

**HUCCLECOTE PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16TH MARCH 2020
IN THE MEETING ROOM AT
PINEHOLT VILLAGE HALL AT 6.30 PM**

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

In attendance Councillor Robert Vines (County)
1 resident

20/027 ACCEPTED APOLOGIES

There were no apologies received.

20/028 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN

The Chairman attended the Chartered Parishes meeting on 4th March at the GL3 Hub; an update from Gloucestershire Highways was given regarding road repairs and the highways allowance for County Councillors.

An email was sent to Borough Councillor Paul Smith regarding his recent newsletter, and the apparent commitment to work on initiatives which the parish council had been undertaking for some time, with potential for overlap and confusion.

COVID 19

Given the current situation it was agreed to discuss the following urgent matters:

Future meeting arrangements – if permitted by Government meetings will be held remotely using one of the video conferencing systems; confirmation of this was awaited from NALC; the Clerk will investigate the best system to use.

Staff working arrangements – Clerk and admin assistant to continue working from the office but to close it to members of the public. The Clerk will investigate the possibility of working from home and would seek advice from IT consultant.

Users of the village hall – Advice and guidance will be sent to clubs and societies using the village hall, if they decide to cancel their class then their slot will be held with no charge. No further private bookings would be taken, and the cleaning regime will be enhanced. **ACTION CLERK**

Volunteering events – The planned tree planting event on Saturday 21st March will go ahead, activities are to be held outside and will not involve any contact with others. Ecclesiastical Insurance volunteers are due on 26th and 27th March to do further planting, Councillor Stevens will contact them. **ACTION T/S**

Supporting the community – A group has been created on Coopers Edge and they were asking for volunteers to support the elderly and isolated residents. Members agreed to support the group by printing and helping to deliver flyers. The council website and social media pages will be kept up to date with the latest information and guidance. Councillor Hutchinson-Holford will contact the group leader and keep a list of volunteers coming forward to help; to reassure residents any volunteers will be asked for ID and provided with a Council hi vis vest. **ACTION C/H-H**

Government advice and guidelines will continue to be followed and shared with residents.

20/029 QUESTIONS FROM PARISHIONERS

The resident made some further suggestions in supporting the local community; he also mentioned the increased parking on Coopers Edge by employees from the business park.

20/030 APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the Council meeting held on 17th February 2020 were approved and duly signed by the Chairman.

20/031 MATTERS ARISING FROM MINUTES

Councillor Stevens gave an update on the planning application for the Whittle Square development. There were still discussions taking place between the County Council and the Borough Council over financial matters and until these are resolved the development cannot move forward. Members were very frustrated and agreed that if things do not move forward shortly the reasons should be made public knowledge. Councillor Mrs Blackwell agreed to discuss this further with the planning officer.

The Chairman wrote to the Coopers Edge Trust regarding the allocation of the allotments on Coopers Edge. He will meet with their lead to develop a system for allocating the allotments on a fair basis across all three parishes, should they be oversubscribed. **ACTION A/P**

20/032 BOROUGH / COUNTY COUNCILLORS REPORT

County – Councillor Robert Vines gave details of the County Council agreed budget. Current figures of Coronavirus were shared and he thanked the council for their work in supporting local residents.

Borough – Councillor Mrs Blackwell asked again for residents not to put wet cardboard in the recycling bin, cards reminding residents of what can be recycled are being distributed with the new calendar; details are also on the borough council website.

20/033 DECLARATIONS OF INTEREST

Councillor Mrs Blackwell declared that as a member of the Tewkesbury Borough Council planning committee she would not participate in any discussions relating to planning matters.

20/034 PLANNING

a) New Applications

- i. 20/00167/FUL – 11 James Way. Plans were circulated to members before the meeting. Following discussion it was proposed, seconded and resolved not to object to the application.

b) Decisions

There were no decisions received.

c) Enforcement report

Information was given about a large structure that has been erected adjacent to the Horsbere Brook Lake. The farmer is collecting food waste in a large reservoir to be used for fertilizing his land; planning permission had not been sought. Members were very concerned about the possible contamination of the lake, vermin and the large HGV vehicle movements to and from the site. The matter will be reported to planning enforcement and the Environment Agency.

ACTION G/B, CLERK

20/035 PINEHOLT VILLAGE HALL

a) Clerk's report

A price increase from Intocleaning was noted, 2 % with effect from April 2020. Confirmation was received from Allcoopers that they will install a wireless IP connection to the play area CCTV camera at no charge.

b) Improvement work to the car park entrance

Councillor Morgan was progressing with quotations for the installation of a footpath; he will follow up with contractors. **ACTION S/M**

c) Kitchen refurbishment

Members met to discuss the kitchen upgrade and a draft plan was prepared, to include a separate sink for hand washing. Three quotations will now be obtained with a view to getting the work completed in the August holidays. **ACTION A/P B/B G/B C/H-H**

d) PA system

Following discussion it was agreed to purchase a PA system for use at the village hall and at the Hullabaloo event. Firm prices would be obtained before making a decision. **ACTION T/S**

20/036 HIGHWAYS AND TRANSPORT

a) Outstanding issues

A meeting is to be held with an officer from Gloucestershire Highways on Monday 23rd March, to discuss the proposed changes to parking restrictions on Cranham Gate.

Members were keen to proceed with the wildflower planting in the parish. Gloucestershire Highways needed some assurances before agreeing the work on their land, including details of

the flower seed, confirmation of insurance and a risk assessment from the contractor. **ACTION T/S**

b) Parking issues on Coopers Edge

Members were made aware of the increased and dangerous parking on Coopers Edge, particularly along Arlington and Ashbrittle Road by employees from the business park; the land owner had provided some advisory parking notices for residents to use.

The Chairman is meeting with representatives from Brockworth and Upton St Leonards parish councils to discuss possible parking restrictions for the whole development. He invited members who live on Coopers Edge to send him their recommendations for Hucclecote, by 25th March. **ACTION C/H-H B/B D/B S/M**

c) Gloucestershire Local Transport Plan review

The Chairman attended a presentation at the Chartered Parishes meeting, he welcomed members to send him their comments and he will collate a response. **ACTION A/P**

20/037 PLAY AREA

a) Inspection report

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

20/038 FINANCE

a) Accounts for Payment

	Chq	Net	VAT	Gross
i. Robert Hall Business – Stationery		209.57	41.92	251.49
ii. Treecreeper – Hedge and tree removal		1800.00	0.00	1800.00
iii. Allcooper – Emergency lights		300.00	60.00	360.00
iv. Alex Bolt – Open/close service		25.00	0.00	25.00
v. S Moore – Expenses 19/20		44.10	0.00	44.10
vi. T Stevens – Expenses		12.89	0.00	12.89
vii. Into Cleaning – Contract cleaners		175.28	35.06	210.34
viii. KB Handyman – Plumbing services		60.00	0.00	60.00
ix. Spot on Supplies – Cleaning supplies		99.43	19.89	119.32
x. Citron Hygiene – Hygiene services		138.35	27.67	166.02
xi. V Safety – Hi Vis Jackets		52.63	10.52	63.15
xii. Brockworth Garden Centre – Protective gloves		5.83	1.17	7.00
xiii. Supanet – Broadband	DD	11.66	2.33	13.99
xiv. British Gas – Service contract	DD	26.73	5.35	32.08
xv. SWALEC – Gas supply	DD	68.00	0.00	68.00
xvi. SWALEC – Electricity supply	DD	88.00	0.00	88.00

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

b) Internal Control Report Oct - Feb

Members undertook the audit for October – February 2020, there were no matters to report.

c) Review of HPC Financial Regulations

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

d) Review of HPC Standing Orders

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

20/039 MISC

a) To review council policies

- i. Safeguarding Policy – Reviewed and adopted.
- ii. Social Media Policy – Reviewed and adopted.
- iii. Complaints Policy – Reviewed and adopted.
- iv. Volunteers Policy – Reviewed and adopted.
- v. CCTV Policy – Reviewed, amended to include use of mobile devices and adopted.
- vi. Health and Safety Policy – Reviewed and adopted.

b) Hucclecote Hullabaloo

Tesco has stopped their token collection scheme for Health and Safety reasons, they have split the funds equally between the three charities and each will now receive £1166. Various groups and activities have been lined up for the event, including a pop up repair shop, brass band, circus skills group and a singing trio; all will be paid and confirmed nearer the date.

c) Tree Planting event 21st March 2020

The event will go ahead, protective clothing and safety guidance will be given to those that attend; all work will be done outside.

d) Renewal of GAPTC membership

Members approved the renewal and payment but they felt the association could do more to support parish councils.