

**HUCCLECOTE PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21<sup>ST</sup> NOVEMBER 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  
Councillor Mrs Blackwell  
Councillor Stevens

**16/131 ACCEPTED APOLOGIES**

There were no apologies received.

**16/132 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN**

The Chairman attended a GAPTC training course on managing staff performance and the GRCC AGM at Witcombe Village Hall. Councillors Mr and Mrs Bentley also joined the Chairman at the Mayor's Civic Service held in Tewkesbury Abbey.

**16/133 QUESTIONS FROM PARISHIONERS**

There were no parishioners present.

**16/134 APPROVAL OF THE MINUTES OF THE LAST MEETING**

The minutes of the Council meeting held on 17<sup>th</sup> October 2016 were approved and duly signed by the Chairman.

**16/135 MATTERS ARISING FROM MINUTES**

Councillor Pugh gave an update on incidents at an Advanced Housing property in Colerne Drive. Residents of the cul-de-sac are very concerned about the behaviour of a gentleman living in the property and they have expressed these concerns to the outcome manager at Gloucestershire County Council. Following a recent incident residents have been advised to also report matters to the Police.

Members shared the concerns of residents and agreed to ask the County Councillor, Robert Vines, for his support and to also write to the lead member for adult social care.

**16/136 BOROUGH / COUNTY COUNCILLORS/POLICE REPORTS**

Borough – Councillor Mrs Blackwell reported that the Borough Council has recruited a new deputy chief executive and they will start on 1<sup>st</sup> December 2016, there has also been some reorganisation of officers at the council and two new positions have been created.

The Borough Council did not accept the final terms of the Joint Core Strategy as members did not want Twigworth included, the three Councils involved will meet at the end of January to discuss a way forward.

#### **16/137 DECLARATIONS OF INTEREST**

Councillor Mrs Blackwell declared she is a member of the Tewkesbury Borough Council planning committee; she would therefore not participate in any discussions relating to planning matters.

#### **16/138 PLANNING**

##### **a) New Applications**

- i. 16/01227/FUL – 11 Grierson Close. Two storey rear and single storey side extensions. Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Mrs Dillon, seconded by Councillor Bentley to object to the application due to the over development of the site and the loss of amenity for neighbouring properties. All members voted in favour of the proposal.

##### **b) Decisions**

- i. 16/01054/FUL – Ridgemount Court, Larkhay Road. Change of use of a stable block to a two bedroom dwelling on land adjacent to Ridgemount Court. Permitted.

##### **c) Appeals**

Nothing to report.

##### **d) Enforcement**

Councillor Stevens gave an update on issues in Stump Lane which are now being dealt with by the Environment Agency.

#### **16/139 PARISH NEWSLETTER**

The winter edition would be ready for distribution by the end of the week; members were thanked for their articles.

#### **16/140 PINEHOLT VILLAGE HALL**

##### **a) Clerk's report**

Members received the renewal service contract from British Gas, the total annual cost was £337.61; this was accepted.

The three bus shelters, jubilee bench and six parish noticeboards had been cleaned and painted. New locks were required on the noticeboards and therefore there was an additional cost of £73.32. Unfortunately the Coopers Edge noticeboard cannot be repaired as the hinge is damaged, it will therefore need replacing in the near future.

Members received the end of year financial forecast, the Clerk will now start to prepare the budget for 2017/18 and this will be presented and agreed at the January 2017 meeting.

The next parish council meeting will be on Monday 12<sup>th</sup> December, a week earlier than normal due to the Christmas holidays.

**b) Village Hall**

**i. Quotations from Glevum Security –**

A quotation was received for an unlocking and lock up service. Following discussion it was agreed to firstly try and find a local person to help with opening and closing the hall, an advert would be placed in the spring newsletter.

**ii. Accepting card payments –**

The minimum monthly charge for a card machine is £33; members felt this was quite expensive however they were mindful that cheques would eventually be phased out. The Clerk would obtain further information on internet banking.

**iii. Review of hiring charges 2017/18 –**

A decision was deferred until the December meeting.

**iv. Outstanding debts –**

Following advice from the council's solicitor members agreed to proceed with a small claims case to recover two outstanding debts. The Chairman would contact the debtors giving them a week to settle before starting proceedings; all members agreed with this action.

**c) Village hall working party**

Members received a progress report from Councillor Stevens, a further grant of £6k was received from the Summerfield Trust; a decision from the Gloucestershire Environmental Trust was awaited.

The builder had provided a breakdown of the construction costs, totalling £106k, however they had not included the provisional sums as detailed by the architect in the schedule of works, a further potential cost of £21k. Councillor Stevens will arrange a meeting with the builder, architect and the project manager to discuss the best way forward.

Following a discussion on VAT and whether the Council should register or not, it was agreed that Councillor Stevens and the Clerk meet with a senior accountant at Hazelwoods (Cheltenham) for further guidance. The approximate charge, for him to produce a short document, is £200 per hour and the work could take between 2-4 hours, members agreed that it was worth spending the money at this stage to get a clear understanding of the rules which apply to parish councils. All members agreed.

**16/141 HIGHWAYS AND TRANSPORT**

**a) Outstanding issues**

Work had begun on the drainage works in Stump Lane and work would shortly start to repair pavements on Hucclecote Road, Sussex Gardens and Colerne Drive.

Parking continues to be an issue for some residents on Coopers Edge, particularly on Ashbrittle Road where employees from the Business Park leave vehicles for the duration of the day. The roads on Coopers Edge have not been adopted therefore it is down to the developer to take any necessary action.

**b) M5 noise**

Following discussion it was agreed to invite the Chairman of Upton St Leonards parish council to a meeting with Highways England in January 2017.

**16/142 PLAY AREA**

**a) Inspection report**

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

**16/143 FINANCE**

**a) Accounts for Payment**

	<b>Chq</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
i. Grant Bailey – Bus shelter cleaning	2238	70.00	0.00	70.00
ii. Royal British Legion – Poppy wreath	2239	18.50	0.00	18.50
iii. KB Handyman Services – Refurbish parish noticeboards and bench	2240	618.32	0.00	618.32
iv. Robert Hall business equipment – Stationery	2241	202.52	40.50	243.02
v. Fine Turf Services of Gloucester – Grounds maintenance	2242	274.00	0.00	274.00
vi. Mithcells Glos – Electrical repairs	2243	144.00	28.80	172.80
vii. Grant Thornton – Annual external audit	2244	300.00	60.00	360.00
viii. GAPTC – Training	2245	50.00	0.00	50.00
ix. Supanet – Broadband	DD	11.66	2.33	13.99
x. British Gas – Service contract	DD	23.44	4.69	28.13
xi. SWALEC – Gas supply	DD	60.00	0.00	60.00
xii. BT –Telephones	DD	141.82	28.36	170.18
xiii. SWALEC – Electricity supply	DD	77.00	0.00	77.00
xiv. OCS – Hygiene services	DD	111.29	22.26	133.55

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

**b) Hiring of car parking spaces at the village hall**

A request was received from a local company to hire 24 parking spaces at the village hall. Following discussion members agreed it would be a good income and could potentially help with the parking issues on Cranham Gate and Coopers Edge. Councillor Stevens agreed to investigate further before agreeing the terms and conditions; members were mindful of the VAT implications as this is a business activity.

**16/144 MISCELLANEOUS**

**a) Parish Website**

Members were given a demonstration of the new parish council website and shown the new functions available to residents. The new website will go live mid to late December. Photographs of councillors will be taken on Thursday 22<sup>nd</sup> December at 6:30 p.m.

**b) Meeting dates for 2017**

Details were noted.