

# **BOXWELL WITH LEIGHTERTON PARISH COUNCIL**

## **MINUTES OF ANNUAL GENERAL MEETING HELD 1<sup>st</sup> JUNE, 2020 at 7.30pm via Zoom**

**PRESENT:** Chairman: Mr C. Alden (CA)      Mr T. Clark (TC)  
                 Mrs R. Danton (RD)                      Mr D. Hyde (DH)  
                 Mrs J. Ursell (JU)                              Clerk: Mrs J. Weyman (JW)

**1. Welcome:** The Chairman welcomed everyone to the meeting which, in line with government guidelines during the Coronavirus pandemic, was held virtually.

**2. Apologies:** None.

**3. Approval of Minutes:** Minutes from the previous meeting on 10th February were approved.

**4. Matters Arising:**

- Vice Chair – DH happy to accept the role. All councillors in agreement.
- Handover from previous Chairman - CA is going through the box received from SR, most of which seems to relate to historic planning applications.
- Website:
  - DH to check that the 2010 report “GCC Rural Estates Strategic Development” has been uploaded.
  - CA often receives requests to add links, any considered to be of particular merit will be discussed at meetings.
- Village Emergency Plan – drafted in 2012. RD is updating the single hard copy & searching for the listed electronic copies (JW to email KJ). Consider asking DH to scan and email to all councillors.
- Defibrillator – Mrs Ellis has organised new batteries and pads.

**5. Annual Report Annual Governance & Accountability Return Part 2**

- Internal Audit – comments noted, auditor’s time appreciated.
- The following documents were considered, signed and approved in the order shown. As the meeting was being held remotely, the Chairman asked Councillors to raise their hands to indicate their approval:-
- AGAR form Section 1, page 5: Governance Statements;
  - Financial matters:
    - 2019/20 balance sheet;
    - AGAR form Section 2 page 6: Accounting Statements.
  - Declaration of Exempt Status: as income and spend is below £25,000 for the year, the PC are exempt from a limited assurance review so the Certificate of Exemption (page 3 of the AGAR) was signed and approved.

**6. Clerk's Financial Report:** Balances as at 29.5.20:

- Bank balance current account £1,362.91
- Earmarked Reserve Fund £6,909.05
- Recent transactions: GAPTC annual subs £71.38, defibrillator pads £97.20, April Precept £865 & CIL £106 received, transferred £250 from Current to Reserve Account.
- Payments approved: Clerk's expenses – 50% of broadband £20.00/month 7 months Sept-March £140.00 and April- May £40.
- JW to forward bank details to RD. Barrier tape for playground £13.00.

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- Items due shortly:-
- insurance due 26<sup>th</sup> June. Premium: £338 for 2019. Need to locate policy documents and renewal notice. (Latest docs Clerk seen are 2014/5 but will check box again).
- ii) Mower insurance due 27.6.20 premium £149 for 2019.
- RD & JW to add latter as the other nominated online delegate.
- JW to obtain change of signatory and address forms from bank.

**7. Emails or comments from residents & website issues:**

- Gigaclear – cable laying work finished.
  - CA had walked around village with Mathew Osbourne from Glos CC Highways & spoken to various residents, most of whom are in direct contact regarding any making good work, some of which is now complete eg step at Poole Farm concreted last week, area by bus shelter re-seeded.
  - Councillors acknowledged the good work done by the Pike family rolling and watering that area.
- Website – new regulations coming in 23.9.20.
  - DH explained these are to address some accessibility problems eg certain pdfs can't be read by screen readers. He is investigating what is needed to comply. If what is required can't be achieved on the current website, a statement needs to be added.
  - CA pointed out may need to move to a new platform to incorporate the required changes and all councillors confirmed happy to migrate to a new provider as necessary. Possibility that the new Community Infrastructure Levy (CIL) could be used to fund any redesign.
  - To be discussed more fully at the next meeting.

**8. Planning:**

- Old Rectory, The Meads – erection new porch – went through in Feb.
- Old Post Office, 7 Tetbury Lane – work progressing, sample wall agreed.

- Castle Barn, The Street – application to reduce size of a Hornbeam. Decision awaited.
- 2 Farm Lane – erection of double garage. Decision awaited.

**9. Playing field:**

- Wicksteed inspection – on waiting list for accompanied inspection when they resume work.
- Grass - TC reported that Mr Mustoe is willing to continue doing the mowing with TC storing the mower.
- TC will make good park wall adjacent to CA's house.

**10. Roads and Flytipping:**

- JU explained no recent reports pending imminent surface dressing of much of the village. Link on PC website for residents to report them.
- Flytipping: CA had used link on PC website to report some incidences & commented on the speed of the service.
- Signs - CA commented sign by pub rusted almost through. JU to photo & report it.

**11. AOB:**

- Discussion re Covid\_19 crisis: network set up to help villagers at start of lockdown - CA reported now mainly being handled by neighbours and confirmed that whilst the playground equipment is still not to be used, the open green area is now available for use by villagers following government social distancing etc guidelines.

**12. Date of next meeting:**

- Monday 14<sup>th</sup> September, 2020 7.30pm at Leighterton Primary School. All welcome.

Meeting closed around 9pm.