

Minutes of the meeting of **Cainscross Town Council's Virtual Full Council** held on Monday 23 November 2020, commencing at **6.00pm**.

Present: Councillors Carlos Novoth (Chairman)
Adrian Cross
David Dale
Leah Gray
Ros Scott-Hodgetts
Jenny Miles (Parish & District)
Diane Prosser

In Attendance: Clerk Jeni Marshall
Assistant Clerk Emily Forgione

Apologies Councillors Graham Barton (Vice-Chair)
Ron Smith
Clive White

FC161/20 To receive apologies
Apologies were received from Councillors as above.

FC162/20 To confirm the minutes of the last meeting of the Council
The minutes of the last meeting of the Council held on Monday 26 October 2020 were approved as a correct record and Councillor Novoth will attend the office to sign them.

FC163/20 To receive any declarations of interest
Councillor Dale declared an interest in agenda item 18 (Minute number FC178/20)

FC164/20 To receive any representations or questions from members of the public
None present

FC165/20 To receive the Clerk's report
The Clerk reported the following;
An email has been received from Tree Maintenance to remind Council that it is 18 months since our last tree survey at Victory Park. She confirmed she will order the work whilst the trees are out of leaf.
The office post box was once again broken in to this week so she will now place the order for a stronger box.
She confirmed that Emily has settled in well and is forging ahead with ILCA and various projects including the bus shelters and Sally is on a steep learning curve with the accounts.
She also mentioned an initiative that Councillor Scott-Hodgetts is working up to purchase some slow cookers and identify households in the parish who are suffering food / fuel poverty and arrange distribution. The Clerk felt that the Council do not have the power to purchase these and Councillor Scott-Hodgett said she would speak to the Community Centre to see if they

would be interested in the initiative. As this item was not on the agenda and the item was time sensitive it was agreed to hold an extraordinary meeting the following Monday giving both the Clerk and Councillor Scott-Hodgetts time to research this.

- FC166/20** To receive any reports from County and District Councillors
 Councillor Miles reported that the District Council are holding budget meetings. Funds are obviously depleted as they have lost business rates, car parking fees, income from The Pulse amongst other things during the pandemic. The balances however are reasonable considering the present situation. Meetings are also being held to discuss recovery and re-set after Covid-19.
 District Council are planning the retrofit of some of the park homes with better Insulation to begin in March and have put a bid in for another grant with an energy group to refit old peoples council bungalows with solar panels / heat pumps. This would reduce bills by approximately 50%.
 Members were informed that the Carbon Neutral Environmental Strategy 2030 draft is excellent and well written. Councillor Scott Hodgetts attended the District Council briefing on this and she felt that the District saw their role as facilitators and the Parish and Town Councils to execute the necessary work In their Parish.

Planning, Highways, Amenities & Recreation

- FC167/20** To consider the following Planning Applications
- S.20/2179/HHOLD 151 The Bassetts – Proposed single storey front and side extension - Support
 - S.20/2219/HHOLD 19 The Brush – Single storey extension to the side and rear & conversion of existing conservatory into habitable room - Noted
 - S.20/2273/HHOLD Somersby, Foxmoor Lane – Single storey extension – No observations
- FC168/20** To note any Planning Decisions
 The Planning decisions were noted
- FC169/20** To note Compliance Decision S.20/2054/DISCON – Dudbridge Industrial Estate
 The compliance decision was noted.
- FC170/20** To receive a Highways update
 The Clerk reported that a new Highways Manager, Harriett Osburn is now in place. The Clerk has had a conversation with her and raised outstanding issues in the Parish (a report has been circulated to all Councillors).
 Councillor Scott-Hodgetts expressed her disappointment regarding the delay in the re-surfacing of Church Road.
- FC171/20** To consider some defensive planting in the play area at Victory Park
 It was agreed to plant a mixed wildlife hedge with more defensive planting at the back of the hedge.

Finance, Staffing and Policy

- FC172/20** To consider the sports club fees for 2020/21
The Clerk reported that the clubs have used the pitches infrequently this year and the Pavilions have been out of use in the main due to the pandemic. Members discussed the fees and it was resolved to waiver all fees this financial year.
- FC173/20** To authorise payments
Payments were approved for the period up to the 16 November 2020 a total including VAT of £17355.12
- FC174/20** To receive the financial report and further consider the budget
The financial report was noted. A budget report had been circulated to members prior to the meeting and the Clerk requested that members confirmed their ambitions for the following year so she can finalise the budget for the December meeting. Members approved the report and the Clerk will now work up the final budget. Councillor Cross requested a Finance working party meeting before the December meeting to analyse the budget in detail.
- FC175/20** To verify and sign the bank reconciliation and original bank statements
The bank statements and reconciliations were approved and the Chairman will visit the office to sign the documents in the morning.
- FC176/20** To discuss the banking signatories
Councillor Cross informed members that the majority of banking is now done on line and therefore bank signatories needed to be able to use on-line banking. At present all banking approvals were falling on two Councillors. It was resolved to remove Councillors who are unable to use on line banking and Councillors Gray and Prosser agreed to be signatories.
- FC177/20** To approve the Action Policy for 2021/22
The Action Policy for the forthcoming year was approved subject to the Clerk adding details for the continuing development of the Community Hub.
- FC178/20** To consider the following grant applications
- Cashes Green Community Centre – skip hire – Members approved a grant of £200
 - Cashes Green Community Centre – Reindeer Event - Members approved a grant of £250
- FC179/20** To consider the Council's position regarding the re-opening of the office and other facilities
Due to the ongoing pandemic, it was resolved that the office and facilities will remain closed until at least the New Year and will be discussed again at the January meeting.
- FC180/20** To confirm the dates and times of meetings of the Council for 2021
The dates were approved for 2021.

FC181/20 To confirm the date and time of the next meeting of the Council
The next meeting will be held at 6pm on Monday 14 December 2020 using Zoom.

The meeting concluded at 8.15

Signed

Dated

Actions

| | | |
|----------|---|-------------------|
| FC165/20 | Order tree survey | Clerk |
| FC165/20 | Order office post box | Clerk |
| FC165/20 | Arrange Extraordinary Meeting | Clerk |
| FC167/20 | Send in planning decisions | Assistant Clerk |
| FC171/20 | Obtain quotes for planting | Clerk |
| FC172/20 | Inform sports teams of decision | Clerk |
| FC174/20 | Work up budget / Arrange FWP meeting | Clerk |
| FC176/20 | Inform members of removal and add new signatories | Finance Assistant |
| FC177/20 | Add Hub information | Clerk |
| FC178/20 | Issue grants | Finance Assistant |

| DATE | PAYEE NAME | REFERENCE | AMOUNT PAID | TRANSACTION DETAIL |
|------------|------------------------|-----------|-------------|---------------------------|
| 23/10/2020 | Lloyds Bank | DD | 309.34 | credit card |
| 26/10/2020 | Southern Electric | DD | 42.95 | toilet Cainscross |
| 26/10/2020 | K Foster | BP | 102.00 | peace garden |
| 26/10/2020 | Stroud Office Supplies | BP | 22.22 | bin bags |
| 27/10/2020 | Brian Gay | BP | 360.00 | Architect pavilion build |
| 28/10/2020 | PATA UK | BP | 37.50 | Payroll October |
| 30/10/2020 | Onecom SVS Ltd | DD | 172.74 | Broadband/phone October |
| 02/11/2020 | Opus Energy Ltd | DD | 679.51 | September - October |
| 04/11/2020 | Water Plus | DD | 409.00 | October pavilion |
| 06/11/2020 | HMRC Cumberland | BP | 1,513.20 | PAYE |
| 06/11/2020 | Mark Newman | BP | 110.00 | Bus Shelter cleaning |
| 06/11/2020 | All Done & Dusted | BP | 102.00 | Pavilion Cleaning |
| 10/11/2020 | HMRC Cumbernauld | BP | 1,553.75 | PAYE |
| 11/11/2020 | SLCC | BP | 281.00 | Clerk Membership |
| 11/11/2020 | Stroud Office Supplies | BP | 62.91 | stationary/grounds |
| 11/11/2020 | Microshade Business | BP | 165.90 | Cloud Hosting |
| 11/11/2020 | Came & Company | BP | 319.20 | Cyber Security |
| 11/11/2020 | Edge IT Systems | BP | 259.20 | Web Protection |
| 11/11/2020 | Edge IT Systems | BP | 130.03 | new PC set up |
| 11/11/2020 | Cristom Construction | BP | 463.01 | move furniture QEII field |
| 13/11/2020 | Fuel Genie | DD | 29.15 | van |
| 13/11/2020 | Stroud Office Supplies | BP | 59.23 | PPE for office |
| 16/11/2020 | Public Works Loan | DD | 9,885.20 | Pavilion |
| 16/11/2020 | Smiths | DD | 286.08 | Trade Waste |

£17,355.12

