

# Hillesley and Tresham Parish Council

## Notice of Parish Council Meetings

I hereby give notice that the following Parish Council Meetings will be held in Hopkins Hall, Hillesley on **Tuesday 14 May 2024, 8:00 pm**.

**Members of the Council** are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

All **Residents of the Parish** and **Press** are welcome to attend.

*Julie Rowley*

**Julie Rowley** ([clerk@htpc.org.uk](mailto:clerk@htpc.org.uk))

**07956 193429**

**Clerk to Hillesley and Tresham Parish Council**

**8 May 2024**

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### ANNOUNCEMENTS

Meetings of the Parish Council are open to the public, and members of the public have a statutory right to attend meetings of the council as observers, but they have no legal right to speak.

As part of its commitment to community engagement, each meeting will include time for public participation when members of the public can ask questions or make representations.

Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chairman.

If you would like a response to your enquiry, then please leave your contact details with the clerk.

### ANNUAL GENERAL MEETING AGENDA

1. To elect Chair and confirm Declaration of Acceptance of Office
2. To elect Vice Chair and confirm Declaration of Acceptance of Office
3. To consider appointment of Committees
4. To review representation - Assley & Hareley Commons management body
5. To confirm delegated powers for the Clerk (Proper Officer & Responsible Financial Officer)
6. To review and confirm adoption of the following for the following year:
  - a) Standing Orders
  - b) Financial Regulations
  - c) Complaints Procedures
  - d) Data Protection Policy/Freedom of Information
  - e) Subject Access Requests Policy
  - f) General Privacy Notice
7. To confirm rolling monthly payment for grass cutting services of up to £144 (inc VAT) in accordance with the agreed contract.
8. Review of inventory of land and other assets including buildings and office equipment and confirmation of arrangements for insurance cover in respect of all insurable risks (monthly meeting)
9. Review of the Council's and/or staff subscriptions to other bodies (monthly meeting)

## MONTHLY MEETING AGENDA

1. To receive apologies for absence.
2. To receive declarations of interest and consider applications for dispensation.
3. Public Session: *To provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and three minutes per person.*
4. To receive a report from County Councillor Linda Cohen.
5. To receive a report from District Councillor
6. Minutes:
  - a. To approve and sign the minutes of the meetings held on 9<sup>TH</sup> and 25<sup>th</sup> April 2024.
7. To receive the Clerk's report and consider any matters arising.
8. To receive the Chair's report
9. Planning & Highways:
  - a. To note comments by Dist Cllr Wilsher regarding planning application S.24/0511/FUL (circulated 01/05/24)
  - b. To note new planning decisions issued by Stroud District Council;
    - S.24/0191/HHOLD Permission 08.04.2024 Alterations to form loft conversion. Sheldon Bungalow Inglestone Common
    - S.24/0325/LBC Consent 15.04.2024 Alterations to external doors and fenestration Murlough Barn Tresham
    - S.24/0427/VAR Permission 24.04.2024 Removal of condition 2 (agricultural occupancy) from application: P87/3099 (Date of Decision: 8/12/1987). Longcroft Farm Alderley Road Hillesley
    - S.23/2147/FUL Permission 01.05.2024 Creation of temporary residential unit to be used as rural workers housing. Installation of new track. Tresham Farm Tresham

To consider the parish council's response to the following consultations:

Application	Details	Response deadline
S.24/0594/VAR	Tanglewood, Hawkesbury Road, Hillesley, Variation of Condition 2 (approved plans) from S.22/1510/HHOLD - Variations to the roof form	01/05/24
S.24/0725/CPL	Site For Proposed Grain Store And Agricultural Building, Tresham, Certificate Proposed Lawful Use/Dev Lawful Development Certificate to demonstrate that application S.17/0773/FUL has materially commenced.	22/05/24

- c. To consider any urgent planning applications received since publication of the agenda.
10. To receive and note the internal auditors report (actions to be discussed with Clerk at next meeting). To be circulated.
11. To agree GAPTC subscription for 24/25, cost £181.71 (circulated with agenda)

12. To review of inventory of land and other assets including buildings and land and confirmation of arrangements for insurance cover in respect of all insurable risks - BHIB insurance renewal for 24/25 £607.67 (to be circulated)
13. To agree GRCC subscription for 24/25 £25 (circulated with agenda)
14. To receive and note email dated 05/04/24 from SDC Elections - Notice of Uncontested Election (circulated 08/05/24)
15. To receive email dated 10/04/24 from Defibrillator Co-ordinator regarding funding for new Kilcott defibrillator and agree response from HTPC (circulated with agenda)
16. To receive email dated 10/04/24 from GAPTC and agree training for Councillors (circulated 07/05/24)
17. To arrange Spring asset condition inspections.
18. To approve the Certificate of Exemption financial year 2023-2024
19. Finance:
  - a. To note any income received and approve payments according to the payments list,
  - b. To review and approve bank reconciliation,
  - c. To review expenditure against budget for the year to date.
  - d. To receive and note email dated 05/04/24 from Co-op Bank confirming account details for 35-day savings account (circulated with agenda).
  - e. To agree new bank signatories
20. To receive a list of correspondence for information.
  - 01/05/24 SDC Elections Monthly Elector Alterations (Clerk only)
  - 02/05/24 Stroud Councillor Advocacy Scheme x 2 meetings (website, meetings section)
  - 30/04/24 GAPTC AGM Invitation (circulated)
  - 25/04/24 Glos Fire and Rescue Service Response Review Consultation (website, notices section and HH)
  - 18/04/24 GAPTC Networking for Councillors and Clerks (circulated 07/05/24)
  - 17/04/24 SDC CIL Funding Scheme 2024 (website, meetings section)
  - 10/04/24 SDC CIL Levy April 24 Neighbourhood Payments (website, meetings section)
  - 09/04/24 GAPTC Call for Resolutions (website, meetings section)
  - 18/04/23 Neighbourhood Policing Team – Quarter 1 parish report (meetings/website)
21. To confirm the date and time of next meeting: Tuesday 11 June 2024.

Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Tuesday 4 June 2024.

22. To resolve to move into a confidential session (if necessary) to discuss separate business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a.

### Income for May 2024

Income Received	Date Paid	Details	Gross	
SDC	25/04/24	Half Precept	£4400	
GAPTC	tbc	Refund – incorrect invoice	£35	Overcharged for Chairs Training

### Payments for May 2024

Payments made	Date paid	Details	Gross amount	Relevant minutes	Authority to Spend

Pending payments	Date of invoice	Details	Gross amount	Relevant minutes	Authority to Spend
Julie Rowley	01/05/24	Clerk's salary May	£290.00	May 24	LGA 1972, S112
Julie Rowley	01/05/24	Print Cartridges	£33.99	May 24	LGA 1972, s111
BHIB	14/04/23	Insurance Renewal	£556.40	May 24	LGA 1972, s111
GAPTC	04/04/24	Annual subscription	£181.71	May 24	LGA 1972 s143
Hathaway Garden Services	28/03/24 28/04/24	Grass Cutting March/April (VAT now included)	£72.00 £144.00	May 24	LGA 1972 s135
Trashman Clearance Ltd	29/04/24	Allotment clearance	£96	Mar 24	Smallholdings and Allotments 1908 s23
GRCC	01/05/24	Membership renewal	£25.00	May 24	LGA 1972, s111

### REPORTING ON PUBLIC MEETINGS

Anyone can film, record, broadcast, take photographs, and use social media to report on the meeting when it is open to the public, so long as they conform to the Council's protocol, a copy of which can be obtained from the Clerk. Please be aware that you may be recorded.