

Hartpury Parish Council

Minutes of the Annual Meeting of Hartpury Parish Council held on Monday 3rd May 2021 at 7.30pm at Hartpury Village Hall

Present: Cllr Alastair McGhee, Cllr R Gregory, Cllr M Clarke, Cllr Dave Zeal, Cllr Richard Pett, Cllr Rachael Watson.
District Cllr P Burford.

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

7 members of the public were present.

1. Apologies

Apologies were received from Cllr S Gibbs and were accepted by the Parish Council.
There were no declarations of interest received at this point of the meeting.

2. Election of Chair

Cllr R Watson proposed Cllr A. McGhee, who was prepared to stand again, this was seconded by Cllr M Clarke. In the absence of any further nominations it was resolved that Cllr A. McGhee be elected unopposed as Chairman and the Declaration of Acceptance of Office will be signed.

3. Election Vice-Chair

Cllr M Clarke proposed Cllr R. Gregory, who was prepared to stand, this was seconded by Cllr R Watson. In the absence of any further nominations it was resolved that Cllr R. Gregory be elected unopposed as the Vice Chairman and the Declaration of Acceptance of Office will be signed.

4. Code of Conduct

All Cllrs were reminded of the Code of Conduct and that they had agreed to abide by this when they signed the Declaration of Acceptance of Office.

5. Standing Orders and Financial Regulations

The Standing Orders were reviewed and remain unchanged with the exception that the limits on the Public Contracts as directed by the Public Contracts Regulations 2015 have been changed as directed, it was proposed by Cllr R Pett and seconded by Cllr R Watson that the Standing Orders are accepted as proposed, all Councillors present were in agreement and it was resolved to accept them.

- The Financial Regulations were reviewed and it was suggested that 'Section 11 contracts' where the lower limit needing 3 estimates is changed from £100 to £500 as costs have increased over the years and this has never been reviewed. It was proposed by Cllr R Pett and seconded by Cllr M Clarke that the Financial Regulations are accepted with the suggested change, all Councillors present were in agreement and it was resolved to accept them.

6. Committees, Sub-Committees

There are currently no committees in place.

It was **resolved** to leave the current delegation arrangements and terms of reference for sub-committees unchanged.

The following sub-committees are in place and it was resolved by all Cllrs present to retain these sub-committees and the current members were in agreement to remain on them.

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

Cllr D Zeal was in agreement to continue to carry out the quarterly interna checks and all Cllrs were in agreement.

7. External Bodies

Cllr A McGhee was prepared to remain as the Village Hall representative, it was resolved by all Cllrs present that Cllr McGhee continue as this representative.

8. Asset Inventory

The asset inventory was circulated and it was resolved that this was up to date with all assets having been included. The Assets were inspected in January 2021 and another inspection will take place this year in preparation for the Insurance renewal.

9. Risk Assessment

The Risk Management Strategy was previously circulated, it was resolved by all Cllrs present to accept the Strategy without amendment.

10. Insurance Cover

It was noted that the insurance is in a 3-year agreement that ends in September 2023 and it was agreed that it is adequate for the Parish Council's requirements. New quotes will be sought prior to September 2023.

11. Memberships

No Councillors or employees currently belong to any professional bodies.

12. Minutes of Previous Meeting(s)

It was proposed by Cllr M Clarke that the minutes of the meeting held on the 1st March are accepted as a true record, this was seconded by Cllr R Pett and agreed by all present. It was resolved that the minutes are signed as a true record.

13. Public consultation

13.1 Tish Rickard attended the meeting to present an update regarding the Newent-Gloucester Cycleway, as previously circulated to Councillors. It was agreed that the Parish Council's previous questions had been answered and it was resolved that the Parish Council would be able to support this proposal going forward. It is hoped that the project will be completed with 18 months. The Parish Council are to send a confirmation email of their support to Tish.

13.2 There were no further items to discuss.

14. Reports

14.1 To receive a report from District Councillor Philip Burford

Cllr Burford attended the meeting but as nothing has altered since the Annual Parish Meeting held on the 2th April the report given at that meeting will be taken as read.

14.2 To receive a report from District Councillor Brian Lewis

Cllr B Lewis sent his apologies for the meeting.

14.3 County Councillor Brian Robinson to answer questions only, no report will be provided

Cllr B Robinson sent his apologies.

15. Financial Matters

15.1 Accounts for payments – May 2021

It was proposed by Cllr R Watson to agree the payments for May 2021 as previously circulated, this was seconded by Cllr D Zeal, this was agreed by all Cllrs and it was resolved that the payments be made.

15.2 Financial statements and bank re-conciliation - May 2021

It was proposed by Cllr R Watson to agree the financial statements and bank re-conciliation as at May 2021 as previously circulated, this was seconded by Cllr D Zeal, this was agreed by all Cllrs and it was resolved to accept the statements.

15.3 End of Year Figures – 2020/21

It was proposed by Cllr D Zeal that the bank reconciliation as at 31st March 2021, the year-end accounts as at 31st March 2021, the summary of reserves as at 31st March 2021 and the receipts & payments to 31st March 2021 be accepted as a correct record, this was seconded by Cllr R Pett and agreed by all Cllrs present. It was resolved to accept the statements.

16. Annual Governance and Accountability Return 2020-2021

16.1 Annual Return – Governance Statements 2020-2021

The Annual Governance Statements for year ending 31st March 2021 were previously circulated by the Clerk, it was proposed by Cllr R Gregory and seconded by Cllr D Zeal that the Parish Council had carried out their duties and it was **resolved** by all Councillors present to approve these.

16.2 Annual Return – Accounting Statements 2020-2021

The Accounting Statements for year ending 31st March 2021 were previously circulated by the Clerk, it was proposed by Cllr M Clarke and seconded by Cllr R Pett that the Accounting Statements were correct and it was **resolved** by all Councillors present to approve these.

16.3 Annual Return – Certificate of Exemption 2020-2021

It was resolved by all Cllrs present that the Parish Council has met all the requirements to declare itself exempt, the Certificate of Exemption will be submitted to the External Auditor. The AGAR will be uploaded to the website including explanations of variances and reserves held.

16.4 Dates for the Exercise of Public Rights

The Clerk advised that the dates for the exercise of public rights will be Monday 14 June to Friday 23 July 2021, these dates will be submitted to the External Auditor.

16.5 Review of Investments and Bank Accounts

The Parish Council currently bank with Lloyds and it was resolved by all Councillors present that the funds were secure and to continue with this banking arrangement.

17. Bus Shelter Noticeboard

The Clerk advised costings for the replacement of the noticeboard in the bus shelter, it was agreed to proceed with purchasing a sheet of hardwood for this purpose at an approximate cost of £30 to £40, .

18. Planning

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

P0436/21/FUL	19 Foley Rise	Alterations and conversion of existing double garage to form annexe accommodation. Erection of an external staircase to access first floor living accommodation.	No comment
P0483/21/FUL/ P0484/21/LBC	Tithe Barn, Hartpury,	Change of use of Tithe Barn to an events venue (primarily weddings) being a sui generis use, the erection of a single storey building to be used as toilet facilities and a plant room, the conversion and extension of a Dutch Barn to create a catering facilities and an ancillary cafe together with the provision of an external terrace area, the conversion of a former agricultural building to a dwelling to be occupied by staff, the creation of a new vehicular access onto the C69 and the provision of associated car parking.	The Parish Council fully welcome the restoration of this wonderful ancient building and support the application in principle, however, having discussed and listened to comments raised the Parish Council would like to see further/increased dialogue between all parties concerned to cover the issues brought forward. It is for this reason that the Parish Council would like to defer their comments at this time to allow for this course of action to take place and for parties to come back to the Parish Council in the future for confirmation.
P0513/21/FUL	Land At, May View, Gloucester Road	Conversion of existing detached garage outbuilding to a separate one bedroomed dwelling house together with the erection of a single storey rear extension. Change of use of agricultural land to form part of the rear garden.	- Notwithstanding the local authority's inability to demonstrate a five-year supply of building land this site is outside of the settlement boundary as identified in the Council's allocation plan document and has sustainability issues under the terms of the national planning frameworks. - In addition, the Parish Council feel that this works

			<p>well as an annex but not as a separate dwelling.</p> <ul style="list-style-type: none"> - This application is in the part of the Village that is already affected by flooding and sewerage issues. - The Parish Council object to the change of use of agricultural land as another loss of open countryside to domestic curtilage
P0042/21/DISCON	Hartpur Mill, Hartpur	Discharge of conditions 07 (stonework samples) and 09 (large scale eaves, verge and ridge details) relating to planning permission P0148/20/FUL.	No comments
P0044/21/DISCON	Land at The Homestead, Gloucester Road, Hartpur.	Discharge of condition 03 (surface water drainage) relating to P1198/20/FUL.	No comments
P0739/21/FUL	Lilac Cottage, Gloucester Road	Erection of a detached dwelling with associated landscaping, parking and works.	The Parish Council have no comment to make on the application, however, they are aware of flooding/sewerage issues in this area and would like to see evidence in the planning application that storm water is prevented from entering the sewerage system.

Previous applications

P0388/21/FUL	Land at Over Old Road	New agricultural building and track for existing farm enterprise	Having discussed the application the Parish Council have no objection in principle. The Parish Council would however request that there may be some sympathetic planting of native species put in place to mitigate the visual impact of the building in such an area. We acknowledge the roadside hedge has been allowed to grow higher in recent years but in the applicants own planning statement in section 4.3 it states "the sites topography means that it is exposed". The Parish Council would hope that our proposal would be given recommendation given the circumstances.
P0019/21/DISCON	2 Bakers Lane	Discharge of conditions 03 (materials) and 08 (bio diversity enhancement) relating to planning permission P1001/20/FUL	No comment

P0482/21/FUL	1 Primrose Cottage, Blackwells End	Erection of an extension to existing annexe	No comment
P0437/21/FUL	19 Foley Rise	Erection of timber gates to side of dwelling for security purposes	No comment

After consideration and discussion it was proposed that a working party be formed for future planning applications to allow clarification to be sought prior to the full Parish Council meeting if necessary. No decisions will be made by the working group who will report back to the Parish Council to enable decisions to be made at the next full Parish Council meeting. This will be formally agreed at the July meeting.

19. Highways

To discuss the most recent updated Highways report

The Clerk is to discuss Highways matters with the Chairman to enable items to be removed that have been undertaken. A full report will be made to highways and the Cllrs in preparation for the July meeting.

Footpaths

The footpaths were discussed and it was agreed to form a working party to visit the footpaths and to report back the status to the next Parish Council meeting in July for decisions to be made on works needed, stiles and any other matters.

No decisions will be made by the working party.

20. Police Matters

20.1 It was agreed that a presentation could be given at a later date in the Hall but that in the interim until this is possible the Clerk would ask for any information possible to be emailed through.

20.2 The Clerk advised of the meeting with GAPTC as previously circulated and the superintendent and any questions that Councillors would like asked are to be sent to the Clerk for submitting.

20.3 It was agreed to chase up visits by the speed van using the hard standing and the area at the old post office.

21. ERS Licensing and applications

The above ERS licensing application for the Taxi/Private Hire Licensing Policy Consultation 2021 was discussed and it was agreed that the Parish Council had no comments to make.

22. Other Items for Information Only/Future Agenda Items

- The noticeboard at the end of Broad Street is to be updated as many items now need to be removed.

23. Dates of Meetings - 2021-2022

Monday 5th July 2021

Monday 6th September 2021

Monday 1st November 2021

Monday 3rd January 2022

Monday 7th March 2022

The meeting closed at 22.35pm