

**MINUTES OF TODENHAM ANNUAL COUNCIL MEETING HELD ON MONDAY 16<sup>TH</sup> MAY 2016 AT 6.45 PM IN THE VILLAGE HALL, TODENHAM, NR MORETON IN MARSH, GLOUCESTERSHIRE GL56 9PB**

**PRESENT:** Councillors: E Ayres (Chairman), W Joss, J Duckett, C Clifford, E Smith, B Eastabrook, Clerk/RFO & 5 Members of the Public

**Also in attendance:** Ward District Cllr R Dutton

**1. ELECTION OF CHAIRMAN OF COUNCIL**

**RESOLVED** – Cllr Ayres be re elected. **RECORD OF VOTING** – All in favour. Cllr Ayres signed his Acceptance of Office and this was countersigned by the Clerk.

**2. ELECTION OF VICE CHAIRMAN OF COUNCIL**

**RESOLVED** – Cllr Joss be elected. **RECORD OF VOTING** – All in favour. Cllr Joss signed his Acceptance of Office and this was countersigned by the Clerk.

**3. APOLOGIES FOR ABSENCE:** Cllr J Duckett & Gloucestershire County Cllr L Stowe

**4. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:** None.

**5. MINUTES of the Meeting held on 7<sup>th</sup> March 2016** had been circulated and posted on the noticeboard. **RESOLVED** – that the Chairman sign the Minutes as being a true and accurate record. **RECORD OF VOTING** – All in favour.

**6. CLERK'S REPORT AND PROGRESS ON MATTERS ARISING FROM THE MINUTES OF MEETING HELD ON 7<sup>TH</sup> MARCH 2016**

Chairman reported that sadly Cllr Emma Campbell had decided to stand down and had sent in a letter of resignation. Clerk to advise the CDC Monitoring Officer so that the process for a Casual Vacancy could commence.

Clerk referred to the recent public Meeting of the Trustees of the Village Hall which she felt was very positive and that it had been well attended. Cllr Clifford will be giving an update, in her capacity of the one of the Village Hall Trustees, at the Annual Parish Meeting.

Printer had been purchased for the Council and had come in under the budget agreed.

Planning Application No 16/00422/FUL – 2 Todhatch – to which the Council had no objection has been permitted by the CDC on 29<sup>th</sup> March 2016.

Defibrillator Training – Chairman will report on this at the Annual Parish Meeting.

Clerk also confirmed that the Council had sufficient funds to repay, in full, the Village Hall for the defibrillators they purchased. Clerk to raise a cheque for £1600.

Village Pond - Chairman will report on this at the Annual Parish Meeting.

The Clerk had spoken with the company who will be constructing the Council's website. She will now prepare a draft site plan for approval by Council and then the site can start to be constructed.

**7. CHAIRMAN'S REPORT**

Chairman again asked for his Report to be deferred to the Annual Parish Meeting. However, he did mention that the tree works, already approved by CDC Tree Officer, had commenced at Newbury House. However, the tree surgeons had to stop work as they found birds nesting in the tree and therefore will return in September. The tree will no longer be felled but would have a significant cut back

**8. TRAFFIC COUNT THROUGH THE VILLAGE DUE TO FURTHER DEVELOPMENT IN MORETON IN MARSH**

Clerk to contact GCC Highways Officer to ascertain if they can help carry out this survey. It was also agreed that this needs to be actioned as soon as possible so that a comparison can be made when the current development by Cala, in Moreton on the Todenham Road is finished. This would then give a true comparison.

**9. HEDGES ENCROACHING ON FOOTPATHS**

Agreed the hedge belonging to Bank Top Farm House needs attention. Chairman to let Clerk have details of the Agent that deals with such matters on behalf of the owner.

**10. CARS PARKING ON THE HIGHWAY BY THE VILLAGE HALL**

Various options were debated such as putting white lines outside the Hall on the highway, cutting back the grass verge on the opposite side for the cars to park on this side. Speeding through the village at this point is also an issue. Clerk requested to contact GCC Highways Officer to ascertain his thoughts as to what, if anything, could be done to improve this area of the highway and slow the traffic down.

**11. VILLAGE HALL LITTER PICK**

Chairman gave thanks, on behalf of the Council and the residents to Mr Matthew Burnford who had organised the recent litter pick in the village. Fifteen residents (double that of last year's event) had helped and special thanks to Mr Graham Roberts for the use of his buggy and also to Mr Peter Lombardelli who arranged for the rubbish to be disposed of. And finally, to Miss Clare Burnford for supplying the tea and cakes. Mr Burnford spoke and said it would be useful if the Council could supply thick heavy duty black sacks and also perhaps another 6 to 10 further litter pickers for future use. Clerk to speak to Ubico and obtain costs for discussion at the next Meeting.

**12. READOPT WITHOUT CHANGE THE COUNCIL'S CODE OF CONDUCT FOR MEMBERS**

**RESOLVED** – That the Code, circulated to all Members ahead of the Meeting, be readopted without change. **RECORD OF VOTING** – All in favour.

**13. ADOPTION OF UPDATED COUNCIL'S FINANCIAL REGULATIONS**

**RESOLVED** – Financial Regulations, circulated to all Members ahead of the Meeting, be adopted without further change. **RECORD OF VOTING** – All in favour.

**14. ADOPTION OF COUNCIL'S FINANCIAL CONTROLS**

**RESOLVED** – Financial Controls document, circulated to all Members ahead of the Meeting, be adopted without further change. **RECORD OF VOTING** – All in favour.

**15. ADOPTION OF UPDATED COUNCIL'S STANDING ORDERS**

**RESOLVED** – Standing Orders, circulated to all Members ahead of the Meeting, be adopted without further change. **RECORD OF VOTING** – All in favour.

**16. CLERK'S FINANCE REPORT**

**a. Internal Auditor's Report**

Clerk reported that Mr Selkirk had carried out the internal audit and his comments could be noted on the Annual Return circulated to all Members ahead of the Meeting. Clerk will explain to External Auditor that currently the Council does not operate a petty cash fund.

Clerk ran through a summary of income and expenditure for the Council to year ended 31<sup>st</sup> March 2016. Balance carried forward is £7058 of which £1249 is earmarked as a grant from Government for the Council to construct a website and a further £1600 would be paid to the Village Hall as approved earlier in the Meeting which effectively leaves a working balance carried forward of £4209.

**b. Approval of Accounts for year ended 31<sup>st</sup> March 2016**

**RESOLVED** – Approved. **RECORD OF VOTING** – All in favour.

**c. Approve & Confirm Annual Return Section 1 – Annual Governance Statement 2015/16**

**RESOLVED** – Approved. **RECORD OF VOTING** – All in favour.

**d. Approve & Confirm Annual Return Section 2 – Accounting Statement**  
**RESOLVED** – Approved. **RECORD OF VOTING** – All in favour.

**e. Notice of date of commencement of period for the exercise of public rights for accounts for year ended 31<sup>st</sup> March 2016**

This will commence on 6<sup>th</sup> June and end on 18<sup>th</sup> July 2016. The notice will be placed on the noticeboards in the town on 1<sup>st</sup> June 2016.

**f. Expenditure Approval**

Payee	Cheque No	Amount
Allium	378	£30.00
GAPTC	379	£67.72
GAPTC	380	£105.00
Argos	381	£114.95
Staples	381	£39.64
Village Hall	382	£150.00
Cancelled	383	£0.00
Pantec Solutions Limited	384	£68.34
I Selkirk	385	£70.00
H Siphthorp (salary)	386	£358.32
HMRC	387	£89.40

**RESOLVED** – Expenditure approved. **RECORD OF VOTING** – All in favour.

The Clerk ended her report to say that she had been in touch with HMRC because it appears that the Council has not been reclaiming any VAT for some time and could claim retrospectively for the past 3 years.

**17. REPORT FROM WARD DISTRICT CLLR ROBERT DUTTON**

Cllr Dutton was present but his report was deferred to the Annual Parish Meeting which follows this Meeting.

**18. REPORT FROM WARD COUNTY CLR LYNDEN STOWE**

None given as Cllr Stowe had sent his apologies. However, he will be present at the Annual Parish Meeting and will give his report then.

**19. ITEMS FOR AGENDA FOR THE NEXT MEETING**

Mr Matthew Burnford spoke with regard to his investigations into a suitable mapping system for the village which would help the defibrillator responders find a property quickly. Cllr Smith also said that she, with the help of Mrs Alison Eastabrook, are currently working on the VETS system and both these items would be placed on the Agenda for the next Meeting.

**20. CHANGE OF DATE FOR THE SEPTEMBER MEETING**

The September Meeting will now take place on **Monday 12<sup>th</sup> September 2016** at 7.30 pm.

**21. MEETING CLOSED** 8.05 pm.

**22. NEXT MEETING** – Monday 20<sup>th</sup> June 2016 at 7.30 pm.

Confirmed at a Meeting of Council on

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Chairman of Council