

## Hartpury Parish Council

### Minutes of the Annual Meeting of Hartpury Parish Council held on Thursday 18<sup>th</sup> May 2023 at 7.30pm at Hartpury Village Hall

Present: Cllr Alastair McGhee, Cllr R Gregory, Cllr C Davies, Cllr M Clarke, Cllr R Pett and Cllr R Watson.  
District Cllr P Burford.

2 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 Watson. 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 of Chairman was signed.

#### 2. 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 Chair and the Declaration of Acceptance of Office of Vice Chair was signed.

#### 3. Apologies

No apologies for absence were received.

#### 4. Declarations of Interest

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

#### 5. Code of Conduct

Cllrs considered the Code of Conduct and it was proposed by Cllr M Clarke to accept the code without change, this was seconded by Cllr R Gregory and agreed by all Cllrs present.

#### 6. Standing Orders and Financial Regulations

The Standing Orders were reviewed and remain unchanged, it was proposed by Cllr R Gregory that the Standing Orders are accepted as proposed and unchanged, this was seconded by Cllr M Clarke and agreed by all Cllrs present.

The Financial Regulations were reviewed and remain unchanged, it was proposed by Cllrs R Gregory that the Financial Regulations are accepted unchanged, this was seconded by Cllr R Watson and agreed by all Councillors present.

#### 7. Committees, Sub-Committees

There are currently no committees in place.

The following sub-committees are already in place. It was resolved by all Cllrs present to retain these sub-committees and the current members agreed to remain on them, Cllr R Watson offered to replace Cllr Zeal on the Staffing and Safety Advisory and this was agreed by all Cllrs present.

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

Cllr M Clarke was in agreement to continue to carry out the quarterly internal checks and all Cllrs were in agreement.  
Cllr R Pett was in agreement to continue to carry out the defibrillator weekly 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 discussed, it was agreed that the filing cabinet from the Village Hall is to be removed as this has now been disposed of as BER, it was further agreed that the roadside seat at the top of Corsend Road and the bench in the area opposite the War Memorial and Flagpole need to be added to the assets, the land at the War Memorial and the land at the corner of Broad Street are also to be added to the list of assets for transparency. It was proposed by Cllr R Pett to accept the Asset Inventory with the above changes, this was seconded by Cllr M Clarke and agreed by all Cllrs present. A full inspection of assets will take place during this financial year.

## **10. Risk Assessment**

The Risk Management Strategy was previously circulated, it was proposed by Cllr C Davies to accept the Risk Assessment Strategy without change, this was seconded by Cllr R Pett 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 still fit for purpose and 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 Ordinary Meeting held on the 6<sup>th</sup> March 2023 and the Extra-Ordinary Meeting held on the 18<sup>th</sup> April 2023 be accepted as a true record, this was seconded by Cllr C Davies and agreed by all present. It was resolved that the minutes be signed as a true record.

## **14. Public consultation**

Mr Gordon attended the meeting to discuss with the Parish Council their objection to his planning application at May View on the A417 as he felt that this response was incorrect and not factual and he wished to make it known that he had paid for his connection with STW, some evidence was provided to the Parish Council who will look into the matter. The Parish Council advised that if the information received by them was incorrect they may be able to remove part of their comments, Mr Gordon also advised that his property has rights of way over Fullers Lane.

Mr Gordon explained that as foster carers they do need a separate dwelling and not an annexe and that they will be making an appeal, he advised the Parish Council that he felt that the response of the Parish Council had been considered by the Forest of Dean District Council Planning Dept. and that the comments had contributed to the FoDDC's decision to refuse, although it was noted that the reasons for refusal did not reflect any comments made by the Parish Council.

The Clerk advised Mr Gordon to check the agendas for the Parish Council meetings when he is aware his appeal will be being presented and to contact the Clerk if he wished to check if the appeal was to be on the Agenda for discussion at the meeting.

## **15. Reports**

15.1 Cllr Burford sent his apologies.

15.2 Cllr C Williams was not in attendance and no report had been received.

15.3 County Councillor Philip Robinson sent his apologies for the meeting and sent through a report that will be added to the minutes..

## **16. Financial Matters**

### **16.1 Accounts for payments – May 2023**

It was proposed by Cllr M Clarke to agree the payments for May 2023 as presented at the meeting, this was seconded by Cllr C Davies and agreed by all Cllrs and it was resolved that the payments be made.

### **16.2 Financial statements - May 2023**

It was proposed by Cllr M Clarke to agree the Income and Expenditure to date, the current bank reconciliation and the budget against expenditure to May 2023 as presented at the meeting, this was seconded by Cllr C Davies and agreed by all Cllrs and it was resolved to accept the statements.

### **16.3 End of Year Figures – 2022/23**

It was proposed by Cllr M Clarke to agree the Income and Expenditure and the bank reconciliation to 31<sup>st</sup> March 2023, to approve the year end accounts as a whole and the summary of reserves as stated, this was seconded by Cllr R Gregory and agreed by all Cllrs present. It was resolved to accept the Year End figures.

**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 2022-2023**

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 actioned and included in the minutes.

**16.6 Bank Mandate**

The Bank Mandate is to be completed to remove Cllr S Gibbs and to add Cllr C Davies, this will be completed with the relevant information for signing at the next meeting in July.

**16.7 General Power of Competence**

The Parish Council discussed the General Power of Competence and agreed that the Parish Council met the criteria with a CiLCA trained Clerk and with at least two thirds of the Cllrs being elected, it was resolved by all Cllrs present that the Parish Council adopt GPC.

**17. Annual Governance and Accountability Return 2022-2023**

**17.1 Annual Return – Governance Statements 2022-2023**

The Annual Governance Statements for year ending 31<sup>st</sup> March 2023 were read out by the Clerk at the meeting, it was proposed by Cllr R Watson and seconded by Cllr C Davies 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 2022-2023**

The Accounting Statements for year ending 31<sup>st</sup> March 2023 were read out by the Clerk at the meeting, it was proposed by Cllr R Watson and seconded by Cllr C Davies that the Accounting Statements were correct and it was **resolved** by all Councillors present to approve these.

**17.3 Annual Return – Certificate of Exemption 2022-2023**

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 suggested dates for the exercise of public rights will be no earlier than Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July 2023, the dates used will be advised at the next Parish Council meeting and the Clerk will ensure that the meet with the legal requirements for advertising.

**18. Planning**

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

Planning Ref	Property	Description of Proposed Application	Comments
P0441/23/FUL	Land immediately South of Hartpury Village Hall, Over Old Road	Drainage proposals to support the delivery of 11 dwellings (on adjacent site previously consented under P2015/20/FUL	The Parish Council are concerned that the drainage proposals applied for are on a separate piece of land to the application site. The Parish Council request that if permission is given all relevant safety measures are implemented given the close proximity of the Primary School and the Village Hall.
P0590/23/FUL	Land Adjacent To Hartpury Village Hall , Over Old Road	Variation of Condition 3 (roofing and external facing materials) for amendments to the proposed facing brick relating to planning permission P2015/20/FUL.	The Parish Council hopes that the planning officer make the correct decision on the brick choice as per the application

**19. Highways**

**19.1 Most Recent Highways report**

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

The following are to be reported to Highways:

- The School lights outside the Royal Exchange that were previously repaired are now not working
- The bollards at the College Junction are still in need of cleaning
- There is still water going across the road from Dell Cottage – the Clerk is to submit photos
- Alastair is to speak to Philip Robinson and Andrew Middlecote about the signing and lining report that has still not been received.

#### **19.2 Footpaths**

- The footpath sign has been chopped off during the hedge cutting on the Tweenhills side of the A417 opposite Old Hartpury Road GHA36
- Alastair is to chase the progress on the Orchard Centre path
- The Clerk is to ask Andrew Houldey if he could send through the information spoken about at the previous Footpath meeting that he kindly attended
- The Clerk is to arrange a Footpath meeting for June

#### **20. Police Matters**

There is still evidence of drug using and driving and perhaps dealing in the layby at Over Old Road, the Police are to be asked to continue to monitor.

#### **21. Other Items for Information Only/Future Agenda Items**

- The casual vacancy is to be advertised in the noticeboard and on the website and the Clerk is to ask if it would be possible to advertise this at the University
- Cllr Pett has asked for the 'Zones' discussion to be added to the next Agenda for July for further discussion
- The bus shelter quotes are to be chased with a view to carrying out the works during this financial year

#### **23. Date of next Meeting**

Monday 22<sup>nd</sup> May 2023 – Annual Parish Meeting

The meeting closed at 10.07pm