

**DRAFT VERSION**

**Minutes of the Elmore Annual Parish Council Meeting  
held at Elmore Village Hall on Tuesday 18<sup>th</sup> May 2021  
(Immediately following the Annual Parish Meeting)**

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Present	Parish Councillors Mr J Field (JF) Chair, M N Meek (V Chair), Mrs J Hill (JH) Mr M Hodge and Mr V Meredith, Clerk Mrs D Jones	
In Attendance	Mrs J Field Mrs P Turner, Mr T Jones, Mrs S Pitt, Mrs R Hodge,	
1 Appointments of Chair and Vice Chair	<p>Nominations of Chairman: NM nominated JF. JH seconded. JF agreed to serve as Chair but only for a maximum of a further 12 months.</p> <p>Nominations of Vice Chair: JH nominated NM JF seconded . NM agreed to serve as Vice Chair for a further 12 months.</p> <p>All Councillors signed the ‘Declaration of Office’ forms for their posts and submitted NIL Election expenses forms and Declaration of Pecuniary Interest Forms.</p>	
2 Delegation of member’s responsibilities	<p>Editor of The Bridge – TJ (to continue until an understudy is found)</p> <p>Defibrillators - MH</p> <p>Highways – NM</p> <p>Database Controller -JF</p> <p>Emergency Plan – JF</p> <p>Flags - JF</p> <p>Ponds – JH or JF</p> <p>Salt and Grit - JH</p> <p>1<sup>st</sup> Aid Training – PT</p> <p>Rural Network Services – PT</p> <p>Notice Boards – VM</p> <p>Standing Orders, Privacy Policy and Code of Conduct – All Councillors.</p>	
3 Police Report	<i>No Report received.</i>	
4 Open Question Time	There were no questions from the floor.	
5 Declaration of Members’ Interest in Agenda Items	Nothing was declared by the Councillors.	
6 Minutes of the previous Annual Parish Meeting	The Minutes of the previous Parish Council ZOOM Meeting on 11th March 2021 were proposed as a true record by JH Seconded by NM	
7 Matters Arising	<p>Matters arising from the Minutes of 11<sup>th</sup> March 2021</p> <p>Information of reporting Potholes to GCC should be an ongoing note in The Bridge.</p> <p>Litter Bins. It was reported that SDC empty layby litter bine every week</p>	
8m Finance	<i>Review of Parish Precept for 2021/22. This appears in the Chairman’s Annual Statement. The precept remains unchanged this year.</i>	

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	<p>ii) <b>Account and Audit.</b> The Clerk had reported to the Council that this work was complete and ready for the Council to approve.</p> <p>iii) <i>Forecast Expenditure for 2021/22 This appears in the Chairman's Annual Statement and is shown in the Financial Forecast which is available for everyone to view on the Parish Website</i>  <a href="http://www.elmoreparish.co.uk">www.elmoreparish.co.uk</a>  <i>Spending on <u>Community Based Projects.</u> This appears in the Chairman's Annual Statement.</i></p> <p>iv) <b>Audit- Certificate of Exemption.</b> Figures for the Audit were agreed and the Chairman signed this Certificate ready to be submitted to Littlejohn, the External Auditors.</p> <p>v) <b>Annual Governance Statement 2020/21 AUDIT</b>  The Annual Governance Statement was approved by the Council. Proposed by NM and seconded by VM. All were in favour. This was signed by the Chairman and Clerk</p> <p>vi) <b>Accounting Statement for the Annual return 2020/21 AUDIT</b>  The Accounting Statement was approved by the Council. Proposed by VM and seconded by MH. All were in favour. This was signed by the Chairman and Clerk</p>	
<p>9 County Councillor's Report</p>	<p><i>Cllr Stephen Davies. No report received. .</i>  <i>Contact Stephen.davies2@gloucestershire.gov.uk or on 07802 595 30</i></p>	
<p>10 District Councillor's Report</p>	<p><i>Cllr Gill Oxley –</i>  <i>There is very little to report as the first meeting of the Council at SDC isn't until the 20th May.</i></p> <p><i>1) 3 District Councillors elected for the Hardwicke Ward, myself, Cllr Dave Mossman and Cllr Mark Ryder.</i>  <i>2) County Councillor is Stephen Davies.</i></p> <p><i>If anyone has any problems I can be contacted on</i>  <i>07536464405 or email cllr.gill.oxley@stroud.gov.uk</i></p>	
<p>11 Highways</p>	<p><b>Potholes</b> <i>NM reported some improvement. Work is being done and there are yellow lines drawn around more recent potholes. He encouraged everyone to report these. It does not have to be a Council member.</i></p> <p><b>Lake Street repairs</b> <i>NM reported that some major work has been completed on parts of the road.</i></p> <p><b>Fly Tipping</b> <i>JF reported that fly tipping in an ongoing problem. SDC will collect anything reported although sometimes more quickly than at other times. He encouraged everyone to report these. It does not have to be a Council member.</i></p>	

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12 Emergency Plan Update	: JF reported that as he had already mentioned the fact that a medical pandemic was not part of our existing Emergency Plan, this needs to be updated.	
13 Parish Communications	<p><b>Website:</b> JF reported plenty of ‘hits’ on the website and offered to include any photographs that people would like to see on the website.</p> <p><b>The Bridge:</b> The 26<sup>th</sup> Edition of The Bridge is due to come out at the end of May. It was agreed to allocate up to £270 annually for printing.</p> <p><b>Email:</b> The numbers on our database of email contact is steadily increasing but we still only account for 65% of the village.</p>	
14 Planning Review and Update	<p>Planning – Review/Update: Several properties in the Village have application with SDC. JF gave a resume of the current planning application during the last Council Meeting on 11<sup>th</sup> March 2021. These are shown in those minutes.</p> <p>All applications plus any related correspondence can be viewed online on the SDC website under Planning Applications.</p>	
15 Special Measure	<p>Delegation of Authority to The Clerk. JF proposed that we follow the GAPTC recommendation of delegating authority to the Clerk to carry out Council business and made the following proposal: ‘The Council delegates authority to the Clerk, in consultation with the Chairman and/or Vice Chairman to take any actions necessary, with associated expenditure, to protect the interest of the community and the members of the Council. The scheme of delegation will be reviewed no later than 21<sup>st</sup> September 2021’. This was proposed by JF and seconded by VM On line Delegate Access was signed and will be sent to Lloyds Bank to allow the Clerk, Mrs D Jones to do this.</p>	
16 Any Other Business	No other business.	
Date of next 2 Meetings	To be held on Monday 20 <sup>th</sup> September 2021 And then on Monday 6 <sup>th</sup> December 2021	
	The Chairman thanked those present for attending and declared the meeting closed at 9.30 pm.	
	Signed .....Date .....	