**HUNTLEY PARISH COUNCIL MEETING**

DRAFT MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD AT HUNTLEY VILLAGE HALL - TUESDAY 1st SEPTEMBER 2020 at 1930 hrs

**Attendees**: Councillors Cllrs. A. Wood (Chairman), Mrs J. Green, Mrs I. Walker, T. Hill, R. Watkins & I. Richards (Arrived at 7.34pm)

**Present:** Cllr. Brian Robinson (County & District Councillor, left at 8.22pm), Mr L Williams (Clerk) and three members of the public.

**1. MEMBERS’ INTERESTS RELATING TO ITEMS ON THIS AGENDA -**

Cllr. A. Wood and Cllr. R. Watkins regarding Item 6 (e), recipients of BACS payment in respect of expenses incurred. **Book updated.**

**2. APOLOGIES –** Cllr. R. Barwell. **Accepted.**

 **MEMBERS OF THE PUBLIC / DISTRICT & COUNTY COUNCILLORS -**

Cllr. Robinson mentioned the recent suggestion from other districts and boroughs to replace the existing local government structures with two unitary authorities. FoDDC has committed £20,000 towards a study into this matter. The leader of FoDDC has written to the government requesting their support towards the Five Acres Leisure Project which has floundered for two years.

 A member of the public raised two items. Firstly **Community Speedwatch** have submitted figures for the period June to September 2020. Gloucestershire Police Camera Enforcement Unit have been supportive and have conducted enforcement in the village. Their liaison officer is willing to attend a meeting with detailed statistics. Police have voiced their support for the erection of vehicle activated signs. Cllr. Robinson advised that within the last month GCC had been granted permission to take on this project by Highways England and GCC Highways can match fund the Parish Council’s contribution.

 That person then raised the issue of the kissing gate on the paved footway near The Fairways which makes life difficult for buggy and wheelchair users. It was resolved to look at the matter as a ‘Special Project’ in October.

 The Chairman advised Cllr. Robinson that potholes on the B4216 were yet to be dealt with. Cllr. Robinson will make enquiries into this.

**3. APPROVAL OF MINUTES FROM THE MEETINGS ON 7th JULY 2020 & 4th AUGUST 2020**

Both sets of the previous minutes had been distributed to members. **It was resolved that they were accurate, and they were duly signed by The Chairman.**

**4. CLERK’S REPORT**

The Chairman established that all members were satisfied with the contents of the Clerk’s Report. **It was resolved to support the request therein.**

**5. PLANNING APPLICATIONS**

 **(a) DEALT WITH BETWEEN MEETINGS – P1146/20/FUL:** 2 Westwick Road, Huntley. Erection of a two storey side extension. The Chairman advised that owing to deadlines this matter had been **approved** between meetings.

 **(b) RECEIVED –** P0076/20/DISCON: Jessamine Cottage, Hinders Lane, Huntley. Discharge of Condition 04 of planning permission P1277/17/FUL. This matter was **approved**.

**6. FINANCE – (A) ACCOUNTS**

(a) Statement of Accounts –

Deposit Account £ 50,087.81

Treasurer’s Account £ 750.00

 Defibrillator (Formerly S106) Account £ 1,391.36 Covid-19 (Formerly YC) Account £ 1,269.05

(b) Grant Applications - Section 137 of Local Government Act 1972 - None

(c) Adverse variance to budget (>£10) – Nothing to report at this stage.

(d) Invoices for Payment Mr R.E.L. Williams (Expenses August 2020) £ 104.60 Mr R.E.L. Williams (Clerk’s Wages – August 2020, Net) £ 343.16 HMRC £ 85.60 A.S. Wood (Expenses re Covis-19 printed materials) £ 55.62 Merlin Waste (Dog waste bins to w/c 28th Sept 2020) £ 46.80 R.C. Watkins (Re Handyperson’s Duties) £ 780.00 R.C. Watkins (Expenses re purchases of equipment and materials) £ 70.69

(e) Income Received – Since 7th July 2020 Allotment Rents £ 10.00 FoDDC Grant re Covid-19 Support £ 950.00 Bank Interest £ 4.09

 Cllr. Green took over the chair. Members excluding Cllr. Wood and Cllr. Watkins resolved to agree the accounts and to authorise all payments.

 **(B) EXPENSES CLAIMS** – Members resolved to submit all expenses claims as soon as practicable and, in all cases, within three months of the event. There was one abstention.

**7. NEW ITEMS** **(a) SPECIAL PROJECTS** – The Chairman invited members to introduce proposals which were as follows: (i) Cllr. Richards advised that the Village Hall committee had discussed a plan to resurface the car park with improved disabled access, new kerbs and redevelopment of the Jubilee area. Projected cost in the region of £12,000. After discussion Cllr. Wood reminded the meeting that any project costing more than £2,500 plus VAT was bound by law to be subject to tender procedures**. ACTION**: Cllr. Richards will work with VH committee members to prepare for specification notes and invitation of tenders.

 (ii) Cllr. Walker pointed out that the play area had started to look in need of some extra care. **ACTION**: Cllr. Hill to examine apparatus and suggest next steps.

 (iii) Cllr. Watkins suggested swings for over 12s would be an asset. After discussion it was resolved to include this for consideration as the Neighbourhood Plan consultation begins.

 (iv) Cllr. Hill and Cllr. Green suggested refurbishment of the telephone box. It was noted that nothing had been heard from BT since signed contracts had been posted to them some months ago. **ACTION**: Clerk to investigate with BT. (**b) Allotment Competition** – The Chairman announced the winner to be Duncan Abbott, runner up, Mike Abbott. The judge was Peter Dowle and he specially requested we award a Best Newcomer prize which went to Sam Bevis. The judge had been extremely impressed by several plots but the diversity, educational aspects, number of pollinators and innovation had been deciding factors. Members resolved that the Clerk should purchase a bottle of wine as a prize.

 **(c)** **Clerk’s Hours** - Cllr. Green expressed concern that having checked several months of timesheets the clerk usually works more hours than he is contracted to perform. After discussion members resolved that the Clerk’s hours should be increased to 41 per month subject to a future review.

 **(d)** **Tree Surveys** – It was agreed that the Chairman would identify all relevant trees to the Clerk who would arrange surveys using Greenfields Garden Services.

 **(e)** **Proposed Tree Protection Order Application** – After discussion the Chairman advised that TPOs would normally only be applied for if the trees created benefit to the amenity of the landscape which those on the drive to Woodend Farm did not really achieve. **ACTION:** Clerk to forward the request to Cllr. Brian Jones for his consideration.

 **(f)** **Request to Site Pizza Vending Trailer in Village Hall Car Park** – Members raised concerns before requesting the following **ACTION:** Clerk to carry out further investigation re details of the proposal.

 **(g) Reinstatement of Roadman’s Duties** – Cllr. Watkins stated that he was confident and happy to resume these duties. Members agreed he could resume from Sunday 6th September 2020. The Chairman warned that he must stop with immediate effect if government rules or guidance stated as much.

 **(h) Request to Site Mobile Market Van(s) in Village Hall Car Park** – After discussion members requested the following **ACTION**: Clerk to check out whether The Red Lion car park might be a more suitable venue.

8. **INFORMATION SHARE – NOT REQUIRING DECISION OR SPEND –** Nil.

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

* **Special Projects –** Updates to be provided
* **Neighbourhood Development Plan** – Cllr. Walker to update members on progress.
* **Updated Allotment Rules** – To be agreed.
* **Presentation re Programmed Infrastructure Development by Gigaclear.**

**10.** **TRAINING, MEETINGS AND SEMINARS –**

 **(a) EVENTS -** Members agreed to the Clerk’s participation on Budget Planning & Precept Setting event and Clerks – More Knowledge event. The Clerk asked any member wanting a place of the former to contact him.

 **(b) CLIMATE EMERGENCY ON-LINE SEMINAR** - Members were invited to take part in this event on 7th October 2020 or to nominate a member of the public.

**11.** **CORRESPONDENCE – GENERAL -** Nothing to report.

**12.** **CORRESPONDENCE – CONSULTATION/REPORTS –** Nothing to report

**13. NEXT MEETING -** Tuesday 6th October 2020, 7.30pm

Meeting ended at 9.02pm

Certified as an accurate record of the proceedings of the open meeting of Huntley Parish Council on 1st September 2020.

Signed: Date:

Chairman.