



S. Fulcher
2/6/2021

MINUTES OF CAM PARISH COUNCIL ANNUAL PARISH MEETING
HELD ON WEDNESDAY 19th MAY 2021, 7:30PM
AT CAM MEMORIAL HALL

PRESENT: C Carter, S Angell, J Bishop, M Grimshaw, F Poulter, M Morton, K Hanbury, V Gray, B Wilkes, M Clifton, J Fulcher

APOLOGIES: B Tipper, C Fryer (SDC)

ABSENT:

IN ATTENDANCE: J Walkley (Clerk), L Biddle (Deputy Clerk) 1x MOP

Cllr Carter opened the meeting and welcomed everyone present.

FC.21.012 To elect the Chairman of the Council

Cllr Carter proposed electing Cllr Fulcher for Chair, seconded by Cllr Bishop and **AGREED** by all. With no further proposals Cllr Fulcher agreed to take on this position and gave thanks to Cllr Carter for her dedication and hard work during her time as Chair.

FC.21.013 To receive the Chairman's Declaration of Acceptance of Office

Received and signed

FC.21.014 To elect the Vice Chairman

Chair proposed Cllr Clifton as Vice-Chair, seconded by Cllr Poulter and **AGREED** by all. With no further proposals Cllr Clifton agreed to take on this position.

FC.21.015 To receive the Vice Chairman's Declaration of Office

Received and signed

FC.21.016 To receive and accept apologies for absence.

Apologies were received and noted as above.

FC.21.017 To Receive any Declarations of Interest and any requests for dispensations

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Cam Parish Council's Code of Conduct for Members and by the Localism Act 2011.

None received.

FC.21.018 To receive any questions, statements or submissions from members of the public in attendance

None received. Stroud District Councillor Christopher Evans in attendance.

FC.21.019 To note criteria eligibility and resolve to adopt the Power of General Competence

The General Power of Competence in sections 1 to 8 of the Localism Act 2011 is available only to "eligible" parish councils in England. The eligibility criteria set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No. 965) states that.

- two thirds or more of the councillors have been elected, rather than co-opted or appointed; and
- the clerk to the parish council is appropriately trained.

It was **RESOLVED** that Cam Parish Council meets the conditions of eligibility to adopt the Power of General Competence at the time the resolution is passed as noted above.

It was **RESOLVED** to adopt the power of general competence.

FC.21.020 To confirm adoption of the following policies of the Council:

- **Standing Orders**

Cllr Clifton queried the item relating to raising the hand and standing when speaking. As this has never been enforced, Council agreed to remove the line regards standing when speaking.

With this amendment, Council **RESOLVED** to adopt the standing orders.

- **Financial Regulations**

Council **RESOLVED** to adopt the financial regulations as they stand.

- **Health Safety & Welfare**

These documents have recently been reviewed. No statistical data is collected for near misses or reportable incidents. Clerk reassured Cllrs that any breaches or Health and Safety would be reported to Council.

Council **RESOLVED** to adopt the document in its entirety.

- **Risk Management Policy**

Council **RESOLVED** to adopt the Risk Management Policy

- **Code of conduct**

Chair reminded Council of the 7 Nolan principals. Details of training will be available for new Cllrs and as a refresher for existing Cllrs in due course from the Clerk.

Council **RESOLVED** to adopt the Code of Conduct.

S.F.

FC.21.021 To review committees, structure, terms of reference and appoint members:

Cllr Hanbury and Cllr Gray will attend each Committee before committing to become a member.

It was noted that the Terms of Reference do not state that the Chair and Vice Chair should stand on every committee, but this has been a traditional expectation. Chair would prefer this was an option rather than a requirement. To have voting rights on committee, Cllrs must be a member. Any Councillor can attend any committee as a guest. Apologies can also be given for any meeting.

- **Planning and highways**

Membership of Planning & Highways was **RESOLVED** as follows:

Cllr's Grimshaw, Morton, Wilkes, Carter, Angell, Fulcher

Chair proposed Cllr Grimshaw to be Chair, seconded by Cllr Poulter, **AGREED** by all.
Cllr Grimshaw accepted the position of Chair of Planning & Highways Committee.

Cllr Grimshaw proposed Cllr Angell as Vice, seconded by Cllr Poulter, **AGREED** by all.
Cllr Angell accepted the position of Vice Chair of Planning & Highways Committee.

- **Recreation and Leisure**

Membership of Recreation & Leisure was **RESOLVED** as follows:

Cllr's Bishop, Poulter, Morton, Clifton, Fulcher

Cllr Clifton proposed Cllr Poulter as Chair, seconded by Cllr Carter and **AGREED** by all.
Cllr Poulter accepted the position of Chair of Recreation & Leisure

Cllr Bishop proposed self to be Vice, with no seconder this was not carried.

Cllr Poulter proposed Cllr Morton as Vice Chair, seconded by Cllr Angell, **AGREED** by all.
Cllr Morton accepted position of Vice Chair of Recreation & Leisure

- **Finance, Policies & General Purpose**

It was **RESOLVED** to elect Chairs and Vice Chairs of committees as members of FPGP.

- **Staffing Committee**

It was **RESOLVED** to elect Chairs and Vice Chairs of committees as members of Staffing Committee.
Where there is a dispute, three further Councillors will be called.

- **Considerations for new committees?**

Suggestion for a Heritage Committee which would include members of the general public. Could expand to include War Memorials, tourism, and issues included within the NDP. Ideas of projects, actions and results should be submitted in writing to the Clerk in order to consider whether a dedicated committee should be formed as opposed to a working party.

FC.21.022 To confirm the Council's banking arrangements and signatories

Currently approval for all members of FPGP to act as bank signatories. Council **AGREED** to continue with this structure.

FC.21.023 To consider exercising the right for the scheme of delegation

Scheme of delegation has been adopted at the previous meeting if Council does not want to meet on a regular basis. Cllr Clifton proposed not imposing the scheme of delegation and to continue to meet in person, seconded by Cllr Angell and **AGREED** by all, providing regulations regards Covid restrictions do not change.

Risk Assessment states that a maximum of 12 people can meet in the Cam Parish Council meeting room. Smaller Committee meetings will take place there and Full Council will continue to meet in Cam Memorial Hall.

FC.21.024 To confirm the civic calendar for 2021/22

Chair expressed a desire to keep agendas short and to the point. Whilst meetings are scheduled throughout the year, they will not be called unless they are needed.

Deputy will send outlook invites for the year.

FC.21.025 To agree the list of regular payments for 2021/22

With no issues to note, Council **RESOLVED** to approve the list of regular payments.

FC.21.026 To receive details of any Deeds, Trust instruments, and other legal documents in the custody of the Council

Clerk noted that legal documents are available from the office if anyone would like to view them.

FC.21.027 To receive reports from appointed representatives on the following outside bodies and agree renewed representatives:

- a) **Arthur Winterbotham Hall** – Cllr Angell
- b) **Cam Institute Charity** – Cllr Clifton & Cllr Morton
- c) **Cam Parochial Charities** – Valerie Lane & Tracy Angell
- d) **Dursley United Charities** – Cllr Clifton
- e) **Cam Events** – Deputy to reach out to distribution list of those who attended the year before last and advertise on social media for more interest. Cllrs Wilkes, Gray, Clifton
- f) **Stinchcombe Hill Recreation Ground Trust** – Cllr Carter
- g) **Dursley and District Community Centre** – Cllr Angell
- h) **Joint Woodlands Management Committee** – Cllrs Carter & Cllr Grimshaw
- i) **Vale Vision** – Cllr Carter
- j) **Gloucestershire County Council Charter Group** – Cllr Bishop
- k) **Woodfields Youth and Community Centre** – Cllr Clifton & Cllr Poulter
- l) **Safer and Stronger Communities Partnership and other community safety groups** – Cllr Bishop
- m) **Dursley Welcomes Walkers** – Cllr Carter
- n) **Cam and Dursley Youth Group** – Cllrs Wilkes & Cllr Angell

J.F.

- o) Cam & Dursley Transportation Group – Cllr Wilkes
- p) Patient Participation Group – Cllr Fulcher
- q) Neighbourhood Development Review Group – Cllrs Carter & Cllr Grimshaw
- r) Stroud District Tourism Group – Cllr Grimshaw & Clerk
- s) Cam and Dursley cycleway – Cllr Angell

FC.21.028 To register for NALC Quality Council

Cam Parish Council now meets the criteria to apply for a Quality Award at a cost of £50. Clerk would like to aim for the gold quality award in future but recommended the quality award. Council **RESOLVED** to register for the quality award.

FC.21.029 Any other business for referral only

Cllr Bishop suggested that the Clerk assess all the working parties.

Councillor inductions will take place over the coming months to visit the local areas of interest and explain the projects, problems and issues relevant to each site.

With no further business, the Chair closed the meeting at 21:14

DEEDS ETC. IN THE CUSTODY OF THE COUNCIL AS AT 1ST MAY 2021

- 1) MEB - Wayleave re Westend Allotments dated 1971
- 2) Conveyance dated December 1975 - A.G. Lea to Parish Council (Jubilee Field)
- 3) Conveyance dated August 1984 - Land at junction Cam Pitch/High Street
- 4) Deed of Release re rent charge affecting allotment land dated May 1971
- 5) Lease dated June 2003 between SDC and Parish Council (Woodfield Play Area)
- 6) Charity Commission Scheme for local charities dated May 1969
- 7) Various deeds relating to rent charges issuing out of allotments
- 8) Land Transfer Documents for Athletics Track – June 2002
- 9) Land Certificate for Lark Rise Amenity Areas – August 2002
- 10) Lease from Tesco for Wetland Site – April 2003(renewed 2011)
- 11) Agreement between SDC and Parish Council for use of land at Woodview Road for bus shelter (dated August 2002)
- 12) Registration of Title for land at Jubilee Field transferred from District Council dated 23rd April 2008
- 13) Deed of dedication for Jubilee Field (2008)
- 14) Lease for Woodfield Play Area 2011
- 15) Lease of cafe from Parish Council to Berry Blue dated 2012
- 16) Transfer of land at Noel Lee Way (Chapel Street) from Stroud District Council to Cam Parish Council dated 2012
- 17) Service Level Agreement with Stroud Valleys Project on Rackleaze July 2014 and updated April 2017
- 18) Hopton Green War Memorial Listing Grade II August 2015
- 19) Service Level Agreement between Dursley Town Council and Cam Parish Council with The Door Youth Project September 2015
- 20) Kiosk SLA x 4
- 21) Licence to assign relating to care premises & change of lease
- 22) Land registry documentation for land at Chapel Street (side of building)
- 23) Transfer of land for Woodfield Play area from SDC dated 25 January 2020
- 24) Legal land agreement for bus shelter at the Croft, Cam

S. Hubber

CAM PARISH COUNCIL
2021/22 CIVIC YEAR MEETING DATES

2021				
May			June	
6 th	ELECTIONS		2 nd	Full Council
8 th	Parish Count		9 th	Planning & Highways
19 th	Annual Meeting		16 th	Recreation & Leisure
26 th	Annual Assembly		23 rd	FGP
July			August	
7 th	Full Council		4 th	Planning & Highways
14 th	Planning & Highways			
21 st	Recreation & Leisure			
28 th	FGP			
September			October	
1 st	Full Council		6 th	Full Council
8 th	Planning & Highways		13 th	Planning & Highways
15 th	Recreation & Leisure		20 th	Recreation & Leisure
22 nd	FGP			
November			December	
3 rd	Full Council		1 st	Full Council
10 th	Planning & Highways		8 th	Planning & Highways
17 th	Recreation & Leisure		15 th	Recreation & Leisure
24 th	FGP			
2022				
January			February	
5 th	Full Council		2 nd	Full Council
12 th	Planning & Highways		9 th	Planning & Highways
19 th	Recreation & Leisure		16 th	Recreation & Leisure
26 th	FGP			
March			April	
2 nd	Full Council		6 th	Full Council
9 th	Planning & Highways		13 th	Planning & Highways
16 th	Recreation & Leisure		20 th	Recreation & Leisure
23 rd	FGP		27 th	FGP
August is for Planning & Highways only unless there are special circumstances				
Additional Planning meetings will be held when necessary				
FPGP as required				

SCHEDULE OF REGULAR PAYMENTS 2021

Name	Description	Frequency	£ (-VAT)	Accounts
TalkTalk	Phone & broadband	monthly	variable DD	
SSE	Office electricity	quarterly	variable DD	
SSE	Office gas	quarterly	variable DD	
SSE	Office power JF	quarterly	variable DD	
PWLB	Loan repayments	Aug & Feb	6187.02	
Info Commissioner	Registration fee	annually	35.00	
Waterplus	Water charges – allotments	monthly	variable DD	
Waterplus	water charges – office	Quarterly	variable DD	
Waterplus	water charges – JF	quarterly	variable	
Parish Online	Subscription	annual	135.00	
Open Spaces Society	Subscription	annual	45.00	
Glos PFA	Subscription	annual	100.00	
XBM	photocopier	monthly	variable DD	
Grenke Leasing	Photocopier	Monthly	variable DD	
Outsource Safety	H&S	Monthly	£164.00	
Lloyds Bank	Card charge payment	Monthly	£3.00	
Unity Bank	Banking charges	Quarterly	approx. £30 Variable	
MSP IT	subscription MS365	Monthly	£129.05	
Greenfields	inspection contract	Monthly	£70.00	
Makinsons	Payroll	Monthly	£27.00	
D R Howse	Handyperson contract	Monthly	£1000	
D R Howse	Grounds Maintenance	Monthly	10 installments @ £1062	
Staff salary, Pensions, HMRC				

Dated April 2021-2023

April 2019-2021 (extended 1 further year)

