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## Filkins & Broughton Poggs Parish Council

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*Please address all correspondence to the Parish Clerk:*

Mrs. Christine Hoad, Wynwood Filkins, Lechlade, Glos. GL7 3JG

Tel: 01367 860388 E mail: clerk@filkins.org.uk

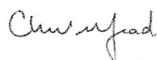
9 May 2023

You are hereby summoned to attend the next meeting of Filkins & Broughton Poggs Parish Council which will be held on Monday 15 May 2023 after the Annual Parish Meeting in Filkins Village Hall. Members of the public are invited to attend.

1. Apologies for Absence and to receive Declarations of Pecuniary, personal or prejudicial interest in respect of matters contained in the agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.
2. Election of Chairman
3. Election of Vice Chairman
  - Signing of Declarations all Councillors
4. Minutes
  - 4.1 To accept minutes of last Parish Council meeting 12 April 2023
  - 4.2 Matters for information only arising from these last minutes
  - 4.3 To note Correspondence received by the Clerk's email since the last meeting
5. Open Forum
  - 5.1 County & District Councillors report
  - 5.2 Adjournment for Public Participation for items not raised in the Annual Parish Meeting only. Members of the public wishing to speak will each be given the opportunity to address the council for 3 minutes.
6. Planning & Cemetery

**Applications received after the agenda has been posted but on the WODC website may be discussed at the meeting.**

  - 6.1.1 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision
  - 6.1.2 23/00565/FUL & 23/00566/LBC Manor Farm Cottage Broughton Poggs – Retrospective awaiting decision
  - 6.1.3 The Old Bull - appeal
7. Village Matters
  - 7.1 Platinum Garden – progress report KR
  - 7.2 Taylors Close- Lease & Fencing – Update
  - 7.3 SSE Telephone Box – Update RH
  - 7.4 Street Lighting – Update Clerk
  - 7.5 Pump House roof – progress KR
8. Finance
  - 8.1 Audit: progress report – June meeting
  - 8.2 Request from Hayes Palmer Fund for grant
  - 8.3 To resolve and approve the payments for April /May 2023 – Parish Council & Village Centre and account balances
  - 8.4 Village Centre Grants – WODC update
  - 8.5 Review of Reserves – confirmation to underwrite Platinum Garden to enable project to be completed
  - 8.6 Review of Asset Register & Risk Assessment
  - 8.7 Review of Insurance Policy – if received or agreement for payment by 1 June 2023 by Finance Committee
9. Re-acceptance of Standing Orders – no updates required
10. Re-acceptance of Financial Regulations – no updates required
11. Date of next Parish Council meetings 14/06, 12/07, 13/09, 11/10, 08/11, 13/12



Cris Hoad  
Clerk to the Council

## Filkins and Broughton Poggs Parish Council

Minutes of Meeting of the Parish Council on 15 May 2023	
	<p><u>Present</u> Cllr Howe, Cllr Robbins, Cllr Jones, Cllr McIntyre, Cllr Evans Members of the Public - 1</p>
01/24	<p>Apologies for Absence: 1.1 Cllr Walsh</p>
02/24	<p>To receive Declarations of Pecuniary, Personal or Prejudicial Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers 2.1 Cllr Howe – Platinum Garden</p>
03/24	<p>Election Of Chair 3.1 Clerk asked for nominations for Chair- Cllr Howe was nominated by Cllr Jones and Robbins. Agreed by council</p>
04/24	<p>Election of Vice Chair 4.1 Chair asked for nominations Cllr Robbins nominated Cllr Jones. Agreed by council</p>
05/24	<p>Declarations were signed by all Councillors present. Cllr Walsh signed her declaration before the meeting.</p>
06/24	<p>To assign Councillors to working parties Planning &amp; Environment: Cllr Jones, Howe, Robbins Property &amp; Highways: Cllrs Jones, Robbins Swimming Pool: Cllr Howe Finance: Cllrs Howe, Evans Legal &amp; Public Affairs: Cllr McIntyre Village Centre Trust: All Councillors Village Hall: Cllr Walsh Village Shop Liaison: Cllr Walsh Emergency Plan: Cllrs Howe, McIntyre, Robbins Clerk will contact Carol McKay for templates</p>
07/24	<p>To Accept Minutes of Last Meetings 7.1 Minutes for Council meeting on 12 April have been circulated to Councillors. Accepted and signed by council. 7.2 None 7.3 Correspondence list – Accepted. It was agreed by the Council that the correspondence list is taking too much of the Clerks time. This will not be continued but emails to relevant sub committees will be forwarded and general emails will be sent to full council as current procedure.</p>
08/24	<p>Open Forum 8.1 County Councillor: No report 8.2 District Councillor: No report 8.3 None</p>
09/24	<p>Planning &amp; Cemetery 9.1.1 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision 9.1.2 23/00565/FUL &amp; 23/00566/LBC Manor Farm Cottage - retrospective – awaiting decision 9.1.3 APP/D3125/W/22/3311603 – The Old Bull Inn – appeal on decision</p>
10/24	<p>Village Matters 10.1 Platinum Garden – Cllr Robbins reported:  <ul style="list-style-type: none"> <li>Next phase is hoggin – needs membrane and hardcore laid, seating to be looked at</li> </ul> </p>

Signed:



Date:

14th June



	<ul style="list-style-type: none"> <li>Fundraising went well at Coronation celebrations</li> </ul> <p>10.2 Taylors Close extension – Waiting for M Simpson to move fence. Electrician organised to move point.</p> <p>10.3 SSE Electrics to telephone box – Cllr Howe has written to CEO SSE asking for some movement.</p> <p><b>Action: Cllr Howe to follow up</b></p> <p>10.4 Street lights – 5 &amp; 12 have been ordered. Waiting for parts. Request has been made to turn off between midnight and 5am. If double setting is possible Summer – Midnight to 8am, Winter Midnight to 5am</p> <p><b>Action: Clerk to follow up</b></p> <p>10.5 Pump House roof – swimming pool committee are paying for these works. M Simpson will combine with fence.</p> <p><b>Action: Cllr Robbins to follow up</b></p>
11/24	<p>Finance</p> <p>11.1 Due to personal circumstances the internal auditor was not able to complete audit so Clerk has asked Mary Bohm to take over. All agreed. This will be completed for June meeting.</p> <p>11.2 Request has been received for funding from Hayes Palmer Trust. This was agreed by Council</p> <p><b>Action: Clerk will submit request</b></p> <p>11.3 Payments for April/May 2023 were resolved and approved. List was signed by Cllr Howe &amp; Evans. Payments will be authorised after the meeting.</p> <p><b>Action: Payment to be authorised</b></p> <p>11.4 Account balances to end of April Parish Council £18,514.80 Current, £37077.69 deposit. Village Centre £25822.66 Current and £1218.70 COIF</p> <p>11.5 Clerk has finally agreed the grant payments with WODC. They have apologised and all will be paid by June 2023.</p> <p>11.6 Reserves were circulated to Councillors. It was agreed to ring fence £5000 towards the Platinum Garden project. Grants are not as available as when the playground was funded. This was advised as the committee are renovating our land and we need to see the project completed. No money will be released until fundraising comes to an end. Agreed by Council</p> <p>11.7 Review of Asset Register &amp; Risk Assessment: These were circulated before the meeting. Asset register was agreed and Risk Assessment was signed by Chair and RFO</p> <p>11.8 Chair has read the Insurance Policy and all is in order. Clerk has checked with the Insurance Company and the pool is definitely included. This was passed for payment.</p>
12/24	Re-acceptance of Standing Orders – Agreed by Council. Signed by Chair
13/24	Re-acceptance of Financial Regulations – Agreed by Council. Signed by Chair and RFO
14/24	Next Meeting will be held on 14 June in the village hall committee room. Following meetings will be 2 <sup>nd</sup> Wednesday of month 14/06, 12/07, 13/09, 11/10, 08/11, 13/12

Signed:



Date:

14th June 2023

**Filkins & Broughton Poggs Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8 Payroll Administration	20/04/2023		Current Account	Direct Debit	Payroll Monthly Fee	eSlip Payroll	S	18.29	3.66	21.95
17 Village Centre Administration	26/04/2023		Current Account	BACS	Annual Management Fee	Village centre	E	50.00		50.00
10 Clerk's PAYE & NI	27/04/2023		Current Account	BACS	PAYE & NI	HMRC	X	100.20		100.20
10 Groundsman PAYE & NI	27/04/2023		Current Account	BACS	PAYE & NI	HMRC	X	377.86		377.86
11 Stationery/Admin Supplies	27/04/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughton Poggs	E	12.20		12.20
6 Groundsman Additional Work	27/04/2023		Current Account	BACS	Groundsmans Wages	Groundsman	X	405.00		405.00
7 Groundman's Expenses	27/04/2023		Current Account	BACS	Groundsman Expenses	Mid Counties Co-Op	S	28.88	5.77	34.65
11 Clerk's Wages	27/04/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughton Poggs	X	401.24		401.24
6 Groundsman's Wages	27/04/2023		Current Account	BACS	Groundsmans Wages	Groundsman	X	623.80		623.80
9 Dog Waste Bins	27/04/2023		Current Account	BACS	Dog Bins	West Oxfordshire District Council	S	173.53	34.71	208.24
13 Data protection/ICO	03/05/2023		Current Account	BACS	Data Protection Fee	ICO	E	40.00		40.00
14 Village Centre - refurbishment	04/05/2023		Current Account	BACS	Village Centre Refurbishment	J J Carpentry	E	510.00		510.00
16 Insurance	12/05/2023		Current Account	BACS	Insurance payover	Gallagher	E	827.34		827.34
15 Stationery/Admin Supplies	16/05/2023		Current Account	BACS	Administration	Viking	S	19.20	3.84	23.04
18 Platinum Garden Project	16/05/2023		Current Account	BACS	Platinum Garden	A K Timms	S	62.03	12.41	74.44
12 SSE Unmetered supply	20/05/2023		Current Account	Direct Debit	SSE Unmetered Electric	SSE Enterprise Contracting Ltd	L	226.79	11.33	238.12
<b>Total</b>								<b>3,876.36</b>	<b>71.72</b>	<b>3,948.08</b>




### Village Centre Filkins Payment/Receipts

**Date:** 14/05/2023

## Payments

Tran Number	Date	Account Ref	Inv Ref	Details	Gross Amount
689	13/04/2023	Sleemans	15528	Chemicals	479.85
688	13/04/2023	Sleemans	15528	Opening Pool	145.00
706	17/04/2023	Village Shop	000011	Cleaning supplies	73.02
675	18/04/2023	Sum up Machine	1347753	Replacement	94.80
676	18/04/2023	Screwfix	A11719974280	Plumbing supplies changing rooms	40.83
677	18/04/2023	Moore Allen		April 23	68.40
714	19/04/2023	AK Timms	922917	Sleepers for environment pond	199.63
717	20/04/2023	AK Timms	17877	A Board for pool	45.00
700	24/04/2023	Filkins PC		Annual admin fee	1350.00
702	24/04/2023	Playsafety	69977	RoSPA report	115.20
703	24/04/2023	Filkins Pool	2022	Reimbursement 2022	2451.44
723	02/05/2023	Playground	playground	Opening day supplies	33.01
709	13/05/2023	Platinum Garden		Donations	350.49
					6989.66

## Receipts

Tran Number	Date	Account Ref	Inv Ref	Details	Gross Amount
679	18/04/2023	Camerons		Rent	475.00
728	24/04/2023	WODC	110920	Playground Grant	335.70
733	25/04/2023	Filkins Pool		Membership	869.09
734	26/04/2023	Filkins Pool		Membership	60.00
751	26/04/2023	Filkins P C		Annual Management Fee	50.00
735	27/04/2023	Filkins Pool		Membership	220.00
725	02/05/2023	WODC	110920	Playground Grant	4830.80
736	02/05/2023	Donation		Donations	10.00
737	03/05/2023	Filkins Pool		Membership	3516.15
727	09/05/2023	WODC	110920	Playground Grant	2286.00
738	10/05/2023	Filkins Pool		Membership	1817.34
739	10/05/2023	Platinum Garden		Donations	350.49
747	15/05/2023	Filkins Pool		Membership	1070.00
					<b>15900.57</b>

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