

# PARISH COUNCIL OF HILLESLEY AND TRESHAM

## Minutes of monthly Meeting

Held by Zoom on 19<sup>th</sup> January 2021 at 8.00 pm

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

**In attendance:** County Cllr 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. No member of the public attended.

**1. To consider apologies for absence.** Apologies had been received from Cllr T Hopkinson.

**2. To consider declarations of interest in agenda items.** There were no declarations of interest.

**3. To confirm the minutes of the meeting on the 8<sup>th</sup> December 2020.** Confirmed as a true record and signed by the chairman.

**4. To note a report by the Clerk.** The clerk had reclaimed two installments of VAT via HMRC. These sums to add to the budget when approved. She had applied for next year's precept and the application had been acknowledged. A local journalist had made contact concerning items on the council website but with reference to no specific story at present. It was currently understood the Census scheduled for March, and the May council elections, would be held as no correspondence had been received to the contrary.

**5. To note a report by the Chair.** The chair advised all grant cheques had been signed and sent. Thanks had been received so far from the Jubilee Field Management Committee, Tresham church, and Hillesley school.

**6. To receive reports from the County and District Councillors.** The County and District Councillors reports (submitted to the Parish Council prior to this meeting) was noted with thanks. A query was raised in the current meeting about the appointments system at the (Horsley) recycling depot as this implied a higher risk of fly tipping. In reply councillors noted, whilst there were efforts to improve the system including waiting times, there were limitations due to the design of the site.

### **7. Planning applications: To note decisions and consider applications**

**7.1. New applications** – S.20/2746/FUL, Woodmans Farm, High Street, Hillesley. Full planning application. Description: Change of Use to racehorse training and stud yard; – The council agreed to neither support nor reject, but to request a close examination of traffic generation issues.

S.20/2760/FUL, Harley Gate Farm, Day House Lane, Hillesley, Full planning application. Description: Two storey side and rear extension and curtilage extension – The council agreed to neither support nor reject.

**7.2. Applications dealt with under delegated powers** –

**7.3. Decisions:** - subsequent to the agenda notice had been received: Ref:S.20/2498/HHOLD, Burden Court, Tresham, Description: Erection of detached boot room and external alterations. - permitted with conditions.

### **8. Finance**

**8.1. To monitor performance to date.** Cllr M Vaughan reported financial summaries had been received from the clerk. This had been a higher expenditure month to include grant awards and clerk's wages. Most items had cleared through the account since December but two grant items were outstanding, totalling £1,200 in all.

**8.2. Payments:** Parish Council Websites: annual website hosting and maintenance, was agreed (£130); Gloucester County Council: Kissing gates, was agreed (£301.92).

**8.3. Quotations:** Garden Manicures: grass cutting, was agreed at last year's unit rates. The quotation for Well Hill steps would be forwarded as a separate agenda item for February.

*Action point: the clerk to forward quotations for the February agenda.*

**8.4. To receive update on bank signatories procedures** The chair reported all sections of the bank form had been signed, copied, and posted. New signatories should receive a letter within two to three weeks.

**9. To receive update Hawkesbury road car park and agree actions.** There were no developments to report.

**10. To receive update council IT and software options and agree actions.** Further to previously researched options and suppliers the council agreed to purchase suite of HP laptop, Microsoft Office and anti-viral software. Cllr S Lee would forward order details to the clerk. She would need to run two systems together during a transition period to manage the changeover for files from odt to the Microsoft Office software.

**11. To conduct annual review of Standing Orders.** The NALC model Standing Orders had been adopted in May 2019 with minor changes made by the council. These had been updated by the clerk in red into the document. The council agreed to formally adopt the amended Standing Orders with these minor changes now integrated into the document.

**12. To agree date and format for the next Parish Council meeting.** The meeting would be held on Tuesday 16<sup>th</sup> February at 8.00 pm.

**Meeting ended at 8.45 pm**

**The next meeting of Hillesley & Tresham Parish Council** will be held on Tuesday 16<sup>th</sup> February 2021 at 8.00 pm.

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

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