

Hartpury Parish Council

Minutes of the meeting held on Monday 6th January 2020 at Hartpury Village Hall

Present: Cllr Alastair McGhee, Cllr R Gregory, Cllr Sylvia Gibbs, Cllr D Zeal, Cllr M Clarke, Cllr R Pett, Cllr R Watson.

The meeting was chaired by Alastair McGhee and the minutes were taken by the Clerk.

There were no members of the public present.

1. Apologies:

No apologies were received.

2. Declarations of Interest

There were no declarations of interest made at this time.

3. Minutes of the Ordinary Meeting

It was proposed by Cllr M Clarke that the minutes of the Ordinary Meeting held on the 4th November 2019 be signed as a true record, this was seconded by Cllr D Zeal and was agreed by all Cllrs who were present at the November meeting.

4. Matters arising from previous minutes.

There were no matters arising.

5. Public Consultation

There were no members of the public present.

6. Reports

6.1. District Councillor Philip Burford spoke to Councillors on the draft budget, green bins, parking charges and investments.

6.2. District Councillor Brian Lewis sent apologies.

6.3. County Councillor Brian Robinson spoke to Councillors on children's services, adult care, investment in roads, recycling, waste and traffic figures following changes to the toll on the Severn Crossing.

7. Highways

The highway items were discussed, and the updated list will be sent to Andrew after the Chairman and the Clerk have discussed the location of the blocked drains and ditches.

The C67 is currently an ongoing matter and will be discussed again once the survey results are known and some of the planned works have been carried out.

8. Police

There was no police report and no new issues – it was noted that the PCSO's have been active in Newent following a spate of burglaries to vans, sheds and garages.

9. Secret Ballots

It has been advised by GAPTC that Standing Orders are changed slightly regarding the need for a vote to take place by a show of hands. It is considered that in the case of co-option it might be preferable to carry out a ballot if there are more applicants than vacancies.

It was agreed by all present to amend the standing orders by adding in the following amendment:

“The exception to requiring a show of hands is in the case of co-option where these standing orders permit a ballot to be held”.

10. Financial Regulations

Following the recommendation from NALC the updated Financial Regulations were reviewed and the updated regulations were accepted.

11. Noticeboard

The Clerk advised that following the delivery of the noticeboard to an incorrect/unknown address, a new noticeboard is being prepared and will be delivered during January.

12. Local Electricity Bill

The Parish Council considered this request but do not wish to submit a reply

13. Finance

13.1 Accounts for payment

It was proposed by Cllr S Gibbs and seconded by Cllr R Gregory that the presented payments were to be made this was agreed by all Councillors present and it was resolved to make the payments.

13.2 Financial Statement and Cash Reconciliation

The financial statement and cash re-conciliations for the month were approved and are attached to the minutes.

13.3 Internal Auditor

On balance the Parish Council considered that the use of the GAPTC internal audit scheme was the best practice having lost the current internal auditor half way through the financial year. This will be reviewed next year. It was therefore resolved to appoint an Internal Auditor through GAPTC.

13.4 Quarterly Financial Check

Cllr D Zeal carried out an internal check and confirmed that all was in order.

13.5 Grant Application

After careful consideration of the donation request from Forest Pulse the Parish Council agreed not to make any donation at this time.

14. Planning Applications

Application Reference	Property	Details	Comments
P1770/19/FUL	Old Police Station, Gloucester Road, Hartpury	Erection of a replacement dwelling with associated works. Demolition of existing dwelling.	The Parish Council considered the application and have no comments to make
P1954/19/LBC	Tithe Barn, Hartpury	Listed Building Consent for structural and building fabric repair	The Parish Council considered the application and have no comments to make

15. Hartpury University Sewerage

The Parish Council were advised that this is now being dealt with by Mr Taylor at STW and it is hoped that a site meeting will take place, this is to be arranged through Cllr M Clarke as the Parish Council representative. It was noted that Cllr Burford had been advised that the pumps had only been replaced like for like and were not upgraded.

16. Neighbourhood Plan

After discussions considering the plan it was agreed to arrange a meeting with Nigel Gibbons for Cllr McGhee, Cllr Gregory and Cllr Clarke to attend on behalf of the Parish Council before the next meeting.

17. Committee for Footpaths

It was agreed that Cllr R Gregory would arrange for the paths to be walked by a small group of individuals when the weather and the conditions improve. The paths can then be mapped and the stiles that are in place can be considered for replacement with kissing gates to improve accessibility.

18. WI Planters

After consideration of the request received from the WI it was proposed by Cllr D Zeal that the Parish Council should undertake planting in the area of the new noticeboard, once this is in place, and that they should also maintain this area. It was further proposed that the Parish Council should make a £200 donation to the WI towards a planter at the top of Corsend Road to fit in with and compliment the newly repaired bench in this area, the was seconded by Cllr R Pett and agreed by all Councillors. A cheque will be raised at the March meeting.

19. SID Rota

The proposed rota was accepted, and the Cllrs will ensure that the batteries are kept re-charged and that the SID units are in working order. Cllr A McGhee will show all Cllrs how to remove, re-charge and replace the batteries.

20. Other Items for Information Only/Future Agenda Items

- There have been some issues with the underground wires affecting phone lines.
- Cllr R Pett asked about a boundary map – the Chairman and the Clerk will try to track one down
- Village Entrance Signs – the clerk advised that the Forest Verderers were looking at these and the Parish Council are awaiting further information to be circulated.
- It was suggested that the Councillors could have areas of responsibility
- Training is to be arranged for Cllr R Pett and Cllr R Watson.
- The certificate has been received regarding the Living Stone – this will be framed for the Village Hall.
- Printwaste are to be arranged to collect the information from the old filing cabinet in the Village Hall.

21. Dates of Forthcoming Meetings

To note the following meeting dates

2 nd March 2020

The following meeting dates for 2020/2021 were agreed:

Annual Parish Meeting (TBC)	4 th May 2020 to include the Annual Meeting of the Parish Council	6 th July 2020	7 th September 2020
2 nd November 2020	4 th January 2021	1 st March 2021	

The meeting closed at 10.05pm

	Highway Items Hartpury Parish Council November 2019	Notes	Outcome/Notes
1	A417 - on the opposite side of carriageway to the now repaired pothole the ironworks remain sunken causing problems/noise.	Amey Ref 11209 008 sunken ironwork	<p>Andrew – please can you advise on the status of the sunken ironwork and when this might be repaired.</p> <p>The manhole cover outside the Orchards on the A417 near Hartpury, the Safety Inspector has requested that I advise you that, following inspection, a Section 81 notice with reference number 12179692 has been served on Severn Trent Water requesting them to repair the defect.</p> <p>Following on from our email correspondence regarding the manhole cover outside the Orchards on the A417 near Hartpury, the Safety Inspector has requested that I advise you that, following inspection, a Section 81 notice with reference number 12179692 has been served on Severn Trent Water requesting them to repair the defect.</p>
2	A417 The black and white direction sign, the Bee Shelter and Hartpury Church sign and the bend sign all need to be replaced following another RTC that occurred in this area	September 2019 Highways Ref 11236 210	<p>Our records do not show a black and white chevron sign near to the Hartpury Church and Bee Shelter Sign. There is one on the bend. The Hartpury Church and Bee Shelter Sign has been damaged and we will arrange for it to be repaired.</p> <p>CLlr Brian Robinson is to follow up the issue of the second black and white chevron sign as the Parish Council would like this replaced.</p> <p>Can I suggest I meet up with the Chairman and agree the location for the replacement sign.</p>
3	A417 The road surface from Hartpury to Maisemore is in a terrible condition and needs to be inspected with a view to re-surfacing.	March 2019	<p>An enquiry for the inspection of the A417 by the local Area Highways Representative has been logged under Highways Ref 11219753. Please could you confirm that it is the A417 you are referring to?</p> <p>17th April update – the Area Highways Representative has advised that this road is not in the Structural Maintenance program. However, details of some sites for patching have been provided to the Local Highways Manager</p> <p>The Local Highway Manager has a scheme for Maisemore to the bend. Do you know a date when this might take place?</p> <p>Works are programmed for the New Year</p>

4	Hiams Lane	May 2019	<p>The edge of the road along Hiams Lane is beginning to erode on the verge side – please can this be looked at and repaired? This has been logged under Highways Ref 11226106 and assigned to the local Highways Safety Inspector. Do you have an update for this please?</p> <p>Following a Safety inspection a job no 42302735 was raised and completed on 24.10.19..</p>
5	A417 Footpath	May 2019	<p>There is a sinkhole that has appeared in the footpath on the A417 from the area of Corsend Road to the waters Meet – this is on the right hand side of the road as you head out of Hartpury towards Corse. The footpath is also becoming very narrow due to the overgrown edges. Please can these issues be looked at and repaired – perhaps the cutting back of the edges could be added to the Community programme (previously the lengths men) This has been logged under Highways Ref 11226109 and assigned to the local Highways Safety Inspector Following a Safety inspection a job no 42304589 was raised and the defects were repaired on 26/06/19.</p> <p>Cllr A McGhee is to verify to the Clerk that the repairs are complete</p>
6	A417 Verges	May 2019	<p>Opposite Woolridge Farm the verge is encroaching onto the footpath – this is causing issue with using the footpath and flooding in wet weather. Please can these be looked at/added to the Community programme? This has been logged under Highways Ref 11226110 and assigned to the local Area Highways Representative. Do you have an update for this please?</p> <p>Footpath has been completed.</p>
7	Speed Sign	August 2019	<p>The speed sign on the A417 at the top of Corsend Road is only working intermittently – do you have an update on this please? We have asked Street Lighting to look at the VAS</p> <p>There is a fault with the sign which is being investigated.</p>

C67 – Notes from Meeting and Hartpury Meeting

8	Gravel on carriageway at the junction of the C67 and Murrell's End by Fairfield's Cottages (11239655).	Highways Ref 11239655	GCC to arrange a Highway Safety Inspection. A job has been raised for the gravel to be removed – this has been completed
	Edge of carriageway damage on the C67 between Murrells End and the Tithe Barn/St Mary's Church	Highways Ref 11239658	GCC to arrange a Highway Safety Inspection. The Safety Inspector advised that, at the time of inspection, no defects meeting GCC safety criteria were identified. We will however continue to visit the road as part of our highway safety inspections to ensure that the road remains in a safe and usable condition.
	Is it possible to install kerbs on the inside bend, opposite Fairfield's Cottages		GCC will investigate this request and provide an estimate to install kerbing.
	It was suggested that a traffic survey should be undertaken on the C67		We can carry out assessments of the speed, flows, times etc. with a week-long survey and we can commission this through our colleagues. The cost of a survey is £150.00. If this cost is acceptable to the Parish, I can arrange for my colleagues to find a suitable location.
	Replacement of road signs		The horse sign by the Tithe Barn has been replaced and a replacement direction sign for Hartpury College has been ordered and as soon as it is delivered we will organise for it to be installed.
	Could passing bays be introduced on the C67		GCC will investigate this option but this will be dependent on space available within the highway boundary. We will provide options to be discussed further.
	Road Closed signs have been left on verge.		These "Road Closed" signs and cones have been collected.
	Could a 20mph speed limit be introduced on the C67 at Murrells End. From the College to the Old Vicarage.		All speed limits are set using DFT guidance "Setting Local Speed Limits 2013". A change to the current limit would require a Traffic Regulation Order. They can cost between £10k and £15k to deliver, though schemes including additional traffic calming or physical site changes will cost considerably more. The introduction of a speed limit at Murrells End would be unlikely to meet the criteria in the guidance due to the nature of the route.
	Could High Friction Surfacing be installed on the C67 at Murrells End.		Installing high friction surfacing needs to be investigated further as there are design considerations for this material. We will work with our colleagues to investigate further.
	Could a Vehicle Activated bend warning sign be installed on the C67 at Murrells End		The justification for the introduction of a vehicle activated sign is assessed on a case by case basis. All potential schemes are assessed and managed through a system of priority assessment. The priority assessment for a potential vehicle activated sign will take into account many different factors, e.g. collision history, speed and volume of traffic, pedestrian and cycling activity, land use, proximity to schools and value for money. The C67 at Murrells End, is unlikely to meet the priority assessment and design requirements for positioning of these types of signs.

Could the bend on the C67 at Murrells End be widened		GCC will investigate this option but this will be dependant on space available within the highway boundary. We will provide options to be discussed further.
Consideration of a weight limit on the road		The installation of a weight limit requires a Traffic Regulation Order. TRO's are by nature a fairly lengthy and costly process to go through due to the amount of consultation required and the time required for legal to process and seal the order. For new schemes £15,000 is normally allowed for a TRO scheme; however this figure can vary either way dependant on the number of objections received for the consultation. However, landowners would still have a right of access to their land so would question the benefit of such a limit.
Could a priority system be introduced on the C67 at Murrells End		Installing any asset on the highway needs to be investigated further as there are design considerations within this area. We will work with our colleagues to investigate further.
Clarify who is responsible for street cleansing.		The responsibility for clearing the highway (carriageway, footways & verges) of litter and debris (including sweeping) is the responsibility of the appropriate District / Borough / City Council. However if the litter (or object) is deemed to be causing an immediate hazard to the safety of road users then the County Council can arrange to have the location made safe.
AM will speak to GCC Road Safety Team		GCC Road Safety Team have advised that basic data can be readily found on our website page https://www.gloucestershire.gov.uk/highways/road-safety/collision-and-camera-map/ GCC only hold details of injury collisions supplied to us by the police, non injury 'damage only' incidents are not reported to us.
The Parish Council also spoke about the white lines at the junction being re-painted		Please can this be arranged.
Way Forward		At the recent meeting Cllr Brian Robinson asked which of the actions proposed did the Parish Council wish Highways to pursue from the C67 meeting. The Parish Council do not feel that they are qualified to specify the way forward and that they feel the meeting with the Highways Safety Inspector that was requested at the onsite meeting needed to take place so that they can be advised. Cllr Brian Robinson is to pursue the arrangement of this meeting with the Highways Safety Inspector which is to include Andrew Middlecote, Cllr A McGhee, District Cllr P Burford, Steve Huckvale, Russell Marchant, Brian Robinson and Hartpury Parish Councillors.