

# BODDINGTON PARISH COUNCIL MINUTES FROM 11th May 2023 MEETING 7PM HELD AT CHELTENHAM WEST FIRE STATION

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Chair: Cllr D Lang

[REDACTED]  
Tel: 07971050029 E-mail: boddingtonpc@gmail.com

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Present: Cllrs. D. Lang, J Metcalfe, A Walters  
Cllr Williams and 1 member of the public.

**11.05.23.1 To elect Chairman and Vice Chairman and Acceptance of Office forms to be signed.**

Cllr Metcalfe nominated Cllr Lang for the position of Chairman seconded by Cllr Walters, Cllr Lang accepted the nomination and was unanimously elected.

Cllr Lang nominated Cllr Metcalfe for the position of Vice Chairman, Cllr Walters seconded.

Cllr Metcalfe accepted the nomination and was unanimously elected.

Both Councillor Lang and Councillor Metcalfe signed their acceptance of office forms.

**11.05.23.2 The Chairman will formally ask if anyone is intending on recording or filming the meeting**

There were no requests to record or film the meeting.

**11.05.23.3 The Chairman will officially welcome Rebecca Metcalfe into the Clerks position.**

Cllr Lang welcomed Mrs Metcalfe into clerks position.

**11.05.23.4 To receive comments from the public – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda of the next meeting**

None

**11.05.23.5 To note apologies for absence**

Cllr Jackson and Cllr McLlain sent apologies.

Neighbourhood Watch coordinator Nicola Damsell sent apologies

**11.05.23.6 To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate.**

There were no declarations of interest and the meeting with declared quorate

**11.05.23.7 To confirm and agree Minutes of the Parish Council Meeting held on 2 February 2023**

**COUNCIL APPROVED** the minutes of the Parish Council meeting held on 2nd February 2023

**11.05.23.8 To Discuss co-option & Vacancy left by Cllr Robins & agree actions**

Council agreed advertising via mail drop, parish magazine and parish notice board.

Clerk to request Vacancy notice from Tewkesbury Borough Council and to display on parish notice boards.

**11.05.23.9 To receive Clerks Report and agree actions**

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Cllr Lang would like discuss audit report recommendations in further details before next Augusts meeting.

**11.05.23.10 To receive Borough Councillors Report**

Cllr Williams advised it's an interesting time following last week's election due to change in party seats. A council meeting is scheduled and BPC will be updated following this.

Cllr Williams is unsure how this will affect Parish Councils at this stage.

**11.05.23.11 To receive County Councillors Report**

NA

**11.05.23.12 Finance, all documents to be circulated prior to the meeting:**

**11.05.23.12a To approve the annual accounts and bank reconciliation for Year End 31 March 2023**  
**COUNCIL APPROVED** the annual accounts and bank reconciliation for year end 31 March 2023

**11.05.23.12b To receive the Internal Auditors Report**

Council received the Internal auditors report which will be published on the website.

**11.05.23.12c To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR**

**COUNCIL AGREED** to register as exempt from External Audit

**11.05.23.12d To approve the Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors PKF Littlejohn**

**COUNCIL APPROVED** Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors PKF Littlejohn

**11.05.23.12e To approve Accounting Statement 2022-23 (AGAR Section 2) for external auditors, PKF Littlejohn**

**COUNCIL APPROVED** Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors PKF Littlejohn

**11.05.23.12f To agree dates for the exercise of public rights to inspect accounts**

**COUNCIL AGREED** the dates for the exercise of public rights to inspect accounts would be 5<sup>TH</sup> June – 14<sup>th</sup> July.

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- 11.05.23.12G To review bank signatories and agree actions**  
Council **AGREED** that Clerk would remove Cllr Robins as signatory following resignation, no additional actions would be required.
- 11.05.23.13 To receive update on Parish Council procedures and resolve to agree actions:**
- 11.05.23.13a To review subscriptions to other bodies and agree actions**  
COUNCIL **APPROVED** subscriptions to other bodies as per **APPENDIX 1**
- 11.05.22.13b To confirm arrangements of insurance cover in respect of all insured risks**  
COUNCIL **AGREED** their insurance covered all risks
- 11.05.22.12c To approve Parish Council Meeting Dates for 2023/24**  
COUNCIL **APPROVED** parish council meeting dates for 2023/24 as per **APPENDIX 2**
- 11.05.23.14 To review the following council policies:**
- 11.05.23.14a Standing Orders**  
COUNCIL **AGREED** no updates were required to standing orders policy
- 11.05.23.14b Financial Regulations**  
COUNCIL **AGREED** no updates were required to financial regulations
- 11.05.23.14c Complaints Procedure**  
COUNCIL **AGREED** no updates were required to the complaints procedure
- 11.05.23.14d Data Protection and Freedom of Information**  
COUNCIL **AGREED** no updates were required to the Data Protection and Freedom of Information
- 11.05.23.14e Publication Scheme**  
COUNCIL **AGREED** no updates were required to Publication Scheme
- 11.05.23.14.f Grants and Donations Policy**  
COUNCIL **AGREED** no updates were required to the Grants and Donations Policy
- 11.05.23.14.g Asset Register**  
COUNCIL **AGREED** no updates were required to the asset register
- 11.05.23.15 To consider the adoption of the code of conduct recommended by Tewkesbury Borough Council and agree actions**  
COUNCIL **AGREED** to formally adopt the Code of conduct.  
Clerk to advise council of upcoming Code of Conduct training dates in June.
- 11.05.23.16 To Receive an update on footpaths and agree actions**  
Cllr Lang advised pathways around Boddington estates land has been cleared / spayed and the results of this already taking effect and can be seen.

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Cllr Jackson has agreed to take over this role with immediate effect.

**11.05.23.17 To discuss the internal control procedure completed in November 2021 and agree Actions**

**COUNCIL AGREED** they are were happy with the internal control procedures.

To be added to Novembers 2023 agenda for review

**11.05.23.18 To receive an update on Neighbourhood Watch and agree actions**

Feedback requested from council as considering setting up a Community WhatsApp Group. The Coordinator is concerned that the Neighbourhood Watch Group could be desensitised due to increased community activity. The council agreed this was a sensible and feel it is a positive idea. Clerk to provide feedback to Neighbourhood Watch Coordinator.

**11.05.23.19 To elect a public rights of way officer**

Cllr Lang proposed Cllr Jackson and seconded by Cllr Walters.

**11.05.23.20 To Receive items for the next meeting agenda**

Council to discuss and consider camera & fly tipping

Roads and highways

Review audit recommendations from clerk

**11.05.23.21 To Discuss pension arrangements for the temporary clerk in a confidential session and agreed actions.**

Clerk requested to opt out and will complete the required paperwork.


**11.05.23.22 Date of Next Meeting: 3<sup>rd</sup> August 2023 7pm**

**Meeting Close: 19:53**

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**APPENDIX 1**

**Boddington Parish Council**

**2023/2024 subscriptions**

Gloucestershire Associations of Parish and Town Councils	£64.90
SLCC	£111
<b>Total</b>	<b>£175.90</b>

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**APPENDIX 2**

**Boddington Parish Council**

**2023/24 Meeting Dates**

<b>Date</b>	<b>Type</b>
August 3 <sup>rd</sup> 2023	Parish Council Meeting
November 2 <sup>nd</sup> 2023	Parish Council Meeting
February 2 <sup>nd</sup> 2024	Parish Council Meeting
May 2 <sup>nd</sup> 2024	Annual Parish Meeting
May 2 <sup>nd</sup> 2024	Annual Meeting of the council

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