

HARTPURY PARISH COUNCIL

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26th October 2020

Members of the public and press are invited to attend a meeting of Hartpury Parish Council that has been arranged for Monday 2nd November 2020 at 7.30pm. The meeting will take place through the remote platform Zoom for the transaction of business in the following Agenda. Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights. Items shown in **green** are for decision all other items are for information only.

All meetings of the Council are open to the public and press, members of the public and press will be asked to leave for agenda items taken confidentially in Committee under standing orders.

If as a member of the public or press you wish to attend the remote meeting, please contact the Clerk in advance so that a test meeting can be undertaken with you to ensure a smooth process and you can be provided with the link and password for the meeting.

Dear Councillors

Yours faithfully



Clerk & RFO to the Parish Council

- 1. Apologies for absence**
To receive, note and accept apologies for absence
- 2. Declarations of Interest**
To receive any declarations of interest in any matter to be discussed at the meeting, Members are requested to identify the nature of the interest and indicate whether it is **personal** or **prejudicial**
- 3. Minutes of previous meeting(s)**
To agree and accept the minutes of the Ordinary Meeting held on Monday 7th September 2020
- 4. Public consultation**
To provide members of the public with the opportunity to make statements and ask questions
- 5. Reports**
 - 5.1 To receive a report from District Councillor Philip Burford
 - 5.2 To receive a report from District Councillor Brian Lewis
 - 5.2 To receive a report from County Councillor Brian Robinson
- 6. Finance**
 - 6.1 Accounts for payments**
To approve the payments presented at the meeting – the list of payments will be circulated.
 - 6.2 Financial statement and cash re-conciliation**
To approve the financial statement and bank re-conciliation as presented at the meeting.
 - 6.3 Quarterly Financial Check**
To note that an internal financial check of the accounts has been undertaken and that all is in order.
 - 6.4 Laptop**
To discuss/agree the provision of a laptop for the Clerk
 - 6.5 Clerks Salary Discussion 2020/2021**
To discuss the recently received National Salary Awards from the National Joint Council and agree the annual Clerks salary increase for 2020/2021.
 - 6.6 Budget 2021/2022**
To discuss the previously circulated proposed budget and allocated amounts and agree the budget to be set for 2021/2022.
 - 6.7 Precept 2021/2022**
To set the precept for 2021/2022 taking into consideration the budget set at 6.4.
 - 6.8. Zoom Meetings**
To ratify the discussion/decision that took place at the last meeting to pay for this and future zoom meetings to prevent the meetings being interrupted after 40 minutes.

7. Planning

To make recommendations to the Planning Authority upon the suitability of the following planning applications/appeals

P1562/20/FUL	St Mary The Virgin	Insertion of timber gates into Northern boundary wall of church yard (re-submission) (retrospective)
P1642/20/FUL	Hartpur Mill	Variation of condition 02 (approved plans) to allow amendments to the fenestration and internal layout of the Granary relating to planning permission P0148/20/FUL
P1693/20/FUL	Hartpur Mill	Listed Building Consent for alterations to fenestration and internal layout of the Granary

8. Forest of Dean District Local Plan 2021-2041 Preferred Option

To discuss the information recently received and discuss any comments the Parish Council wish to submit.

9. Climate and Ecological Emergency

To discuss the recently received information and note if any Councillor would like to attend the zoom meeting.

10. Neighbourhood Watch Areas & Signs

To receive an update from the Clerk regarding the Neighbourhood Watch and Signs and agree steps to be taken.

11. Individual Councillor Responsibility for Areas within the Parish

To receive and discuss ideas for the above suggestion.

12. Matters Usually Covered at the Annual Meeting in May

Code of Conduct

To review and accept the Code of Conduct.

Standing Orders & Financial Regulations

To review and accept the current Standing Orders and Financial Regulations.

Committee Arrangements and Committee Terms of Reference

To review and accept delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities.

Existing Committees

To receive and accept nominations to existing committees.

New Committees

To appoint any new committees, confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and receive and agreed nominations to them.

External bodies

To review representation on external bodies and arrangements for reporting back to the Parish Council.

Asset inventory

To review and accept the inventory of land and assets including buildings and office equipment.

Risk Assessment

To review and accept the current Risk Management Controls.

Insurance cover

To note that insurance cover is in place and the next renewal date.

Memberships

To review the Council's and/or employees' memberships of other bodies.

Complaint's, FOI/DPA and press/media procedures

To review and accept the Council's current adopted complaints procedure.

To review and accept the Council's current procedure for handling requests made under the Freedom of Information Act and the Data Protection Act.

To review and accept the current procedures for dealing with the press and media.

13. Sewerage Issues and pumping Station – Waters Meet

To discuss recent issues in this area and agree the next steps to be taken.

14. To receive any Highways matters on Highways

The most recent updated Highways list has been circulated to Councillors to enable outstanding items to be discussed in detail.

A417 Issues

To discuss the recent email received from a concerned parishioner and discuss possible actions to resolve, also to discuss the recent information on A417 safety received from Matt Fuller and agree any formal letter of support that the Parish Council might wish to send.

15. Matters for future discussion

To receive any matters for future discussion.

16. Date of next meeting – Monday 4th January 2021