

## Hartpury Parish Council

### Minutes of the Annual Meeting of Hartpury Parish Council held on Wednesday 15<sup>th</sup> May 2024 at 7.00pm at Hartpury Village Hall

Present: Cllr R Gregory, Cllr M Clarke, Cllr C Davies, Cllr R Pett, Cllr R Watson and Cllr K Freeman.

2 members of the public were present.

It was resolved that Cllr R Gregory chair the meeting in the absence of the 23-24 elected Chairman.

#### 1. Election of Chair

Nominations were sought for the position of Chair, Cllr R Pett nominated Cllr R Gregory, who was prepared to stand, as there were no further proposals the nomination for Cllr R Gregory was seconded by Cllr R Watson, it was resolved that Cllr R Gregory be elected unopposed as Chair and the Declaration of Acceptance of Office of Chairman was signed.

#### 2. Election Vice-Chair

Nominations were sought for the position of Vice-Chair, Cllr R Watson nominated Cllr M Clarke, who was prepared to stand, as there were no further proposals the nomination for Cllr M Clarke was seconded by Cllr K Freeman, it was resolved that Cllr M Clarke be elected unopposed as 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 K Freeman to accept the code without change, this was seconded by Cllr C Davies and agreed by all Cllrs present.

#### 6. Standing Orders and Financial Regulations

**6.1** The Standing Orders were reviewed and remain unchanged, it was proposed by Cllr R Watson that the Standing Orders are accepted as proposed, this was seconded by Cllr M Clarke and agreed by all Councillors present and it was resolved to accept them.

**6.2** The Financial Regulations have been substantially altered and the advice is to treat them as a new document. It was resolved to defer this to the July meeting, the Clerk will alter and circulate to the Cllrs ahead of the meeting.

#### 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 K Freeman offered to replace Cllr A McGhee on the Staffing and Safety Advisory and this was agreed by all Cllrs present.

Committee	Members
Staffing and Safety Advisory	Cllr R Gregory, Cllr R Watson and Cllr K Freeman
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 R Watson was prepared to undertake the duties as the Village Hall representative, it was resolved by all Cllrs present, it was further agreed that this duty would be undertaken for one year only and that Cllrs would take on this duty for one year periods on a rota basis.

## **9 Asset Inventory**

The asset inventory was discussed, it was resolved to accept the Asset Inventory without change.  
The assets will be inspected during the year.

## **10 Risk Assessment**

The Risk Management Strategy was discussed and it was resolved to accept the Risk Management Strategy without amendment.

## **11 Insurance Cover**

It was resolved that the current Insurance Policy is still fit for purpose and is adequate for the Parish Council's requirements.  
The trees at the end of Corsend Road and at the end of Broad Street are to be inspected and a report obtained on any works that may be needed.

## **12. Memberships**

No Councillors or employees currently belong to any professional bodies.

## **13. Minutes of Previous Meeting(s)**

It was proposed by Cllr C Davies that the minutes of the Ordinary Meeting held on the 4<sup>th</sup> March 2024 be accepted as a true record, this was seconded by Cllr R Pett and agreed by all present.

It was proposed by Cllr K Freeman that the minutes the Extra-Ordinary Meeting held on the 2<sup>nd</sup> April 2024 be accepted as a true record, this was seconded by Cllr R Pett and agreed by all present.

It was resolved that the minutes be signed as a true record.

## **14. Public consultation**

There were no matters to discuss.

## **15. Reports**

15.1 Cllr Burford sent his apologies, the Parish Council wished to minute their thanks for all his help and support throughout the year.

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, there was no report to give.

## **16. Financial Matters**

### **16.1 Accounts for payments – May 2024**

It was proposed by Cllr R Watson to agree the payments for May 2024 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 2024**

It was proposed by Cllr R Watson to agree the Income and Expenditure to date, the current bank reconciliation and the budget against expenditure to May 2024 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 – 2023/24**

It was proposed by Cllr M Clarke to agree the Income and Expenditure and the bank reconciliation to 31<sup>st</sup> March 2024, to approve the year end accounts as a whole and the summary of reserves as stated, this was seconded by Cllr C Davies 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 2023-2024**

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 A McGhee and to add Cllr K Freeman, 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.

### 16.8 Grass Cutting

The current grass cutting was discussed along with the two additional areas that need to be added to the schedule at an extra cost of £10 per cut for 2024/25.

It was proposed by Cllr R Watson that the additional areas be added and that the current areas remain on the schedule, this was seconded by Cllr M Clarke.

## 17. Annual Governance and Accountability Return 2023-2024

### 17.1 Annual Return – Governance Statements 2023-2024

The Annual Governance Statements for year ending 31<sup>st</sup> March 2024 were read out by the Clerk at the meeting, it was proposed by Cllr R Watson and seconded by Cllr M Clarke 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 2023-2024

The Accounting Statements for year ending 31<sup>st</sup> March 2024 were read out by the Clerk at the meeting, it was proposed by Cllr R Watson and seconded by Cllr M Clarke that the Accounting Statements were correct and it was **resolved** by all Councillors present to approve these.

### 17.3 Annual Return – Certificate of Exemption 2023-2024

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 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024, the dates will be submitted to the External Auditor, added to the website and posted in the noticeboard.

## 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
P0376/24/FUL	Land adjacent to Hartpury C of E School, Gloucester Road	Erection of bungalow, garage and parking (resubmission)
<ul style="list-style-type: none"><li>The Parish Council have major concerns over safeguarding with the glazing overlooking the school. The plans are confused as to the glazing orientation.</li><li>The area is classified as an "Important Open Area" in several recent local plans and is part of a larger "Important Open Area" including the school playing field.</li><li>The Parish Council has concerns about the entrance on to the A417 and do not believe that Highways have given enough weight to the perceived danger.</li><li>It is essential that a construction plan is provided to ensure no disruption occurs on the A417</li><li>The Parish Council agree with the Environmental Health objections on the grounds of noise.</li></ul> <p>For the above reasons the Parish Council object to this planning application.</p>		
P0418/24/FUL	Newberries Farm, Blackwells End	Change of use of land for the stationing of one cabin and one shepherds hut to provide two units of holiday accommodation and associated works including the creation of a new access, the laying of hardstanding and
Hartpury Parish Council have considered the above planning application for Newberries farm and have no comment to make.		
P1160/23/FUL	Land West of Little Orchard	Creation of a new vehicular access and erection of three bungalows
<ul style="list-style-type: none"><li>The Parish Council note that the depth and flow of the run-off has not been increased and that there are still two bends in the sewerage pipe.</li></ul> <p>The Parish Council still object to this planning application due to the above and their previously submitted comments which they ask are taken into consideration during the planning process.</p>		
P0271/22/FUL – Cllr Gregory and Cllr Clarke attended the appeal on behalf of the Parish council and advised that the comments were read out and that feedback is now awaited from the Inspector.		

## **19. Highways**

### **19.1 Highways Matters**

It was agreed that the overgrown pavement at Danford Lane at the bus stop area needs clearing almost adjacent to the 30mph signs, the what three words for the location are clocks,titles,retaliate Highways are to be informed.

Highways are to be asked if there are to be road markings at the Chapel End development.

The Parish Council are seeking quotes for the Milestones to be inspected with a view to carrying out cleaning and any other works needed to the stones. It is also being considered if they could be slightly relocated to positions where they would be more visible and become less overgrown over time. To achieve this the Milestone in the area of the Watersmeet could be moved approximately 2 metres and the Milestone in the area of Woolridge Farm by the corner of the gateway could be moved approximately 15 metre, both would still remain on Highways Land. Highways are to be asked if the moving of the Milestones would be allowed.

Opposite Woolridge Farm in the area of the new culvert and fencing the drain is blocked and the culvert has been washed away. Cllr M Clarke has reported this to Highways.

The repaired flood diversion sign was not repaired the damaged part was only removed – Highways are to be asked to re-visit and repair.

### **19.2 Footpaths**

There were no footpath issues to discuss.

## **20. Litter Pick**

The litter pickers are now with Cllr R Pett and it was agreed to place a notice in the noticeboard, on the website and in the Parish Magazine to advise that these can be used by anyone who wishes to undertake a litter pick in the Parish.

## **21. Rally 2024**

### **21.1 Additional Stage**

The additional stage was discussed and the Parish Council have no comments to make.

### **21.2 Application for Funding**

The request from the Hartpury Heritage Trust was considered and it was agreed that the Parish Council would find out details of any funding that may be available so that the Trust can apply to Rally 2024.

## **22. Police Matters**

There were no matters to discuss.

The Speedwatch Group provided some feedback on the data collected so far for the Parish Council.

The data collected from the Parish Council owned speed devices could also be sent to the Police to confirm the findings of the Speedwatch group, the Clerk is to work with Cllr M Clarke to download the information.

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

- The resurfacing of the Play Area is to be added to the July meeting
- The damaged neighbourhood watch sign has been removed

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

Tuesday 28<sup>th</sup> May 2024 – Annual Parish Meeting

The meeting closed at 9.57pm