

Cowley (& Birdlip) Parish Council

Clerk: Mrs. H Jones | 07706616278 | cowleypc@hotmail.co.uk

MINUTES

Minutes of the Meeting of the Parish Council held on 19th August 2015 at Birdlip Village Hall at 7.30pm.

Present: Cllrs. Julian Lavington (Chair), Diane Ballinger, Stuart Bradley,

1. **Apologies** were received from Cllr Workman
2. **Declarations of Interest** – there were none
3. **The minutes of the last meeting** held on July 15th 2015 were agreed and signed
4. **Matters Arising and Clerk's update** – nothing to report
5. **Bus Shelters & defibrillators:** the 3 bus shelters and kiosk (Cowley) and both defibrillators have been inspected since the last meeting. It was noted that the defib in Birdlip is a little loose and needs monitoring
6. **Defibrillators** – the training session for the Birdlip defibrillator has been arranged for September 1st at The Royal George.
7. **Speed Monitoring in Birdlip** - the latest Police report regarding speed checks was received. The PC would ask that the checks be carried out every 3 months to act as a deterrent
8. **Planning:**
 - a) 15/02507/FUL Pound Cottage Cowley 2 storey extension to dwelling and alterations to garage to form ancillary guest accommodation – application withdrawn
 - b) 15/02228/FUL Erection of wooden/polycarbonate outside classroom Classroom/eating shelter at Birdlip Primary School – no comments
9. **Independent Internal Audit** –the report of the Internal Auditor was received and noted. The detailed response included in appendix to minutes. It was agreed that the actions and governance of the Parish Council will be appropriate and proportional to the activities being carried out by the Council.
10. **The Clerk's pay & expenses** - were agreed and a cheque issued.
11. **There were no questions from the public**
12. **Date of next meeting of the Parish Council - either 23rd September at Deer Park, Cowley, or 28th October at Birdlip Village Hall.**

Signed.....Date.....

Appendix to minutes

Item 9 Independent Internal Audit

Issues addressed and agreed at the May 2015 meeting:

- Revised standing orders & finance regulations adopted
- Limit for S.137 payments noted
- Bus shelters, kiosk and defib checking agreed
- Minutes now consecutively numbered
- Agendas now retained (previously advised that agendas should not be retained)
- Investments were reviewed in May and no changes until interest rates rise.
- Chairman's box – with passwords, contracts etc.

Agreed at meeting August 2015

- **Payment authorities** – to be noted at time of decision made on the expenditure
- **Bank statements** – Cllr Bradley to initial when he checks the 6 monthly bank reconciliation
- **Reserves** – The comments are not accepted. The figure given by the auditor is incorrect. Reserves were clearly earmarked for the defibrillators.
- **Clerk's contract** – to be reviewed in the autumn 2015.
- **Asset register** – forms part of insurance documents and valuations were increased (& minuted)
- **Excel spreadsheet of expenditure** to be sent out at year end for Cllr Bradley to check.
- **Information Commissioner** – the PC will register
- **Electronic records** – 2 x USB's to be purchased for back up of files. 1 kept by Chairman and swapped each meeting.