**Cranham Parish Council**

**Clerk’s Report for Meeting 5 July 2016**

**Email Distribution**

A new email address has been set up (cranham.social@yahoo.co.uk) to send emails of a non-official nature to the Village Email List. This is a subsidiary account to the main Council email and uses the same address list. To comply with the Data Protection Act information provided to the Clerk for the purpose of receiving village email should not be stored in the Clerk’s personal email account and should only be used for the purpose for which the information was supplied ie it is not a list which should be sold onto other people. To comply with the legal requirements on maintenance of mailing lists there must also be an option for subscribers to unsubscribe on every email received. A Mail Chimp account has therefore been set up to send the emails, which makes the Parish Council compliant with these rules. It is not possible to send attachments with Mailchimp as the text must all go within the body of the email. Once the Council has a computer a Dropbox account will be opened for the Council and files/pdf documents etc can be saved there and a link given in the email if senders are not able to provide the information in text form though, where possible, the Clerk asks people who request information to be circulated to provide it as plain text.

**Emails sent on behalf of Council**

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| --- | --- |
| Date | Subject |
| 13 May | Housing Needs consultation ends 19 May |
| 17 May | Notice of Referendum – for your information |
| 19 May | Annual Parish Meeting |
| 25 May | School Admissions – relevant area consultation |
| 31 May | GCC Release – are you missing appointments because of travel difficulties |
| 31 May | Press release from Stroud District Council |

**Emails sent on behalf of Cranham Social**

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| --- | --- |
| Date | Subject |
| 6 May | CLHS Thursday 12 May at 7.45 pm |
| 7 May | Psalms Prayer and Praise tomorrow |
| 7 May | Closure – TTRO 2371 Main Road Cranham |
| 10 May | Village Hall Mtg date change |
| 14 May | Village Lunch |
| 16 May | School Fair Auction of Promises |
| 18 May | Cranham School Fayre and Open Farm Sunday |
| 23 May | School Coffee Morning |
| 24 May | Found Car Key |
| 25 May | Road Chaos – Cheese Rolling |
| 25 May | Denise Pask – funeral arrangements |
| 31 May | Peas on Offer |
| 1 June | Sapphire String Quartet in Cranham |
| 2 June | Orchid Walk Sunday 12th June |
| 7 June | Broadband Speeds |
| 7 June | School Fair |
| 7 June | Amazing Orchids |
| 7 June | Cricket Club AGM |
| 7 June | Players AGM |
| 11 June | Sealed Bid Auction Catalogue |
| 11 June | Alan Tyson – free theatre tickets |
| 15 June | Summer Concert |
| 17 June | Village Lunch |
| 20 June | Strawberry Tea |
| 24 June | Village Hall Cleanup |
| 24 June | Citizens Advice Fundraiser |
| 27 June | Whistle for the Somme |
| 27 JUNE | SAPPHIRE CONCERT REMINDER |
| 27 June | ACP Festival |
| 27 June | Painswick Singers Summer Concert |
| 29 June | Cranham Players AGM 30 June |

**Training**

Clerk attending GAPTC Essential Clerk part 1 and 2 at a cost of £70 – the final part of the basic training covering finance is scheduled for mid July. The Clerk is also attending a short seminar on the requirements placed on Parish Councils to have a pension scheme in place by April 2017. There will be no cost to the Council for attendance at this seminar.

**Matters arising from minutes of last meeting/Councillor activity**

No matters arising at the time of writing this report.

**Clerk’s activities since last meeting**

**Meeting Administration**

Preparation, circulation and loading onto website of agenda and minutes for:

Annual Parish Council Meeting 10 May

Parish Council Meeting 10 May

Annual Parish meeting 24 May

Planning Meeting 7 June

Parish Council Meeting 5 July

Some supporting papers have been uploaded to the website with the minutes but these should be circulated and uploaded with the agenda in future.

***Councillors are asked to approve Clerk’s proposals to make meeting administration more compliant with Local Government Act 1972 and Local Government Transparency Code 2015 by providing information to the Clerk in advance of the meeting so that it can be included in the agenda and clerk’s report***

Minutes of meetings held 10 May and 24 May written, circulated to councilors and uploaded to website. A shortened version of minutes written and sent for inclusion in parish magazine.

Meeting room booked for all meetings for coming year and dates sent to parish magazine for inclusion in diary.

Notice/Agenda and supporting papers prepared for meetings 7 June and 5 July. Planning comments sent to SDC following meetings

Notices placed on notice boards in advance of meetings and in advance of referendum in addition to placing on website.

**Transparency Requirements**

Submission of request for transparency fund grant to produce new website. £1100 requested and has been granted to cover production of site, staff time to create and manage site from launch date of 1 October 2016. Money not yet received but clerk has been told by GAPTC that it has been awarded.

Purchase of new scanner on advice from Alex Durston as requested by ML. Suitable new computer and software researched and chosen but not purchased – ***awaiting approval of Council***.

The Council has now requested the maximum it can from the transparency fund for this financial year.

**New Website for Council**

Clerk has obtained quotations from 4 website providers to provide a new council website to comply with transparency code and a community portal – providing brief/interviewing by phone and preparing a report for Councillors to decide on website provider – **(see separate summary report)**

**Councillors are asked to resolve the following:**

**Which provider should be asked to produce the website (if an advance payment is needed this will need to be approved as well)**

**Whether or not it is necessary to pay for a .gov domain name (£85 + VAT extra) or whether a .co.uk site name is acceptable.**

**Whether the council would like a bank of dedicated email addresses using the domain name for councilors and council business**

**To agree or amend the content list provided by the Clerk, prior to commissioning the website (in website report)**

**Whether the CCT, CCMC and Parish Magazine pay have space on the website for limited information/minutes**

**Whether editing of website should remain under control of council (recommended) or whether other local groups who may want to add information should also be permitted to upload and edit content. If other groups are to be permitted the Council should resolve which groups and what checks need to be in place.**

**Winter provision**

Clerk has checked willingness to continue of snow warden (Julie Job) and snowplough operator (Martin Whittaker), located salt reserves (at Mike Drake’s). Council are asked to consider:

1. ***whether they would like to purchase a hand grit spreader*** at a cost of £104 for use in the village
2. ***whether there is a need for additional salt reserves in the village*** available free of charge but we would need to find a suitable location to store. Once the grit bins have been filled up in late summer they will not be filled again until next summer (according to GRCC) so if we anticipate that more grit is needed in a cold winter we need to find space for reserves and arrange to refill the bins ourselves.

**Standing Orders and Financial Orders**

Reviewed by Clerk – draft to be sent to Councillors for comment by Thursday 30 June. The draft has been left showing alterations and including comments by the Clerk on why alterations are proposed to enable Councillors to decide which of the proposed changes should be adopted. ***Councillors asked to agree or reject each proposed change***.

**Finance**

Annual Return was completed and sent to external auditors. Notice of right to inspect accounts prepared and posted on notice boards for 30 working days to end 31 July as required by Transparency Code.

Income and Expenditure Accounts updated and Bank reconciliation updated as at 29 June.

Additional sheets have been included in the accounts for councilors showing expenditure against budget and grants received from Transparency Fund.

**Councillors are asked to note the precept budget amounts, particularly in relation to Clerk salary and expenses and Chairman’s expenses which will both be over budget this financial year. This is due to refunding the previous clerk for her tax liability due to Douglas Tonks failure to pay HMRC. A Claim has been lodged with the Council’s insurers by the Clerk for repayment but this may be subject to an excess so may not be refunded in full even if the claim is successful. There is no contingency in the budget so reserves will be used.**

Bills prepared for payment – ***cheques to be signed by two councilors at meeting***

£70 – to GAPTC – training for Clerk

£235.20to Countrywide for grass cutting

£136.78 to Clerk for expenses incurred on behalf of the council – £69.77 to come from Clerks’s expenses budget and £67.01 to come from Transparency Fund budget

£64.10 to Marcia Lynall for gifts to Colin Drewett and Jane Shepherd to come from Chairman’s budget

£70 to Cranham Village Hall rental for meetings rental

**Bank Account**

Request made to bank by Clerk for online viewing has been granted and up to date balance can now be obtained online prior to meetings.

Forms obtained for change of signatories to include Cllr Andy Hopkins and remove Cllr Mike Drake. Also to remove Jane Shepherd and replace with Caroline Field as a non-signatory with viewing rights to the account. Also change of address of bank account and closure of deposit account as insufficient money in it to justify running two accounts and no significant interest is being paid (closure of deposit account recommended by Derek Elkins – internal auditor).

Total funds held on 29 June held in both accounts is £**7424.60**

**Councillors are asked to agree to closure of deposit account and to sign forms for change of signatory and change of address.**

**Public Consultations**

**Affordable Housing**

A public consultation was carried out regarding the Affordable Housing report ending on 19 May 2016. 8 responses were received and they have been sent to Councillors.

**Councillors are asked to consider the responses to the consultation and the Affordable Housing Report and to resolve whether or not they believe there is a need for Affordable Housing in Cranham and how they wish to respond to the writer of the report**

**Shepherds Piece**

Papers were held by the Clerk for inspection by the public on behalf of Gloucester County Council who were conducting a public consultation on whether land known as Shepherd Piece in Cranham should be removed from the register of Common Land. No member of the public inspected the papers held by the Clerk or offered any observations. The consultation period ended on 15th June 2016.

**Insurance Claim for losses due to Douglas Tonks insolvency**

A claim form has been submitted by the Clerk to Zurich with a statement by the previous Clerk detailing what had happened.

**Planning Applications and Decisions:**

S.16/0782/HHOLD – Hillfield – erection of two-story side extension – application permitted

S.16/0610/HHOLD – Dunley House – proposed Orangery to rear of property – application permitted

S.16/1090/LBC Fostons Ash Inn – single story extension – insufficient fee

S.16/1091/FUL Fostons Ash Inn – single story extension – pending consideration

There are no new planning applications to consider at this meeting.

Caroline Field

Parish Clerk

29 June 2016