

**ELKSTONE PARISH COUNCIL  
DRAFT MINUTES  
For meeting held on 12<sup>th</sup> September 2024  
at 7.30pm in the Village Hall**

1.	<b>Welcome</b>
2.	<b>Attendance recorded as Parish Councillors Matt Hobbs, David Collins Graham Hopkins, Barbara Luck, District Councillor Julia Judd and 1 member of the public</b>
3.	<b>Apologies for absence accepted and recorded from Parish Councillor David Kearney County Councillor Joe Harris</b>
4.	<b>Declaration of Interest for matters on the agenda were invited - none</b>
5.	<p><b>Member of the Public in attendance was invited to speak to the Council at this point, then once the public session is closed, they were invited to observe the remainder of the meeting. Parish Councillors may also speak as members of the public as this point</b></p> <p><b>Jason Ashworth – Pages Creative- Team building for publishing company would like to offer volunteer roles in the community -Council discussed different ideas and other organisations Council considered the building of grit frames Painting/decorating for the Village Hall</b></p> <p><b>Clerk to forward email from Jason to Elkstone PCC to see if there is any work that would be helpful</b></p> <p><b>Public session closed at 19.43</b></p> <p><b>Ronald Bury – Elkstone Parish Church – grant request to be considered under item 20</b></p>
6.	<b>Council noted no report from County Councillor Joe Harris has been received</b>
7.	<p><b>Council invited an update from District Councillor Julia Judd as report is distributed via email</b></p> <ul style="list-style-type: none"> <li>• <b>Changes to bin cycle noted – an improvement is noted since the early stages and the complaints made</b></li> <li>• <b>Unsung heros award</b></li> <li>• <b>Planning protocol-PC’s need to contact Clerk with their feelings asap, so the Clerk can use delegated authority to feedback to DC Judd</b></li> <li>• <b>Javelin Park visit- Cllr Collins/Cllr Kearney to go</b></li> <li>• <b>Cllr Hopkins raised a concern over a building in the village (on behalf of other residents)</b></li> </ul>
8.	<p><b>(moved item 20) Council agreed in principle the request from the St John the Evangelist’s Church regarding a contribution towards the annual cost of maintaining the churchyard which shown in 2023 as +£900pa –</b></p> <ul style="list-style-type: none"> <li>a) <b>a representative attended the meeting to explain the financial situation</b></li> <li>b) <b>Council received a financial report to support the request</b></li> <li>c) <b>Council considered possible budget to vire any contribution from for 24/25- possible mowing and tree work £200 budget</b></li> </ul>

	<p><b>Council noted the following:</b></p> <ul style="list-style-type: none"> <li>▪ Council previously agreed requests for grants received should be sent to Clerk prior to publication of Agenda to be included as an agenda item and should be considered in line with budget agreed- in line with standard grant application guidance</li> <li>▪ Council agreed any such request should be accompanied with financial reports from organisation and</li> <li>▪ Council agreed that any Councillor who plays an active role in the management of the Church or its assets should declare an interest/seek a dispensation at the beginning of each financial year</li> </ul>
9.	Minutes of the previous Parish Council Meeting held on 10 <sup>th</sup> July 2024 were approved
10.	<p>Council considered update on the website and newsletter arrangements going forward- noting that at the previous meeting it was agreed VHC will pay for the website to be update and PC will contribute (amount to be agreed at budget setting process)</p> <p>Clerk referred Councillors to GAPTC email (distributed) regarding new WCAG .2AA accessibility standards and strong encouragement to use a .gov.uk domain name. GAPTC recommend Parish Online as a supplier of a compliant website</p> <p>Council agreed that Parish Online is used to set up a website and ownership to be by the parish council with the village hall having a part of it A working group to be set up with Cllr Hopkins to lead with at least 2 others Councillor Hopkins delegated to lead the project</p>
11.	<p>Council approved the financial reports Council agreed to make a donation to the church in the sum of £400 taken from mowing budget and general surplus in 24/25 Council will consider again at the budget setting meeting</p>
12.	Council approved payment list as discussed at meeting with an additional Defib's pad £62 plus VAT – Delegated to Cllr Kearney
13.	<p>Council considered highway matters</p> <ul style="list-style-type: none"> <li>▪ Blocked drainage gulleys</li> <li>▪ Sink hole by Green Dragon reported on line</li> </ul>
14.	<p>Council considered outstanding planning matters</p> <ul style="list-style-type: none"> <li>▪ Potential enforcement matters discussed- It was proposed to wait and see, - seconded. Vote was split 2 for and 2 against. Chair was invited to use his casting vote but did not do so.</li> <li>▪ Proposal to make a referral to enforcement was seconded and a vote taken – it was agreed by Council to make a referral</li> </ul>
15.	Council c/fwd update on planting in verges as per email from GCC- Cllr Kearney /Cllr Hopkins – standard agenda item
16.	Council considered email from GAPTC – distributed regarding website/portal training for Chair/Clerk on 7 <sup>th</sup> October (10am to mid-day/ 6 to 8pm)- Clerk to register herself and to cascade back to Council

17.	<b>Council noted updates from Village Hall Committee -Cllr Hopkins New kitchen equipment and decoration</b>
18.	<b>Council noted updates on the Emergency plan V1 – Cllr Hopkins Glos Resilience on-line meeting attended by Cllr Hopkins Parish as a whole not covered at the present time, including some risk of flooding properties. Cllr Hopkins to obtain a electoral roll and to then consult on their needs and to feedback to Parish Council. Flood warden role highlighted</b>
19.	<b>Council received update on matters relating to the assets of the Council</b> <ul style="list-style-type: none"> <li>• <b>Council had previously agreed to consider replacing the wooden frames around the grit piles in the spring (Cllr Collins/Cllr Kearney)</b></li> <li>• <b>Cllr Collins to lead asset management- a map to be produced showing the PC owned assets-</b></li> <li>• <b>Update on bird boxes for swallows -Cllr Luck (Council reimbursed £34 to Cllr Luck)</b></li> </ul>
20.	<b>Council invited reports from other bodies who are present (standard agenda item)- none</b>
21.	<b>Council noted other matters for information (no decisions can be made)-no</b>
22.	<b>Council confirmed the date of next meeting is scheduled for 13<sup>th</sup> November (budget) 8<sup>th</sup> January 2025 and 12<sup>th</sup> March 2025 at 7.30pm</b>
23.	<b>Meeting closed at 21.35</b>

## Financial reports to 4/9/24

### Cash book

01-Apr-24	o/balance			£1,275.25
30-Apr-24	so	b holder	£225.79	£1,049.46
30-May-24	so	b holder	£225.79	£823.67
30-Jun-24	so	b holder	£225.79	£597.88
30-Apr-24	receipt	precept		£4,125.00
24-Apr-24	receipt	cil		£119.58
25-Apr-24	576	b holder	£83.30	£4,759.16
08-May-24	577	pata	£124.20	£4,634.96
28-May-24	578	hmrc	£118.80	£4,516.16
28-May-24	579	clear ins	£343.03	£4,173.13
28-May-24	580	gaptc	£60.16	£4,112.97
28-May-24	581	l selkirk	£150.00	£3,962.97
30-Jun-24	582	hmrc	£118.80	£3,844.17
04-Jul-24	583	b holder	£59.90	£3,784.27
31-Jul-24	so	b holder	£225.79	£3,558.48
31-Aug-24	so	b holder	£225.79	£3,332.69
04-Sep-24	585	b holder	£17.90	£3,314.79
04-Sep-24	584	b luck	£34.00	£3,280.79
04-Sep-24	585	hmrc	£237.60	£3,043.19

### Payment list

04-Sep-24	585	b holder	£17.90
04-Sep-24	584	b luck	£34.00
04-Sep-24	585	hmrc	£237.60

### bank reconciliations

current account		
bank balance 1/4/24		1275.25
payments		2476.64
receipts		4244.58
balance per cash book		<u>3043.19</u>
29/07/2024	bank statement	3558.48
	unpresented cheques	
		17.90
		34.00
		237.60
		225.79
		£515.29
		<u>£3,043.19</u>

### Reconciliations

payroll	Cash book	PATA	difference
gross	1487.45	1487.45	
hmrc	475.2	475.2	0
net	1012.25	1012.25	0.00
	1012.25	1012.25	0.00

	Mar-24	april/may	june/july	sept
mileage	7.2	7.2	7.2	7.2
postage	8		8	8
printing	3.8	-0.5	1.5	1.7
WFH X2	52	52		
SALARY O/P		12.3	43.2	1
s/o		12.3		
	71	83.3	59.9	17.9

### Asset List

	Mar-24	Sep-24
a) Bus shelter village side of the road	4000	
b) Bus shelter outside square house –	4000	
c) Land at the Pound	1	
d) Grit bin at the Village Hall	150	
e) Grit bin at Pike Hill	150	
f) Grit bin at North of High crossroads	150	
g) Grit bin at 2 Cockleford Lane	150	
h) 1 litterbin at the main road	100	
i) 1 litter bin at bus shelter	100	
j) Defibrillator at the Village Hall	1497	
k) swallow boxes (2)		34

**Council agreed to adopt all grit bins in the parish- register to be updated (Cllr Collins)**

### Reserves

	31/03/2022	31/03/2024	31/07/2024
bank balances	6052	8091	
general reserves	2677	73	
assets maintenance		125	
election reserves	0	1000	
defibrillator reserves		250	
precept reserve		2750	
contingency	3375	2000	1500
fixed assets		125	
emergency plan			500
	6052	6323	

	Budget 2024/25	actual year to date £	balance	draft 2025/26	
<b>Precept</b>	5500	4125		1375	
Interest gross				0	
Wayleave				0	
Recovery of VAT		0		0	
cil		120		-120	
transfers out				0	
<b>Total receipts</b>	<b>5500</b>	<b>4245</b>		<b>0</b>	
<b>Salary</b>	<b>3500</b>	<b>1487</b>		<b>2013</b>	
Admin costs	500	278		222	
payroll costs	115	124		-9	
Training	100			100	
Insurance	300	343		-43	
Audit fees	150	150		0	
Hire of hall	100	0		100	
Subscriptions	100	60		40	
Repairs and maintenance	125	34		91	earmark
Mowing & tree work by contractor	200	0		200	earmark
Defibrillator	250	0		250	earmark
EPCC - churchyard maintenance		0		0	
EVH - newsletter grant	100	0		100	
EVH - website	100	0		100	
<i>precept reserves</i>	500			500	earmark
Citizens Bureau grant		0		0	
community plan	500				
election costs	1000			1000	earmark
<b>Total payments</b>	<b>7640</b>	<b>2477</b>		<b>4663</b>	<b>0</b>
<b>Net Surplus/Deficit</b>	<b>-2140</b>	<b>1768</b>		<b>5163</b>	<b>0</b>
	<b>5500</b>	<b>4245</b>		<b>0</b>	<b>from reserves</b>

Council agreed to make a donation to the church in the sum of £400 taken from mowing budget and general surplus in 24/25  
Council will consider again at the budget setting meeting