

PARISH COUNCIL OF HILLESLEY AND TRESHAM

monthly Meeting

Held by Zoom on 15th September 2020 at 8.00 pm

Present: Cllr D Darlow, (chair) Cllr T Hopkinson, Cllr M Humphries, Cllr S lee, Cllr M Vaughan, Elizabeth Oakley (clerk)

In attendance: County Clr J Cordwell, District Cllr M Reeves

Public Participation The clerk had made her contact details available for the Zoom meeting on agendas, websites and noticeboards, but had received no requests from members of the public.

1.To consider apologies for absence. No apologies had been received.

2.To consider declarations of interest in agenda items. None

3.To confirm the minutes of the last meeting on the 14th July 2020. Confirmed as a true record and signed by the chairman.

4.To note a report by the Clerk. The notice of Exercise of Public Rights had been uploaded to the council website as required by external auditors by 1st September. Members of the public had a right thereby to inspect internal auditor's approved accounts for 2019 to 2020 by 14th October. Also uploaded were the: Certificate of Exemption, Accounting Statement, and Governance Statement for 2019-20. Pending a restructuring of the website under accessibility criteria (item 11 following) these documents were uploaded to the Home page for current ease of access for the public. Work on kissing gates was progressing and an invoice expected in due course. Some reconciliation was required to ensure the council's OneDrive system effectively backed up files and maintained security. The clerk had contacted Nailsworth Computers to carry this out at a time when the council laptop could be made available. The Acceptance of Office form had been received from the appointed council Vice Chair, Cllr M Humphries.

5.To note a report by the Chair. There were no items to report.

6.To receive reports from the County and District Councillors. The District and County Councillors reports (submitted to the Parish Council prior to this meeting) were noted with thanks.

7.Planning applications: To note decisions and consider applications

7.1.New applications: - S.20/1695 HHOLD, Location: Sheldon Bungalow, Inglestone Common, Badminton, Application Type: Householder Application: erection of extension to form annexe. The council agreed to neither support nor reject.

7.2.Applications dealt with under delegated powers - S.20/1406/FUL, Day House Farm, Day House Lane, Hillesley, Use of barn conversion (commenced under application S.17/0155/FUL) as 1 No holiday let; and completion of only 1 No building (approved under S.14/1562/FUL) for use as a single dwellinghouse – the council had agreed to support

7.3. Decisions: - .S20/0836/HHOLD, Mickley Cottage, Kilcot Road, Hillesley, proposed ground floor extension and first floor dormer window

7.4. To consider response to consultation (NALC) on planning reforms. The council agreed not to submit a response on this occasion.

8.Finance

8.1. To monitor performance to date. Cllr M Vaughan confirmed the finances were in order. One recent payment, for GRCC membership, had been processed through the account. The overall balance was in line with expectations.

8.2. Payments: Clerks quarterly pay for July, August, and September was agreed (£571.26). There were no expenses. However, outstanding was application of the newly concluded annual pay award from 1st April 2020, notice of which had just been received. Calculations were due to be carried before the October council meeting.

Action point: *the chair to calculate and backdate new salary element.*

8.3Annual finance and budget issues. The clerk reported the internal auditor had raised some points in his last annual report that fed into the next budget preparation process. These could be brought into the discussion at the autumn finance meeting. The clerk confirmed the expected cheque for £370.00 for the allotment rents from 1st April 2020 had not yet been received.

Action points: The chair to inquire if annual allotment monies were available from the Allotments Association.

8.4 To action request for new DPI submissions. The district council had requested receipt of new DPIs to refresh their records for all parish councillors. The clerk requested these be either signed and posted, or signed, scanned and sent to her by email.

9.0 To review asset list and agree actions Following the clerk's submission of revised asset list to the council insurance company, a revised payment schedule had been received with an additional premium of £20.87 to cover the eleven months to the end of the current payment period. This additional element would be incorporated into the annual premium quotation from summer 2021. The council agreed the additional premium element for the current year.

10.0 To consider Parish Plan update The clerk reported the status of the Parish Plan had come to light when it was recently accessed as a key example of a document during the website accessibility exercise. It was thereby noted the Parish Plan was due for an overall review of content. Some proposals had been implemented in the interim and others overtaken since its inception. It was agreed to remove the Parish Plan from the website and the chair to produce a shortened version to replace this on the site. The new document would contain a note that the full document was still available on application to the clerk, but that it would be subject to a review and certain sections were out of date. Cllr M Vaughan agreed to review the full document and make proposals for updating. The clerk noted significant strategic planning policy changes by the government were currently out to consultation and a Parish Plan review may eventually need to take any changes into account.

Action Point: the chair to produce a shortened Parish Plan and the clerk to remove the current Parish Plan document from the website. Cllr M Vaughan to review the full Parish Plan document.

11.0 To note council website development under accessibility rules. The clerk reported progress had been made with the accessibility review of the council website by Parish Council Websites. The new framework criteria had been applied to the overall structure, and the new features included a site map for general searches. An accessibility model statement had been received that required agreement and customizing by each council. Extensive notes for phase two of the project had been received by the clerk. Application was required to the contents of each page, documents uploaded, and site element in stages. There was a question outstanding as to the status of third party documents uploaded as to whether these needed to be re-drafted if they did not comply with new accessibility criteria. The clerk undertook to resolve this with Parish Council Websites.

Action point: the clerk to raise the status third party documents status with Parish Council Websites. In the interim she would upload the September edition of Hillesley Happenings to the site.

12.0 To consider items for submission to GAPTC AGM. It was agreed there was no current issue to raise as a resolution. However, any subsequent items could be sent to the clerk before the deadline for receipt by the 13th October.

Action point: items for resolution to be forwarded to the clerk.

13.0 To confirm date for annual finance meeting. The chair stated there was normally an informal autumn meeting to discuss a draft budget for next year. This year it was agreed to forward budget ideas to the clerk by email, before convening a later Zoom meeting to formulate the budget plan.

14.0 To agree date and format for the next Parish Council meeting. The meeting was agreed for Tuesday 13th October at 8.00 pm by Zoom.

Meeting ended at 8.50 pm. (commenced at 8.10 pm)

The next meeting of Hillesley & Tresham Parish Council will be held on Tuesday 13th October at 8.00 pm.

I certify that the above minutes are a true record of the above meeting

Signed Date