirings	0	0	0	0	8.12	180	0	0	191.34	180	11.34
Insurance	260	252	264	0	269.08	303	0	280	298	23	275
Audit Fees	100	105	110	175	175	197	180	180	191.34	17	174.34
S137	0	0	0	0	0	0	0	0	0	0	0
Donations & Subs	100	629.65	136	125	125	141	175.9	175.9	187	0	187
Street furniture	200	5265.11	400	0	0	200	0	0	212	200	12
Website	150	151.2	158	104	182.4	190	93.6	187.2	199	2.8	196.2
Planning	20	0	0	0	0	0	0	0	0	0	0
Elections	150	0	157	0	0	157	0	0	157	157	0
VAT (recoverable)	20					4399		4197.22	5026.57	657.81	4368.76
	3250	9071.22	3250		3777.63						
Reserves		3806.11								200	
Current Bank Balance	7646										
estimated still to spend	1842										
Total reserves	5804									3413	

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Signed

Print Name.....

Dated.....