

# HUNTLEY PARISH COUNCIL MEETING

## MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD AT HUNTLEY VILLAGE HALL - TUESDAY 2<sup>ND</sup> OCTOBER 2018 at 1930 hrs

Attendees: Cllrs. A S Wood (Chairman), Mrs J Green, T Hill, J Rebbeck (arrived late), I Richards, RC Watkins (arrived late)

Present: No public, Cllr. Brian Robinson (County Cllr.), Miss A Jones (Clerk)

1. **APOLOGIES** – Cllr. D Greaves (work commitments).
2. **MEMBERS' INTERESTS RELATING TO ITEMS ON THIS AGENDA** – None declared.

### Members of the public, District and County councillors were invited to address the council at this time.

Cllr. Robinson advised that:

- the pavement in Oak Way had been repaired, as was the Hamlin Close repairs and the lights on North Road.
- The county council has appointed a cabinet member for environmental services.
- Amey were due to be replaced by Ringway (for highways etc.) and that the vans would have county council livery

A brief discussion took place regarding the illuminated speed sign that the parish council has been trying to site, namely that the A40 in Wales has lots of them, all fully functional. Cllr. Robinson advised that those would have been approved by Highways Wales, and that Huntley is dealing with highways England. It was noted that Highways England had not refused permission, but continued to suggest that significant investigations were necessary before they could approve the installations.

The Chairman asked whether the lengthsman could deal with the brambles issue in oak way, as highlighted by a resident recently. Cllr. Robinson advised that the service had ceased now, until the spring.

3. **APPROVAL OF MINUTES FROM THE MEETING ON 4<sup>TH</sup> SEPTEMBER 2018.**  
It was resolved that the minutes were an accurate record of the meeting on 4<sup>th</sup> September 2018 and they were duly signed by the chairman.
4. **(a) PLANNING APPLICATIONS (received)**  
P0787/18/FUL Jessamine Cottage, Hinders Lane, Huntley  
Erection of a two storey garage incorporating workshop and gym with associated works. Demolition of existing garage.  
Revised plans / information  
It was resolved that the council had no objection to the proposals

Cllr. Rebbeck arrived at 19.36 hrs

P1465/18/FUL 6 Westwick Road, Huntley, Gloucester  
Erection of a single storey extension and installation of dormer with associated works  
It was resolved that the council had no objection to the proposals

**(b) PLANNING APPLICATIONS (decisions) - noted by council**  
P1018/18/FUL Pool House Main Road Huntley Gloucester Gloucestershire GL19 3DZ  
Erection of a single storey timber garage/workshop in rear garden

**Granted permission**

### 5. FINANCE

<b>(a) Statement of Accounts (after September expenses &amp; October wages)</b>		
Deposit Account (PAD funds) excluding recent interest	£	1,389.74
Deposit Account – excluding recent interest	£	48,221.20
Treasurers Account	£	1,096.04
<b>(b) Un-cleared Cheques (at 18/09/2018)</b>		
RC Watkins (Handy-person)	£	260.00
<b>(c) Grant Applications - Section 137 of Local Government Act 1972 - None</b>		
<b>(d) Adverse variance to budget (&gt;£10)</b>		

<b>(e)</b>	<b>Cheques for Payment</b>			
	Merlin Waste (doggie bins September 2018)	£	30.00	1459
	PKF Littlejohn LLP (External Auditor)	£	240.00	1460
	R Bowman (grass cutting – August 18)	£	407.90	1461
	Miss A Jones (Expenses – September – incl. bus shelter paint)	£	65.48	1462
	<b>It was resolved</b> that the above cheques by paid and they were duly signed and the bank reconciliation was viewed and signed off. The bank reconciliation was checked and signed.			
<b>(f)</b>	<b>Other Expenditure</b>			
	Miss A L Jones (Clerk's wages and office allowance – s/order 28/10/18)	£	695.72	
<b>(g)</b>	<b>Income Received</b>			
	Precept (second 50%)	£	10,559.00	
	Allotment deposit (plot 11a)	£	10.00	

**(h) GDPR – Shredder Purchase** – Clerk provided an update on her investigations to source a suitable shredder for dealing with the considerable amount of historical paperwork to be destroyed, as well as the ongoing requirements. Allowing for the reclaiming of VAT and the 50% cost split between the two councils, the cost would be £75.00. The council did not want to spend this amount. **It was resolved** that the clerk would pass all paperwork to Cllr. Rebbeck and that he would arrange for it to be burnt.

**(i) Independent External Auditor** – the Clerk read out the external auditor's report, which confirmed that there were no matters to bring to the attention of the council.

**Resolution:** That the council receive, accept and note the contents of the Independent External Auditor's report.

**Proposed :** Cllr. T Hill **Seconded :** Cllr. Mrs Green

**Voting :** All in favour

**(j) Budget 2019/20** – first draft – council considered the budget and proposal to leave the Precept unchanged. There were a small number of elements that could not be confirmed at this time due to later discussions by council and the need to await RPI information. There were no major issues with the first draft.

**CARRY FORWARD - second draft at November meeting**

## 6. NEW ITEMS

### (a) RECREATION GROUND / PLAY AREA

- Chairman advised that the new doggie bin had been sited alongside one of the existing bins on the recreation ground. The existing bin would be relocated later, once the situation with regard to the verge on Frogmore Road was clarified. The Chairman advised that the new notice board was due to be installed in the next few weeks.

**ACTION :** Clerk to email Cllr. Robinson the plan provided by county highways when the sale of the land at Frogmore Road was first considered and he will find out whether the boundary fencing has been put in the wrong place, or if the county council sold the land right up to the pavement.

**CARRY FORWARD :** Relocating doggie bin / Frogmore Road verge ownership confirmation

- Play area safety report – Council received an update from Cllr. Hill. He advised that the surfaces cannot be glued down, the options were to cut it back and re-fill around the edges, r remove altogether an re-lay the whole lot. It was noted that even if this is done, the surface would still be higher then the curbs, therefore not removing the potential trip hazard. It was also noted that the rubber sections shrink and lift on all installations and that this has been viewed at many other locations. Cllr. Richards suggested that where the shrinkage is significant, the gap could also be a trip hazard. **It was resolved** that Cllr. Watkins would fill the gaps with topsoil with Cllr. Rebbeck supplying the soil. **It was further resolved** that the Chairman would arrange a meeting with other councillors, to discuss the other issues raised in the report.

**CARRY FORWARD :** November meeting

### (b) HIGHWAYS ISSUES

- Council to consider any new / urgent matters and it was resolved that the Clerk would report an advertising sign that regularly obstructs the path on the A40 between Newent Lane and the school. It then considered concerns raised by a local resident relating to overgrown paths / pavements within the village. It was noted that the councillors believed that the areas of concern were all either privately or county council owned land. **It was resolved** that the Clerk would forward the concerns to Cllr. Robinson and councillors would

view the locations to ascertain who owns the land. **It was further resolved** that Cllr. Watkins would remove any dangerous brambles to ensure the safety of residents in the meantime.

- The Clerk updated council on the Community Speedwatch initiative – she advised that the time commitment was minimal as there was currently only one speed gun for the district. This meant that at present, each parish that is part of the initiative has it for 2-3 weeks. This time period will decrease as more parishes sign up. Once you have the kit, it is entirely up to the parish how often it is used and for how long, and it can only be used during daylight hours. **It was resolved** that the Clerk would provide these details to the Neighbourhood Watch coordinator, and to the Forest Edge News (FEN) as well as placing the details on the website, in the hope that the required minimum of 6 volunteers can be found. **It was further resolved** that the Clerk would provide the wording so that Cllr. Mrs Green could put the information onto the Huntley Hub Facebook page.

#### **CARRY FORWARD – November meeting**

(c) **REMEMBRANCE DAY** - Council was advised by Cllr. Richards that he had been able to source a silent soldier silhouette, at cost, for £100. It was noted that it would best be fixed to a solid back for ease of installation and to ensure it was highly visible, and this would potentially cost a further £100.00 including paint. if any, silhouette to purchase and where to site it, along with any other necessary actions. It was noted that the Royal British Legion (RBL) silhouette would cost £250.00 and included a “plaque”.

**Resolution :** That the council purchase the silhouette via Cllr. Richards at a total estimated cost of £200.00

**Proposed :** Cllr. A S Wood

**Resolution :** That the council find out more information on the materials, size, weight etc. of the RBL silhouette and then make a final decision.

**Proposed :** Cllr. J Rebeck

**Seconded :** Cllr. Mrs J Green

**Voting :** 4 in favour, 2 against – carried by majority vote

**ACTION :** Clerk to obtain additional information and email to councillors and then all to state what their preference is, Clerk will then deal as necessary.

**ACTION :** Cllr. Watkins to cut hedges around war memorial

#### (d) **TREES AND HEDGES**

- Council considered actions necessary with regard to conifer hedge on recreation ground on the path between North Road and Sunset Place. The Chairman advised that he had not had the chance to speak with the residents alongside the path, but that his preference was not to remove it altogether. He advised that Richard Bowman had suggested that he could cut it by hand and remove the weed growth from within it and it would then simply need regular trimming to keep it tidy.

**ACTION :** Chairman to meet with R Bowman and other councillors as available to discuss options and costs.

#### **CARRY FORWARD – November meeting**

- Council considered whether any other hedges needed attention.

**ACTION :** Chairman to speak with R Bowman about other hedges and potential costs for cutting

#### **CARRY FORWARD – November meeting**

- Tree survey – council considered when to request the next tree condition survey (last survey done September 2015). It was generally considered that it was not necessary at this time.

**ACTION :** Clerk to confirm the dates of the last two surveys and advise councillors by email

#### (e) **ALLOTMENTS**

- Election of Allotment Officer. **It was resolved** that Cllr. Tim Hill be elected as Allotment Office.
- The clerk advised that there were currently 13 vacant (half) plots with one enquiry, and that all rent for 2018 had been received with the exception of the youth group (3 half plots / £30.00). It was therefore likely that there would be at least 12 vacant plots in 2019, assuming that all current tenants retained their plots.

**ACTION :** Cllr. Mrs Green to speak with Gary (youth group) regarding payment of rent for 2018.

**ACTION :** Cllr Hill to ask the scout group if they would take on a plot

(f) **DEFIBRILLATOR** – Council considered how to increase awareness and training. It was noted that training was offered when the machine was originally purchased, but there was insufficient interest to take up the offer. It was

also noted that when previously “floated”, the idea of setting up a rapid response system for the defibrillator was not progressed as nobody volunteered to be part of it.

**ACTION :** Clerk to put information on rapid response team into FEN, notice board and web site again

(g) **SMART WATER** – council considered a proposal from the PCSO to make Huntley a smart water village. Signage costs of approx. £ 250.00 were necessary and if the parish went ahead, he had a supply of 100 free kits that could be distributed to households most in need. The usual cost of kits is £10.00. **It was resolved** that the council purchase the signs and the Clerk ask the PCSO to progress the initiative.

(h) **JANUARY 2019 MEETING** – **It was resolved** not to have a meeting in January, due to the regular scheduled meeting falling on New Years Day.

**7. INFORMATION SHARE – NOT REQUIRING DECISION OR SPEND**

**8. ITEMS FOR NEXT OR FUTURE MEETINGS**

- Chairman’s allowance
- Lighting for the play area

**9. NEXT MEETING - Tuesday 6<sup>th</sup> November**

**10. MEETINGS / SEMINARS / TRAINING – noted by council**

Thursday 15<sup>th</sup> November – West Gloucestershire Neighbourhood Watch AGM at Coleford Police Station from 7.00pm

Friday 30<sup>th</sup> November – GAPTC – Chairmanship Skills training at Brockworth Community Centre GL3 4ET, from 9.30am – 12.30pm. £50.00 per councillor

**11. CORRESPONDENCE (GENERAL) – noted by council**

- (a) **Gloucestershire County Council** - Advice that recycling centres will reduce opening hours over the Autumn / Winter period via the use of mid-week closures. On Thursdays, Hempsted (Gloucester) will be closed.
- (b) **Forest of Dean District Council**
- Notification that changes in the licensing regulations for houses in multiple occupation (HMO) take effect from 1<sup>st</sup> October 2018
  - Press Release – registering to vote – top myths busted
- (c) **GAPTC / NALC – all noted by council**
- Training update – council to note that the new councillor training session is fully booked and that the Clerk has asked for a place on the waiting list. Chairmanship skills (see item 10)
  - Update – including clarification (again) that parish council are not legally allowed to provide financial support to Church properties (including temporary buildings such as sheds etc.), a request for email addresses for chairmen and information from the Gloucestershire Centre for Environmental Records.
- (d) **Royal Mail** – notification of how to report scam mail to Royal Mail

The open part of the meeting concluded at 21.32 hours

Miscellaneous correspondence not specifically relevant to Huntley parish council, but that may have been of interest to the public, was available to view at the meeting but is not detailed on this agenda

Cllr. Robinson then left the meeting so that a confidential item could be discussed. The confidential element of the meeting is summarized on a separate confidential minute.

**Certified as an accurate record of the proceedings of the open meeting of Huntley Parish Council on 2<sup>nd</sup> October 2018.**

**Signed:**  
**Chairman.**

**Date:**