**CUTSDEAN PARISH COUNCIL ANNUAL MEETING**

[www.cutsdeanparishcouncil.co.uk](http://www.cutsdeanparishcouncil.co.uk)

**Clerk to the Council: Claire Butler, West Barn Farm, Cutsdean, Cheltenham, GL54 5RX**

Email: claireloubutler@outlook.com

**MINUTES OF MEETING**

**WEST BARN FARM 14th July 2020 AT 6.30PM**

1. Present at this meeting – Cllr Butler, Cllr Beetson, Cllr Smith, Cllr Clarke, Cllr Moor and Cllr Wright.
2. Declarations – none to record.
3. Minutes of the March 2020 approved by all present.
4. Report from Cllr Moor – attached to these minutes.
5. Report from Clerk:
	1. Website – due to new regulations the council website needs to be updated. The Clerk has been in contact with Ian Piper who maintains the current website – he has quoted £135 to update the site – all agreed that this is ok to go ahead. Once the site is updated the relevant documents can be uploaded.
	2. Register of pecuniary interests – none to be noted.
	3. Pension – The Clerk has been offered the option of a pension. The Clerk is aware of auto enrolment falls under the bracket of salary where it is compulsory. No further action needed.
	4. Insurance renewal – the insurance has been renewed for another year at the same cost as previous years – all in agreement.
	5. May Meeting - Due to COVID-19 the May 2020 meeting was postponed to ensure the wellbeing of the council. Cllr Clark and Cllr Butler agreed to remain in their roles as Chairman and Vice Chairman respectively until the annual meeting in May 2021.
	6. Defibrillator grant – acceptance of the grant sent – will take approximately 30 days to be paid into our account. Once we have this, we can go back to the Heartbeat Trust to progress things.
	7. Agendas – one of the points raised in the annual audit is that the agenda should be sent to the Chairman prior to the meeting for authorisation.
6. Matters arising not covered hereunder.
	1. Contractor quotes – Cllr Clarke to speak to Richard to obtain a quote for the trimming of the verge around the signs.
	2. Parking proposal – this hasn’t progressed due to the fact that we haven’t been able to have a public meeting – it is proposed that we try to have the next meeting at the Church and invite Lord Wemyss to discuss the proposals.
	3. Traffic survey – Cllr Moor has the results of the survey – these are attached to these minutes. Cllr Moor has also kindly agreed to cover the cost of the survey.
7. To receive a financial report, authorise payments.
	1. Financial statement – circulated and agreed by all. The budget for the coming year was also reviewed and agreed by all.
	2. Ian Piper invoice – website renewals - £45 – agreed by all
	3. Insurance renewal - £165.69 – agreed by all.
8. Audit
	1. The internal audit has been carried out by the GAPTC – there are a few areas that require correction – the Clerk will work through the report.
	2. AGAR Forms – the forms were presented to the council and signed by the Chairman. These will now be sent to PKF Littlejohn for processing.
	3. Annual review of policies:
		1. Standing Orders
		2. Financial Regulations
		3. Risk Management Schedule
		4. Privacy notice
		5. Code of Conduct

These were all circulated to the Cllrs and agreed. These documents will also be made available on the renewed website.

1. Public adjournment – no members of the public present.
2. Planning – Nothing to note at this time.
3. Correspondence – nothing to note at this time.
4. AOB – Cllr Beetson asked why the section of road outside her property had not been included in the recent works? Cllr Moor will have a look and take some pictures after the meeting. The section of road after Jackdaws Castle and before the crossroads has been raised again. The condition of the road has deteriorated again and potholes are flooding making it hard to see them. Cllr Moor explained that the roads are inspected all the time – he will raise this again with Rhodri Grey.

Cllr Clarke mentioned how neat the entrance to the village is at the moment. Cards of thanks to be sent to Adam Gregory and Caleb Langsbury.

1. Date of next meeting to be decided as the COVID situation develops.

Meeting closed at 7.32pm

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By email: Denny Beetson, Ted Smith, Matthew Butler, Chris Clarke, Nigel Moor

Hard copy: David Wright