

**HUCCLECOTE PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5<sup>TH</sup> AUGUST 2019  
IN THE MEETING ROOM AT  
PINEHOLT VILLAGE HALL AT 6.30 PM**

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

**19/084 ACCEPTED APOLOGIES**

- i. Councillor Robert Vines (County Council)
- ii. Councillor Paul Smith (Borough)

**19/085 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN**

There were no announcements made.

**19/086 QUESTIONS FROM PARISHIONERS**

There were no questions.

**19/087 APPROVAL OF THE MINUTES OF THE LAST MEETING**

The minutes of the Council meeting held on 17<sup>th</sup> June 2019 were approved and duly signed by the Chairman.

**19/088 MATTERS ARISING FROM MINUTES**

The Chairman will invite the three new Tewkesbury Borough Councillors to a meeting to discuss how matters from the borough will be reported at future parish council meetings.

Councillor Mrs Heyden attended the GAPTC AGM and found it very informative, she reported on items discussed.

**19/089 BOROUGH / COUNTY COUNCILLORS REPORTS**

County – There were no matters to report, Councillor Robert Vines had met with Councillor Stevens to discuss the ‘Growing our Communities Fund’.

Following discussion it was agreed to submit a grant application to Councillor Vines to help fund a community outreach project that will bring new activities to the area for the elderly, more isolated and younger residents of the parish. The project will involve additional hours for the Clerk and this was agreed.

Borough – Councillor Gill Blackwell gave a report from UBICO detailing the annual waste statistics. A guidance leaflet will shortly be issued to residents on recycling.

The Tewkesbury Borough Plan has been agreed and will go out for consultation in September/October.

#### **19/090 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.

#### **19/091 PLANNING**

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

There were no new applications to discuss.

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

- i. 19/00443/FUL – 34 Sussex Gardens. Erection of a single store rear extension. Permitted.

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

There were no appeals to report.

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

Members were made aware of a situation on Stump Lane where a business appears to be disposing of waste materials, including concrete and building waste, in a field at the rear of their site; this has previously been reported to the Environment Agency and Tewkesbury Borough Council but no action was taken.

Following discussion it was proposed, seconded and agreed to raise the issue again with enforcement officers at Tewkesbury Borough Council and the Chief Executive. The parish council would also send a letter to the Director of the company informing him of the unacceptable situation at the Stump Lane site.

#### **19/092 PINEHOLT VILLAGE HALL**

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

The main hall floor had been scrubbed, thoroughly cleaned and resealed by IntoCleaning Ltd. The Teddy Bears playgroup requested permission to have an outside storage unit for their equipment; further details were needed before making a decision. The purchase of a defibrillator and upgrade of the CCTV system were discussed, the Clerk would investigate both.

The accounts software Scribe has recently been updated and moved to a web based system meaning it can be accessed from any computer. The new system is also approved by HMRC for digital VAT submissions.

Correspondence was received from a resident regarding sea gull nuisance and overgrown vegetation.

**b) Village Hall Risk Assessment**

Members reviewed the village hall risk assessment; pedestrian safety in the village hall car park was highlighted as a priority. Following discussion it was agreed to improve visibility at the entrance and around the car park where there is currently no footpath. Members agreed to look at removing some beech hedging and installing additional road safety signs; Councillor Morgan will investigate and report back.

The risk assessment will be reviewed every 6 months.

**19/093 HIGHWAYS AND TRANSPORT**

**a) Outstanding issues**

Various matters were reported to Gloucestershire Highways including speeding vehicles on Churchdown Lane and overgrown trees on Valliant Way.

Members would like to improve the 'Pinholt Village Hall' signs on Hucclecote Road and install new signs on Lobleys Drive, details would be sent to the Highways Manager for approval. Councillor Morgan raised concerns about parking on the corner of Yew Tree Way and road markings on the A417, Shurdington junction; the Clerk would report both to the relevant authorities.

A copy of the DEFRA noise action plan 2019 was received; the Chairman would review the document and raise questions at the next meeting with Highways England.

**b) Wildflower planting**

Locations for wildflower planting were to be identified and details sent to the Local Highways manager for approval; a company would be sought to undertake the work.

**19/094 PLAY AREA**

**a) Inspection report**

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

Quotations were being obtained for resurfacing of worn areas of wetpour and would be discussed at the next meeting.

**19/095 FINANCE**

**a) Accounts for Payment**

	<b>Chq</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
i. DB Landscaping – Hedge trimming		280.00	0.00	280.00
ii. GPFA – Annual membership		50.00	0.00	50.00
iii. Fine Turf Services – Grounds maintenance		284.00	0.00	284.00
iv. Into Cleaning – Cleaning services (June)		175.28	35.06	210.34
v. Alex Bolt – Open/close service		20.00	0.00	20.00
vi. Scribe – Software licence renewal		347.00	69.40	416.40
vii. LCH Training – First Aid cover		50.00	0.00	50.00
viii. Payestaff – Payroll services		1.16	0.28	1.44
ix. T Stevens – Hullabaloo costs		243.54	17.15	260.69
x. Grants Gutters – Bus shelter cleaning		50.00	0.00	50.00
xi. Mitchells – Call out fee		49.80	9.96	59.76
xii. PKF Littlejohn – External Audit services		300.00	60.00	360.00

xiii.	Allcooper Ltd - Emergency light repair		41.43	8.29	49.72
xiv.	Netwise – Website		250.00	50.00	300.00
xv.	Into Cleaning – Cleaning services (July)		175.08	35.06	210.34
xvi.	Petty cash		200.00	0.00	200.00
xvii.	Safety signs for less – Signage		28.35	5.67	34.02
xviii.	St Johns Ambulance – First Aid box		44.20	10.51	63.04
xix.	National Star Centre – Hullabaloo food		333.72	0.00	333.72
xx.	Amazon – Plastic boards		23.56	4.72	28.28
xxi.	B&Q – Cable ties		5.00	1.00	6.00
xxii.	Tesco - Hullabaloo		28.55	0.00	28.55
xxiii.	Supanet – Broadband June/July	DD	23.32	4.66	27.98
xxiv.	British Gas – Service contract June/July	DD	54.56	10.92	65.48
xxv.	SWALEC – Gas supply June/July	DD	131.28	4.72	136.00
xxvi.	SWALEC – Electricity supply June/July	DD	142.04	11.96	154.00
xxvii.	PHS – Washroom services	DD	37.50	7.50	45.00
xviii.	Cannon Hygiene – Washroom services	DD	96.99	19.40	116.39
xxix.	BT – Telephones	DD	183.73	36.74	220.47
xxx.	ICO – Data protection	DD	40.00	0.00	40.00
xxxi.	Water Plus – Water rates	DD	140.60	0.00	140.60

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

**b) Finance report April – June 2019**

Members had before them a finance report detailing the income and expenditure for the first quarter; the variances with the budget were explained.

**c) Internal control report April – June 2019 (Cllr Mrs Bentley)**

Councillor Mrs Bentley had undertaken the audit for April – June 2019, there were no matters to report; it was suggested that Councillor Mrs Heyden assist with the future audits.

**d) Grant application from Coopers Edge Football Club Veterans**

Following discussion, it was proposed, seconded and agreed to make a grant of £150 towards the costs of new football kit. The club would need to set up their own bank account before the payment is made.

**19/096 MISCELLANEOUS**

**a) Ecclesiastical Trim Trail initiative**

A meeting will take place on 21<sup>st</sup> August to finalise the works along Wotton Brook to include cutting back vegetation and clearing the brook if needed.

**b) Anti-social behaviour at property on Hucclecote Road**

Members received correspondence from a resident regarding anti-behaviour at a property on Hucclecote Road. A meeting will be held during September with the care provider and a Tewkesbury Borough Council officer to look at how the issues can be addressed; the Chairman will attend.

**c) Hucclecote Hullabaloo – key learning points**

Notes were circulated and everyone agreed it went well. Next year's event will be held on 4<sup>th</sup> July 2020 and the litter picking session will be held on a separate day.

**d) TBC Code of Conduct Training**

Details were noted.

Next meeting is to be held on Monday 16<sup>th</sup> September 2019.