

Hartpury Parish Council

Minutes of the Annual Meeting of Hartpury Parish Council held on Tuesday 10th May 2022 at 7.30pm at Hartpury Village Hall

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

No members of the public were present.

1. Election of Chair

Cllr R Gregory proposed Cllr A. McGhee, who was prepared to stand again, this was seconded by Cllr R Pett. 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 was signed.

2. Election Vice-Chair

Cllr R Pett proposed Cllr R. Gregory, who was prepared to stand, this was seconded by Cllr D Zeal. 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 was signed.

3. Apologies

Apologies were received from Cllr S Gibbs, Cllr R Watson and Cllr M Clarke and were accepted by the Parish Council.

4. Declarations of Interest

There were no declarations of interest received at this point of the meeting.

5. 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. It was resolved to accept the code without change.

6. Standing Orders and Financial Regulations

The Standing Orders were reviewed and remain unchanged except for section 18 Contracts, the change had been previously circulated and was read out to all at the meeting. It was proposed by Cllr R Gregory that the Standing Orders are accepted as proposed, this was seconded by Cllr D Zeal, all Councillors present were in agreement and it was resolved to accept them.

The Financial Regulations were reviewed and remain unchanged except for section 10 referring to the contracts information as per the Standing Orders Change. It was proposed by Cllr R Gregory that the Financial Regulations are accepted as proposed, this was seconded by Cllr D Zeal, all Councillors present agreed, and it was resolved to accept them.

7. 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.

8. 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.

9. Asset Inventory

The asset inventory was circulated and it was proposed by Cllr R Gregory to accept the Asset Inventory, this was seconded by Cllr D Zeal and agreed by all Cllrs present, it was resolved that this was up to date with all assets having been included resolved that this was up to date with all assets having been included. The Assets were inspected in December 2021 and another inspection will take place during this financial year.

10. Risk Assessment

The Risk Management Strategy was previously circulated, it was proposed by Cllr R Pett to accept the Risk Assessment Strategy without change, this was seconded by Cllr D Zeal and agreed by all Cllrs present, it was resolved to accept the Strategy without amendment.

11. Insurance Cover

It was resolved that the Insurance Policy is adequate for the Parish Council's requirements.

12. Memberships

No Councillors or employees currently belong to any professional bodies.

13. Minutes of Previous Meeting(s)

It was proposed by Cllr R Pett that the minutes of the meeting held on the 7th March, the Extra-Ordinary Meeting held on the 19th April 2022 and the Annual Parish Meeting held on the 25th April 2022 be accepted as a true record, this was seconded by Cllr D Zeal and agreed by all present. It was resolved that the minutes be signed as a true record.

14. Public consultation

14.1 An email had been received regarding the A417, the matters raised have been referred to Highways.

15. Reports

15.1 Cllr Burford attended the meeting and advised of the current status of Woodbine Cottage and Foley Rise. Cllr Burford advised that nothing had changed since the report for the Annual Parish Meeting and there were no questions.

15.2 Cllr B Lewis sent his apologies for the meeting and advised that there were no changes since the Annual Parish Meeting report.

15.3 County Councillor Philip Robinson sent his apologies for the meeting and advised that there were no changes since the Annual Parish Meeting report.

16. Financial Matters

16.1 Accounts for payments – May 2022

It was proposed by Cllr D Zeal to agree the payments for May 2022 as previously circulated and read out, this was seconded by Cllr R Gregory, this was agreed by all Cllrs and it was resolved that the payments be made.

16.2 Financial statements - May 2022

It was proposed by Cllr D Zeal to agree the financial statements as at May 2022 as previously circulated, this was seconded by Cllr R Gregory, this was agreed by all Cllrs and it was resolved to accept the statements.

16.3 End of Year Figures – 2021/22

It was proposed by Cllr R Gregory that the bank reconciliation as at 31st March 2022, the year-end accounts as at 31st March 2022, the summary of reserves as at 31st March 2022 and the receipts & payments to 31st March 2022 be accepted as a correct record, this was seconded by Cllr D Zeal and agreed by all Cllrs present. It was resolved to accept the statements.

16.4 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.

16.5 Internal Audit 2021-2022

The previously circulated Internal Audit was discussed including the recommended actions. It was agreed by all Cllrs present to undertake all the recommended actions and the Clerk is to ensure that these are undertaken.

It was also noted that the Parish Council has assured itself that the auditor is independent and Competent.

17. Annual Governance and Accountability Return 2021-2022

17.1 Annual Return – Governance Statements 2021-2022

The Annual Governance Statements for year ending 31st March 2022 were previously circulated by the Clerk and read out at the meeting, it was proposed by Cllr D Zeal and seconded by Cllr R Gregory that the Parish Council had carried out their duties and it was **resolved** by all Councillors present to approve these.

17.2 Annual Return – Accounting Statements 2021-2022

The Accounting Statements for year ending 31st March 2022 were previously circulated by the Clerk and read out at the meeting, it was proposed by Cllr D Zeal and seconded by Cllr R Gregory that the Accounting Statements were correct and it was **resolved** by all Councillors present to approve these.

17.3 Annual Return – Certificate of Exemption 2021-2022

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.

17.4 Dates for the Exercise of Public Rights

The Clerk advised that the dates for the exercise of public rights will be Monday 13th June 2022 to Friday 22nd July 2022, these dates will be submitted to the External Auditor, added to the website and placed into the noticeboard.

18. Planning

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

P0321/22/FUL	Glebelands, Gloucester Road	Proposed installation of a wall mounted vent to a listed building	Hartpury Parish Council considered the application for Glebelands and have no comments to make.
P0035/22/DISCON	Hartpury College	Discharge of condition 03 (site management plan) relating to planning permission P2072/21/FUL	Hartpury Parish Council considered the application for Hartpury College and have no comments to make.

Solar Farms in the Newent Area

The proposed letter was discussed and it was resolved to support this in principle and to confirm that the Parish Council will attend any possible future meeting. A copy of the letter is to be circulated to Cllrs.

19. Highways

19.1 Most Recent Highways report

The most recent update has been circulated, please advise the Clerk of any additional items.

19.2 Footpaths

- The footpath discs have been received and Cllr McGhee, Cllr Gregory are to arrange for putting these onto the posts with Cllr Clarke.
- Cllr Gregory has now made copies of the map for the Jubilee Walk and will forward these to the Clerk when finalised to place on the website.
- It was agreed to obtain more information on reclaiming the previously discovered ancient footpath .

20. Police Matters

There were no police matters to discuss.

21. Other Items for Information Only/Future Agenda Items

- The Clerk is to arrange for the dates of the meetings on the website to be fixed as these are currently not showing.

23. Date of next Meeting

Monday 4th July 2022

The meeting closed at 8.50pm