

HUCCLECOTE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15TH OCTOBER 2018
IN THE MEETING ROOM AT
PINEHOLT VILLAGE HALL AT 6.30 PM**

Present Councillor Pugh (In the Chair)
Councillor Ted Stevens
Councillor Mrs Bentley
Councillor Bentley
Councillor Edge
Councillor Mrs Hutchinson-Holford

18/107 ACCEPTED APOLOGIES

- i. Councillor Mrs Blackwell
- ii. Councillor Robert Vines (County)

18/108 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN

The Chairman will endeavour to attend the Remembrance Day parade on Sunday 11th November 2018 at the Hucclecote War Memorial; members were invited to join him. Minutes of the meeting to discuss Coombe End, Hucclecote Road were circulated to members, the Chairman felt it was a good meeting with some positive actions agreed.

18/109 QUESTIONS FROM PARISHIONERS

There were no parishioners present.

18/110 APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the Council meeting held on 17th September 2018 were approved and duly signed by the Chairman.

18/111 MATTERS ARISING FROM MINUTES

The lengthsman crew were still to cut hedges on Stump Lane; the Clerk would raise this with the Highways Manager.

18/112 BOROUGH / COUNTY COUNCILLORS REPORTS

Borough – A written report was received from Councillor Mrs Blackwell, details of the Tewkesbury Local Plan consultation were given and an update on the Community Infrastructure Levy (CIL).

County – A written report was received from Councillor Vines, details were given about the new highways maintenance contract that had been appointed to Ringway Infrastructure Services; the new contract for the county is to begin on 1st April 2019.

18/113 DECLARATIONS OF INTEREST

Councillor Stevens declared an interest in planning application 18/00962/FUL.

18/114 PLANNING

a) New Applications

- i. 18/00962/FUL – Broadcroft Farm, Stump Lane. Conversion of existing stables to dwelling with the benefit of existing vehicular and pedestrian access. Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Mrs Bentley, seconded by Councillor Mrs Hutchinson-Holford to raise concerns about the construction of the current stables, additional traffic and development on Green Belt land. All members voted in favour of the proposal.

b) Decisions

Councillor Stevens informed members that permission had been granted for the erection of an agricultural building on land parcel 0045, Stump Lane. The application was submitted under agricultural permitted development and therefore the parish council were not consulted in the usual way.

It was proposed by Councillor Stevens, seconded by Councillor Pugh to send a letter to the Chief Planning officer at Tewkesbury Borough Council explaining that given the contentious issues in the area it would have been appropriate to notify the parish council about the proposed development. All members voted in favour of the proposal.

c) Appeals

14/00074/ENFB – Part parcel 0025 Stump Lane, Hucclecote. A hearing will take place on 7th November 2018 at Tewkesbury Borough Council offices at 10 a.m.; the Chairman and Councillor Stevens will attend.

d) Enforcement

There was nothing to report.

e) Plot 2000, Gloucester Business Park

Members attended a consultation event to view and comment on proposals for Plot 2000, the development consists of a detached three-storey office building. If there are to be 600 employees, and parking for 500 cars, members felt this should be adequate (and they understood that the proposed occupier was probably prepared to provide more parking, if it was required). Members were, however, concerned about the impact of the additional 500 cars on the local roads network. As part of the development a footpath will be constructed and linked to Coopers Edge, however to complete the link the consortium would firstly need to install a footbridge over Wotton Brook.

Following discussion it was agreed to write to the Business Park highlighting concerns about the additional traffic from this development and others in the future and ask if they could look at traffic modelling to help alleviate any issues. They would also be urged to meet with the consortium to agree works for the installation of the footbridge link as soon as possible, members were happy to accommodate and attend the meeting.

18/115 PINEHOLT VILLAGE HALL

a) Clerk's report

Details of the Tewkesbury Borough Plan Preferred Options consultation were given, closing date for comments is 26th November 2018; members will read through the document and a response formulated at the next meeting.

Councillor Bentley undertook a risk assessment of trees on council land around the village hall and parking areas; some maintenance was required to remove dead wood etc.

b) Automatic door maintenance contract

Quotations were received for an automatic door maintenance contract to comply with regulations BS7036/EN16005.

Following discussion it was proposed by Councillor Stevens, seconded by Councillor Pugh to accept the quotation from ASG Automation providing their out of hours charges were not excessive, this includes two inspections per annum. All members voted in favour of the proposal.

18/116 HIGHWAYS AND TRANSPORT

a) Outstanding issues

The Clerk is meeting with the Highways Manager on Monday 22nd October to follow up outstanding items; including TPO'd trees on Hucclecote Road, current parking restrictions on Cranham Gate, Lobleys Drive and the adoption process for Coopers Edge.

18/117 PLAY AREA

a) Inspection report

Councillor Pugh will undertake the quarterly inspection of the play area by the end of the month.

18/118 FINANCE

a) Accounts for Payment

	Chq	Net	VAT	Gross
i. Came & Company – Insurance		2148.51	0.00	2148.51
ii. Intocleaning – Cleaning (Aug)		143.75	28.75	172.50
iii. PKF Littlejohn LLP – External audit 17/18		400.00	80.00	480.00
iv. Alex Bolt – Open/close service		35.00	0.00	35.00
v. Payestaff – Payroll services		76.65	15.33	91.98
vi. Gloucester Plumbing – Washroom repairs		292.28	58.46	350.74
vii. Intocleaning – Cleaning (Sept)		162.50	32.50	195.00
viii. Fine Turf Services - Grounds maintenance		328.90	0.00	328.90
ix. KB Handyman – Washroom repairs		225.00	0.00	225.00
x. GeoXphere Ltd – Parish online subscription		35.00	7.00	42.00
xi. Nisbets Catering – Burco water boiler		101.00	20.20	121.20
xii. The Works – Stationery		4.58	.92	5.50
xiii. Currys PC World – Charger for laptop		24.98	5.00	29.98
xiv. Timpson - Keys		20.00	4.00	24.00
xv. Supanet – Broadband	DD	11.66	2.33	13.99

xvi.	Water plus – Water bill	DD	26.73	0.00	26.73
xvii.	British Gas – Service contract	DD	25.01	5.00	30.01
xviii.	SWALEC – Gas supply	DD	60.00	0.00	60.00
xix.	SWALEC – Electricity supply	DD	68.21	8.79	77.00
xx.	Cannon Hygiene – Washroom services	DD	96.99	19.40	116.39
xxi.	PHS – Washroom services	DD	37.50	7.50	45.00

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

b) Finance Report April – September 2018

Members had before them a Finance report detailing the income and expenditure for April – September 2018, the variances with the budget were explained. A list of payments and receipts were available for members to view.

c) Internal Control report July – September 2018

Councillor Mrs Bentley had undertaken the audit for July – September, she was satisfied with the Clerks record keeping and had no matters to report. The use of internet banking has made it easier for regular checks to be made on the bank accounts.

d) External Auditors Report 2017/18

The Annual Return 2017/18 was signed off by the External Auditor, PKF Littlejohn LLP; there were no matters to report.

18/119 MISCELLANEOUS

a) Recruitment of new parish councillors

Councillor Stevens is preparing a video to encourage local people to stand at the next parish council elections in 2019; the Clerk has requested an election timetable from the Borough Council.

b) Hucclecote Hullabaloo 2019

Members will meet before the next parish council meeting to start planning the 2019 Hullabaloo event; the Clerk asked for the costs so they can be included in the budget.