

RODMARTON PARISH COUNCIL

MINUTES OF THE RODMARTON PARISH COUNCIL MEETING HELD IN RODMARTON VILLAGE HALL ON MONDAY 27TH JANUARY 2025

Present: Cllrs Paul Drake, John Kinmont, Sarah Biddulph
Presiding: Cllr Paul Drake
Clerk: Roz Morton
In attendance: District Cllr Mark McKeown, 7 members of the public

1 Apologies

Apologies were received from County Cllr Stephen Hirst

2 Declarations of Interest on items on the Agenda

None declared.

3 To approve the Minutes of the meeting held on May 2024

The Clerk resigned after the meeting in May and Minutes were not produced.

4 Matters arising

No matter arising from the May meeting were discussed. Matters from the February meeting were taken under item 27.

5 To agree to adjourn the meeting for Public Participation – if members of the public are present.

It was resolved to adjourn the meeting. Proposed Cllr Kinmont, seconded Cllr Biddulph, all in favour.

6 To receive questions from the public – (there is a 10-minute time limit)

Questions were raised regarding the state of the telephone boxes in Tarlton & Rodmarton and flooding in Tarlton from the bus shelter to Edgely Barn in the no thru road. It was agreed to discuss these under item 27.

7 To agree to reconvene the meeting following Public Participation, if applicable.

It was resolved to reconvene the meeting. Proposed Cllr Kinmont, seconded Cllr Biddulph, all in favour.

8 To receive a report from the County Councillor and District Councillor.

Cllr McKeown circulated a written report which will be filed with these Minutes. Of particular note was the Devolution White Paper. He reported that it is most likely that Gloucestershire will become a unitary authority in the second phase circa 2028.

House building targets in the district have been increased from approx. 500 to just over 1000 per year. It is not clear where these additional dwellings will be built, but Rodmarton parish is slightly protected from speculative development as it is in the National Landscape Area. CDC is updating the Local Plan.

CDC has been given funding to run a net zero initiative aimed at helping householders to reduce their carbon footprint and better insulate and power their homes. There is an event in Cirencester on 6th March.

Staffing

9 To consider and agree to appoint a new Clerk and sign contract.

It was resolved to appoint Roz Morton as Clerk and the contract was duly signed. Proposed Cllr Biddulph, seconded Cllr Kinmont, all in favour.

Planning

10 To consider planning applications and agree any comments.

There were no active applications at the time of the meeting.

11 To note planning decisions.

There were no decisions to note.

Finance

12 To receive bank reconciliation to end of December 2024.

The Council currently has no access to the bank accounts and so a reconciliation was not available. Actions are being taken to gain access.

13 To consider and agree statement of accounts to end Dec 2024.

The Council currently has no access to the bank accounts and so a statement was not available. Actions are being taken to gain access.

14 To consider and agree payments in the normal course of business.

No payments are required currently.

15 To consider and agree request for funding from The Watershed Magazine.

Discussion took place. The Council has previously agreed to cover the cost of cutting the grass in the church yard in lieu of contributions to The Watershed magazine. However, it was acknowledged that this agreement was made some time ago and financial circumstances may have changed so it was right to reconsider the request. Some members asserted that there is a benefit to having a physical magazine, although it could also be published online once the Council website is in place. The magazine is used by the villages to advertise events and publish notices as well as by the PCCs to publish parish news. The Council could use it to communicate with residents but does not currently do so.

The Watershed has sent the Council a questionnaire and asked for the Council's input on ways forward. The Council considered the issues.

The Council asked for additional information:

- the current cost of publication,
- number of copies printed,
- readership (questionnaire to be sent out in the March edition)
- which printing company is used.

The Council will consider this request at a future meeting once the information has been obtained.

ACTION: Clerk to contact Watershed Treasurer to obtain the required information and report back to Council

ACTION: Clerk to add to a future Agenda for further discussion and resolution.

16 To consider and agree to purchase the domain name Rodmartonparishcouncil.gov.uk at a cost of £20 p.a.

It was resolved to purchase the domain name. Proposed Cllr Kinmont, seconded Cllr Biddulph, all in favour.

ACTION: Clerk to arrange for the domain name to be purchased.

17 To consider and agree to engage Bulldog Website to create and host a simple website at a cost of £570 (£90 set up fee then 24 months at £20 pcm)

The Clerk reported that she uses Bulldog for several other Councils and has a good working relationship with them. The Clerk will be responsible to administering the website going forward. It was resolved to engage Bulldog Websites. Proposed Cllr Kinmont, seconded Cllr Biddulph, all in favour.

ACTION: Clerk to contact Bulldog Websites.

18 To consider and agree the grass cutting contract for 2025-2026 (Church and parish grass 14 Cuts Price per cut £136.13. Cut the verges in Tarlton etc but not cutting the no through road grass verge. Price per cut £60.63.)

The Council considered the quote. It was resolved to accept the quote from KP Gardens.

KP Gardens are the incumbent contractor and it was agreed that they do a good job and the Council has no complaints.

A question was asked regarding who cuts the verges from Hazelton to Trull. It is not covered by the PC grass cutting contract. Cllr Biddulph agreed to find out.

ACTION: Clerk to contact KP Gardens to advise them.

ACTION: Cllr Biddulph to ascertain who cuts the grass verge from Hazelton to Trull?

POST MEETING NOTE: Cllr Biddulph has confirmed that Rodmarton Farms cut down the dead grass beyond the first metre in the winter when hedge cutting and the County Council are responsible for the mowing during the summer.

19 To consider and agree to purchase a laptop and software and set up email for Clerk. £781.04

It was resolved to purchase a laptop as above. The laptop will be used by the Clerk and remains the property of the Parish Council. Proposed Cllr Biddulph, seconded Cllr Drake, all in favour.

ACTION: Clerk to purchase the laptop and set up a new .gov.uk email address.

20 To consider and agree budget for 2025 – 2026

The Clerk circulated a proposed budget. The Council resolved to approve the budget, a copy of which will be filed with these Minutes.

Proposed Cllr Drake, seconded Cllr Kinmont, all in favour.

21 To consider and agree Precept request for 2025 – 2026

Discussion took place. The Precept has been kept at £6500 since 2021. Given that costs are rising it was agreed that the precept should be increased to £7250 and that the Council should consider an incremental rise each year. Proposed Cllr Biddulph, seconded Cllr Kinmont, all in favour.

ACTION: Clerk to submit the precept request to CDC.

22 To appoint an internal auditor

The Clerk explained that the internal audit is not only about the figures, but also about procedures. GAPTC offer an internal service for approximately £250 which covers both the financial administration of the Council and the procedural administration of the Council. A proposal to get GAPTC to carry out the audit was made but not seconded.

The Council resolved to ask Caroline Ford to carry out the internal audit this year. Proposed Cllr Kinmont, seconded Cllr Drake, all in favour.

ACTION: Cllr Kinmont to pass Mrs Ford's details to the Clerk.

Procedures**23 To note that Code of Conduct, Financial Regulations and Standing Orders must be adopted at the next meeting.**

The Clerk reported that the Council is required to adopt certain policies each year and this is to be recorded for the audit. The policies should also be published on the website. The policies are all standard model policies that can be tailored to meet the needs of the Council.

ACTION: Clerk to circulate draft policies for discussion and adoption at the next meeting.

24 To consider and agree to set up online banking and agree authorising signatories.

It was resolved to set up online banking and amend the mandate. Proposed Cllr Drake, seconded Cllr Biddulph all in favour.

ACTION: Cllr Drake to contact Lloyds Bank to obtain signatory details and amend the mandate to add Roz Morton as correspondence address and full signatory, add John Kinmont as signatory and ensure online access for all signatories.

Other business**25 To receive a report from Cllr Sarah Biddulph regarding Gigaclear and to agree any actions.**

Cllr Biddulph reported that she has spoken with a Gigaclear rep regarding their proposed roll out in Tarlton. Gigaclear are proposing to start the "build" in February. The whole "build" is expected to last 6 months. Traffic control will be in place. Relevant landowners will be contacted. 50 properties in Tarlton will be connected under the Govt funded scheme. 187 Tarlton is too far away from the main cable and won't be connected. Listed properties will have to pay a fee, as well as those over 100m away from the main cable. Gigaclear offer a "no obligation" site survey to interested residents.

Cllr Biddulph has suggested that the installation takes a different route – one that is shorter. Following discussion, it transpires that Gigaclear have laid cable to partway up Kemble Avenue from A433 at the crossroads that leads up to Tarlton. It was reported that Hazelton had a good experience with Gigaclear installation and agreed hidden underground boxes and the verges etc were properly restored post installation. Rodmarton had a particularly bad experience and the subcontractor used by Gigaclear on that occasion is no longer operating.

The Council agreed that a meeting with a Gigaclear representative to discuss the installation was required urgently.

ACTION: Cllr Biddulph to contact Gigaclear to arrange a meeting with the PC and to update them on the current cable installations.

26 To receive other reports and agree any actions.

No other reports were offered.

27 Any other business.

Work to paint and fix the phone box in Tarlton needs to be completed. The contractor who started the work has asked for a further £400 to complete the job. The Council will consider obtaining additional quotes to complete the work. The phone box in Rodmarton is also in need of some refurbishment. The use for that phone box needs to be agreed at a future meeting.

ACTION: Cllr Kinmont to pass the contact number of the contractor who has carried out the work so far to Cllr Drake to get a formal quote for completing the work and to ascertain where the paint is.

ACTION: Cllr Drake to obtain alternative quotes and circulate to Council for consideration.

The ongoing issues of flooding in Tarlton were discussed. Cllr Drake met with Gill Portlock (Glos Highways) in July and emailed subsequently for updates. Glos Highways had undertaken to conduct CCTV surveys and jetting. At the time of the meeting, no further update was available.

ACTION: Clerk to follow this issue up with Glos Highways and contact County Cllr Morris should no response be forthcoming.

POST MEETING NOTE: Gill Portlock has confirmed that jetting and CCTV survey were conducted on the no thru road in Tarlton w/c 20.01.25 and the results of the survey were awaited.

Co-opting new Councillors was discussed. The Council agreed that co-options should take place at the next meeting. There are 4 vacancies. If four or fewer eligible people stand for co-option, they are automatically co-opted. This must be done in person and at a Council meeting. Only once a Declaration of Acceptance of Office is signed do candidates become Councillors. CDC must receive a completed Register of Members Interests within a month of the co-option.

ACTION: Clerk to send out a Co-option notice for wide circulation in the villages.

28 Date of next meeting

Monday 24th February – this meeting will be concerned with co-opting new Councillors and adopting necessary policies.

There being no further business the meeting closed at 8.50pm

Signed:.....

Date: