

Hartpury Parish Council

Minutes of the meeting held on Monday 2nd November 2020 via ZOOM Remote Platform

Present: Cllr A McGhee (Chairman), Cllr R Gregory (Vice-Chairman), Cllr M Clarke, Cllr R Pett, Cllr R Watson, Cllr D Zeal.

District Cllr P Burford, District Councillor B Lewis and County Councillor B Robinson.

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

There were 0 members of the public present,

1. Apologies:

Apologies were received from Cllr S Gibbs and accepted by the Parish Council.

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 7th September 2020 be signed as a true record, this was seconded by Cllr D Zeal and agreed by all Cllrs who were present at the meeting.

4. Public Consultation

There were no members of the public present.

5. Reports

5.1 District Councillor Philip Burford spoke to Councillors about the Local Plan consultation and the proposed new settlement.

5.2 District Councillor Brian Lewis also spoke to Councillors about the Local Plan consultation and the proposed new settlement.

5.3 County Councillor Brian Robinson spoke to Councillors about the new Covid-19 Enforcement arrangements including the Police and Marshalls, the Local Plan, and the reduction to zero emissions.

6. Finance

6.1 Accounts for payment

It was proposed by Cllr D Zeal that the payments were made as previously circulated, this was seconded by Cllr R Pett 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 Quarterly financial Check

It was agreed that this would be undertaken in preparation for the January meeting.

6.4 Laptop

The laptop options as previously circulated to the Cllrs were discussed and it was proposed by Cllr A McGhee to purchase the Inspiron 15 3000 at a cost of £429 plus a 3 year collect and return warranty at a total cost of £499.62, it was further agreed to purchase a yearly business subscription to Office 365, the above are to be paid for out of current reserves, this was seconded by Cllr R Gregory and this was agreed by all Cllrs present. It was agreed that the Clerk would make the purchases as agreed above and will be reimbursed by the Parish Council.

The Parish Council resolved to set aside an additional annual reserve for the provision of office equipment.

6.5 Clerks Salary Discussion 2020-2021

The Clerks annual salary increase was discussed taking into consideration the NALC/GAPTC guidance on the pay scales and it was agreed by all Cllrs present to increase the pro-rated annual salary to the recommended NALC salary for LC1 pt12.

6.6 Budget 2021-2022

The budget was previously circulated to the Cllrs which was discussed at the meeting and it was agreed by all Cllrs to accept the budget as proposed.

6.7 Precept 2021-2022

The precept was discussed taking into accounts the points discussed above, it was proposed by Cllr R Pett that the precept remain at £10,315, this was seconded by Cllr R Watson and was agreed by all Cllrs present.

6.8 Zoom Meetings

The decision made at the September meeting to pay for the Zoom meetings was ratified and agreed by all Cllrs present. As the only payment options for this are through card or paypal it was agreed that the Clerk will make the payments and will be reimbursed by the Parish Council.

7. Planning Applications

It was agreed to submit the following comments/observations:

Planning Ref	Property	Description of Application	Comments
P1562/20/FUL	St Mary The Virgin	Insertion of timber gates into Northern boundary wall of church yard (re-submission) (retrospective)	The Parish Council consideration this application at the meeting and have no comments to make.
P1642/20/FUL	Hartpury 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	The Parish Council consideration this application at the meeting and have no comments to make.
P1693/20/FUL	Hartpury Mill	Listed Building Consent for alterations to fenestration and internal layout of the Granary	The Parish Council consideration this application at the meeting and have no comments to make.
P0105/20/DISCON	Hartpury Mill		The Parish Council consideration this application at the meeting and have no comments to make.

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

The Local Plan consultation was discussed, and the Cllrs are to submit any comments they wish to make to the Clerk or Chairman by the 4th December 2020 for collation and submission by the 17th December 2020.

9. Climate and Ecological Emergency

The Parish Council discussed the recently received email offering the opportunity to attend the zoom meeting to discuss the way forward but have agreed at the current time not to participate.

10. Neighbourhood Watch Areas & Signs

The Clerk advised the Cllrs of the information received from the Police regarding the neighbourhood signs and the legality of displaying these. The only areas that are represented by a neighbourhood watch group are Corsend Road, Foley Rise and Blackwells End, it was agreed that these will be considered during the Village walk and removed where necessary. The Clerk will advertise to see if there is any interest from parishioners regarding neighbourhood watch areas and this will also be considered under the areas of responsibility.

11. Individual Councillor Responsibility for Areas within the Parish

This suggestion was discussed and will be added to the January agenda for continued discussions. Cllr Pett is to send out further information ahead of the meeting.

12. Matters Usually Covered at the Annual Meeting in May Code of Conduct

It was resolved to adopt the Code of Conduct for Councillors, with no amendments. Acceptance of the Code is signed with the Declaration of Acceptance of Office.

Standing Orders and Financial Regulations

The Standing Orders and the Financial Regulations were reviewed, it was proposed by Cllr D Zeal and seconded by Cllr M Clarke that these are accepted, this was agreed by all Councillors present and it was resolved to accept them with no amendments.

Committee Arrangements

It was resolved to accept the existing committee arrangements and terms of reference without change.

Existing Committees

It was resolved to accept the current committees as listed below without change.

Committee	Members
Staffing and Safety Advisory	Cllr A McGhee, Cllr R Gregory, Cllr D Zeal
Standards Advisory	Any 3 Councillors

New Committees

It was resolved that no new committees are needed at this time.

External bodies

It was **resolved** that the Council will be represented as follows for 2019/20:

External Body	Representative
Village Hall representative	Cllr A McGhee

Asset inventory

It was proposed by Cllr D Zeal and seconded by Cllr M Clarke that the Asset Inventory was accepted, this was agreed by all Cllrs present and it was **resolved** to accept the inventory of land and assets with no changes, it was noted that this may be altered following the Village walk during which an audit of assets will take place.

Risk Assessment

The Risk Management controls were reviewed, and it was proposed by Cllr M Clarke and seconded by Cllr R Gregory that these were accepted, this was agreed by all Cllrs present and it was resolved to accept them without change.

Insurance Cover

It was noted that insurance cover is in place, this was agreed at the September 2020 meeting and is under a 3-year insurance cover. New quotes will be sought ready for the meeting in September 2023.

Memberships

No Councillors or employees currently belong to any professional bodies.

Complaints, FOI/DPA and Press/Media Procedures

It was resolved to accept the Council’s complaint procedure with no amendments.

It was resolved to accept the Council’s procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 with no amendments.

It was resolved to accept the Council’s proposed procedure for dealing with the press and media with no amendments.

13. Sewerage Issues and Pumping Station – Waters Meet

There have once again been recent flooding issues at the pumping station opposite the Waters Meet, it was agreed to proceed with this issue through Environmental Health. The pumping station has recently been updated but this has not improved the situation.

It was suggested that this should be sent to the MP but agreed to await feedback from Brian Robinson advising of any progress made with the complaint already made with Mark Harper from Longhope as this may not be the quickest way to proceed.

Alastair is to contact Tewkesbury Borough Council and residents are to be advised to contact Adult Social Care regarding the issues.

14. Highways

The two SID units are now in working order and the Clerk has asked Highways if they would be willing to sign these over to the Parish Council or agree to invest money into improving them. Highways are to be chased for a response on this matter.

It was agreed to send a note of thanks to the company that came to inspect them and who carried out the small repairs for free.

Any potholes are to be reported to the Clerk noting the depth and size, if photos are available that would be helpful.

A417

The recent email received from a parishioner raising concerns about speeding on the A417 and the difficulties faced by pedestrians trying to cross by Over Old Road was discussed. The Parish Council were advised that at a point in the past a zebra crossing was agreed in this area and Highways money was allocated to the programme, however, upon reflection by GCC Safety Officer it was advised that a pelican crossing would be needed and this progressed no further, the Parish Council are unaware if the money allocated is still available. The Parish Council agreed that more information would be needed before raising this with Highways.

It was agreed that information would be needed on the number of pedestrians wishing to cross, at what times and for what purpose. The Parish Council were advised that Mr Pickersgill was collating this information. Once more information is received this can then be discussed with County Highways.

The email received from Matt Fuller regarding the A417 issues was also discussed, the Parish Council agreed that no response from the Parish Council would be submitted as it was felt that the inconvenience was a nuisance but that the money would be better spent improving the roads that are used as alternative routes during the diversions. Individual Councillors are encouraged to respond if they wished to do so.

It was agreed to ask for the speed van to visit the Village on a more regular basis.

15. Matters for Future Discussion

The issue of the footpaths in the Village was discussed and it was agreed that the Council would look at walking the footpaths and noting any issues.

A working party will meet to consider the best approach to take and will report back to the Parish Council at the bi-monthly meetings, Cllr Gregory is to organise.

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

The meeting closed at 10.07pm