

HUNTLEY PARISH COUNCIL MEETING

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD AT HUNTLEY VILLAGE HALL - TUESDAY 1ST OCTOBER 2019 at 1934 hrs

Attendees: Cllrs. Alan Wood (Chair), R Barwell, Mrs J Green, T Hill, I Richards, Mrs I Walker, RC Watkins

Present: 2 residents, Cllr. Brian Robinson, Cllr. Brian Jones, Miss A Jones (Clerk)

1. MEMBERS' INTERESTS RELATING TO ITEMS ON THIS AGENDA

Cllr. AS Wood and RC Watkins declared an interest in Item 5(e) as recipients of cheques.

2. APOLOGIES – None

The Chairman advised that due to a need to put the council into committee after the conclusion of the parish council meeting, he intended to carry forward some items on the agenda. He briefly summarized which items would be carried forward and then the meeting progressed.

Members of the public, District and County councillors will be invited to address the council at this time

Cllr. Brian Jones advised that there had been a full FoD council meeting but that it had been declared "exempt" meaning that councillors were not permitted to report on it. He had also attended a recent presentation on the new hospital which was due to be built in or within 2 miles of Cinderford (target opening in 2020). There will not be an operating theatre but there will be lots of diagnostic equipment and an endoscopy suit, along with minor injuries / A&E. A budget of £11m has been agreed.

Cllr. Brian Robinson advised that many councillors, including him, were unhappy about the exempt status of the council meeting, and that the details would eventually be made public via a formal press release or similar.

3. APPROVAL OF MINUTES FROM THE MEETING ON 3RD SEPTEMBER 2019.

It was resolved that the minutes for the September meeting were an accurate record of the proceedings and they were duly signed by the chairman.

4. (a) PLANNING APPLICATIONS (received)

P1453/19/TPO Verge, Oak Way, Huntley

Works to Lime trees T6 and T7 of G41 TPO172 to remove stem and basal epicormic growth, crown raise to give up to 3m clearance over the footway and highway when in leaf and remove dead wood exceeding 50mm diameter or 1m in length.

It was resolved that the parish council had no objection

(b) PLANNING APPLICATIONS (decisions) – all noted by council

P1156/19/LBC & P1155/19/FUL Wishing Well Cottage, Huntley Manor, Newent Lane, Huntley GL19 3HQ
Planning Permission and Listed Building Consent for the erection of a single storey extension with associated alterations and works, including landscaping to garden and demolition of existing garage. (Revised Scheme)
Permission Granted

P0086/19/DISCON Northend Farmhouse, Newent Lane, Huntley GL19 3HH
Discharge of Condition 04 (External Lighting Scheme) relating to planning permission P1569/17/FUL
Permission Granted

P1138/19/NONMAT Northend Farmhouse, Newent Lane, Huntley GL19 3HH
Non-Material amendment to planning permission P1569/17/FUL to allow for the insertion of 2 No. Velux lights
Permission Granted

P0930/19/FUL 1 Broomhill Cottage, Broom Hill, Huntley GL19 3HA
Erection of a first floor and two storey extension to the rear together with associated works. Demolition of single storey lean-to
Permission Granted

(c) OTHER PLANNING AND ENVIRONMENTAL APPLICATIONS

F/19/00482/STC Application for Street Trading Consent for the sale of Gluten Free food and hot and cold drinks at the Village Hall car park on Monday evenings between 5pm and 9pm

HUNTLEY PARISH COUNCIL
DRAFT BUDGET 2019 / 20 (third draft Dec. 2018)

ITEM	BUDGET 2019/20	PROPOSED BUDGET 2020/21	ANNUAL INCREASE FROM 2019/20	
Hedge Cutting	£ 500	£ 500	£ -	Based on general maintenance rather than major works
Miscellaneous / contingency	£ 400	£ 400	£ -	
Play Area - Sinking fund	£ 1,000	£ 1,000	£ -	See note below
Play Area - Safety Inspection	£ 100	£ 100	£ -	
Play Area - Maintenance	£ 350	£ 350	£ -	
Play Area - Refurbishment	£ -	£ -	£ -	
Handy-person	£ 1,040	£ 1,040	£ -	based 2 hrs per week
County Highways 'match funding'			£ -	
Tree Surgery	£ 200	£ 200	£ -	assumes minimal tree works necessary
Tree Survey	£ 300	£ 300	£ -	
Vandalism	£ 45	£ 45	£ -	
Total Maintenance	£ 7,881	£ 7,947	£ 66	
One-off project	£ 2,000	£ 6,000	£ 4,000	
Total Projects	£ 2,000	£ 6,000	£ 4,000	2018/19, 2019/20 and 2020/21 funds c
PWLB Loan Repayments	£ -	£ -	£ -	
Chair Allowance	£ 80	£ 80	£ -	
Inland Revenue	£ -	£ -	£ -	
National Insurance	£ -	£ -	£ -	
Clerk	£ 8,488	£ 8,488	£ -	Based on current costs (as at 2019/20)
Total Staff Costs	£ 8,568	£ 8,568	£ -	
VAT payments	£ 450	£ 450	£ -	assumes project expenditure on speed s
TOTAL EXPENDITURE	£ 24,674	£ 26,738	£ 2,064	
RECEIPTS - PAYMENTS	-£ 2,848	-£ 4,580	-£ 1,732	
Ring-fenced funds for play area sinking fund	£ 9,500	£ 10,500		As at end 2020/21 (made up as follow
			500.00	2012/13
			500.00	2013/14
			500.00	2014/15
			1,000.00	2014/15 - tree surgery funds not used
			1,000.00	2015/16
			1,000.00	2016/17
			1,000.00	2017/18
			2,000.00	2017/18 - unused project funds for 16
			1,000.00	2018/19
			1,000.00	2019/20
			1,000.00	2020/21
Notes / suggestions for 2020/21 budget.				
1. ongoing commitment to transfer funds to the ring-fenced fund remain at £1000 per year on the basis that replacement will take effect in approximately 15 years and the council will look towards obtaining grant funding for the remaining costs				
3. Precept - this draft assumes the Precept is left unchanged.				
4. Clerk's pay has been entered as per the current year costs				

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It was resolved that the parish council had no objection

5. FINANCE

(a)	Statement of Accounts (after September expenses & October wages)			
	Deposit Account (PAD funds) excluding recent interest	£	1,390.36	
	Deposit Account – excluding recent interest	£	52,936.58	
	Treasurers Account	£	923.05	
(b)	Un-cleared Cheques (at 29/08/2019) - Unable to check – statement not received			
	Miss A Jones (expenses) cheque not yet banked	£	39.66	
	Miss A Jones (expenses) cheque not yet banked	£	85.28	
(c)	Grant Applications - Section 137 of Local Government Act 1972 - None			
(d)	Adverse variance to budget (>£10)			
(e)	Cheques for Payment			
	Huntley Village Hall (room hire September)	£	18.00	1519
	Miss A Jones (Expenses – September)	£	28.00	1520
	Merlin Waste (September doggie bins)	£	56.25	1521
	R Bowman (Grass cutting August)	£	288.00	1522
	A S Wood (Chairman's allowance to end October 2019)	£	40.00	1523
	R C Watkins (handy-person 2 nd Quarter)	£	260.00	1524
	FoDDC (recharge of uncontested elections costs)	£	147.00	1525
	Resolution : That the above cheques be paid			
	Proposed : Cllr. I Richards Seconded : Cllr. T Hill			
	Voting : 5 in favour, 2 abstentions			
(f)	Other Expenditure			
	Miss A L Jones (Clerk's wages and office allowance – s/order 28/10/19)	£	718.40	
	Mrs J Green (additional cheque raised to correct incorrect payment at July meeting)	£	0.49	1514
(g)	Income Received			
	FoDDC (Precept – second 50%)	£	10,559.00	

(h) **Bank Account / Online payments** – council received an update from the Clerk. She advised that the Clerk for Westbury did not have to be a signatory on the account in order to be set up as the main user for online banking. The Clerk at Westbury thought that the process for online banking may have changed recently, meaning that it could be applied for simply by providing the Clerk's details as the security checks. It was resolved that the Clerk would attempt to apply for online banking using the existing telephone banking password and see whether it was possible. She would progress this as best she could and provide a further update to the Chairman as necessary.

CARRY FORWARD

6. NEW ITEMS

(a) **RECREATION GROUND / PLAY AREA**

- Council to consider any urgent new matters and agree necessary actions including issues relating to the swing (possible vandalism). There were no urgent new matters

CARRY FORWARD – swing seat damage

- Council considered updates on previous matters and agree necessary actions
 - Update from the Clerk regarding the official complaint to HAGS and costs for spares. The Clerk advised that the quote for the parts (top caps for the posts – 6 of each size, and bolts x 10) was £63.53 plus VAT including delivery. The information had been shared with Cllr. Richards beforehand and he advised that although he could get the bots cheaper, as there would be a cost incurred to go and get them, it made sense to get everything from HAGS. **It was resolved** that the Clerk would order the parts at a cost of £63.53 plus VAT.
 - Update from Clerk regarding hedge cuttings left on the recreation ground. She had sent a letter to the resident but had not yet received any reply. Councillors did not know whether the cuttings / debris had been removed but would check in the daylight.

CARRY FORWARD – until November meeting to see whether any reply is received / actions taken to clear.

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- III. Hedges – council considered information provided by the grass cutting contractor with regard to ongoing treatment of the conifer hedge to eventually get rid of the brambles and non-conifer growth. **It was resolved** that Cllr. Watkins would cut back the brambles so that new (sprayable) growth would come through, and that the council would request a further treatment of both “plugs” and spraying via the contractor, at a cost of £114.50 with the progress to be reviewed again next year.

(b) VILLAGE HALL AND VILLAGE HALL CAR PARK

1. Council considered the possible installation of CCTV. Cllr. Barwell advised that CCTV is known to be a very effective means of preventing anti-social behaviour. Cllr. Mrs Walker said that she was still awaiting information from her previous parish regarding what system they have, how it works, whether it has been effective, what it cost and how the footage is reviewed. It was resolved that Cllr. Barwell would obtain three quotes and see advice on the best method of installation / site assessment.

CARRY FORWARD – Update from Cllrs. Barwell and Mrs Walker – November meeting

Cllr. Barwell advised that although he was not present for the discussion on the barrier the previous month, he was concerned at the decision not to secure the inner gate to the recreation ground. He advised that if a combination padlock was used, the number could be provided to the emergency services and that locking the gate would constitute “taking reasonable measures” to secure the area (for insurance purposes). It was agreed that as this constituted new information, the matter could be reconsidered at a future meeting and **it was resolved** that Cllr. Barwell review all the entrance points to the recreation ground and bring recommendations to the next meeting of the council

CARRY FORWARD

2. Council were to consider the survey report relating to the village hall floor but it had not yet been received. It was noted that there was unused “one-off project” budget for years 2017/18, 18/19 and 19/20 totalling £5,700 which could be combined to provide funds for the village hall / CCTV

CARRY FORWARD

3. Council to consider maintenance / repair issues – Cllr. Barwell to lead

CARRY FORWARD

(c) HIGHWAYS / FOOTPATH ISSUES –

1. Council considered any urgent matters
- a. Double parking on Byfords Road

CARRY FORWARD

- b. Any other issues – council considered concerns raised by Cllr. Mrs Walker regarding Leyfold Farm Events, who were advertising their events venue in Westbury-on-Severn (capacity up to 500 people) sign-posting access via Grange Court Lane. Her concern was that the lane is not suitable for this number of vehicles. It was noted that in the past when roadworks / accidents resulted in significant increase in traffic on the lane, the lane becomes “one way” because any traffic attempting to go against the flow simply cannot move. Cllr. Robinson advised that in general terms there is nothing that can be done, as the public highway can be used by anyone, but that if there has been a change of use, then planning permission should have been applied for and the effects on the highways would have been considered. **It was resolved** that the Clerk would investigate whether planning permission was required / applied for.

CARRY FORWARD – November meeting

(d) ALLOTMENTS

1. Council agreed that there were no urgent new matters that required action
2. Council considered a complaint raised by an allotment holder regarding the new padlock on the gate to the A40. He wanted it placed on the outer gate rather than the inner gate. **It was resolved** that Cllr. Hill would move it.

- (e) WAR MEMORIAL** – clerk to update council on actions taken and council to agree any necessary next steps

CARRY FORWARD

- (f) STANDING ORDERS** – council to consider revised standing orders relating to the car park barrier and amend or adopt as appropriate.

CARRY FORWARD

- (g) BUS SERVICE CHANGES** – Council considered the effects of recent bus route changes, specifically, the bus from Huntley to Gloucester now travelled via the docks before going to the centre of town, meaning that huge delays are incurred at the “shared space” where Commercial Road meets Southgate Street / Parliament Street. Due to a constant flow of pedestrians and no light control, vehicles (including buses) never get the opportunity to pass the crossing. It was noted that the journey to Gloucester takes only 17 minutes but then it takes a further 25 minutes to

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travel from the prison to the bus station. It was also noted that many buses are running late as a result and that the schedule therefore becomes useless. **It was resolved** that the Clerk would write a letter of complaint to Stagecoach. Cllr Watkins was of the understanding that the bus pass was now not accepted until after 10am rather than after 9.30 and Cllr. Robinson agreed to investigate this.

(h) **NEIGHBOURHOOD DEVELOPMENT PLAN** – Council to consider whether, in light of the District Council's need to plan for development up to year 2041, the parish council should review its decision not to progress an NDP.

CARRY FORWARD

(i) **ALLOTMENTS** – Council to consider any urgent issues and agree actions as appropriate - Item duplicated in error

(j) **Community Speed-watch** – Cllr. Barwell updated the council on the recent volunteer activity as follows:

- The average speed at the start of the activity was in the region of 40mph
- 35 vehicles were travelling in excess of 43mph and 59 mph was the fastest speed recorded
- By the end of the monitoring activity, the average speed had reduced to the low 30s
- The initiative is about education and presence but those found to be doing excessive speeds will be written to by the police.
- It will be several months until the parish has use of the kit again

It was noted that Cllr. Robinson is still awaiting formal confirmation from Highways England that they will pass the responsibility for siting speed activated signs along the A40 across to Gloucestershire highways.

7. INFORMATION SHARE – NOT REQUIRING DECISION OR SPEND

- Clerk advised that Two Rivers had agreed to inspect and sort out the hedge at Hamlen Close
- Clerk advised that following a long and drawn out period of correspondence, Persimmon had once again accepted that they still own the trees on Oak Way and Pauls Walk and were now applying for TPO permission to carry out maintenance works. She had copied the correspondence to the Chairman as she feared that persimmon would continue to try and avoid taking responsibility for these trees in the future.
- It was noted that recent street light "improvements" had actually resulted in additional lights being erected and not just replacement of the bulbs. It was considered that the extra lights were a waste of money.
- The Chairman advised that the Clerk had tendered her resignation and that the council would go into private session after this meeting to agree necessary actions.

8. ITEMS FOR NEXT OR FUTURE MEETINGS

- **Revised Financial Regulations** – have been supplied by NALC, Clerk to review and report back to future meeting with recommendations.
- **One-off Projects** – to be considered after the village hall floor issue has been resolved.
- **Budget** – first draft to be prepared after consideration of the War Memorial and Village Hall floor repairs.

9. NEXT MEETING – Tuesday 5th November

10. **MEETINGS / TRAINING / SEMINARS** – Council to consider and agree responses / actions where appropriate
Wednesday 30th October – GRCC – Creating Greener Communities event at Stroud College from 1.30pm to 4.45pm

11. CORRESPONDENCE – General – Council noted, no responses or actions necessary

(a) FoD District Council

- Notification that the Forest of Dean is in the running to become a National Landscape
- Copy of an email from Stagecoach regarding recent changes to the routes and schedules in the FoD

(b) GAPTC - Training schedule

(c) Severn Trent – notification of road works on the B4215 – A40 (passed to councillors and put on web site also)

(d) Forest Voluntary Action

- details of the diabetes information bus tour calling at various locations throughout October
- details of the Nature on Prescription 8 week outdoor cardiac rehabilitation programme

(e) Misc / Marketing

- AM Services – offering grounds maintenance services

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12. CORRESPONDENCE – Consultations / Reports – Council noted, no responses or actions necessary

(a) FoD District Council - Local Plan Issues and Options consultation – available from 27th September to 31st October 2019.

(b) GAPTC – 5G Mobile Coverage in Rural Areas – responses to NALC by 11th October

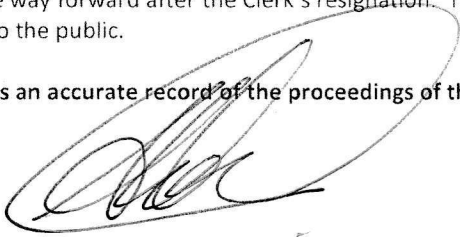
Meeting ended at 20.46 hrs

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

After the conclusion of the open meeting of the council, the Clerk left and the council conducted a confidential meeting to discuss the way forward after the Clerk's resignation. The details of this meeting are minuted but are confidential and not available to the public.

Certified as an accurate record of the proceedings of the open meeting of Huntley Parish Council on 1st October 2019.

Signed:
Chairman.



Date:

5/11/19

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