

ENGLISH BICKNOR PARISH COUNCIL
Annual Meeting 2025

Minutes of the Annual meeting of English Bicknor Parish Council held on Tuesday, 6th May 2025 at English Bicknor Village Hall.

Those present were as follows:

Cllr Mrs P. Drinkall
Cllr. Mrs A.Bowen
Cllr Mr K. Braithwaite
Cllr Mr P. Warden
Cllr Mr D. Gunter
Clerk: J. Martin

403. Election of Chair.

The Clerk began the meeting with a general welcome to all present.

Proposed: Cllr Mrs Pat Drinkall, for Cllr Kevin Braithwaite as Chair.

Seconded: Cllr Peter Warden, for Cllr Kevin Braithwaite as Chair.

It was resolved unanimously that Cllr Kevin Braithwaite be elected as Chair of English Bicknor Parish Council.

Cllr Mrs Drinkall was thanked for her work as Chair for the previous year.

404. Election of Vice Chair.

Proposed: Cllr Peter Warden, for Cllr Mrs Pat Drinkall as Deputy Chair.

Seconded: Cllr Mrs Avril Bowen, for Cllr Mrs Pat Drinkall as Deputy Chair.

It was resolved unanimously that Cllr Mrs Pat Drinkall be elected as Deputy Chair of English Bicknor Parish Council.

405. Apologies.

~~Apologies were received from Cllr P. Gwilliam.~~

No apologies were received from District Councillors Tim Gwilliam and Jamie Elsmore or our newly elected County Councillor Mr Piers Camp. However, it should be noted that Mr Hale was no longer a County Councillor at the time of this meeting, due to losing at the local elections on 1st May.

It was reported that Cllr Cole was on his way and hoped to be present shortly.

406. Completion of Declaration of Acceptance of Office forms.

The Clerk provided the forms for the newly elected Council Officers to sign. This was done and witnessed, and the documents would be stored in the Council's records.

407. Completion of Register of Interest forms.

The Clerk asked if there had been any changes to the member's interests. If not, there would be no need to repeat or update the forms and no new updates to record.

408. Planning Applications.

a.P0371/25/FUL Copperbeech, Hillersland Lane, Shortstanding, Coleford. Erection of balcony to rear elevation with associated works.

It was reported that this application straddled the demarcation line between English Bicknor and West Dean Parish Councils. West Dean had already commented at their recent meeting and had filed a 'no comment' observation.

English Bicknor Parish Council had no observations, and this would be the Council's comment.

b. Peacehaven Cottage, Road From Woodland Road To Reddinhorn Cottage, Hillersland, Coleford. Variation of Condition 4 (holiday let occupancy restriction) to allow for dual use of the outbuilding as a holiday let and as an annexe ancillary to the host dwelling for dependant relative relating to planning permission P1960/09/COU

The Parish Council was supportive of this change of use and had no objections to make.

c. P0480/25/FUL 4 Orchard Close, English Bicknor, Gloucestershire, GL16 7PD. Erection of an attached double garage and gravel driveway.

The Parish Council supports the application.

Resolved.

409. Confirmation of the minutes of the 2024 Annual Meeting. Additional Item.

Proposed: Cllr Mrs Pat Drinkall.

Seconded: Cllr Peter Warden.

It was Resolved. To approve the minutes of the 2024 Annual Meeting.

410. Appointment of representatives to other committees/bodies.

The Parish Council representatives were suggested to remain as Cllr Braithwaite for the Lucy Machen Charity, Cllr Warden for the Village Hall committee, and Mr Jeff Carrick for English Bicknor Parochial Charities.

Proposed: Cllr Mrs Pat Drinkall.

Seconded: Cllr Peter Warden.

Resolved.

411. Approval of Annual Governance Statement.

The Clerk read through the checklist, and there were no issues with its questions. The Council has fully authorised payments and rigorous internal procedures for checking all payments and receipts. It also maintains a long-standing transparency policy and encourages public inquiry into its operations. The Annual Governance Statement was subsequently approved.

412. Confirmation of acceptance of Accounting Statement 2024/25.

The Accounting Statement contained details of the Parish Council's finances. The Accounting Statement for 2024/25 was confirmed. In summary, the Council started the year with a balance of £3,096.60. Received £8,020.18 in total receipts, and had total expenses of £5,148.95, ending the financial year with a closing balance of £5,967.83. The Clerk explained that the Council will exempt itself from an internal audit, as it's income is less than £25,000.

413. Confirmation of appointment of internal auditor.

The Clerk confirmed that the regular auditor had been contacted and arrangements made for her reception of the audit files.

414. Review of cheque signatories.

It was held that there was no need to change the standing signatories. However, due to Cllr Gwilliam's recent resignation as a Cllr, his name would need to be removed from the bank mandate powers. The Clerk would see to this.

415. Review and adoption of Standing Orders.

There was no need to alter the current Standing Orders. However, the Clerk would check on the minor differences between the new templates issued by GAPTC and report on this at the next meeting. The Clerk will also circulate the current Standing Orders to the Councillors to keep them fully updated with the relevant documents.

416. Review and adoption of Risk Assessments.

Cllr Peter Warden reported that the risk assessment was completed and that the only new item that needed to be added was the reinstatement of a flagpole to the Council's asset list.

417. Review of inventory of land and assets.

The inventory of assets has remained unchanged so far. However, the replacement of the road sign hanging from the bridge at Symonds Yat Rock will be added to the list when it is acquired.

418. Time-table of Meetings for the year.

The yearly schedule of meetings had been arranged and booked with the Village Hall several months ago. This list is available on the Council's website. These times were;

3rd June.

5th August.

7th October.

2nd December.

3rd February.

7th April.

However, this time may be subject to change to avoid scheduling conflicts with other Village Hall users, which prevents the Parish Council from using the main hall. The Clerk would investigate alternative times and present these to the Council as soon as possible.

The next regular meeting of the Parish Council was confirmed as 3rd June at 7 pm.

End 6.35 pm