

Minutes of the meeting of **Cainscross Parish Council's Full Council** held on Monday 25 June 2018, commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors Eileen Berry (Chair)
Peter Berry
Kim Cordon
Roger Cordon
Keith Mace
Jenny Miles
Ron Smith
Neil Watkins

In Attendance: Clerk Jeni Marshall
Administration Sally Jones
Assistant

County Councillor Lesley Williams
District Councillor Tom Williams

Candidates for Ebley Ward Carlos Novoth
and Cashes Green East Clive white

Apologies: Councillors Adrian Cross (Vice-Chair)
Graham Barton

FC103/18 To receive apologies
Apologies were received as noted above.

FC104/18 To confirm the minutes of the last meeting of the Council
The minutes of the last meeting of the Council held on the 21 May 2018 were confirmed as a true and accurate record and duly signed. Councillor Smith mentioned he had sent his apologies but the Clerk confirmed they had not been received at the previous meeting.

FC105/18 To receive any declarations of interest
Councillor Keith Mace declared an interest in agenda item 22 minute number 124/18

FC106/18 To receive any representations or questions from members of the public
None

FC107/18 To receive the Chairman's announcements
The Chairman announced that the oak tree at the top of Hamwell Leaze and area of land around it belongs to Bromford Homes not the Parish Council as previously thought. The Clerk will take this to the Recreation Committee for further discussion.
She asked fellow Councillors if they would have any objections to Adam Jones, the Administration Assistants son having a few days work experience with the Council. She informed members that he is interested in studying

politics so the experience would be useful. Members were happy for him to take the opportunity to work at the Council.

FC108/18To receive any reports from County and District Councillors

County Councillor Lesley Williams said she did not have much to report at this meeting. She confirmed that issues continue at Foxmoor Lane mainly due to driver error. Councillor R Cordon suggested again the use of a convex mirror on the bend for better visibility. Councillor Williams agreed to look in to this. She also mentioned the elected members community grant and asked for any interested parties to contact her.

District Councillor Jenny Miles has recently attended a housing meeting and the committee are starting to look at bringing more services in house following the success of gas works being bought back in house. She also confirmed that they are considering ways of improving tenant communication and looking for Neighbourhood Ambassadors.

District Councillor Tom Williams stated that he had no further news regarding Tricorn House.

He updated members on the continuing work force review at District Council culminating in a 20% staff cut and expressed concerns over staff morale

He reported that the rubbish and recycling contract is hugely overspent mainly due to the amount of re-cycling, in particular food waste. He felt that people may be putting compostable food in the waste bins instead of composting.

FC109/18To receive the report of the Communications and Policy Committee

Councillor K Cordon reported that the Fourwards is presently in production but they are waiting on a confirmed date for the Big Community Get Together. The Administration Assistant pointed out that production could only be held off for another week.

The minutes of the Communication and Policy Committee was noted.

FC110/18To receive the report of the Planning, Highways and Amenities Committee

Due to the absence of the Chair and Vice-Chair, the Clerk updated members on the meeting which was duly noted.

FC111/18To receive the report of the Recreation Committee

Councillor E Berry updated members on the decision to name the new pavilion the Ron Smith Pavilion in honour of Councillor Ron Smith who has been with the Parish Council since it reformed in 1990. It was agreed that the Clerk should order a sign to be erected pitch side.

Members also considered the ongoing problems at Cashes Green Allotments and the Administration Assistant assured them she was doing everything possible to resolve any problems.

The minutes of the Recreation Committee was noted.

FC112/18To receive the report of the Finance and Staffing Committee

- FC113/18** The minutes of the Finance and Staffing Committee was noted
To consider a response from Stroud police inspector Sarah Blake regarding anti-social behaviour in the Parish
 The letter was noted. The Clerk will follow this up in due course.
- FC114/18** To note the potential of a District Council Community Governance Review and consider any implications to the Parish
 Members considered the review but felt no changes were needed within the Parish.
- FC115/18** To approve the draft General Data Protection Notices
 The General Data Protection Notices were approved.
- FC116/18** To consider the administration of the council in line with the General Data Protection Regulations and staff productivity
 Members received a report from the Clerk recommending the Council move to Office 365 which would allow encrypted data and Cloud services meaning the Council would need far less hard copy saving both printing costs and paper and making the system more secure. She further suggested that the Councillors each be issued with a netbook or tablet and given secure email addresses that could be administered by the staff also saving printing time and costs as well as delivery of hard copy to Councillors homes. Members considered these ideas and although an initial financial output is needed they felt savings will be made in the long term. Councillor E Berry proposed the Clerk go ahead and implement the changes. This was seconded by Councillor R Cordon and carried with all in favour.
- FC117/18** To note a change to the Neighbourhood Warden provision for the Parish
 The Clerk informed members that the Parish will be losing their Neighbourhood Warden who has worked in the Parish for the last eleven years. He will be replaced by another warden whose area will be much larger and their work load will also be changing. Members considered this information and Councillor E Berry proposed that no further payment be made to the District Council for this service and the funds be used towards payment of a second public works loan. This was seconded by Councillor Miles and carried with all in favour.
- FC118/18** To consider the Internal Audit Report
 Members noted the Internal Audit report and that no issues have been identified.
- FC119/18** To approve the Annual Governance Statement
 The Chairman read out the Annual Governance Statement. Councillor Mace proposed it be approved. This was seconded by Councillor Smith and carried with all in favour and signed by the Chairman and Clerk.
- FC120/18** To consider, approve, sign and date the accounting statements by resolution of the Council

Members considered the accounting statements. It was resolved to approve the accounting statements. The statements were signed by the Chair and Clerk.

- FC121/18** To approve an earmarked reserve for the Growing Our Communities Grant
 The Clerk raised concerns regarding the Parish Council receiving the whole grant from the County Council. She felt that only the Big Community Event should have come to the Council directly as the Community Centre were under the impression the remaining amount is to be given us a grant to them rather than being used as hire costs for the hall to house community meetings.
 Councillor Miles informed members that Councillor Curley also has reservations about this and will be contacting County Council. The Clerk was asked to contact County direct and in the meantime allocate a reserve for the funds.
- FC122/18** To receive an update regarding the Pavilion Project and approve relevant amendments to the budget
 The Clerk informed members that the remaining amount for the Public Work Loan has been applied for and a consultation started. Members resolved to send a letter of intention to the contractors as soon as the loan is approved.
- FC123/18** To receive an update regarding the acquisition of Elm Road Playing Field
 The Clerk informed members that a recommendation of £3000 per annum for three years has been received from District Council. Subject to consultation in the Fourwards and social media followed by a two week consultation by District Council, the field should be handed over for the nominal sum of a £1 in the near future.
- FC124/18** To consider co-option of candidates for the Cashes Green East and Ebley Wards
 Members considered three excellent applications from three local residents for the two available spaces. One applicant was unable to attend due to prior commitments but the two other applicants spoke to members about their local connections and interests. It was resolved with 6 in favour and two abstentions to co-opt Carlos Novoth to the available Ebley seat and Clive White to the Cashes Green East seat.
 The Clerk was asked to contact the other applicant and assure her that when another seat is available she will be informed and hopefully will still be interested in coming on to the Council.
- FC125/18** To report on any external meetings/training sessions attended
 Councillor R Cordon mentioned that he had spoken to the new tenants of the Prince of Wales at Cashes Green and felt they are very positive about the future of the public house.
 Councillor Miles has become a Trustee of the Cashes Green Community Centre and informed members that the new Trustees appear very positive about the future of the hall.

Councillor E and P Berry attended a tour of Kimmins Mill. They did not feel it was too constructive and could even be a fire hazard.

The Clerk and Councillor E Berry attended a Cluster Group meeting. The Clerk reported that despite it being a useful and productive meeting, not many Town and Parish Councils attended. It has been suggested that the name of the meeting is not very inspiring but if attendance continues to fall, the meeting will come to an end.

Councillors E and P Berry attended an enjoyable evening at Woodchester Mansion and as well as being shown around by the Trustees, they enjoyed drinks and nibbles.

FC126/18 To confirm the date and time of the next meeting of the Council
The next Full Council meeting will take place on July 30 2018 at 7:00pm

Signed 

Dated 30/7/2018

Actions

FC111/18	Measure and order sign for Pavilion	Clerk / Groundsman
FC113/18	Diary to follow up Police letter	Clerk
FC114/18	Respond to Community Governance Review	Clerk
FC115/18	Add GDPR Notices to website	Admin Assistant
FC116/18	Order Office 365 and Tablets for Council	Clerk
FC117/18	Cancel N/Warden Budget /inform Mike Hammond	Clerk
FC119/20	Send accounts to External Auditor	Clerk
FC121/18	Open a reserve for Growing Our Communities Grant	Clerk
FC121/18	Write to Gloucester County Council	Clerk
FC124/18	Sign Acceptance of Office and Decs of Interest	Councillors Novoth / White

