

**HUCCLECOTE PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27TH JULY 2020
VIA ZOOM AT 6.30 PM**

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

20/081 ACCEPTED APOLOGIES

- i. Councillor Paul Smith (Borough)
- ii. Councillor Robert Vines (County)
- iii. Councillor Bentley
- iv. Councillor Mrs Bentley
- v. Councillor Mrs Blackwell
- vi. Councillor Morgan

20/082 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN

A letter was received from a resident, thanking members for all their hard work in keeping the area looking nice with the wild flower beds and additional trees.
The Chairman thanked Councillor Mrs Hutchinson-Holford for all her work over the past three years, she will be moving out of the area shortly and everyone wished her well.

20/083 QUESTIONS FROM PARISHIONERS

There were no residents in attendance.
Councillor Mrs Heyden reported overgrown hedges along Bird Road and weeds in Stanbury Mews; the Clerk will report to Highways.

20/084 APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the Council meeting held on 15th June 2020 were approved and will be signed by the Chairman retrospectively at the next face to face meeting.

20/085 MATTERS ARISING FROM MINUTES

An update on the Whittle Square development was given, a viability assessment had been submitted by the developer and the borough council were conducting their own assessment; it is expected to go to planning committee in September. Following discussion members agreed a letter should be sent to the Secretary of State for Health and Social Care requesting his support to put pressure on the Borough and County Council to resolve any outstanding financial issues; a letter will be drafted.

20/086 BOROUGH / COUNTY COUNCILLORS REPORT

County – Written report from Councillor Mrs Blackwell received and noted.
Borough – Written report from Councillor Vines received and noted.

20/087 DECLARATIONS OF INTEREST

There were no declarations made.

20/088 COVID 19

a) Supporting the community

Volunteers and members were thanked for delivering the recent newsletter and for continuing to support the local community.

20/089 PLANNING

a) New Applications

No new applications were received.

b) Decisions

- i. 20/00434/FUL – 34 Sussex Gardens. Erection of a single storey rear extension. Permitted.
- ii. 20/00101/TPO – Tree Tops Day Nursery. Work to TPO275. Consent given.

c) Enforcement report

There were no matters to report.

20/090 PINEHOLT VILLAGE HALL

a) Clerk's report

The car parking lease agreement with Lockheed Martin had been terminated and a final invoice issued. The Clerk will advise the Business Park management that parking spaces have become available at the village hall.

Members were reminded about scam emails; in particular those recently received claiming to be from the Chairman.

b) New car park signage

It was proposed, seconded and resolved to accept the quotation from Signcraft to produce and erect a new sign at the entrance to the village hall car park. Planning consent and permission from the land owner would be sought.

Following discussion it was agreed a further smaller sign should be installed on the Coopers Edge side of the play area directing people to the hall, it could be attached to the existing fence. The Clerk would enquire with Highways about installing new finger signs on Coopers Edge to direct pedestrians to the village hall and new sports facilities.

c) COVID 19 risk assessment and re-opening

Members reviewed the risk assessment and agreed an opening date of 7th September 2020 for regular hirers. Government guidelines will be followed at all times and advice issued to groups and clubs using the hall; they will be required to undertake some cleaning before and after their sessions. A quotation from Intocleaning for a deep clean prior to opening was accepted.

MINUTES TO BE CONFIRMED AT THE NEXT COUNCIL MEETING 14th SEPTEMBER 2020

A copy will be sent to the councils insurers.

d) Kitchen refurbishment

An update was given by Councillor Pugh, the three quotations will be available for discussion at the next meeting.

20/091 HIGHWAYS AND TRANSPORT

a) Outstanding issues

Members met with a representative from Gloucestershire Highways and revised plans were drawn up for additional double yellow lines on Cranham Gate. Members agreed to include Bulford Close, Brockworth in the scheme and a contribution to the costs will be sought from Brockworth Parish Council.

A brief update was given on M5 noise pollution and the action taken by Upton St Leonards PC to measure particulate matter.

Members will continue to work with neighbouring parishes to establish a parking restriction scheme on Coopers Edge.

20/092 PLAY AREA

a) Inspection report

The monthly inspection had been undertaken and minor matters noted; both litter bins had been emptied.

b) COVID 19 risk assessment

Members reviewed the risk assessment and agreed that further advisory signs should be put up requesting users to clean the equipment before and after use and to take all rubbish home.

A copy will be sent to the councils insurers.

20/093 FINANCE

a) Accounts for Payment

	Chq	Net	VAT	Gross
i. GRCC – Membership renewal		25.00	0.00	25.00
ii. Scribe – Finance package licence		347.00	69.40	416.40
iii. Spot on Supplies – Hand sanitiser units		63.16	12.63	75.79
iv. Fine Turf Services – Grass cutting		426.00	0.00	426.00
v. S Moore – Expenses		72.00	0.00	72.00
vi. Complete Utilities – New footpath		6155.02	1231.00	7386.02
vii. Baldwins – Payroll services		79.29	15.86	95.15
viii. Zoom – Monthly charge		11.99	2.40	14.39
ix. Cleve Fire Protection – Annual inspection		75.00	15.00	90.00
x. D B Landscaping – Grounds maintenance		220.00	0.00	220.00
xi. Supanet (June/July)– Broadband	DD	23.32	4.66	27.98
xii. British Gas (June/July)– Service contract	DD	53.46	10.70	64.16
xiii. SWALEC (June/July) – Gas supply	DD	136.00	0.00	136.00
xiv. SWALEC (June/July) – Electricity supply	DD	176.00	0.00	176.00
xv. Citron Hygiene – Village Hall	DD	103.35	20.37	124.02
xvi. BT - Telephones	DD	171.53	34.29	205.82

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xvii.	ICO – Data protection renewal	DD	40.00	0.00	40.00
xviii.	Water plus - Rates	DD	20.00	0.00	20.00

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

b) Finance report April – June 2020

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

Members were mindful of the loss of income due to COVID 19 and will carefully review the budget again in October.

c) Requests for support from British Red Cross & Cobalt

Following discussion it was resolved to decline both requests on this occasion.

20/094 MISC

a) NALC consultation – New Model Code of Conduct

Details were noted.

b) Community grant funding

A working group met to discuss how to use the community grant money to provide additional activities at the village hall for the elderly and more isolated, disabled and younger residents of the parish.

Following consultation with older residents it was agreed to put on some guided walks, film matinees and coffee mornings; taster sessions of Pilates, Yoga and Tai Chi will also be organised.

Further engagement with younger residents will need to be taken.

A volunteering day will be held on October 17th to include further tree planting, litter picking etc.

Meeting closed at 19:41

Next meeting 14th September 2020