

# PARISH COUNCIL OF HILLESLEY AND TRESHAM

## Minutes of monthly Meeting

Held by Zoom on 3<sup>rd</sup> November 2020 at 8.00 pm

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

**In attendance:** County Clr J Cordwell

**Public Participation** The clerk had made her contact details available for the Zoom meeting on agendas, websites and noticeboards. One member of the public attended part of the meeting via Zoom

**1.To consider apologies for absence.** Apologies had been received from Cllr M Humphries, and District Councillor Mark Reeves

**2.To consider declarations of interest in agenda items.** Cllr D Darlow declared a pecuniary interest in item 8.3: review of allotment rents.

**3.To confirm the minutes of the last meeting on the 15<sup>th</sup> September 2020 and notes from actions arising from October 2020.** September minutes confirmed as a true record and signed by the chairman. (Clerk's comment: Notes relating to the October meeting which did not take place due to IT issues summarized high priority actions and decisions following the clerk's circulation by email. Other outstanding October agenda items were transferred to the November agenda).

**4.To note a report by the Clerk.** The clerk reported the annual cheque for allotment fees from 1<sup>st</sup> April 2020 for £370 had been received from the Allotments Association and banked. A new application for an allotment meant the waiting list now comprised three potential tenants. The second installment of the precept had been received in early October. The additional insurance fee as a consequence of the revised asset list had been sent to and received by the insurance company. The last two Hillesley Happenings had been uploaded to the website under the appropriate tab. Six grant applications had been received for consideration at the December meeting. The clerk acknowledged receipt of two DPI forms and further completed councillor forms would be gratefully received in due course. Information had been received planning decision notices will in future be sent to councils directly by email. The clerk noted this was a useful service albeit she had not received direct notices to date.

**5.To note a report by the Chair.** The chair reported there were some developments as regards the future management of the Hawkesbury Road car park but more information was needed in terms of maintenance costs and long term implications. The chair would request further information and report under a future agenda item.

*Action points: the chair to request further information and the clerk to include agenda item for December.*

**6.To receive reports from the County and District Councillors.** The full 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: - none**

**7.2.Applications dealt with under delegated powers - none**

**7.3. Decisions: - S20/1695/HHOLD Sheldon Bungalow Inglestone Common; erection of extension to form annexe - permitted**

**8.Finance**

**8.1. To monitor performance to date.** As Cllr M Vaughan had not been able to open digital files for the monthly bank statement and updated annual payments and receipts spreadsheet, the clerk agreed to re-send in PDF format immediately after the meeting. She gave a verbal account of the most recent activity through the account. Two cheques authorized at the October meeting had not yet cleared.

*Action points: the clerk to send finance documents in PDF format to the internal checker.*

**8.2. Payments: none**

**8.3 Annual review of allotment rents** After discussion the council agreed to retain the current fee at £5 per quarter plot per annum. As a waiting list was now maintained, the clerk agreed to contact all current allotment tenants by email to confirm if they wished to retain all or some of their current plot holdings.

*Action points: The clerk to write to allotment tenants.*

**8.4 To discuss signatory options** The council wished to expand the current number of bank signatories from two in event that one signatory may not be available in future. The council agreed that all other councillors

other than the one councillor acting as finance internal checker would act as signatories. The clerk agreed to contact councillors who had given apologies for this meeting to confirm their agreement to the new arrangement.

*Action points: the clerk to secure the form for new signatories from the bank and to e.mail parish councillors who had given apologies for the current meeting.*

**9. To consider council IT and software options** Councillors discussed the options for a new council laptop as the current was some years old and IT support had been budgeted for. The clerk advised the laptop had recently had Windows 10 installed but retained an older slower operating system. Cllr S Lee agreed to research options for the best value new system from an established brand. The clerk advised there would need be a transition period between old and new laptops especially to arrange the transfer of software, files, and security system. Software would need also transition to Microsoft Office from the odt file system which sometimes meant files were not easy to open. It was noted software was often available now on a paying subscription basis.

*Action points: Cllr S Lee to research IT options and provide quotations*

**10. To consider IT options to facilitate council meetings.** Councillors agreed the full license fee at £120 for the annual Zoom service would be a wise investment. The clerk reported she had previously contacted a neighbouring parish council clerk to see whether it was possible to share a license and awaited a response. Stroud District Council may also advise on license sharing.

*Action points: the clerk to include the annual license fee in the new draft budget.*

**11. To note website progress under accessibility rules** The clerk reported she had continued with the site content upgrade and had re-written text on Home, History, Planning, and Finance pages according to the new rules supplied. Work was continuing. She had identified a software glitch on the Contacts page for new enquirers which had been repaired by Parish Council Websites. The clerk had also included new text and a new sub heading for the two defibrillators, and sought advice on the exact wording advisable to inform members of the public. Cllr S Lee undertook to send the clerk the URL link to the description of the Tresham defib. This included first aid advice.

*Action points: the clerk to upload the appropriate URL to the council website for the description of the Tresham defib*

**12. To confirm date and format for annual finance meeting.** The informal finance meeting was agreed for November 17<sup>th</sup> at 7.30 pm by Zoom. The chair acknowledged receipt of budget suggestions todate and invited further proposals from councillors. He would draw up a list of suggestions and circulate before the finance meeting. The formal budget for 2021-2022 would be agreed at the December council meeting. The clerk had produced a table summarizing grant applications for circulation. This would be added to if further applications were received before the December meeting.

**13. To agree date and format for the next Parish Council meeting.** The meeting was agreed for Tuesday 8<sup>th</sup> December at 7.30 pm by Zoom.

**Meeting ended at 8.50 pm.**

**The next meeting of Hillesley & Tresham Parish Council** will be held on Tuesday 8<sup>th</sup> December at 7.30 pm.

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

Signed ..... Date .....