

**HUCCLECOTE PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 20<sup>TH</sup> MAY 2024**  
**IN THE MEETING ROOM AT**  
**PINEHOLT VILLAGE HALL AT 7.30 PM**

**Present** Councillor Mrs Bentley (In the Chair)  
Councillor Stevens  
Councillor Mrs Blackwell  
Councillor Pugh  
Councillor Smith  
Councillor Bentley  
Councillor Miss Clifford

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

**24/057 ELECTIONS**

- a) **Chair** - Councillor Mrs Bentley called for nominations and the following were received: -  
Councillor Mrs Bentley proposed by Councillor Stevens, seconded by Councillor Mrs Blackwell.

There being no further nominations a vote was taken and Councillor Mrs Bentley was unanimously re-elected.

- b) **Vice Chair** – The Chair called for nominations which were as follows: -  
Councillor Stevens proposed by Councillor Mrs Bentley, seconded by Councillor Bentley.  
There being no further nominations a vote was taken and Councillor Stevens was unanimously re-elected.

The Chair and Vice Chair signed the Declaration of Acceptance of Office.

- c) **Snow Warden** – Councillor Mrs Bentley proposed Councillor Pugh, this was seconded by Councillor Stevens and unanimously agreed.
- d) **Flood Warden** – Councillor Mrs Bentley proposed Councillor Bentley, this was seconded by Councillor Stevens and unanimously agreed.
- e) **Internal Controller** – Councillor Mrs Bentley proposed Councillor Miss Clifford, this was seconded by Councillor Stevens and unanimously agreed.

**24/058 ACCEPTED APOLOGIES**

- i. Councillor Ellis
- ii. Councillor Townley

**24/059 ANNOUNCEMENTS BY AND THROUGH THE CHAIR**

There were no announcements made.

## **24/060 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **24/061 APPROVAL OF THE MINUTES OF THE LAST MEETING**

The minutes of the Council meeting held on 15<sup>th</sup> April 2024 were approved and signed by the Chair.

## **24/062 MATTERS ARISING FROM MINUTES**

Members raised concern again that the provision of a rugby pitch appears to have been forgotten and they felt that Barnwood FC has a responsibility to provide a pitch at their new facilities on Coopers Edge, as specified in the planning and Tender documents. It was resolved to meet again with Barnwood FC to discuss the matter further and explain the heritage of the site. **Action:**  
**Clerk**

## **24/063 BOROUGH/COUNTY COUNCILLORS REPORT**

County - Councillor Vines expressed his thanks to Councillor Townley for highlighting an issue with digitally recorded footpaths in Shurdington parish.

Borough – A written report was received from Councillors Smith. Members noted the consultation to change the borough name to North Gloucestershire Borough Council.

## **24/064 DECLARATIONS OF INTEREST**

- i. Councillor Pugh declared an interest in agenda item 10a (i).
- ii. Councillor Smith declared that as a member of Tewkesbury Borough Council planning committee he would not participate in any discussions relating to planning matters.

## **24/065 COOPERS EDGE TRUST REPORT**

The Coopers Edge Trust is meeting on 3<sup>rd</sup> June 2024, Councillor Bentley will provide an update at the next council meeting.

## **24/066 PLANNING**

### **a) New Applications**

- i. 24/00293/FUL – 6 Colerne Drive. Single storey side and rear extensions and first floor extension to bungalow, including raising roof. Erection of front porch. Plans were circulated to members before the meeting. Following discussion, it was resolved to object as it is an overdevelopment and will change the street scene. All members voted in favour.

### **b) Decisions**

- i. 23/01156/FUL – Zoons Court Farmhouse. Demolition of existing workshop and the erection of a new outbuilding containing ancillary living accommodation and a home office/workshop. Refused

**c) Land Licence for installation of fitness equipment**

The land licence to install outdoor fitness equipment along the Wotton Brook footpath was received from Tewkesbury Borough Council. Following discussion, it was resolved to accept the licence and to proceed with signing. **Action: Clerk**

**24/067 PINEHOLT VILLAGE HALL**

**a) Clerks report**

Details were given of Tewkesbury Borough Council's parish and town council seminars on 10<sup>th</sup> & 26<sup>th</sup> June, agenda to follow; Councillor Miss Clifford agreed to attend the session in Churchdown.

BT is installing a new digital phone line and broadband equipment on Tuesday 28<sup>th</sup> May, the phone line and internet may be down for part of the day.

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

A letter was received from the club's solicitor. Members noted the comments and the clubs request to extend the term of the new lease.

Following discussion, it was resolved to meet again with the club secretary and to give a firm deadline for signing the new 10-year lease by the end of June. Members were frustrated with the delay and request for further amendments at this stage. **Action: Clerk to arrange meeting**

**24/068 HIGHWAYS AND TRANSPORT**

**a) Outstanding issues**

The Clerk contacted Gloucestershire Highways to organise a meeting with residents to discuss parking of commercial vehicles on Bird Road. The highways manager and TRO manager seemed reluctant to meet with residents and suggested other ways to address the issue.

Following discussion, it was resolved to advise the residents of the action taken and that they should report any noise issues to Tewkesbury Borough Council for investigation. Furthermore, the parish council has done what it can to help and if the vehicles are parked legally there is nothing more that can be done; residents can leave a polite notice on vehicles if they wish to.

**Action: Clerk**

**b) Parking on Folland Avenue**

Correspondence was received from a local care home requesting double yellow lines be removed from outside their property and parking bays provided for their staff. Members were reminded that the double yellow lines were extended to improve visibility and road safety, it was agreed that if additional parking is required it should be provided on the site of the care home. **Action: Clerk**

**24/069 PLAY AREA**

**a) Inspection report**

The Clerk undertook the monthly inspection of the play area and there were no matters to report. Greenfields Ltd have completed the resurfacing work around the supa nova equipment.

Details of a playground inspection training seminar were noted, the caretaker will attend on Wednesday 19<sup>th</sup> June.

**b) Maintenance quotes**

Further quotes will be obtained before proceeding with the work; the caretaker may be able to undertake some of the fencing repairs. **Action: Clerk**

**24/070 FINANCE**

**a) Accounts for Payment**

	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
i. Spot on Supplies – Cleaning supplies	60.23	12.05	72.28
ii. GAPTC – Subscription 2024/25	749.77	0.00	749.77
iii. Azets – Payroll services	141.00	28.20	169.20
iv. APM Fire and Security – Intruder Alarm contract	398.00	79.60	477.60
v. APM Fire and Security – Fire Alarm contract	151.00	30.20	181.20
vi. APM Fire and Security – CCTV contract	63.00	12.60	75.60
vii. Playsafety Ltd – Annual play area inspection	102.00	20.40	122.40
viii. Axis building services – Water heater repair	374.00	74.80	448.80
ix. Fine Turf Services – Grounds maintenance	314.00	0.00	314.00
x. KM Reprographics – APM advertising boards	112.00	22.40	134.40
xi. Playequip Ltd – Outdoor fitness equipment	8980.00	1796.00	10776.00
xii. Portal Electrical – Village Hall lighting upgrade	6087.06	1217.41	7304.47
xiii. Portal Electrical – New mains board	1476.37	295.27	1771.61
xiv. Tesco – refreshments for coffee morning	26.04	0.00	26.04
xv. The Range – Seeds	20.37	4.08	24.45
xvi. Post Office – Postage costs	3.83	0.77	4.60
xvii. Supanet – Broadband	16.66	3.33	19.99
xviii. British Gas – Service contract	25.51	5.10	30.61
xix. Opus Energy – Electric	324.09	15.94	340.03
xx. Opus Energy – Gas	405.81	20.29	426.10
xxi. Water plus – Water	33.44	0.00	33.44
xxii. BT - Telephone	162.40	32.48	194.88

It was proposed, seconded and resolved to approve the payments.

The bank reconciliation was approved and signed by the Chair.

**b) Review of effectiveness of the system of Internal Controls**

Members reviewed the effectiveness of the system of internal controls and there were no matters to report. **Action: Clerk, H/C**

**c) Independent Internal Auditors report 2023/24**

Members received a report from Mr Iain Selkirk the Council’s Internal Auditor, there were no matters arising; the inspection was undertaken remotely.

**d) Annual Governance Statement 2023/2024**

Members reviewed the Annual Governance Statement for year ending 31st March 2024. The Annual Governance Statement was approved by members and signed by the Chair and the Clerk.

**e) Statement of Accounts 2023/2024**

Members reviewed the Statement of Accounts for year ending 31st March 2024. The Statement of Accounts was approved by members and signed by the Chair.

All financial reports will be published on the parish council website and are available for viewing during the inspection period 3<sup>rd</sup> June – 12<sup>th</sup> July 2024.

**f) Grant application**

An application was received from Brockworth Link who run the B-Epic youth club at the village hall. Following discussion, it was resolved to award a grant of £250 to enable them to provide summer activities during the school holidays. **Action: Clerk**

**24/071 MISC**

**a) Review of HPC Action Plan 2023-2027**

It was agreed to review the action plan again in the Autumn following the recruitment of a new member of staff who will take on some of the tasks.

**b) GAPTC AGM 20<sup>th</sup> July 2024 – Call for resolutions (amended motion)**

It was resolved to withdraw the original motion submitted to GAPTC. **Action: Clerk**

**c) Sustainability Action Plan**

Councillor Stevens gave an update on the recent electrical work to install new LED lights and timers at the village hall.

Following discussion, it was resolved to apply for an energy efficiency grant from Tewkesbury Borough Council to fund 85% of the costs for installing solar panels on the village hall; three quotes have been sought. **Action: T/S**

**d) Reports of wildlife crime**

A verbal report was received detailing the removal of trees and hedgerows on local farmland during the nesting season. It was resolved to send a report direct to the wildlife protection officer at Gloucestershire Constabulary requesting the farmer is reminded of legislation to protect wild animals. **Action: Clerk**

**Chair advised that due to the confidential and sensitive nature of the business to be transacted pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Council resolves to exclude the public and press from the remainder of the meeting.**

**24/072 Staffing matters**

Members reviewed the job advert, job description and person specification and agreed the terms of the new role. It was resolved to advertise in local places, social media platforms and the website; costs were agreed. The closing date for applications is 21<sup>st</sup> June and interviews will take place week commencing 8<sup>th</sup> July. **Action: Clerk. B/B, H/C, A/P**

**Meeting closed at: 8:45pm**

**Next meeting: Monday 17<sup>th</sup> June**