

**HUCCLECOTE PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20<sup>H</sup> APRIL 2020**  
**VIA ZOOM 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

**In attendance**         Councillor Robert Vines (County)

**20/041 ACCEPTED APOLOGIES**

- i.        Councillor Edge
- ii.      Councillor Paul Smith

**20/042 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN**

The Chairman explained to members the procedure should they wish to speak during the zoom meeting and for voting purposes.

Thanks were expressed to everyone for working through this difficult period, particularly to Councillor Mrs Hutchinson-Holford for coordinating volunteers to support the community and to Councillor Stevens for setting up the zoom meeting.

**20/043 QUESTIONS FROM PARISHIONERS**

There were no residents in attendance and no questions were submitted.

**20/044 APPROVAL OF THE MINUTES OF THE LAST MEETING**

The minutes of the Council meeting held on 16<sup>th</sup> March 2020 were approved and will be signed by the Chairman retrospectively at the next face to face meeting.

**20/045 MATTERS ARISING FROM MINUTES**

The Chairman received a response from Borough Councillor Paul Smith clarifying matters raised in a recent 'Hucclecote Matters' newsletter; it was written by the Lib Dem team and he was keen to continue working with the parish council.

The tree planting event took place in March and there was a very good turnout; the new trees are doing well.

There was still no decision on the Whittle Square development planning application, an update was received from a County Council officer and he explained that discussions were taking place with the Borough Council to secure funding for education, either from CIL or S106. Councillor Mrs Blackwell will speak to the planning officer to see if they are close to a resolution. **ACTION G/B**

The kitchen refurbishment is on hold until things return to normal.

**20/046 BOROUGH / COUNTY COUNCILLORS REPORT**

County – Councillor Robert Vines is self isolating and therefore relying on telephone and email contact with residents, there were no major issues to report at the moment.

Borough – A report from Councillor Smith was received.

Councillor Mrs Blackwell added that Ubico are looking to get the garden waste collection service reinstated as soon as possible. There have been several complaints about bonfires and residents were asked to be respectful to their neighbours. Reports of fly tipping of garden waste and general waste were noted and will be reported to the borough council. **ACTION CLERK**

**20/047 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.

**20/048 COVID 19**

**a) Supporting the community**

Councillor Mrs Hutchinson-Holford received a good response to the appeal for volunteers to come forward and help others who may be vulnerable or self isolating with shopping etc. Councillor Mrs Blackwell explained that funding is available from the borough council to support groups who have set up volunteer schemes, she will investigate whether money could be available for the additional hi vis vests that were purchased for volunteers. Thanks were expressed to the volunteers for their support and to Councillor Mrs Hutchinson-Holford for her work.

**b) Future parish council events**

Future meetings will be held using zoom and the meeting id will be published on the agenda; residents are welcome to join the meeting.

A decision on the Hullabaloo event will be made at the May meeting.

**c) Clerks working arrangements**

The Clerk and clerical assistant are working from home, emails and telephone calls continue to be answered in the usual way.

**20/049 PLANNING**

**a) New Applications**

- i. 20/00277/FTP – Land East of the M5, Hucclecote Rd. Diversion of footpath EBW2. Plans were circulated to members before the meeting. Following discussion it was proposed, seconded and resolved not to object to the application.

**b) Decisions**

- i. 20/00124/FUL – 5 Bird Road. Erection of a single storey rear extension and first floor extension over existing garage. Permitted
- ii. 20/00167/FUL – 11 James Way. Erection of a single storey side extension. Permitted

**c) Enforcement report**

- i. 20/00081/ENFC – Horsbere Brook, Larkhay Rd. Alleged unauthorised biofertilizer storage tank.

Tewkesbury Borough Council planning department has cancelled all site visits and are relying on photographs and videos. If a site visit is essential then a decision will not be made on an application. To give residents and the parish council time to consider applications an additional seven days has been given to the response time frame.

**20/050 PINEHOLT VILLAGE HALL**

**a) Clerk's report**

The Clerk is working from home and will only visit the office when necessary to check for mail and to collect documents. The internal auditor has cancelled his visit on 23<sup>rd</sup> April and he will conduct his annual audit at home, reports and other documents will be posted to him and he can refer to the website for minutes and council policies.

Some of the groups that regularly meet at the hall are now holding their classes online; the others have cancelled until further notice.

**b) Improvement work to the car park entrance**

Members discussed a new welcome sign for the village hall, to be sited at the entrance of the car park; a draft was shown on screen. Other electronic signage promoting the hall and classes will be considered; any thoughts and comments should be sent to Councillor Stevens. If power is required to illuminate the signage then a supply will be taken from the hall car park lighting. Unfortunately contractors were at the moment reluctant to quote for a new footpath; Councillor Morgan will pursue the matter. **ACTION S/M, T/S**

**c) Cleaning of the village hall**

Following discussion members resolved to cancel the cleaning contract until hall bookings return to normal.

**20/051 HIGHWAYS AND TRANSPORT**

**a) Outstanding issues**

The planned meeting with representatives from Brockworth and Upton St Leonards parish councils to discuss possible parking restrictions for Coopers Edge was cancelled. In order to start the process members who live on Coopers Edge were asked to mark up on a plan their thoughts and suggestions for restrictions and report back to the Chairman. **ACTION C/H/H, S/M, B/B, D/B.**

MINUTES TO BE CONFIRMED AT THE NEXT COUNCIL MEETING 18<sup>TH</sup> MAY 2020

Some preparation work had taken place for sowing wildflowers along the Wotton Brook and at the village hall car park entrance, Cllrs Stevens and Bentley will rotavate and seed over the next few weeks. **ACTION T/S, D/B**

**20/052 PLAY AREA**

**a) Inspection report**

Following Government guidelines the play area was closed at the start of lockdown, members will continue with visual inspections during this period. The equipment will be cleaned thoroughly before reopening.

**County Councillor Vines left the meeting 19:35**

**20/053 FINANCE**

**a) Accounts for Payment**

	<b>Chq</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
i. Treecreeper Arborists – Hedge cutting		450.00	0.00	450.00
ii. GAPTC – Subscription 20/21		731.06	0.00	731.06
iii. Perrie Hale Nursery – Trees		124.00	24.80	148.80
iv. Allcooper Ltd – CCTV upgrade		3271.46	654.29	3925.75
v. Allcooper Ltd – Emergency lights		134.47	26.89	161.36
vi. Allcooper Ltd – Intruder Alarm		647.99	129.60	777.59
vii. Robert Hall Business – Stationery		49.74	9.95	59.69
viii. Spot on Supplies – Cleaning materials		23.36	4.67	28.03
ix. Churchdown Computers – IT support		60.00	0.00	60.00
x. A Pugh – Expenses		33.75	0.00	33.75
xi. A Bolt – Open/close service		10.00	0.00	10.00
xii. Value Products – Hi vis vests		171.00	34.00	205.20
xiii. Fine Turf Services of Glos – Grounds maintenance		141.50	0.00	141.50
xiv. Intocleaning – Village hall		175.28	35.06	210.34
xv. M Carrington-Stait – Refund		40.50	8.10	48.60
xvi. Zoom – Monthly meeting charge		11.99	2.40	14.39
xvii. Facebook – Volunteer advert		10.00	0.00	10.00
xviii. Paystaff – Payroll fees		77.85	15.57	93.42
xix. Landlife Wildflowers – seeds		40.41	8.08	48.49
xx. Citron Hygiene – V hall service		103.35	20.67	124.02
xxi. Tesco mobile – Top up		20.00	0.00	20.00
xxii. Supanet – Broadband	DD	11.66	2.33	13.99
xxiii. British Gas – Service contract	DD	26.73	5.35	32.08
xxiv. SWALEC – Gas supply	DD	68.00	0.00	68.00
xxv. SWALEC – Electricity supply	DD	88.00	0.00	88.00
xxvi. PHS Group – V hall service	DD	37.50	7.50	45.00

Payment of the accounts was proposed by Councillor Stevens and seconded by Councillor Mrs Hutchinson-Holford.

**b) End of year finance report 19/20**

Members received a report showing the comparison between the budget and the end of year figures for 2019/20. Overall the year ended with a surplus of £34k, this was due to increased hall bookings, car park hire, donations and grants. It was agreed to earmark the money for future replacement costs of the play area equipment, kitchen refurbishment, Highways improvements and outreach projects.

It was proposed, seconded and resolved to accept the end of year finance report.

**c) New audit arrangements for 2019/20**

Details were noted.

**Meeting closed at 19:50**

**Next meeting 18<sup>th</sup> May 2020**