

Cowley (& Birdlip) Parish Council

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

MINUTES

Minutes of the Annual Meeting of the Parish Council held on Wednesday 25th May 2016 at Deer Park Guide HQ at 7.30pm.

Present: Cllrs. Julian Lavington (Chair), Diane Ballinger, Dr. Nick Reed, Liz Workman

1. **Election of Chairman & arrangements for Vice Chairman** – Cllr Workman nominated, and Cllr Ballinger seconded Cllr Lavington as Chairman and this was agreed. It was agreed that there would be no official Vice Chairman, and that in the absence of the Chairman a councillor would act as Chairman for that meeting.
2. **Signing of Declaration of Acceptance of Office** – the Chairman signed the declaration.
3. **Co-option of member onto Parish Council** – David Metcalf, a resident in Birdlip Village had put his name forward for co-option and this was agreed
4. **Signing of Declaration of Acceptance of Office** – the documents were to be returned before the next meeting
5. **Declarations of Interest** – there were none.
6. **To confirm the minutes of the last meeting** and deal with Matters Arising not included as an agenda item – the minutes of the meeting of the Parish Council and the Annual Parish Meeting held on April 27th 2016 were agreed and signed.
Annual Reviews:
 - a) The **Standing Orders** were adopted
 - b) The **Financial Standing Orders** were adopted
 - c) the **Code of Conduct** was adopted
 - d) **Register of Members Interests** - notice of disclosure of pecuniary and other interests. Members noted the need to ensure information is up to date, and new members need to complete and return to CDC
 - e) The **risk assessment & asset register** for the Parish Council was agreed
 - f) It was noted that the annual limit for Parish Council expenditure under LGA 1972 **S.137** for the current year is £7.42 per elector.
 - g) **PLANNING -extra item.** 16/02104/FORST. A consultation had been received after the publication of the agenda for tree felling in Cowley. It was agreed that the Cowley members would let the Clerk know if there was any local interest in the application.
7. **GAPTC Independent Internal Audit** – the comments of the auditor were circulated. It was agreed that the only point made relating to a review of the Clerk's contract would be reviewed in September.

8. **Annual Accounts** - the 2015/16 Parish Council accounts were agreed and signed (attached) and the Annual Governance Statement for external audit was completed and signed.
9. **Bus Shelters & defibrillators:** It was noted that the 3 bus shelters, defibrillators & kiosks have been inspected since the last meeting
10. **Environmental projects** – it was agreed that the Clerk would contact the Highways Agency about the amount of litter and detritus around the Air Balloon roundabout. The issue of dog fouling and waste bins in Birdlip would be discussed at the next meeting.
11. **Payments were authorised and cheques issued** to GAPTC annual subscription £95.75, Insurance renewal Came & Co. £273.75, Parish Council expenses £83.57
12. **The Clerk's pay and expenses were agreed and a cheque issued.**
13. To take any questions from the public - none
14. The next meeting would be held on June 29th 2016 at Birdlip Village Hall at 7.30pm

The meeting closed at

Signed

Date

Cowley (& Birdlip) Parish Council

I Mrs H Jones, RFO certify that it presents a true and fair view of the Council's financial position at the year end and of the Council's income and expenditure for the year.

Receipts and Payments Account Year Ending MARCH 2016

	2015	2016
RECEIPTS	£	£
Precept	4,465	4,461
Council Tax support grant	£15	19
Interest	0	0
Defibrillator donations	£0	1,650
Transparency Fund	£0	1,331
VAT REFUND	£0	952
TAX REFUND	£25	0
TOTAL	£4,505	£8,413
PAYMENTS	£	£
Clerks Salary	1,883	1,914
General Admin	138	205
Room Hire	132	167
Subscriptions	80	130
Payroll Service	80	41
Insurance	301	265
Audit Fees	75	89
Mileage	165	125
Notice boards	526	0
Defibrillators	0	4,302
Training	110	0
Contingency	185	684
VAT	61	882
Total	£3,736	£8,803