

EXTRAORDINARY MINUTES OF WITHINGTON PARISH COUNCIL
MEETING Held on Tuesday 13th June 2023 at the Village Hall Withington, at
7.00 PM

PRESENT: Cllr Glenys Webb, Cllr David Miles, Cllr David Craig, Cllr Bruno Brenninkmeijer
Cllr Lowe, Cllr Barrell and 5 members of the public, and the Clerk/RFO.

1. APOLOGIES: Cllr Catherine Boyce, County Cllr Paul Hodgkinson, and District
Councillor Jeremy Theyer.

2. DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA.

3. Presentation of accounts from 2022/2023 and Annual Return

The clerk updated that these were not completed at the last meeting as the bank statements were not available to the end of March.

It was updated that the AGAR form has been sent to the internal auditor and we have received a report back from her.

The clerk presented the accounts for 2022/2023 and updated the Council on any differences from the budget.

The Council went through the Annual Return agreeing the expenditure and signing the document ready for Internal Audit. This was discussed and agreed by the Cllrs at the meeting. The Chairman signed the documentation.

PROPOSE To APPROVE accounts from 1st April 2022 to 31st March 2023 Proposed: DC.
Seconded: AB. All in favour

It was therefore recorded that the Council approves the certificate of exemption as next year's certificate needs to refer to the approving minutes.

Discussion on points raised from the Audit Report.

Points 1 & 2:

- The auditor recommends that WPC consider paying the clerk a base number of hours each month, using basic PAYE tools to make monthly submissions to HMRC as is required and increase to actual hours on the pay date following each committee meeting.
- Online Banking would permit timely payment to the Clerk and HMRC
- Two mistakes on the Clerk pay for Oct 2022 and March 2023
- Wickmedia continue to be paid by cheques that are not cashed. The last cheque cashed was Feb 2021. Online payment direct to bank accounts would resolve this problem, as reported last year.
- The explanation of variances sheet does not show the correct figure for fixed assets as presented it should agree to section 2 of the AGAR. (this has been corrected)

It was agreed we need to look at on-line banking. DG said that we need one owner to do that and the Clerk took an action for Cllr Brenninkmeijer to take this action forward.

Action 01 13/06/2023 the clerk will return the signed annual return to the external auditors and a copy will be placed on the website.

Action 2 13/06/2023 Issue with PAYE to be looked at.

Action 3 13/06/2023 For Cllr Brenninkmeijer to look at the next steps for moving the Parish Council onto internet banking. Develop an action plan to resolve the issues to add additional signatures and pay suppliers promptly.

4. Thames Water update

It was updated that Thames Water contractors have requested to take a temporary water feed off the entrance to the playing field to feed their team's facilities - they will erect a stand pipe and cover to the side of the entrance to the field. This has been agreed outside of the meeting but they also wanted to discuss the recent traffic issues that have occurred. Willowside developers declined an invitation to attend this meeting. They have put their own signage up and suppliers have been informed what the routes are. Cllr Craig is disappointed that they did not feel they should come along to the meeting to discuss this further. There have been some issues with the container lorry that got stuck at the Mill Inn and Morrisons apologised. A picture was put on the What's app group at the time.

A news letter has been sent out with updates from the contractors this was discussed. Following on from that it was updated that with each scheme that they like to get involved with community and give something back to them that would benefit them. There is a budget limits, so the Parish Council were asked for ideas, and to pass that information back to them they will look at the figures and then they will decide what they are able to do.

Discussed. External painting of the Pavilion, renovating or face lift. Replace the fencing behind the football nets and install a high ball catcher net. The Football nets and a new pair of football frames

It was agreed ideas to be sent over to them in the next few weeks, and that they would leave the Parish Council to make the decision.

Action 5 13/06/2023 For the Clerk to ask highways again to replace the sign for Withington on the North Road

Cllr Webb asked if the contractors have heard from the Village Hill committee as they have also requested some funding, she thought an e-mail had been sent to them directly. It was confirmed that they had not seen anything from the Village Hall Committee, the e-mail used was discussed and the one on the letter head would not go to Laura Main, who is the Customer Liaison Officer. This was discussed and the contractor agreed that the Parish Council will decide the priorities for this fund.

There was a discussion about two leaks in the village currently one in Harnham Lane. Daniel Lvorchik was in attendance at the meeting and said he was the representative for Thames Water and if there are leaks they need to be reported to - Customer.feedback@thameswater.co.uk. Their policy is to respond between 5 - 7 working days. He gave the Clerk his e-mail address and if the PC wanted to send him the details directly after the meeting, he said he would find out about the detail and report back to them

There is also a trial shut down reported between 10 pm and 4 am shutting the water off on the 14th June. This is to test the new water values. It will be shut off again on the 28th June. It was updated that it would only be for a period of time between those times.

5. Youth Fund: Gloucestershire County Council has launched a new £159,000 youth fund – and small fund from Cllr Hodgkinson.

The fund provides Cllr Hodgkinson with £3,000 to support projects in my local area, and make sure small youth projects are supported. I am able to support a wide range of youth projects and initiatives including sport, recreation and leisure activities, wellbeing, mental health, building resilience, and digital innovation for young people.

The fund is also open to a variety of local groups, including community and voluntary organisations, charities, community interest companies, town and parish councils and sports groups. The Build back scheme is to help communities recover from COVID.

For more information on the Build Back Better – Youth Fund, as well as details of how to apply visit: <https://www.gloucestershire.gov.uk/build-back-better-councillor-scheme/>

The above were discussed and it would be good to cover the cost of renewing the fence and the football nets. It was agreed that this would need a group of the willing rather than one person to fill out the forms. There was also a discussion on the impact COVID has had on the village hall and it was agreed this would be in perfect alignment for the needs of the Village Hall. All Cllrs were sent a copy of the e-mail with the link attached on the 1st June by the Clerk. It was felt that this grant would be more useful to the Village Hall and a small thing like the football nets fitted better with the Thames Water fund.

Action 6 13/06/2023 Cllr Webb will send the e-mail and information to the Village Hall Committee to look at. Cllr Webb will speak to Mr Pengelly about the business plan request for the future of the village hall' The original information was sent out by the Clerk on the 1st June.

Cllr Webb said that she did not agree that this was the best course of action, it is very difficult to run the village hall in the current climate. It is the only meeting place in the village apart from when the pub is open. It was agreed this is about scale and that this pot would best be applied to the village hall and the small pot from Thames Water would be best be applied to the playing field. The Parish Council offered any help needed with the application.

6. Planning application and updates

23/01038/FUL - Planning between meetings for Fulford Withington Road Conversion of barn to residential dwelling and associated works – Objection 4 against 1 abstention. Due to the following:

Comments made by Withington Parish Council

Open Fronted Garage - Closed doors will have an impact on the character and appearance of the area which is a rural setting where no closed doors appear on a garage

Size - I believe that the increase in the size of the garage is out of scale with the existing property.

Will affect the protection of any presence of Barn Owls or other wildlife.

Appropriate access safeguards

The Parish Council believe that this development is outside of the village, and has no access to basic amenities such as transport links and services such as schools. It is therefore outside the local plan.

23/01768/TCNR - Works to trees – Church of St Michael Withington

Trees and landscaping - comments of support

Comments from Withington Parish Council

The Parish Council are supportive of this proposal as its good silviculture management. They also believe that St Michael's should be encouraged to undertake the same work along the roadside facing the school as the same work is needed there as well.

23/01777/TCNR The Old Rectory Withington

Comments of Support - - Trees and landscaping
Withington Parish Council

Parish Council are in full support of this application, it shows, good silviculture management

Following on from the planning discussion Cllr Brenninkmeijer read out the information of Prejudicial Interest as some Cllr are unsure of them, it was agreed this is the correct information for a conflict of interest policy.

- Personal Interest:
 - An interest that has been registered in the Member's Declaration of Interest
 - An interest where the well-being (affecting the Councilor's quality of life) or financial position of the Councilor, Members of their family or people with whom they have a close association is likely to be affected by the business of the Parish Council more than it would affect most people in the area
- Prejudicial Interest:
 - An interest where the matter being discussed affects the Councillor's financial position or that of any person with whom they have a personal interest
 - An interest where a member of the public who knows the relevant facts would reasonably think that the Councillor's personal interest is so significant that it may prejudice their judgement
- Conclusions:
 - Councillors must declare a personal or prejudicial interest at the start of the matter where this arises
 - In the event of a personal interest:
 - The Councillor may remain in the meeting, speak and vote on the matter
 - In the event of a prejudicial interest:
 - A prejudicial interest only applies if there is a personal interest first
 - A Councillor should leave the meeting unless Member of the Public are allowed to make representations, give evidence or answer questions on the matter
 - Once the Councillor has finished speaking, they must leave the meeting until after the matter has been voted upon.

Action 6 13/06/2023 that the above paragraph will be read out at the beginning of every meeting that has planning matters to discuss.

7. Finance

Cheques were raised for the following:

Grass cutting £75.00 To Mr Andrew Cox

Any Other Business

An omission was made from the last minutes – the Parish Council would like to formally thank Cllr Glenys Webb for all her years of hard work as the Chairman to the Parish Council, she was asked how many years she had served the Parish and it was more than 40 years. She stepped down at the AGM but will still be a Councillor. Cllr David Craig agreed to take on the role of the Chairman.

8. Date of the next meetings:

26th July at 19.00

Meeting closed at 20.40 pm