
Filkins & Broughton Poggs Parish Council

Please address all correspondence to the Parish Clerk:

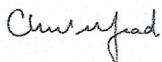
Mrs. Christine Hoad, Wynwood Filkins, Lechlade, Glos. GL7 3JG

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

1 May 2024

You are hereby summoned to attend the next meeting of Filkins & Broughton Poggs Parish Council which will be held on Monday 8 May 2024 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 Chair and Vice Chair
4. Open Forum
 - 4.1 County & District Councillors report
 - 4.2 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.
5. Minutes
 - 5.1 To accept minutes of last Parish Council meeting 10 April 2024
 - 5.2 To accept minutes of Finance Working Party – 16 April 2024
 - 5.3 Matters for information only arising from these last minutes
6. **Monthly Working Party Updates**
 - 6.1 Planning Cllr Howe, Jones, Robbins
 - Applications received after the agenda has been posted but on the WODC website may be discussed at the meeting.**
 - 6.1.1 20 The Gassons -update
 - 6.1.2 Fencing Manor Farm cottage – update
 - 6.2 Property, Cemetery, Highways Cllr Jones, Robbins, Ford
 - 6.2.1 Platinum Garden – update
 - 6.2.2 Telephone Box – update
 - 6.2.3 Kick about field quote – for agreement
 - 6.2.4 Cemetery agreed works – confirmation of approval to remove trees
 - 6.3 Parish Transport – Cllr Ford
 - 6.3.1 Speedwatch
 - 6.4 Project List 2024 – for updates to progress
 - 6.5 Village Hall – update
 - 6.6 ACV Nomination
7. Finance
 - 7.1 Audit: Approval of Annual Governance Statement 2023/24
 - Approval of Accounting Statement 2023/24
 - Report on Internal Audit
 - 7.2 To resolve and approve the payments for April /May 2024 – Parish Council & Village Centre and account balances
 - 7.3 Review of Asset Register & Risk Assessment
 - 7.4 Review of Insurance Policy
8. Re-acceptance of Standing Orders – no updates from NALC
9. Re-acceptance of Financial Regulations – no updates from NALC
10. Date of next Parish Council meetings 2024 18/06, 12/07, 11/09, 09/10, 13/11, 11/12

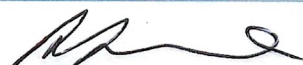


Cris Hoad
Clerk to the Council

Filkins and Broughton Poggs Parish Council

Minutes of Meeting of the Parish Council on 08 May 2024	
	<p>Present Cllr Howe, Cllr Robbins, Cllr Jones, Cllr McIntyre, Cllr Evans, Cllr Ford Members of the Public - none</p>
01/25	<p>Apologies for Absence: 1.1 Cllr Leverton, Cllr James</p>
02/25	<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 None</p>
03/25	<p>Election Of Chair 3.1 Clerk asked for nominations for Chair- Cllr Howe was nominated. Agreed by council</p>
04/25	<p>Election of Vice Chair 4.1 Chair asked for nominations Cllr Robbins nominated Cllr Jones. Agreed by council</p>
05/25	<p>Declarations were signed by all Chair and Vice Chair</p>
06/25	<p>Open Forum 6.1 County Councillor: No report 6.2 District Councillor: No report 6.3 None</p>
07/25	<p>To Accept Minutes of Last Meetings 6.1 Minutes for Council meeting on 10 April have been circulated to Councillors. Accepted and signed by council. 6.2 None</p>
08/25	<p>Monthly Working Party Updates 8.1 Planning – Cllr Howe, Jone, Robbins 8.1.1 20 The Gassons- Response received from WODC.900mm door does not allow wheelchair access. Conservation permitted development rights need to be addressed. Still questions to be answered. Planning Consultant will be advised 8.1.2 Manor Farm Cottage – firm date for completion by end of May or we will go back to enforcement 8.2 Property, Cemetery, Highways – Cllr Jones, Robbins, Ford 8.2.1 Platinum Garden update - meeting with Imogen from bio diversity in July probably Early evening 5.30-7pm. Horse chestnut tree branches to be cut back to wall. TG Tree Care will be asked to quote – see if permissions required. 8.2.2 Telephone Box update – all complete just sensor light to fit. Map of village houses And names has been started and will be put up in box when complete. Will be printed on high quality waterproof paper 8.2.3 Kick about field update – access given through Goodfellows Yard- residents Advised for top soil and machinery delivery Quote received £1280 (more top soil maybe Required. Council agreed. Clerk to contact for start date 8.2.4 Cemetery works – quote received from Parkfield to cut back hedge and remove Dead conifer and trees causing damage to graves. Permission granted by WODC. Council Agreed £1524 inc VAT Clerk to contact for start date 8.3 Parish Transport & Highways Cllr Ford 8.3.1 Update – consultation on 64 bus is taking place – we will respond and have asked Village users for their thoughts on timings etc... what works, what does not. 8.3.2 Speedwatch -no report this month 8.4 Project List 2024</p>

Signed:

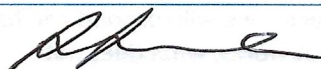


Date:

16th July 2024

	<p>8.4.1 List has been circulated and tasks allotted to Councillors for completion in 2024/25 Some time will be needed for refurbishing benches etc</p> <p>8.5 Village Hall – Emergency Plan – Village Hall chair has stated that we will not be covered By hall insurance if we commandeer the hall. Charlotte is one of the first people on the Contact list and she will be asked to open the hall. We have asked for the reasons in Writing from village hall insurance company. Village Hall Chair has contacted James Crozier at OCC. Some maintenance will be undertaken – gents toilet and glazing on windows. Cllr Howe suggested just single glazing on windows and more funds to be spent on replacing sanitary wear in gents toilet instead of refitting old.</p> <p>8.6 ACV Nomination- Cllr Evans 8.6.1 Extra details have been requested by WODC – Clerk will obtain copy of Land Registry Boundary</p> <p>8.7 Village Centre – walk round date to be held in June. Clerk will circulate dates</p> <p>8.8 Street Lights – Drivers and replacement for Light 14 have been ordered. Quote received For rotating light 1. Resident will be asked if they want to pay for works. £471.85</p>
9/25	<p>Finance</p> <p>9.1 Report from Internal Auditor – no items were highlighted and audit has been signed</p> <p>9.2 Audit Part 1 Acceptance of Annual Governance Statement – This was read and agreed by council. Duly signed by Chair and Clerk</p> <p>9.3 Part 2 Accounting Statements – The figures were checked against the bank reconciliation and agreed by council. Having previously been signed by RFO this was signed by Chair</p> <p>9.4 Payments for April/May 2024 were resolved and approved. List was signed by Cllr Howe & Evans. Payments will be authorised after the meeting.</p> <p>9.5 Asset Register was reviewed and agreed also Risk Assessment was reviewed and agreed.</p> <p>9.6 Finance Committee has reviewed the Insurance Policy – all cover agreed. RFO will raise payment before 1 June 2024</p>
10/25	Re-acceptance of Standing Orders – Agreed by Council. Signed by Chair
11/25	Financial Regulations – Update to Financial regulations has just been published. Clerk will review and bring to next meeting for signing
12/25	<p>Next Meeting will be held on 10 July 2024 in the village hall committee room. There will be no meeting in June.</p> <p>Following meetings will be 2nd Wednesday of month 11/09, 09/10, 13/11, 11/12</p>

Signed:



Date:

10th July 2024

Filkins & Broughton Poggs Parish Council

Transactions for Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
STARTING BALANCE						5,688.67	
1	02/04/2024	BACS	WODC Grant Platinum Garden	West Oxfordshire	2,190.00	7,878.67	30/04/2024
1	11/04/2024	BACS	Groundsman supplies	Groundsman	-59.07	7,819.60	30/04/2024
2	11/04/2024	BACS	Groundsman supplies	5A's Tool & Plant	-16.00	7,803.60	30/04/2024
3	11/04/2024	BACS	Platinum Garden expenses	A K Timms	-229.82	7,573.78	30/04/2024
4	11/04/2024	BACS	Street Light Maintenance Contract	Enervo	-185.17	7,388.61	30/04/2024
5	11/04/2024	BACS	Monthly Payroll charge	Topsource	-23.44	7,365.17	30/04/2024
6	11/04/2024	BACS	Groundsman equipment service	Green Acres	-467.46	6,897.71	30/04/2024
7	11/04/2024	BACS	Groundsman equipment service	Green Acres	-99.32	6,798.39	30/04/2024
8	11/04/2024	BACS	Groundsman equipment service	Green Acres	-99.32	6,699.07	30/04/2024
9	11/04/2024	BACS	Street Light Electric unmetered	SSE Enterprise Ct	-196.64	6,502.43	30/04/2024
20	12/04/2024	BACS	Hall Hire	Filkins Village Hall	-40.50	6,461.93	30/04/2024
2	16/04/2024	Cheque	Wayleave	SSE Enterprise Ct	7.61	6,469.54	30/04/2024
3	16/04/2024	BACS	Precept	West Oxfordshire	10,960.00	17,429.54	30/04/2024
4	24/04/2024	BACS	WODC Grant Platinum Garden	Platinum Garden F	2,000.00	19,429.54	30/04/2024
10	24/04/2024	BACS	Land registry	Land Registry	-36.93	19,392.61	30/04/2024
11	24/04/2024	BACS	Trellis	Platinum Garden F	-205.92	19,186.69	30/04/2024
12	24/04/2024	BACS	Clerks Wages	Clerk Filkins & Brc	-475.60	18,711.09	30/04/2024
13	24/04/2024	BACS	PAYE & NI	HMRC	-408.28	18,302.81	30/04/2024
14	24/04/2024	BACS	Groundsman Wages	Groundsman	-1,051.52	17,251.29	30/04/2024
15	29/04/2024	BACS	Data protection	ICO	-40.00	17,211.29	
16	01/05/2024	Direct Debit	Street Light Electric unmetered	SSE Enterprise Ct	-210.44	17,000.85	
18	01/05/2024	BACS	Platinum Garden expenses	Platinum Garden F	-210.90	16,789.95	
19	01/05/2024	BACS	Platinum Garden expenses	Platinum Garden F	-163.21	16,626.74	
17	08/05/2024	BACS	Election Costs	West Oxfordshire	-1,419.08	15,207.66	
21	08/05/2024	BACS	Subscription	Community First C	-55.00	15,152.66	
CLOSING BALANCE						15,152.66	
Value of uncashed entries £-2,098.63					Bank statement should show	£17,251.29	