**HUNTLEY PARISH COUNCIL MEETING**

 MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON ZOOM (Pursuant to Section 78 Coronavirus Act 2020) –

TUESDAY 6th OCTOBER 2020 at 1930 hrs

**Attendees**: Councillors Cllrs. A. Wood (Chairman), Mrs J. Green, I. Richards, Mrs I. Walker, T. Hill, R. Barwell

**Present:** Cllr. Brian Robinson (County & District Councillor, Mr L Williams (Clerk), four members of the public, Cllr. John Francis (Chairman of Churcham Parish Council) plus one other member and the Clerk to Churcham Parish Council. The meeting started at 7.34pm.

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

Cllr. A. Wood and Cllr. J. Green regarding Item 6 (d), recipients of BACS payment in respect of expenses incurred. **Book updated.**

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

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

The Clerk confirmed that no members of the public had requested an opportunity to speak.

The Chairman then introduced two members of and Clerk to Churcham Parish Council before inviting Cllr. Robinson (BR) to brief the meeting regarding a recent proposal to construct a **new village in the Churcham parish area.** BR reiterated the recent history including the Ridge Partners proposal that provoked much interest in early 2020 but went quiet as no application was submitted. He confirmed there was little support for a new village but last week a cabinet member brought up the next round of consultation. Choices presented were to squeeze extra development into the existing towns and villages, which could lead to 800 new homes in Huntley, or erect a new village in the Churcham area. It was questioned if that was a good idea and, if so, where should it go. Evidence suggests this would be far too small to support a new railway station. The matter would go to cabinet on Thursday and all could observe via the FoDDC Facebook page. This would move on to full council the following week. He believes some landowners have discussed the idea but does not know who.

The Chairman invited questions from members, Cllr. Walker expressed her reservations over infrastructure. BR agreed and said he would not support proposals for a village of this size. He added that the 2,000 home phase for 2021 to 2041 would likely be unsustainable and it would likely repeatedly be added to.

The Chairman invited Churcham PC members to speak. Chairman, Cllr. Francis (JF) said that his recent work looking at Community Infrastructure Levy (CIL) suggested that over the two phases a total of 5,500 or so homes would be needed for viability and that wherever in the Churcham or Highnam areas that was, the A40/A48 roads were already gridlocked at peak times. BR agreed that no account had been taken of changing travel habits. JF pointed out that in 2018 all gave input to the Forest of Dean Housing Plan which suggested no large developments. BR agreed and suggested the current evidence based is flawed before talking about inspectors, landowner issues and Beachley. Other points made are summarised. Cllr. Wood: 1. Is the Allocations Plan up to date? 2. Why are brownfield sites not being developed first? 3. With prices outpacing wages why is there insufficient provision of affordable homes? Cllr. Walker: The Neighbourhood Development Plan (NDP) will hopefully help answer what housing is needed locally. The Covid-19 crisis has hindered progress but there is an existing Parish Plan. BR: The NDP will take over two years to complete and a 14 year old plan will carry little weight. JF thanked the Chairman for including Churcham PC. The Chairman expressed his commitment to pull local parish councils together to work in collaboration on this matter.

**3. APPROVAL OF MINUTES FROM THE MEETINGS ON 1st SEPTEMBER 2020**

Draft minutes had been distributed to members. **It was resolved that they were accurate, and they will be signed by The Chairman as soon as practicable.**

**4. CLERK’S REPORT**

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

**5. PLANNING APPLICATIONS**

 **(a) DEALT WITH BETWEEN MEETINGS – P1268/20/FUL**: Jessamine Cottage,Hinders Lane, Huntley, Gloucestershire. Variation of condition 02 (approved plans) of planningpermission **P1277/17/FUL** to allow for Gabion retaining wall to rear and addition of rear doors and windows. **No Objections were submitted.**

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| **P1344/20/FUL:** 24 Byfords Road, Huntley, Gloucestershire. Proposed single storey extension to enlarge porch and to incorporate a downstairs toilet. **No Objections were submitted.**

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| **(b) RECEIVED - P0062/20/DISCON:** Barn at Woodend Farm, Broom Hill, Huntley. |
| Discharge of conditions 05 (Landscape and Ecological Management Plan (LEcMP)), 06 (Construction Ecological Management Plan (CEMP)), 07 (Details of external and internal lighting), 13 (Details of secure and covered cycle storage facilities for a minimum of 8 bicycles), 14 (Blocking up of existing access leading to Longhope Road), 16 (Samples of proposed roof slates) relating to **P1642/17/FUL**. Discharge of conditions 06 (proposed windows), 08 (Large scale details of the proposed floors), and 10 (Details of proposed vents and flues) relating to **P1643/17/LBC**.**The members resolved to leave this matter to the planning officer without making comment.** |

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| **6. FINANCE – A.** Owing to member’s interests the Chair passed to Cllr. Richards.

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| **(a)** | **Statement of Accounts as at 1st October 2020** |  |  |
|  | Deposit Account  | £ | 59,160.75 |
|  | Treasurers Account | £ | 750.00 |
|  | Defibrillator (Formerly S.106) Account | £ | 1,109.37 |
|  | Covid-19 (Formerly YC) Account | £ | 1,269.06 |
| **(b)** | **Grant Applications - Section 137 of Local Government Act 1972**  |  | None |
| **(c)** | **Adverse variance to budget (>£10)**  |  |  |
|  | Nothing to report at this stage  |  |  |
| **(d)** | **BACS Payments For Approval**  |  |  |
|  | Clerk’s Expenses (As detailed in Clerk’s Report)  | £ | 62.89 |
|  | Clerk’s Wages (Net)  | £ | 390.71 |
|  | HMRC Re Above | £ | 97.60 |
|  | GAPTC (Re CiLCA) | £ | 235.00 |
|  | A.S. Wood (Chairman’s Allowance to 30/09/2020) | £ | 20.00 |
|  | Mrs J Green (Cleaning materials for trophies) | £ | 6.19 |
|  | Merlin Waste (Dog bins to w/c 26/10/2020) | £ | 46.80 |
|  | Richard Bowman (Grass cutting August 2020) | £ | 303.00 |
|  | Richard Bowman (Grass Cutting etc Sept 2020)  | £ |  |
| **(e)** | **Income Received – Since 1st September 2020** |  |  |
|  | FoDDC Precept | £ | 10,559.00 |
|  | Bank Interest | £ | 0.43 |

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| Members resolved to accept the accounts and authorised all payments. Cllr. Wood resumed his duties as Chairman.  |
| **7. SPECIAL PROJECTS –** |
| 1. **VILLAGE HALL CAR PARK** – The Chairman advised that he had held a meeting with Phil Warren, civil engineer, to discuss the challenge of putting the project out to tender. The plan was to clear the Jubilee area, 50% to be block paved with a bench and two adjoining notice boards, 50% incorporated into car parking space. Subject to topographical survey, surface to be lifted, re-laid and partly raised to improve access to the hall for those with mobility issues. Mr Warren had offered to prepare the Specification Documents for local contactors to then tender for the project for £1,890 + VAT. Cllr. Richards pointed out this was a joint venture but the Village Hall committee was not able to reclaim VAT so it may be better for the parish council to pay and reclaim an amount from village hall funds. Cllrs. Hill and Barwell both suggested that a second civil engineer should be invited to quote for that function. Cllr. Richards advised that specifications need to be properly written, Cllr. Wood advised that anyone engaged must hold suitable indemnity insurance etc. Cllr. Walker warned that all council processes must have clarity. After discussion **Cllr. Richards proposed that Cllr. Hill should attempt to identify a second civil engineer to quote for that function. If nobody was identified in four weeks Mr Warren would be invited to continue. Members agreed with that proposal.**
2. **PLAY AREA –** Members discussed several points contained in the recent RoSPA Playsafe report. Cllr. Hill pointed out that a swing was still missing. **ACTION: Cllr. Wood will make follow up enquiries re the missing swing.** No other decisions were made.
3. **KISSING GATE –** Cllrs. Wood & Richards both stated that their site visit confirmed that people pushing prams or pushchairs cannot get through the structure. Members agreed that staggered barriers, similar to those at the footpath from North Road to Pauls Walk, would provide a practical solution. After some discussion it was agreed that use of the footway by cyclists already occurred and would probably be unchanged. **ACTION: Cllr. Wood will obtain prices for staggered barriers.**

**8. ALLOTMENTS –**  The Chairman described how the presentation event had to be moved from Leaf Creative to Huntley Cricket Club due to the tightening of Covid-19 rules. It was a pleasant and successful event but greater attendance would have been welcome. The competitions will be held again next year.1. **UNWORKED PLOTS** - The Chairman and Clerk told members about the condition of some plots following their recent visit to the allotments. Cllr. Hill added that he was aware of some plots that hadn’t been worked for some years. After discussions, Cllr. Green proposed that all relevant tenants should be written to. **ACTION: Clerk to write to relevant tenants and invoke Rule 9 if appropriate.**
2. **OVERSIZED STRUCTURE** – The Chairman advised that a tenant had asked if they could have a structure on Plot 4A that was slightly bigger than the 24 square feet allowed. He added that he had visited with Cllr. Richards and they found four existing oversized sheds. After some debate **members voted by 4 to 1 to allow the structure on 4A.** There was one abstention.
3. **CONSUMPTION OF ALCOHOL** – Cllr Green explained that some longer standing allotment holders had been perturbed by some of the newer tenants gathering in the evening when drink was often being taken. Some people present were not even allotment holders. After some discussion it was noted that no formal complaints had been made regarding these matters. **Members resolved that no change should be made to the allotment rules in this regard** but the situation would be monitored.
4. **CENTRAL PATH** – Cllr. Wood advised that it appeared that some plots to the west of the central path had extended eastwards too far over an unknown period. The plots to the east all presented as following the correct line. Members agreed this to be unacceptable and the 8 feet width of the central path must be restored. **ACTION: Cllr. Hill and the Clerk will remark the plot boundaries with a view to restoring the integrity of the central path**.

**9. MATTERS BROUGHT FORWARD –** **(a) NEIGHBOURHOOD DEVELOPMENT PLAN** – Cllr. Walker told the meeting that whilst Covid-19 and a change of personnel at GRCC had hampered progress but a Zoom meeting had now taken place. It was expected to take 2.5 to 3 years to complete the plan which need not be complicated. The next steps involved growing the steering group with volunteers. Grants can be applied for from April 2021 but an action plan with target dates was important. It would be vital to evidence consultation at every stage. The group cannot hold a bank account so the full support of the parish council would be necessary, not least for the expertise of some members. The Clerk reassured Cllr. Walker that council support was already recorded in previous minutes and included ten additional hours of his time. The Chairman asked how many volunteers were on board. Cllr. Walker advised there were currently three but she would be reaching out through Mark Evans who is involved in more than one community committee or group. She added that a resident of Soloman’s Tump had expressed interest in inclusion. The Chairman and Clerk clarified how that area mostly sits within Churcham parish. **ACTION: Cllr. Walker to progress the project**.  **(b) MOBILE PIZZA RETAIL TRAILER** - Members now know that the operator of Gumby's pizza intended to trade once per month on a Thursday or Friday evening. After discussion members agreed you allow trading as requested. **ACTION: Clerk to request VH booking secretary to liaise directly with the operator**. **10.** **INFORMATION SHARE – NOT REQUIRING DECISION OR SPEND –** The Chairman highlighted the volunteering opportunities offered by The Forest Food Bank as well as the request from Age UK.**11.** **ITEMS FOR NEXT OR FUTURE MEETINGS -** 1. Presentation re programmed infrastructure development by Gigaclear.2. Presentation by Gloucestershire Constabulary Camera Enforcement Officer re speeding and other offence data.3. War memorial & stocks condition reports. 4. Remembrance Day & War memorial area tidy up.5. Smartwater signs update.6. Allotment update. |
| **12.** **TRAINING, MEETINGS AND SEMINARS –** The Chairman reiterated that face to face training remains unavailable though GAPTC and invited members to liaise with the Clerk for details of on-line sessions.**13.** **CORRESPONDENCE – GENERAL –** Members decided not to support a request for funding from May Hill Hub. The decision was made on the basis that only a tiny part of the area falls within Huntley parish. **14.** **CORRESPONDENCE – CONSULTATION/REPORTS –** Nothing to report **15. NEXT MEETING -** Tuesday 3rd November 2020, 7.30pm Meeting ended at 9.46pmCertified as an accurate record of the proceedings of the open meeting of Huntley Parish Council on 6th October 2020.  |
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Signed: Date:

Chairman.