

HUCCLECOTE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16TH JANUARY 2017
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 Stevens

In attendance Matt Discombe (Citizen Reporter)

17/001 ACCEPTED APOLOGIES

- i. Councillor Mrs Blackwell
- ii. The Police
- iii. Councillor Mountjoy

17/002 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN

An Invitation was received to attend the Mayors Civic Ball on Friday 24th March 2017.

Members were asked to consider and nominate a past councillor to attend the Buckingham Palace Garden Party on Thursday 1st June 2017. Following discussion it was agreed to nominate Mrs Barbara Martin or Mr Dominic Blake.

17/003 QUESTIONS FROM PARISHIONERS

There were no parishioners present.

17/004 APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the Council meeting held on 12th December 2016 were approved and duly signed by the Chairman.

17/005 MATTERS ARISING FROM MINUTES

As previously reported Councillor Pugh had written to the cabinet member for Adult Social Care regarding incidents at an Advanced Housing property in Colerne Drive; he was disappointed that no response had been received.

17/006 BOROUGH / COUNTY COUNCILLORS/POLICE REPORTS

Police – During December 2016 there were 6 reported crimes within the parish.

The Gloucestershire Association of Town and Parish Councils intends to set up a meeting with the Police and Crime Commissioner during 2017. Members were asked if there were any issues they would like raised at the meeting. Councillor Mrs Bentley expressed concern that there has been no Police attendance at a parish council meeting for over a year and up until recently no crime figures had been received, she would like to know how this can be improved in the future. This will also be raised with the local policing team at Tewkesbury.

17/007 DECLARATIONS OF INTEREST

There were none.

17/008 PLANNING

a) New Applications

- i. 16/01416/FUL – Clovelly, Belmont Avenue. Erection of detached dwelling with the benefit of existing access, revised application. Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Mrs Dillon, seconded by Councillor Pugh not to object to the revised application. All members voted in favour of the proposal.

b) Decisions

- i. 16/01227/FUL – 11 Grierson Close. Two storey rear and single storey side extensions. Permitted.
- ii. 15/01378/OUT – Nerva Meadows. Development of up to 106 dwellings with associated access, public open space, landscaping and other infrastructure. Approved

c) Appeals

Nothing to report.

d) Enforcement

Councillor Stevens gave an update on issues in Stump Lane.

17/009 PARISH NEWSLETTER

The final printed edition would be published in March 2017, members were asked to submit articles for inclusion by the end of February.

17/010 PINEHOLT VILLAGE HALL

a) Clerk's report

The Clerk reported that hall bookings were increasing, including parties and meetings.

b) Village hall working party

Members received a progress report from Councillor Stevens, including a review of the building costs. Following a recent meeting with the architect, builder and quantity surveyor, Councillor Stevens reported a provisional start date of early May 2017. A Letter of Intent was being drafted and would be signed by the Chairman and Councillor Stevens.

Due to Health and Safety reasons it will be necessary for the building to be completely closed down during the building works, the office will therefore need to be relocated; the Clerk will investigate other available office space locally. The regular hires will also be advised that they need to find a temporary venue for their classes; the Clerk would seek availability at local community centres and village halls.

Councillor Mrs Bentley had drafted a Safeguarding Policy and it would be formally adopted at the next meeting.

Councillors Stevens and Mrs Bentley were thanked for their hard work.

17/011 HIGHWAYS AND TRANSPORT

a) Outstanding issues

The Clerk gave an update on outstanding matters, including fallen tree branches in Folland Avenue and James Way.

b) M5 noise

At a recent meeting with Highways England members were informed that the resurfacing work will commence in February and would take approximately 6 weeks to complete. The work will involve some overnight closures and there may be some disturbance to neighbouring properties; the sound barriers will also be looked at as part of the work.

17/012 PLAY AREA

a) Inspection report

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

17/013 FINANCE

a) Accounts for Payment

	Chq	Net	VAT	Gross
i. Payestaff Ltd – Payroll fees	2252	61.00	12.20	73.20
ii. GRCC – Annual subscription	2253	25.00	0.00	25.00
iii. Adam Keppel-Garner – Domain renewal	2254	50.00	0.00	50.00
iv. Allcoopers Ltd – Fire alarm service contract	2255	225.50	45.10	270.60
v. Clem Hencher-Stevens – Website photographs	2256	100.00	0.00	100.00
vi. PHS Compliance – PAT testing	2257	94.00	18.80	112.80
vii. Supanet – Broadband	DD	11.66	2.33	13.99
viii. British Gas – Service contract	DD	23.44	4.69	28.13
ix. SWALEC – Gas supply	DD	49.69	10.31	60.00
x. SWALEC – Electricity supply	DD	64.39	12.61	77.00
xi. Severn Trent - Rates	DD	93.09	0.00	93.09

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

b) VAT registration

Following advice from a senior accountant at Hazelwoods (Cheltenham) members were informed that the Council is required to register for VAT as it is making business supplies. Following discussion it was proposed by Councillor Stevens, seconded by Councillor Mrs Bentley to register for VAT and to opt to tax the building with effect from 1st April 2017. Members understood the impact this could have on some of the regular hirers, therefore it was agreed that the Council would absorb the VAT on their charges for the first year. All members voted in favour of the proposal.

c) Hiring charges 2017/18

Following discussion it was proposed by Councillor Stevens, seconded by Councillor Mrs Bentley to increase charges for commercial users and private bookings with effect from 1st April 2017; the charge for regular hirers would not be increased until 2018. All members voted in favour of the proposal.

d) Budget 2017/18

Members had before them a draft budget report for 2017/18, prepared by the Clerk. The budget, which includes an extra £800 for a new noticeboard on Coopers Edge, an extra £1000 for new surfacing in the play area and extra for staff salaries to bring them in line with the National Living Wage, showed an underspend of £6492.

The end of year forecast for 2016/17 showed an underspend of £14813, this was earmarked for the village hall extension costs and future replacement costs of play area equipment.

It was proposed by Councillor Mrs Dillon, seconded by Councillor Pugh to accept the proposed budget for 2017/18; all members voted in favour.

e) Precept 2017/18

Following discussion it was agreed that the precept should be increased to raise further funds towards the village hall extensions, especially as not all the grant applications had been approved. There will be a loss of income whilst the building work is undertaken and the VAT position will result in a further loss.

It was proposed by Councillor Pugh, seconded by Councillor Mrs Dillon to increase the Band D property amount by £2.59 per year, this will give a total increase of £3205, bringing the total precept to £48995. A grant of £611 would also be received from Tewkesbury Borough Council, all members voted in favour of the proposal.

f) Financial Risk Assessment

The Clerk had reviewed and updated the Financial Risk Assessment report and this was presented to Council and approved.

g) Hiring of car parking spaces

The Licence was being prepared by the Councils solicitor.

h) Appointment of Independent Internal Auditor

It was agreed that Mr Iain Selkirk F.C.A. be appointed Internal Auditor for the ensuing year. The Clerk reviewed the system of internal audit and was satisfied that Mr Selkirk is acting totally independently and is competent.

17/014 MISCELLANEOUS

a) Parish Website

The new website would go live shortly.