

HUCCLECOTE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1ST AUGUST 2016
IN THE COUNCIL MEETING ROOM AT
PINEHOLT VILLAGE HALL AT 6.30 PM**

Present Councillor Mrs Dillon (In the Chair)
Councillor Pugh
Councillor Mrs Bentley
Councillor Bentley
Councillor Mountjoy

In attendance Robert Vines (County Councillor)

16/089 ACCEPTED APOLOGIES

- i. Councillor Stevens
- ii. Councillor Blackwell
- iii. Police

16/090 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN

The Chairman thanked residents for helping to keep the parish clean and tidy by litter picking, cutting verges and clearing gutters; it was much appreciated.

An invite was received to attend a 'pop in' afternoon tea on Saturday 20th August 2-4 p.m., at the Pineholt Village Hall. The event was being held in aid of the mayor's charities, Winston's Wish and the Gloucester Stroke Unit.

16/091 QUESTIONS FROM PARISHIONERS

There were no questions.

16/092 PARISH COUNCIL VACANCY

An application was received from Mrs Vanda Green however she was unable to attend the meeting; her application would be considered at the September meeting.

16/093 APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the Council meeting held on 20th June 2016 were approved and duly signed by the Chairman.

16/094 BOROUGH / COUNTY COUNCILLORS/POLICE REPORTS

County – Councillor Vines met with the local highways manager, Mr Danny Taylor, he was happy for Mr Taylor to liaise direct with the Clerk regarding highway issues within the parish. An update was given on the proposed Gloucester incinerator and the missing link at the Air Balloon roundabout.

Police – A report was noted.

16/095 DECLARATIONS OF INTEREST

There were none.

16/096 PLANNING

a) New Applications

- i. 16/00512/ADV – Unit 25/26, Bamel Way. To install 1 x post mounted tenant directory sign for the estate. Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Mrs Dillon, seconded by Councillor Bentley not to object to the application. All members voted in favour of the proposal.
- ii. 16/00648/FUL – 46 Sussex Gardens. Rear extension. Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Pugh, seconded by Councillor Mrs Dillon not to object to the application. All members voted in favour of the proposal.
- iii. 16/00686/FUL – 15 West End Lane. Two metre fence along boundary adjacent to cycleway. Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Mountjoy, seconded by Councillor Mrs Dillon not to object to the application. All members voted in favour of the proposal.
- iv. 16/00675/FUL – 19 Bowthorpe Drive. Erection of a new timber panel fence with side gate. Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Bentley, seconded by Councillor Mrs Dillon not to object to the application. All members voted in favour of the proposal.
- v. 16/00828/TPO – 5 Varley Avenue. Works to lift the canopy of oak tree (T11). Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Bentley, seconded by Councillor Mrs Dillon not to object to the application provided the work is undertaken by a qualified tree surgeon working to standard BS399 relating to tree work. All members voted in favour of the proposal.

b) Decisions

Nothing to report.

c) Appeals

Nothing to report.

d) Enforcement

Nothing to report.

d) Coopers Edge outstanding matters

Councillor Bentley met with representatives from Bovis Homes, on 14th July 2016, to discuss outstanding issues on Coopers Edge including the poor condition of footpaths and roads, street lighting, planting and general maintenance. The representatives were shocked by the standard of the footpaths etc. and agreed to appoint a contractor to undertake the work.

Unfortunately 3 weeks had passed and no action had been taken, Councillor Bentley will follow this up with the Chief Executive of Bovis Homes.

e) Concerns regarding Advance Housing properties

Complaints had been received from several residents regarding anti-social behaviour at two properties owned by Advance Housing. A meeting had been arranged to discuss recent incidents however this was cancelled due to confidentiality.

The Outcome Manager at Gloucestershire County Council advised residents to contact her direct and she would meet with them to discuss their concerns on an individual basis.

16/097 PARISH NEWSLETTER

Thanks were expressed to Mr and Mrs Martin for putting together the recent newsletter and for assisting with the delivery.

16/098 PINEHOLT VILLAGE HALL

a) Clerk's report

Details of an outstanding debt were reported, the Clerk would write a further letter to the hirer requesting payment before taking legal action.

b) Electrical remedial works

Following discussion it was proposed by Councillor Pugh, seconded by Councillor Mrs Dillon to accept the quotation from Mitchell's (Gloucester) to undertake electrical remedial works at the village hall for £144 plus VAT. All members voted in favour of the proposal.

c) Village Hall working party

Tender documents had been sent out to four local building companies, the closing date for tenders is 12th August 2016 at noon.

A letter was received from the architect, Mr Peter Marshall, advising of an amendment to his original fee proposal. The scale of the project has changed since 2014 and the volume of work increased; members would consider this further at the September meeting.

16/099 HIGHWAYS AND TRANSPORT

a) Outstanding issues

Members met with Gloucestershire Highways and following a walkabout identified locations where double yellow lines could be extended to improve road safety, there were 7 in total; members were hopeful that this could be done without the need for a further Traffic Regulation Order.

A two man highways crew attended the parish for a week to undertake maintenance work including trimming back overhanging and intrusive vegetation, cleaning signs and bollards and general highways maintenance. The crew were very proactive and members were very pleased with the results; positive feedback would be sent to Gloucestershire County Council.

b) M5 noise

Details of the proposed resurfacing scheme, including a plan, were published on the parish council website. A follow up meeting with Highways England had been arranged for January 2017.

16/100 PLAY AREA

a) Inspection report

Members undertook the monthly inspection of the play area; minor matters were noted and would be monitored.

16/101 FINANCE

a) Accounts for Payment

	Chq	Net	VAT	Gross
i. GAPTC – Publications	2214	15.50	0.00	15.50
ii. Greenfield Garden Services Ltd – Play area maintenance	2215	1155.00	231.00	1386.00
iii. Spot on Supplies – Cleaning materials	2216	168.00	33.60	201.60
iv. Gloucestershire Playing Fields Assoc – Subscription	2217	50.00	0.00	50.00
v. Peter A Marshall – Planning fee	2218	97.50	0.00	97.50
vi. Fine Turf Services of Glos – Grounds maintenance (June)	2219	311.00	0.00	311.00
vii. Payestaff Ltd – Payroll fees Apr – June	2220	76.00	15.20	91.20
viii. Robert Hall Business Equip – Magazine costs & stationery	2221	211.63	42.33	253.96
ix. Fine Turf Services of Glos – Grounds maintenance (July)	2222	459.00	0.00	459.00
x. Tesco – Kettle		17.37	3.47	20.84
xi. Post Office – Postage costs		6.84	0.00	6.84
xii. Amazon – BT Wi-Fi hotspot adapter		63.37	12.67	76.04
xiii. SCCS – Red and yellow spray paint		15.85	3.17	19.02
xiv. Supanet – Broadband	DD	23.32	4.66	27.98
xv. British Gas – Service contract	DD	46.88	9.38	56.26
xvi. SWALEC – Gas supply	DD	113.35	6.65	120.00
xvii. SWALEC – Electricity supply	DD	144.18	9.82	154.00
xviii. Severn Trent – Water supply	DD	72.59	0.00	72.59
xix. PHS Group – Village Hall	DD	37.09	7.42	44.51
xx. OCS Group – Village Hall	DD	71.52	14.30	85.82
xxi. BT - Telephones	DD	142.44	28.48	170.92

Payment of the accounts was proposed by Councillor Pugh and seconded by Councillor Bentley and carried.

b) Finance report April – June 2016

Members had before them a Finance report detailing the income and expenditure for the first quarter; the variances with the budget were explained.

The Clerk advised that £1000 was budgeted for the fixed wire testing and remedial works at the village hall. The total costs actually came in under budget at £382, therefore the surplus of £618 can be used towards the new website costs; members agreed with this action.

c) Internal Audit report April – June 2016

Councillor Mrs Bentley had undertaken the audit for April – June 2016 and she had no matters to report, finances were kept in good order by the Clerk.

d) Review gas and electric contracts

Quotations were received from three suppliers. Following discussion it was proposed by Councillor Mrs Dillon, seconded by Councillor Pugh to accept a 2 year contract for both from SWALEC. All members voted in favour of the proposal.

16/102 MISCELLANEOUS

a) Parish Website

A recommendation was received from Councillor Stevens to accept a proposal from Netwise Training Ltd to set up a new and improved website. The new site would include traffic, weather and news items and would be fully compliant with the transparency code. The setup fee would be £599 and £300 per year for annual hosting/software updating and support. Councillor Mountjoy agreed to assist and support the Clerk with the initial set-up.

Following discussion it was proposed by Councillor Pugh, seconded by Councillor Mrs Bentley to accept the recommendation. All members voted in favour of the proposal.

b) Tewkesbury Borough Council Town & Parish Seminar – 15th September 2016

Details were noted.

Confidential item 16 (a) Clerks appraisal was deferred until the next meeting.