

**HUCCLECOTE PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18TH MARCH 2019
IN THE MEETING ROOM AT
PINEHOLT VILLAGE HALL AT 6.30 PM**

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

In attendance 1 member of the public

19/026 ACCEPTED APOLOGIES

- i. Councillor Robert Vines (County)

19/027 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN

The Chairman attended the Gloucestershire Chartered Parishes Meeting, details of the new highway contract with Ringway and Atkins was given; Dave Pritchett will remain the local highways manager for the parish.

19/028 QUESTIONS FROM PARISHIONERS

There were no questions.

19/029 APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the Council meeting held on 18th February 2019 were approved and duly signed by the Chairman.

19/030 MATTERS ARISING FROM MINUTES

There were no matters arising.

19/031 BOROUGH / COUNTY COUNCILLORS REPORTS

County – A short report from Councillor Robert Vines was received.

Borough – Councillor Mrs Blackwell had no matters to report.

19/032 DECLARATIONS OF INTEREST

Councillor Pugh declared an interest in planning application 19/00153/FUL; he would not take part in any discussion or vote.

19/033 PLANNING

Councillor Stevens took the chair for the next item.

a) New Applications

- i. 19/00153/FUL – 2 Colerne Drive. Alteration & conversion of existing garage/storage building for use as ancillary accommodation (granny annexe). Plans were circulated to members before the meeting. Following discussion it was proposed by Councillor Bentley, seconded by Councillor Mrs Blackwell not to object to the proposal but to raise concern about the potential future use of the annexe and planning creep on the site. All members voted in favour.

b) Decisions

There were no decisions to report

c) Appeals

There were no appeals to report.

d) Enforcement

A member gave details of an issue on land near Stump Lane; Councillor Mrs Blackwell agreed to raise it with an enforcement officer at Tewkesbury Borough Council.

e) Footpath access to the Gloucester Business Park

No further information was received Tewkesbury Borough Council planning department.

19/034 PINEHOLT VILLAGE HALL

a) Clerk's report

A thank you letter was received from Tom Roberts Adventure Centre for the donation of chairs which they will use in their conference centre for visiting schools and groups.

Details of hall bookings were noted, members agreed to help set up tables and chairs.

Correspondence was received regarding bin storage and rubbish outside a block of flats on Roselle Drive, the issue had been raised with Bromford Housing and they responded saying it would be given immediate attention. Following discussion it was agreed to report the issue to Environmental Health at Tewkesbury Borough Council.

The Clerk will be absent for the next meeting on 15th April 2019; Councillor Stevens also gave his apologies.

The Internal Auditor will conduct his annual audit on Tuesday 23rd April 2019.

b) Pineholt Bowls Club rent review 2019

A report from the District Valuation office was received, the recommendation of the officer was that the rent should remain at £1900 per annum. It was proposed by Councillor Pugh, seconded by Councillor Stevens to accept the recommendation. It was agreed that when the full lease is renewed in 2024 some of the terms and conditions should be changed.

c) New tables

Following discussion, it was resolved to accept the quotation from Mogo Direct Ltd for seven Gopak tables and a storage trolley for £866.52(ex VAT).

19/035 HIGHWAYS AND TRANSPORT

a) Outstanding issues

Councillor Stevens will meet with the Local Highways Manager to discuss flooding on Stump Lane.
The Chairman was awaiting information from Upton St Leonard’s parish council regarding the use of a sound consultant and the costs involved to undertake monitoring and research of the M5 noise.

19/036 PLAY AREA

a) Inspection report

Councillor Pugh undertook the inspection of the play area, minor matters were noted including a broken pin on the IXO climbing frame ladder.

19/037 FINANCE

a) Accounts for Payment

	Chq	Net	VAT	Gross
i. Netwise – Domain renewal		130.00	0.00	130.00
ii. Spot on Supplies – Cleaning materials		135.30	27.11	162.64
iii. Robert Hall – Stationery		200.16	40.04	240.20
iv. GRCC – Membership renewal		25.00	0.00	25.00
v. GAPTC – Training		40.00	0.00	40.00
vi. Robert Hall – Stationery		12.45	2.49	14.94
vii. Into Cleaning – Cleaning February		162.50	32.50	195.00
viii. GAPTC – Annual subscription		679.37	0.00	679.37
ix. Cheapest print online – Flyers		27.00	0.00	27.00
x. Facebook – Fees		23.91	0.00	23.94
xi. Alex Bolt – Open/close service		30.00	0.00	30.00
xii. S Moore – Expenses 18/19		50.40	0.00	50.40
xiii. Supanet – Broadband	DD	11.66	2.33	13.99
xiv. British Gas – Service contract	DD	27.28	5.46	32.74
xv. SWALEC – Gas supply	DD	68.00	0.00	68.00
xvi. SWALEC – Electricity supply	DD	77.00	0.00	77.00

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

b) Internal Control report Oct – Feb

Councillor Mrs Bentley undertook the audit for October – February, she was satisfied with the Clerks record keeping and had no matters to report; she continued to do periodic checks via internet banking.

c) HPC Financial Regulations

Members reviewed the adopted Financial Regulations and there were no amendments to be made.

d) HPC Standing Orders

Members reviewed the adopted Standing Orders and there were no amendments to be made.

19/038 MISCELLANEOUS

a) HPC Social Media Policy

It was resolved to adopt the social media policy, it will be published on the website with other council policies.

b) HPC Complaints Policy

It was resolved to adopt the complaints policy and procedures.

c) HPC Health and Safety Policy

Members reviewed the adopted Health and Safety Policy; Councillor Bentley proposed that the policy should also apply to users of the village hall as well as employees and volunteers. Following discussion it was agreed to include hall users in the policy and to conduct a full risk assessment of the village hall.

d) HPC Safeguarding Policy

Members reviewed the adopted Safeguarding Policy and there were no amendments to be made.

e) HPC Volunteer Policy

Members reviewed the adopted Volunteer Policy and there were no amendments to be made.

f) Recruitment of new parish councillors

The campaign had been successful and a further surgery will be held on Saturday 23rd March for people to find out what's involved in being a parish councillor.

g) Hucclecote Hullabaloo 2019

Plans for the hullabaloo event were going well, members will seek sponsorship from local businesses; Councillor Stevens was thanked for his work.

h) Annual Parish Assembly meeting

The meeting will be held on Monday 13th May 2019, the Chairman will give his annual report and local groups will be asked to attend; refreshments will be served to residents.

The next parish council meeting will be on 15th April 2019.