

**HUCCLECOTE PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20TH MARCH 2023
IN THE MEETING ROOM AT
PINEHOLT VILLAGE HALL AT 7 PM**

Present

Councillor Mrs Bentley (In the Chair)
Councillor Stevens
Councillor Miss Clifford
Councillor Ms Clutterbuck
Councillor Pugh
Councillor Bentley
Councillor Mrs Blackwell

23/030 ACCEPTED APOLOGIES

- i. Councillor Robert Vines (County)
- ii. Councillor Paul Smith (Borough)
- iii. Councillor Edge`

23/031 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN

The Chairman thanked the sustainability working group for all their hard work and in particular Councillor Stevens for his work in producing the Hucclecote Green Guide and for organising the sustainability festival.

23/032 QUESTIONS FROM PARISHIONERS

There were no questions.

23/033 APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the Council meeting held on 20th February 2023 were approved and signed by the Chairman.

23/034 MATTERS ARISING FROM MINUTES

The meeting with the Pineholt Bowls Club on 27th March has been cancelled. The Clerk will engage with a surveyor and obtain a valuation report before meeting with them again.

Members will attend a meeting with Brockworth PC, Upton St Leonards PC and the Jet Age Museum to discuss the Public Art for Coopers Edge. **Action: B/B or A/P depending on date**

23/035 POLICE/BOROUGH / COUNTY COUNCILLORS REPORT

Police – The Clerk reported crime figures for Oct – Dec 2022; members will monitor the crime figures on a quarterly basis.

Borough – Councillor Mrs Blackwell gave an update on the staffing restructure at the borough council.

23/036 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.

23/037 COOPERS EDGE TRUST REPORT

Councillor Bentley gave an update on the allocation of allotments on Coopers Edge. Residents who attended the first meeting will be offered a plot and names will be drawn from a hat for any remaining plots; advice will be sought from The National Allotment Society and agreements drawn up.

23/038 PLANNING

a) New Applications

No new applications were received.

b) Decisions

- i 22/01245/FUL – Kenmor, Belmont Ave. Erection of single storey rear and side extension, front porch and garage conversion. Permitted
- ii. 22/01208/FUL – Pineholt Village Hall. Installation of outdoor fitness equipment. Permitted

c) Enforcement report

Nothing to report.

d) Coopers Edge Public Open Spaces

An update was received from Andy Sanders including a timeline for the Tender process for managing the sports facilities. Members were not satisfied with the response and timescales for the adoption of open spaces were not given; the Chairman will respond and contact will be made with the local media. **Action: B/B**

23/039 PINEHOLT VILLAGE HALL

a) Clerks report

The Clerk met with members to discuss the Local Council Award Scheme and to review the criteria for the foundation level award. Work was required to review policies, training and to create a council action plan; they will work towards the submission date of 8th September 2023. **Action: Clerk, B/B, H/C**

All maintenance contracts with Securitas have been terminated and they will conduct their final inspections in April; APM will then take over maintenance from mid-May 2023.

Severn Wye Energy will conduct a site visit on 10th May 2023 and a full energy report will be produced, it will include their recommendations for improvement.

b) B-Epic Youth Club

Members discussed the request from the youth club to extend their Tuesday evening booking for a further 3-6 months, free of charge, until the weather improves and they are able to do outreach work; this was agreed. **Action: Clerk to invite group to give an annual report at the AGM in May.**

23/040 HIGHWAYS AND TRANSPORT

a) Outstanding issues

Councillor Pugh gave an update on the A417 improvement work and he was awaiting a response from National Highways regarding the potential increase in traffic and pollution. Correspondence was received from a local resident raising concern about the speed of vehicles on Hucclecote Road. Following discussion, it was agreed to ask the Police mobile speed van to visit and to investigate upgrading the vehicle activated speed sign. **Action: Clerk to contact Police and Gloucestershire Highways**

23/041 PLAY AREA

a) Inspection report

The monthly inspection was undertaken and minor matters were noted; the Clerk will obtain quotes for fence repairs. **Action: Clerk**
The annual inspection will be undertaken by Rospa in April 2023.

23/042 FINANCE

a) Accounts for Payment

		Net	VAT	Gross
i.	The Edge Community Centre – Room hire	22.00	0.00	22.00
ii.	Greenfields Garden Services – Repairs	80.00	16.00	96.00
iii.	Spot on supplies – Cleaning equipment	235.04	47.01	282.05
iv.	IntoCleaning – Cleaning contract	202.94	40.59	243.53
v.	Securitas – Fire alarm contract (3mths)	71.41	14.28	85.69
vi.	Securitas – CCTV maintenance (3mths)	49.73	9.95	59.68
vii.	Supanet – Broadband	12.73	2.55	15.28
viii.	British Gas – Service contract	23.75	4.75	28.50
ix.	Waterplus- Water charges	22.46	0.00	22.46
x.	Opus Energy	176.22	35.25	211.47

It was proposed, seconded and resolved to approve the payments.
The bank reconciliation was approved and signed by the Chairman.

b) HPC Financial Regulations

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

c) HPC Standing Orders

Members reviewed the Model Standing Orders (2020) and there were no amendments to be made.

d) Internal control report

Councillor Miss Clifford had undertaken the audit for October – February 2023, there were no matters to report.

23/043 MISC

a) Review of Council Policies

Members reviewed and approved the following policies:

- i. Safeguarding policy
- ii. Social Media policy - with the amendment to include other messaging services
- iii. Complaint's policy
- iv. Volunteer policy
- v. CCTV policy
- vi. Health and Safety policy
- vii. Training and Development policy
- viii. Disciplinary policy

b) Draft Code of Members' Conduct

A draft Code of Members' Conduct was received from the Borough Councils Monitoring Officer. Following discussion, it was resolved the Code of Members' Conduct be adopted with effect from 21st March 2023.

c) GAPTC membership renewal 2023/24

Members approved the membership renewal for 2023/24. **Action: Clerk to pay subscription**

d) Sustainability Group

Councillor Stevens gave an update on the sustainability festival planned for early May 23. The Green Guide will be distributed early April and will give details of the various events and how to book a place.