

**HUCCLECOTE PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18<sup>TH</sup> MARCH 2024  
IN THE MEETING ROOM AT  
PINEHOLT VILLAGE HALL AT 7.00 PM**

**Present** Councillor Stevens (In the Chair)  
Councillor Mrs Blackwell  
Councillor Townley  
Councillor Pugh  
Councillor Smith

**In attendance** Councillor Vines (County)  
Councillor Yates (Borough)

**24/029 ACCEPTED APOLOGIES**

- i. Councillor Mrs Bentley
- ii. Councillor Miss Clifford
- iii. Councillor Bentley
- iv. Councillor Ellis

**24/030 ANNOUNCEMENTS BY AND THROUGH THE CHAIRMAN**

Members were reminded about the Pineholt Bowls Club quiz night on 23<sup>rd</sup> March 2024.

**24/031 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**24/032 APPROVAL OF THE MINUTES OF THE LAST MEETING**

The minutes of the Council meeting held on 19<sup>th</sup> February 2024 were approved and signed by the Chairman.

**24/033 MATTERS ARISING FROM MINUTES**

A response to the Strategic and Local Plan consultation was submitted. Following discussion, it was agreed to contact Ridge and Partners LLP to find out more about the land allocated for development east of the A417.

We are awaiting a decision on a grant application that was submitted to the Greener Gloucestershire Community Climate Change fund.

**24/034 BOROUGH/COUNTY COUNCILLORS REPORT**

County- Councillor Vines reported that the County Council has set its budget and the council tax will increase by 4.99%, a Band D property will rise by £76.04.

Borough – A written report was received from Councillors Yates.

There was a meeting held at the new sports facilities for residents to discuss anti-social behaviour concerns with borough council officers and the local PCSO.

**24/035 DECLARATIONS OF INTEREST**

- i. Councillor Smith declared that as a member of Tewkesbury Borough Council planning committee he would not participate in any discussions relating to planning matters.
- ii. Councillor Pugh declared an interest in agenda item 8a) i.

**24/036 PLANNING**

**a) New Applications**

- i. 24/00165/FUL – 153 Hucclecote Road. Remove conservatory and single storey extension to property. Plans were circulated to members before the meeting. Following discussion, it was resolved not to object.

It was noted that the consultation period for this application was 14 working days and it was unclear when this period had changed from 21 days. Following discussion, it was agreed to clarify the situation with the Borough Council; a letter will be sent to CEO and Head of Planning. **Action: T/S**

The Clerk will continue to consult members electronically for their views and if necessary for larger applications an additional meeting will be called so that a response could be sent within the new timeframe. Power was delegated to the Clerk to respond to smaller planning applications following the usual consultation with members; Standing Orders will be amended. **Action: Clerk**

**b) Decisions**

There were no decisions to report.

**c) Adoption of Public Open Spaces (POS) and installation of fitness equipment**

An update was given on the delayed adoption of Public Open Spaces on Coopers Edge. Revised quotes for the fitness equipment were obtained by the Clerk and unfortunately due to the delay the costs have risen. In preparation a land licence application has been submitted to Tewkesbury Borough Council and a decision awaited.

It was agreed to meet with the installation company to ensure the locations comply with regulations and then to order the equipment. **Action: Clerk, T/S**

**d) Development of Coopers Edge Neighbourhood Centre**

Councillor Townley gave a short update on the proposed shops; there had been delays and it was now unclear what is happening with the site. It was agreed to contact the land owner and seek further clarification on their plans. **Action: C/T**

**24/037 PINEHOLT VILLAGE HALL**

**a) Clerks report**

Members were reminded of the Spring Coffee Morning and the Barnwood United Q&A sessions.

The Clerk met with the local PCSO and the Community Safety Officer and raised issues about recent vandalism in the play area, parking and speeding vehicles on Lobleys Drive.

MINUTES TO BE CONFIRMED AT THE NEXT COUNCIL MEETING 15<sup>TH</sup> APRIL 2024

The public art working group have prepared a specification for seven information boards and the Clerk will now seek quotes from three companies.

**b) Renewal of Pineholt Bowls Club lease**

The solicitor is making some final amendments to the renewal lease and it should be ready for signing by both parties shortly.

**c) Car park remarking**

Quotes were received for remarking the 21 car parking spaces, disabled spaces and directional arrows at the village hall. It was resolved to accept the quotation from W J South West Ltd.

**Action: Clerk to accept**

It was agreed that as per the lease, the Pineholt Bowls Club would be asked to pay 50% of the costs.

**24/038 HIGHWAYS AND TRANSPORT**

**a) Outstanding issues**

Correspondence was received from a resident regarding parking on Bird Road; it was agreed to ask them to attend the next meeting.

Parking on Lobleys Drive, adjacent to the skate park, continues despite the double yellow lines.

**Action: Clerk to report to GCC parking enforcement**

**24/039 PLAY AREA**

**a) Inspection report**

The clerk undertook the monthly inspection of the play area and minor matters were noted. The annual inspection will be undertaken by Rospa in April 2024.

County Councillor Robert Vines left the meeting.

**24/030 FINANCE**

**a) Accounts for Payment**

		<b>Net</b>	<b>VAT</b>	<b>Gross</b>
i.	N Hartell construction – Kerb repairs	198.00	39.60	237.60
ii.	Fine Turf Services of Glos – Grounds maintenance	157.00	0.00	157.00
iii.	APM Fire & Security – Fire extinguisher annual inspection	69.44	13.89	83.33
iv.	Gloucestershire County Security – Call out fee	54.00	10.80	64.80
v.	APM Fire & Security – Alarm fault call out	69.45	13.89	83.34
vi.	Grants Gutters – Bus shelter cleaning	50.00	0.00	50.00
vii.	Charlton Abbots – Preparation of wildflower beds	1800.00	360.00	2160.00
viii.	Proper Job – Cable ties	4.16	.84	5.00
ix.	Proper Job – Silicone	2.08	.42	2.50
x.	S Moore – Travel expenses (23/24)	15.75	0.00	15.75

xi.	Boston Seeds – Wildflower seeds	286.65	57.34	343.99
xii.	Supanet – Broadband	16.66	3.33	19.99
xiii.	British Gas – Service contract	25.51	5.10	30.61
xiv.	Water plus – Water supply	12.76	0.00	12.76
xv.	HMRC – VAT payment	0.00	420.50	420.50
xvi.	Opus Energy – Electric	390.19	19.51	409.70
xvii.	Opus Energy – Gas	559.96	28.00	587.96
xviii.	Water plus - Water	33.09	0.00	33.09

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 made.

**c) HPC Standing Orders**

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

**d) Internal control report**

Councillor Miss Clifford had undertaken the audit for October – February 2024, there were no matters to report.

**24/031 MISC**

**a) Review of Council Policies**

Members reviewed and approved the following policies:

- i. Safeguarding policy
- ii. Social Media policy
- iii. Complaint's policy
- iv. Volunteer policy
- v. CCTV policy
- vi. Health and Safety policy
- vii. Disciplinary policy
- viii. Data Protection Policy – adopted
- ix. Subject Access Request Policy – adopted

**b) GAPTC membership renewal 2024/25**

Details had not yet been received, to be agreed at April meeting.

**c) GAPTC AGM 20<sup>th</sup> July 2024 – Call for resolutions**

Details were noted.

**d) Sustainability Action Plan**

Quotes were received for electrical upgrading work at the village hall, to include a new mains board, replacement of internal and external lighting with LED bulkheads and installation of timers and sensors. The estimates for the heating work are still being assembled.

It was resolved to accept the quotation from Portal Electrical and Security Ltd. **Action: T/S, Clerk**

**e) Format of Annual Parish Assembly Meeting 20<sup>th</sup> May 2024 (6.30 p.m.)**

Following discussion, it was agreed that in order to attract more residents the format for the Annual Assembly meeting should be changed. The local doctors surgeries in Hucclecote and Brockworth will be invited to attend and give a short presentation and update on their plans for new surgeries; this will be followed by a Q&A session. **Action: T/S, Clerk**

**f) HPC social media platforms**

A report was received outlining recommendations for improving social media presence and effectiveness.

Following discussion, it was agreed to advertise for a freelance person to do some work for a trial period of 3/6 months, this will include creating polls, reels and more engaging content for Facebook and a new Instagram account. The estimated costs are £3k and this would come from general reserves; a brief will be produced and advertised. **Action: T/S**

It was also agreed to produce an annual printed newsletter in June/July, this will include the Chair's annual report and details of the new doctors surgeries.

**Meeting closed at: 8:20pm**

**Next meeting: Monday 15<sup>th</sup> April 2024**