

# STAVERTON PARISH COUNCIL MINUTES FROM 10 MAY 2022 MEETING 7PM HELD AT ST CATHERINE CHURCH STAVERTON

Chair: Cllr R Lewis  
Clerk: Mrs M Hinde  
Tel: 07810642792 E-mail: stavertonpc@gmail.com

**Present:** Cllr. R. Lewis (Chairman), Cllrs. B. Trower, H. Heat, J. Polgrean, J. Judge. Cllr Vines

**Attendees:** Clerk/RFO, M. Hinde Toni Bradshaw, 1 member of the public

**Minute Ref.**      **Details**

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

Councillor Trower nominated Councillor Lewis for the position of Chairman. Councillor Lewis accepted the nomination and they were unanimously elected.

Councillor Trower nominated Councillor Heat as Vice Chairman. Councillor Heat accepted the nomination and they were unanimously elected. Councillors Lewis and Heat signed their acceptance of office.

**10.05.22.2 The Chairman will formally ask if anyone is intending on recording or filming the meeting.**

There were no requests to film or record the meeting.

**10.05.22.3 To receive comments from the public – no decisions will be made on issues raised. Items requiring decisions will be added to the agenda for the next meeting**

Resident 1 asked to speak on item 14

**10.05.22.4 To note apologies for absence**

Apologies received from Cllr S. John and Councillor Vines

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

Cllr Heat declared an interest on agenda item 14 due to her occupation

**10.05.22.6 To discuss co-option of a new councillor and agree actions**

Council unanimously agreed to co-opt Toni Bradshaw and her acceptance of office was signed.

**10.05.22.7 To confirm and agree Minutes of the Annual Meeting of the Parish Council held on 8 February 2022**

Council **APPROVED** the minutes from 8 February 2022

**10.05.22.8 To receive Clerks report and agree actions**

Clerks report given as per **APPENDIX 1**

Payments **APPROVED** for a total of **£271.13**

**10.05.22.9 To receive County Councillors Report**

As per the Annual Parish Meeting

**10.05.22.10 To receive Borough Councillors Report**

None received

**10.05.22.11 Finance, Documents circulated prior to the meeting.**

202201

# STAVERTON PARISH COUNCIL MINUTES FROM 10 MAY 2022 MEETING 7PM HELD AT ST CATHERINE CHURCH STAVERTON

Chair: Cllr R Lewis  
Clerk: Mrs M Hinde  
Tel: 07810642792 E-mail: stavertonpc@gmail.com

- 10.05.22.11a To approve the annual accounts and bank reconciliation for Year End 31 March 2022**  
Council **APPROVED** the annual accounts and bank reconciliation for Year End 31 March 2022
- 10.05.22.11b To receive the Internal Auditors Report**  
The council received the internal auditors report and it will be posted on the website.
- 10.05.22.11c To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR**  
Council **AGREED** to register as exempt
- 10.05.22.11d To approve the Annual Governance Statement 2021-22 (AGAR Section 1) for external auditors PKF Littlejohn**  
Council **APPROVED** the Annual Governance Statement 2021-22 (AGAR Section 1)
- 10.05.22.11e To approve Accounting Statement 2021-22 (AGAR Section 2) for external auditors, PKF Littlejohn**  
Council **APPROVE** the Annual Governance Statement 2021-22 (AGAR Section 2)
- 10.05.22.11f To agree dates for the exercise of public rights to inspect accounts**  
Council **AGREED** the dated for the exercise of public rights to inspect accounts as 20<sup>th</sup> June – 29<sup>th</sup> July.
- 10.05.22.11g To review bank signatories and agree actions**  
Due to his resignation from the council Cllr Clod will be removed as a signatory. Cllr Heat will be added as a signatory. Cllr Lewis **AGREED** to telephone the bank in order to setup online banking
- 10.05.22.12 To receive update on Parish Council procedures and resolve to agree actions:**
- 10.05.22.12a To review subscriptions to other bodies and agree actions**  
The Council **APPROVED** the subscriptions to other bodies as per **APPENDIX 2**
- 10.05.22.12b To confirm arrangements of insurance cover in respect of all insured risks**  
The council **AGREED** to add a bench and speed gun to the insurance. The council **AGREED** they had the necessary insurance cover in respect of all risks. As the policy will be due for renewal before the next council meeting. The council **AGREED** to review quotes remotely and minute their discussions at the next meeting.
- 10.05.22.12c To approve Parish Council Meeting Dates for 2022/23**  
The council **AGREED** the parish meeting dates for 2022/23 as per **APPENDIX 3**

202202

# STAVERTON PARISH COUNCIL MINUTES FROM 10 MAY 2022 MEETING 7PM HELD AT ST CATHERINE CHURCH STAVERTON

---

Chair: Cllr R Lewis  
Clerk: Mrs M Hinde  
Tel: 07810642792 E-mail: stavertonpc@gmail.com

---

**10.05.22.13 To review the following council procedures:**

**10.05.22.13a Standing Orders**

Council **APPROVED** the adoption of the new 2022 version

**10.05.22.13b Financial Regulations**

Council **AGREED** that no changes were required

**10.05.22.13c Code of Conduct**

Council **AGREED** that no changes were required

**10.05.22.13d Complaints Procedure**

Council **AGREED** that no changes were required

**10.05.22.13e Data Protection and Freedom of Information**

Council **AGREED** that no changes were required

**10.05.22.13f Asset Register**

Council **AGREED** that no changes were required

**10.05.22.14 To discuss the motorway noise complaint received from Valley Cottages and agree actions**

This item was moved to item 7 to allow the resident to speak on this point.

Resident 1 – confirmed they had written letters to the environment agency due to the vast noise from motorway. Study from DEFRA in 2018 showed there was a problem but the budget wasn't available to resolve the problem. The resident advised whilst travelling along the M5 they noticed other properties had acoustic barriers.

Council **AGREED** they wanted to support the resident with his noise complaint however they would need to investigate what they can do starting by looking at the highways England website and looking at the noise mitigation policy. The council also agreed to look at the work done at Hucclecote and request if this can be repeated.

Action - Clerk to draft an email to highways and send to council for approval.

**10.05.22.15 To discuss the internal control procedure completed in March 2022 and agree Actions**

The internal control procedure was completed in March 2022 by Cllr Polgrean and Heat who were happy with procedures in place.

**10.05.22.16 To discuss meeting on B4063 Cycleway Scheme and agree actions**

Councillors met highways and the contractors on the new cycle path. The councillors confirmed they went through their objections with the attendees on the day and were advised they would receive a response via email.

202203

# STAVERTON PARISH COUNCIL MINUTES FROM 10 MAY 2022 MEETING 7PM HELD AT ST CATHERINE CHURCH STAVERTON

---

Chair: Cllr R Lewis  
Clerk: Mrs M Hinde

Tel: 07810642792 E-mail: [stavertonpc@gmail.com](mailto:stavertonpc@gmail.com)

---

**ACTION** – Clerk to email to chase response to objections on the cyclepath.

Clerk to also draft a letter to highways regarding putting the Hayden Lane and Boddington Lane back together once the bridge has reopened. Once the letter has been approved by council it will be copied to Alex Chalk and Lawrence Robertson.

**10.05.22.17 To Receive items for the next meeting agenda**

Look at lowering reserves – white village gates, VAS signs and see if funding can be obtained from the Police commissioner and Phil Awford.

Review cycle path responses

**10.05.22.18 Date of Next Meeting: 9 August 2022 7pm**

Meeting Close – 20:15

DRAFT

# STAVERTON PARISH COUNCIL MINUTES FROM 10 MAY 2022 MEETING 7PM HELD AT ST CATHERINE CHURCH STAVERTON

Chair: Cllr R Lewis  
Clerk: Mrs M Hinde  
Tel: 07810642792 E-mail: stavertonpc@gmail.com

## APPENDIX 1

### Clerks Report

#### Payments Made Since Last Meeting and Payments for Approval

Staverton Parish Council			
Bank Reconciliation at 06.05.2022			
Details - Parish Council Current Acc.	Receipts	Payments	To be Authorised
TBC - Precept	4750		
Clerk Salary		612.85	
PATA		47.7	
Ionos		37.2	
GAPTC		141.13	271.13
SLCC		53.75	
Stoke Orchard Community Centre		24.38	
<b>Total</b>	<b>4750</b>	<b>917.01</b>	<b>271.13</b>
<b>BANK RECONCILIATION</b>			
	<b>Current Acc. Opening Balance 04.02</b>	<b>10662.8</b>	
	Plus Receipts Above	4750	
		15412.8	
	Less Payments above	1188.14	
	<b>Closing Cash Balance</b>	<b>14224.66</b>	
	Plus Payments to be authorised above	271.13	
	<b>Closing bal at bank at 04.02.2022</b>	<b>14495.79</b>	

Noticeboard – I am still chasing TBC for an answer on if a noticeboard can be put on The Green. It is now with property department

Bus Shelters – I am chasing TBC to see who is responsible for the bus shelters this is currently with property services.



STAVERTON PARISH COUNCIL MINUTES FROM 10 MAY 2022  
MEETING 7PM HELD AT ST CATHERINE CHURCH STAVERTON

---

Chair: Cllr R Lewis  
Clerk: Mrs M Hinde  
Tel: 07810642792 E-mail: stavertonpc@gmail.com

---

APPENDIX 2

**STAVERTON PARISH COUNCIL**

**2022/23 SUBSCRIPTIONS**

Gloucestershire Association of Parish and Town Councils	£166.13
SLCC	£53.75
<b>TOTAL</b>	<b>£219.88</b>

DRAFT

# STAVERTON PARISH COUNCIL MINUTES FROM 10 MAY 2022 MEETING 7PM HELD AT ST CATHERINE CHURCH STAVERTON

---

Chair: Cllr R Lewis  
Clerk: Mrs M Hinde  
Tel: 07810642792 E-mail: stavertonpc@gmail.com

---

## APPENDIX 3

### STAVERTON PARISH COUNCIL

#### 2022/23 MEETING DATES

Date	Time	Meeting Type
9 <sup>th</sup> August 2022	19:00	Full
8 <sup>th</sup> November 2022	19:00	Full
7 <sup>th</sup> February 2023	19:00	Full
9 <sup>th</sup> May 2023	19:00	Annual Parish Meeting
9 <sup>th</sup> May 2023	Following Annual Parish Meeting	Annual Meeting of the Council

DRAFT