

**HUCCLECOTE PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18<sup>TH</sup> MAY 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 Heyden  
Councillor Morgan  
Councillor Edge

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

**20/054 ACCEPTED APOLOGIES**

- i. Borough Councillor Paul Smith
- ii. Councillor Mrs Blackwell

**20/055 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN**

The Chairman welcomed members and reminded them of the procedure should they wish to speak during the zoom meeting and for voting purposes. Thanks were expressed to everyone for continuing to support the community and for all their good work at this difficult time.

The Clerk was thanked for securing a Business Support Grant of £10k from the borough council.

**20/056 QUESTIONS FROM PARISHIONERS**

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

**20/057 APPROVAL OF THE MINUTES OF THE LAST MEETING**

The minutes of the Council meeting held on 20<sup>th</sup> April 2020 were approved and will be signed by the Chairman retrospectively at the next face to face meeting.

**20/058 MATTERS ARISING FROM MINUTES**

There was no update on the Whittle Square development; Councillor Stevens will seek an update for the next meeting. **ACTION T/S**

Garden waste collections had resumed. It was noted that some residents were cutting the grass verges and trimming back hedges along footpaths, they were thanked for their work.

Cllrs Stevens and Bentley were thanked for maintaining the wildflower beds particularly during the dry spell of weather.

**20/059 BOROUGH / COUNTY COUNCILLORS REPORT**

County – Councillor Robert Vines had no matters to report. He congratulated the parish council on their work in supporting the community and for holding parish council meetings remotely.

**20/060 DECLARATIONS OF INTEREST**

No declarations were made.

Members were asked to review their Register of Interests form and to complete a new one if there were any changes. **ACTION ALL**

**20/061 COVID 19**

**a) Supporting the community**

Volunteers reported that it had been very quiet as a lot of neighbours were helping each other out with shopping etc. Members were aware that some residents were struggling financially and this could potentially increase as the pandemic continues. A hardship fund to support them was considered, however it would be difficult to administer and there were other support funds available to them. Anyone coming forward for support will be given details of the Foodbank, Barnwood Trust and the Gloucestershire COVID 19 emergency living fund; a donation to the Foodbank will be considered at the next meeting.

A post card from Age UK was delivered to some residents giving details of their befriending service and advice lines.

**b) Future parish council events**

Members noted that Government had issued regulations to defer the annual meeting of the council until 2021; Chairman and other elected roles to remain as currently appointed. Members felt it would be beneficial to still hold the annual assembly meeting via zoom, the Chairman would give his annual report and residents could ask questions.

It was agreed to create a flyer advertising the annual assembly meeting and to also give details of the support available to residents during the COVID 19 pandemic; to be delivered early June. The hullabaloo will be postponed until later in the year and it may take a different format, to include further tree planting.

**20/062 PLANNING**

**a) New Applications**

No new applications were received.

**b) Decisions**

There were no decisions to report.

**c) Enforcement report**

- i. 20/00081/ENFC – Horsbere Brook, Larkhay Rd. Alleged unauthorised biofertilizer storage tank. TBC has informed the parish that the farmer will have to formally lodge a planning application for the tank, and the council can make its views known then.

**20/063 PINEHOLT VILLAGE HALL**

**a) Clerk's report**

As agreed at the previous meeting the cleaning contract had been suspended until classes return to the hall.

The Pineholt Bowls Club will reopen on 1<sup>st</sup> June; they will follow social distancing guidelines and will limit the number of people on the green.

The end of year finance reports have been completed and will be signed off later in the meeting; they will then be sent to the external auditor.

Indications are that the village hall may be able to reopen in July but it is not yet clear what groups and clubs will want to return, some may wish to wait until September; in preparation floor markings and social distancing signage will be purchased. The Clerk would contact group leaders. **ACTION CLERK**

It was proposed, seconded and resolved that the Clerk claim expenses for working from home.

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

Councillor Morgan had received a quotation for the installation of a footpath, he would follow up quotes with two other companies and present at the next meeting. **ACTION S/M**

**c) Kitchen refurbishment**

The working group will draw up a specification for the new kitchen and will invite three suppliers to quote. **ACTION A/P, B/B, C/H/H, G/B**

**20/064 HIGHWAYS AND TRANSPORT**

**a) Outstanding issues**

Details of resurfacing on the M5 were noted.

The Chairman asked for feedback on potential parking restrictions for Coopers Edge.

Councillor Morgan was currently putting together a document detailing recommendations from the members who live on Coopers Edge; the main focus was on road safety. The information will be shared with neighbouring parishes so that a joint approach and Traffic Regulation Order can be taken across the whole development.

**20/065 PLAY AREA**

**a) Inspection report**

Following Government guidelines the play area remains closed.

The annual inspection report from RoSPA was received. Minor matters were noted regarding worn surfacing and wear on chains; both would be monitored and repaired later in the year.

It was agreed that Councillor Stevens proceeds to investigate outdoor gym equipment.

**County Councillor Vines left the meeting 19:33**

**20/066 FINANCE**

**a) Accounts for Payment**

	<b>Chq</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
i. T Stevens – Expenses		7.00	0.00	7.00
ii. Brandon Hire Stations – Hire charges		72.60	14.52	87.12
iii. Fine Turf Services – Grass cutting		323.00	0.00	323.00
iv. Grants Gutters – Bus shelter cleaning		50.00	0.00	50.00
v. Play safely – RoSPA report		89.50	21.00	107.40
vi. Mr I Selkirk – Audit fee		235.00	0.00	235.00
vii. Post Office – Postage costs		7.50	0.0	7.50
viii. Water plus – Water supply	DD	73.14	0.00	73.14
ix. Supanet – Broadband	DD	11.66	2.33	13.99
x. British Gas – Service contract	DD	26.73	5.35	32.08
xi. SWALEC – Gas supply	DD	68.00	0.00	68.00
xii. SWALEC – Electricity supply	DD	88.00	0.00	88.00
xiii. BT - Telephones	DD	199.72	39.94	239.66

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

**b) Internal Auditors report**

Members received a report from Mr Iain Selkirk the Council's Internal Auditor, there were no matters arising. The inspection was undertaken from home as Mr Selkirk was in isolation, he was provided with all the necessary reports.

**c) Annual Governance Statement 2019/2020**

Members received a copy of the Annual Governance Statement for year ending 31st March 2020. The Annual Governance Statement was approved by members and signed by the Chairman and the Clerk.

**d) Statement of Accounts 2019/2020**

Members received a copy of the Statement of Accounts for year ending 31st March 2020. The Statement of Accounts was approved by members and signed by the Chairman. All financial reports will be published on the parish council website and are available for viewing on request.

**Meeting closed at 19.37**

**Next meeting 15<sup>th</sup> June 2020**