

HUCCLECOTE PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 21ST MAY 2018
IN THE MEETING ROOM AT
PINEHOLT VILLAGE HALL AT 7.15 PM**

Present Councillor Mrs Dillon (In the Chair)
Councillor Pugh
Councillor Mrs Hutchinson-Holford
Councillor Mrs Bentley
Councillor Bentley
Councillor Stevens
Councillor Mrs Blackwell

18/052 ELECTIONS

- a) **Chairman** - Councillor Pugh called for nominations and the following were received:-
Councillor Pugh proposed by Councillor Stevens, seconded by Councillor Mrs Bentley.

There being no further nominations a vote was taken and Councillor Pugh was unanimously elected.

- b) **Vice Chairman** – The Chairman called for nominations which were as follows:-
Councillor Stevens proposed by Councillor Bentley, seconded by Councillor Mrs Blackwell.

There being no further nominations a vote was taken and Councillor Stevens was unanimously elected.

The Chairman and Vice Chairman signed the Declaration of Acceptance of Office.

- c) **Webmaster** – Councillor Stevens proposed there be no appointment of a webmaster; this was seconded by Councillor Pugh and unanimously agreed.
- d) **Snow Warden** - Councillor Stevens proposed Councillor Bentley be appointed Snow Warden, this was seconded by Councillor Pugh and unanimously agreed.
- e) **Flood Warden** – Councillor Pugh proposed Councillor Mrs Blackwell, this was seconded by Councillor Stevens and unanimously agreed.
- f) **Internal Controller** – Councillor Pugh proposed Councillor Mrs Bentley, this was seconded by Councillor Stevens and unanimously agreed.

Councillor Mrs Dillon left the meeting.

18/053 ACCEPTED APOLOGIES

- i. Councillor Robert Vines (County)

18/054 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN

A letter of resignation was received from Mrs Maggie Dillon, the Chairman expressed his thanks and good wishes to her.

18/055 QUESTIONS FROM PARISHIONERS

There were no parishioners present.

18/056 APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the Council meeting held on 16th April 2018 were approved and duly signed by the Chairman.

18/057 MATTERS ARISING FROM MINUTES

There were no matters arising.

18/058 BOROUGH / COUNTY COUNCILLORS REPORTS

County – a written report was received from Councillor Robert Vines.

Borough - Councillor Mrs Blackwell explained that disabled facility grants were available from the borough council, the take up this year had been low; details would be put on the website. The borough council is working to improve the customer facilities section of their website, making payments simpler and quicker.

18/059 DECLARATIONS OF INTEREST

Councillor Mrs Blackwell declared an interest in licencing matters; she would therefore not participate in any voting and would leave the room during discussions.

18/060 PLANNING

a) New Applications

- i. 18/00109/APP – Land at Perrybrook, North Brockworth. Approval of Reserved matters (appearance, layout, landscaping and scale) comprising Phase 3 of Outline planning permission 12/01256/OUT for the erection of 225 dwellings with public open space, play area and associated infrastructure. Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Stevens, seconded by Councillor Bentley not to object to the application but to make comment on the proposed health care facilities and the need for a more central location that could serve both Brockworth and Hucclecote residents. All members voted in favour of the proposal.

b) Decisions

- i. 18/00196/FUK – Gransmoor Lodge. Conversion & extension of existing detached garage to provide an additional detached dwelling. Amended application to 17/01160/FUL. Permitted

c) Appeals

There was nothing to report.

d) Enforcement

There was nothing to report.

Councillor Mrs Blackwell left the meeting.

e) Licence applications

- i. 18/00412/LIQPRM – Brockworth Road. The details were received, following discussion members agreed to raise concern about the access to and from the site, additional traffic and potential parking issues. All members voted in favour.

Councillor Mrs Blackwell re-joined the meeting.

18/061 PINEHOLT VILLAGE HALL

a) Clerk's report

The Gloucester Camera Club will be hiring the main hall on a Tuesday evening from September 2018 and they will use the upstairs room for their committee meetings. It was agreed they could have two sets of keys and have space in the storeroom for two metal storage cupboards.

Members agreed to help with the maintenance jobs at the village hall, the Clerk would contact a local window cleaner to clean the windows and guttering.

The BACS application had been successful and will be used by the payroll company for future salary payments.

Details of the Wotton Brook bank repairs were noted and would be shared on the website.

b) Letter from Pineholt Bowls Club

A letter was received from the Pineholt Bowls Club complaining about cigarette ends and litter in the village hall car park. Following discussion members agreed to monitor the situation before purchasing and installing a cigarette bin.

c) Village Hall improvements

A quotation was received from Audio Visual Direct to install a projector, electric screen and two wall speakers. Following discussion it was proposed by Councillor Stevens, seconded by Councillor Pugh to accept the quotation. All members voted in favour of the proposal.

d) CCTV Policy

A draft policy was presented to members, it detailed how the system was used, managed and operated. It was proposed by Councillor Pugh, seconded by Councillor Mrs Blackwell to adopt the policy and review it annually. All members voted in favour of the proposal.

18/062 HIGHWAYS AND TRANSPORT

a) Outstanding issues

Tewkesbury Borough Council had been working with UBICO to ensure they were aware what land they are responsible for and unfortunately this has caused a delay in cutting of verges on Cranham Gate and Lobleys Drive. The review has been completed and the crews have now been issued with grass cutting maps.

b) Lobleys Drive traffic survey

Details of the proposed survey were received from the local highways manager. Following discussion, members agreed to proceed with the recommended 12hr pedestrian count and speed survey; date and times to be agreed.

18/063 PLAY AREA

a) Inspection report

The annual ROSPA inspection was received; several areas of shrinkage and crumbling in the wet pour surface were noted and would be monitored.

18/064 FINANCE

a) Accounts for Payment

	Chq	Net	VAT	Gross
i. Alex Bolt – Open/close service	BACS	55.00	0.00	55.00
ii. Spot on Supplies – Cleaning equip	BACS	85.50	17.10	102.60
iii. Grant Bailey – Bus stop cleaning	BACS	50.00	0.00	50.00
iv. Into Cleaning – Village hall cleaning	BACS	156.00	31.20	187.20
v. Fine Turf Services – Grounds maintenance	BACS	320.00	0.00	320.00
vi. GAPTC – Training	BACS	40.00	0.00	40.00
vii. Iain Selkirk – Annual internal audit	BACS	250.00	0.00	250.00
viii. ROSPA – Play area inspection	BACS	87.50	17.50	105.00
ix. Petty cash	2297	163.20	0.00	163.20
x. Mr A Pugh – Expenses		11.25	0.00	11.25
xi. Supanet – Broadband	DD	23.48	4.70	28.18
xii. British Gas – Service contract	DD	25.00	5.01	30.01
xiii. SWALEC – Gas supply	DD	60.00	0.00	60.00
xiv. SWALEC – Electricity supply	DD	77.00	0.00	77.00
xv. BT - Telephones	DD	185.81	37.16	222.97

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

b) Finance report 2017/18

Members had before them a report showing the comparison between the budget and the end of year figures for 2017/18.

c) Internal Auditors Report 2017/18

Members received a copy of the report from Mr Iain Selkirk the Council's Internal Auditor, there were no matters arising.

d) Annual Governance Statement 2017/18

Members received a copy of the Annual Governance Statement for year ending 31st March 2018. The Annual Governance Statement was approved by members and signed by the Chairman and the Clerk.

e) Statement of Accounts 2017/18

Members received a copy of the Statement of Accounts for year ending 31st March 2018. The Statement of Accounts was approved by members and signed by the Chairman and the Clerk.

All financial reports will be published on the parish council website and are available for viewing on request.

18/065 MISCELLANEOUS

a) Hucclecote hullabaloo – 7th July

Councillor Stevens gave a report explaining the options and costs of the event; a budget of £660 was agreed. Members would meet again to discuss the catering, event schedule and promotion.

b) General Data Protection Regulations (GDPR)

The new GDPR comes into force on 25th May 2018, to comply the Council's Privacy Notices and Privacy Policy had been reviewed and updated; members received a copy of both.

c) Community Fibre Partnership – cabinet 42 Coopers Edge

Members were very disappointed and frustrated to hear that BT had pulled cabinet 42 from their planned upgrade, due in June 2018. Following discussion, it was proposed by Councillor Stevens, seconded by Councillor Mrs Hutchinson-Holford to send a high level complaint to BT asking them to reinstate the work.