

Hartpury Parish Council

Minutes of the meeting held on Monday 6th July 2020 via ZOOM Remote Platform

Present: Cllr A McGhee, Cllr R Gregory, Cllr M Clarke, Cllr R Pett, Cllr R Watson, Cllr D Zeal.

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

1 member of the public was present.

1. Apologies:

Apologies were received from Cllr S Gibbs.

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 R Gregory that the minutes of the Ordinary Meeting held on the 4th May 2020 be signed as a true record, this was seconded by Cllr R Pett, this was agreed by all Cllrs who were present at the meeting.

4. Public Consultation

Tish Rickards attended the meeting and spoke to the Parish Council about the proposed cycleway. The Parish Council advised that they would discuss the proposal and would send their comments to Tish in due course.

5. Reports

5.1 District Councillor Philip Burford spoke to Councillors about annual meeting of the Council, financial year budget and overspend, continuation of cabinet.

5.2 District Councillor Brian Lewis spoke to Councillors about forward plan meeting and housing needs.

5.3 County Councillor Brian Robinson sent apologies and a report has been circulated and a copy is attached to the minutes.

6. Finance

6.1 Accounts for payment

It was proposed by Cllr M Clarke that the payments were made as previously circulated, this was seconded by Cllr D Zeal and agreed by all Cllrs present and it was resolved to sign the cheques.

6.2 Financial Statement and Cash Reconciliation

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

6.3 Internal Audit 2019/20

The Clerk advised that the following Internal Audit recommendations have been carried out:

1.1 Adoption/review date on Standing Orders – this has been added to the copy on the website.

3.7 Review of Investments and bank accounts took place at the May 2020 meeting and will be undertaken annually at the meeting the considers the AGAR to be returned to the External Auditors.

7.2 Council as a whole reviewed the year end accounts, this took place at the May 2020 meeting and will take place annually at the meeting that considers the AGAR to be returned to the External Auditors.

The Clerk advised that the following Internal Audit recommendations have been scheduled to be undertaken:

3.6 Evidence of a review of assets – a walk around will be arranged by the clerk for this to be undertaken

5.4 The bank statements will be initialled when the quarterly reviews are carried out and this will be put in the minutes at the relevant meetings commencing with the September 2020 meeting

6.6 A pension was offered to the employee(s) but was not taken up – this will be minutes at the September 2020 meeting.

6.4 Funding Applications

The Parish Council considered the applications received but it was agreed that at the present time no funding could be granted.

6.5 Website Accessibility Compliance

The Clerk advised about the legal requirement for the Parish Council website to be compliant with the new regulations and the steps that need to be taken to achieve this and to ensure compliance, the Clerk is to gather costings and this will be discussed and agreed at the September meeting.

6.6 Village Hall

The Parish Council considered the application for funding from the Village Hall for the works that are needed in the area of the muga. The Parish Council agreed that the works were for the benefit of the majority of the parish and would also prevent future issues in this area. It was proposed by Cllr D Zeal that the Parish Council make a donation of £5,000, this was seconded by Cllr R Gregory and agreed by all Cllrs present. It is to be noted that this donation will not be seen to set a precedent. A cheque will be raised at the September meeting.

7. Planning Applications

It was agreed to submit the following comments/observations:

| Planning Ref | Property | Description of Application | Comments |
|-----------------|-------------------------------------|--|--|
| P0780/20/FUL | 1 Bakers Lane | Conversion of outbuilding to annexe ancillary to main dwelling including associated works (revised scheme) | The Parish Council considered this application and have no comments to make. |
| P0058/20/DISCON | Tithe Barn | Discharge of condition 03 (rainwater goods), 05 (structural and masonry repairs) and 06 (repointing and structural works) relating to P1954/19/LBC. | The Parish Council considered this application and have no comments to make. |
| P0346/20/FUL | Proposed Car Park, Hartpury College | Construction of a car park and associated relocation of driving range and erection of a single storey golf shelter. Relocation of safety fence and erection of 2 no safety fences. Additional information. | The Parish Council considered this application and have no comments to make. |
| P0516/20/FUL | St Mary The Virgin | Insertion of timber gates into North Boundary wall of Churchyard (retrospective) | This application has been withdrawn |

8. Model Member Code of Conduct

The proposed Model Member Code of Conduct had been previously circulated for Councillor comments, there were no comments to be submitted.

9. Newent-Gloucestercycleway

This agenda item was covered under Agenda Items 4, it was agreed that the Clerk and the Chairman will liaise on a response gathering all the comments from Agenda item 4.

10. To receive any Urgent Matters on Highways

The Clerk circulated the up to date Highways list and any new issues will be advised to Highways.

The bus shelter in Hiams lane is very overgrown – quotes are to be sought for clearance
Hartpury Bee Shelter sign is twisted and the black and white chevron needs to be replaced
A quote is to be sought for Neighbourhood Signs
A quote is to be sought for the cost of litter pickers for the Parish – 3 to 4 usual length and 3 and 4 longer length
The noticeboard is to be put up soon

11. Annual Meeting of the Parish Council

It was agreed by all Cllrs present to postpone the Annual Meeting of the Parish Council until May 2021.

12. Date of next meeting

Monday 7th September 2020

The meeting closed at 8.45pm

| Hartpury Parish Council Expenditure July 2020 | | | | | | | |
|---|-------------------|------------------------------------|---|------------|-------------------|--------|------------|
| Date | Payee | Details | Power | VAT Number | Gross (£) to date | Chq No | Invoice No |
| 11.5.20 | Freeola | Website Costs April to July 2020 | LGA 1972 s.112(2) & LG(FP)A 1963 s.5 | | £12.56 | D/D | |
| 6.7.20 | V Roberts | Salary & Viking Direct re Chq 549 | LGA 1972 s.111 / LGA 1972 s.112(2) & LG(FP)A 1963 s.5 | | £413.40 | 552 * | 165783 |
| 6.7.20 | HMRC | PAYE / NI June and July 2020 | LGA 1972 s.112(2) & LG(FP)A 1963 s.5 | | £85.40 | 553 | |
| 6.7.20 | Woodside Services | Grass Cutting - April and May 2020 | Public Health Act 1875 s. 164, Highways A 1980 s.96 | 9E+08 | £162.00 | 554 | 3974 |
| 6.7.20 | Printwaste | Confidential Paper Disposal | LGA 1972 s.111 | | £42.00 | 555 | 2204761 |

County and District Reports from Brian Robinson for July 2020 Meeting

County Council

Council meetings have resumed using webex virtual meeting software. A full council meeting and planning committee took place in June and Scrutiny will start in July. County Councillors paid tribute to the many voluntary groups in parishes and villages that stepped up to make sure local people had the support that was needed help.

Scrutiny committee members have been updated through online question and answer sessions over recent months. As chairman of the Health Overview and Scrutiny Committee (HOSC) I have attended. We have been advised of service changes at the Cheltenham and Gloucestershire Hospitals moving emergency admission to Gloucester and some specialist surgery to Cheltenham. Some minor injury units have also been closed to allow focus on Covid 19 issues. Plans to cope with a second wave of Covid 19 have also been drawn up.

At the Adult Care Scrutiny Committee today Covid 19 infections in care homes were discussed. In Gloucestershire there have been 222 deaths from Covid 19 in care homes. Steps are in place to test residents and care workers on a regular basis. All facilities have good supply of PPE.

The County has a test and trace service deployed in support of the national service. The number of Covid 19 infections remains low in recent week.

All waste recycling facilities are now open with booking required to ensure social distancing can be achieved.

Weddings have recommenced with 2 held on 4th at Shire Hall. Registration of births recommenced on 29th June with all registration offices except Tewksbury now open. The backlog of birth registrations in Gloucestershire which by law have to be done in person has reached several thousand. Some libraries are opening from 14th July including Cinderford, Coleford and Tewksbury.

Highways have continued to work throughout the lockdown period constrained sometimes by lack of materials. A number of resurfacing schemes are in progress. The grass cutting programme has been changed to allow visibility cut first and the general cut later. This was done because the dry weather made a general cut ineffective early in the year. If your grass has not yet been cut it will be over the next few weeks. The lengthman scheme is running so local Parish work needs to requested so it can be programmed in.

I attended the Gloucestershire Economic growth Scrutiny Committee where the GFirst Local Enterprize Partnership updated on post Covid 19 investment plans. The requirement to be shovel ready means in reality this is schemes that were planned before the pandemic. Around £9m of extra government funding is expected but yet to be confirmed.

I still have some community development funds that can be used to help people who are unable to access online services get connected.

District Council

The District Council has also held an Annual Meeting using webex and has appointed a new Chief Fiancé Officer. Following interviews in June a new Monitoring Officer is likely to be appointed at our next meeting in July.

More than £20m of government grant has been distributed to local business in the form of £10k or £25k grants, This represents about 1 in 3 of Gloucestershires businesses.

The district has identified some schemes for improving cycle safety but currently they do not include schemes in my division.