

PARISH COUNCIL OF HILLESLEY AND TRESHAM

Minutes of monthly Meeting

Held by Zoom on 13th April 2021 after the annual parish meeting which commenced at 8.00 pm

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

In attendance: County Cllr J Cordwell

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

1. To consider apologies for absence. Apologies had been received from District Councillor Mark Reeves

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 16th March 2021. Confirmed as a true record and signed by the chairman.

4. To note a report by the Clerk. The clerk reported the audit process had started and work was continuing with the internal auditor over April and May. The insurance renewal quote had been received and this would be a May agenda item. Notices had been received from Elections of uncontested positions for parish councillors and therefore there would be no separate local election at parish council level. New councillors take office 10th May. Thereafter would be due completion of declaration of acceptance of office and disclosure of pecuniary interest forms. The clerk would provide at the May meeting. The departing district councillor Mark Reeves had sent a message to the clerk to thank the parish council for its professionalism, hard work, team work, and positive community thinking.

5. To note a report by the Chair. There were no additional items to report under this section.

6. To receive reports from the County and District Councillors. The County Councillor report (submitted to the Parish Council prior to this meeting) was noted with thanks. County Cllr John Cordwell had not submitted a monthly report separate to the annual report for the annual parish meeting. He was standing down at the May elections as a county councillor after thirty years' service which he had enjoyed. Parish councillors gave best wishes for his retirement and thanked Mark Reeves for his comments on the parish council on his retirement.

7. Planning applications: To note decisions and consider applications

1. New applications – S.21/0804/AFP, Sheldon Bungalow, Inglestone Common, Badminton, Prior approval for the construction of new steel frame building with tin roof to heat agricultural tied farmhouse & hot water for calf rearing – the council agreed to neither support nor object; S.21/0751/HHOLD, Stavilands, Kingswood Road, Hillesley, Erection of rear extension and changes to fenestration; - the council agreed to neither support nor object; 21/0618/FUL, land Off A46, Upper Kilcott, Hillesley, Change of use of agricultural building to dwellinghouse; - the council agreed to neither support nor object; S.21/0514/LBC, Yew Tree Cottage, High Street, Hillesley, Replacement Patio Doors and Windows to rear elevation – the council agreed to neither support nor object.

2. Applications dealt with under delegated powers - S.21/0586/DISCON, Revised Consultation on a Planning or Associated Application, Discharge of condition 11 - Car park management and maintenance details on permitted application S.19/2300/VAR. - The council had submitted revised wording to the developer before the consultation was resubmitted to the planning authority. The clerk would determine whether a decision had been made subsequently.

3. Decisions: - S.21/0454/DISCON, 3 Burden Court, Tresham, Discharge of conditions 4 (Bio enhancements) & 5 (No lighting) of S.20/0655/HHOLD – permission 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 further quiet month for transactions. Payments for GAPTC subscription, clerk's wages and litter picker reimbursement had cleared through the account.

8.2 Payments. Clerk's expenses; laptop data processing, (£48.00); Mr George N Eskins, (G.E. Landscaping); Well Hill steps repair, (£2,350) were agreed. The clerk need clarify the nominee for payment for the steps and to provide a voucher for clerk's expenses for audit purposes.

Action points: the clerk to forward the invoice nominee for payment and to clarify Cllr W Cockram became a bank signatory in the recent list of signatories. The clerk to produce a voucher for expenses for audit.

8.3 Annual audit: to review exemption certificate option. Council agreed the exemption route in principle. The clerk clarified this as an option for smaller councils with income and expenditure below a set threshold. The completed exemption certificate with actual annual income and expenditure figures and clerk and chair signatures would be an agenda item for June. The certificate need be sent to external auditors by the 30th June and uploaded to the council website.

9.To receive update Hawkesbury road car park and agree actions. Results of observations from survey and on WhatsApp showed it was too early for detailed plans to install electric charge points. Main current concern was landlord's power supply from main power line in the road that could be tapped into in future. The council agreed there was a need for details in writing or a plan so the exact location would be known. It was expected the car park would be surfaced in late summer. Cllr D Darlow would email developer to request a record of where the cable would be. There maybe future option for a grant for a percentage cost of installation of electric charge points if certain criteria were met.

Action points: the chair to email developer for a commitment to give cable location details.

10. To note conclusions of allotments review. The clerk reported on the review conducted last month. Most tenants planned to continue their tenancy, but three plots became vacant at the review. These were now filled by two people; one existing tenant took two more quarter plots, and there was one new tenant. The clerk to draft new tenancy agreements. Councillors commented it was good to see all plots tended with the parish council maximising its revenue.

Action points: the clerk to draft new tenancy agreements.

11.To receive update Baptist Burial Trust and agree actions. The Trust had recently talked to the diocese land officer who confirmed in correspondence he was in a position to go ahead with land transfer provided all parties agreed. He will talk to the solicitor next and is due to provide the parish council chair with legal fee costings for firstly transfers and secondly for dealing with charity commissioners.

12.To agree date and format for the May Parish Council meeting and council annual meeting. The meeting was agreed for 18th May at 8.00 pm but if legislation changes the date may need to be reviewed. Due to changes in government rules for council meetings, this was likely to be a face-to-face meeting at Hopkins Hall, Hillesley. The meeting would be subject to risk management procedures according to the guidelines. The chair and vice chair positions will be for election at the May meeting. Whilst Cllr D Darlow will hand over as chair at the meeting, he will otherwise plan to attend future meetings, assist from the background, and pass on knowledge and experience. The Vice chair offered his thanks for their contribution to the three councillors retiring from the council at this meeting. A massive thank you was due especially to the chair from the whole parish for his twenty years on the council with thirteen years as chair. The parish had greatly benefited from his knowledge, wisdom, and commitment.

Action points: the clerk to inform Hopkins Hall of meetings resuming and request details of risk management procedures for the building.

Meeting ended at 9.30 pm

The next meeting of Hillesley & Tresham Parish Council will be held on Tuesday 18th May 2021 at 8.00 pm at the Hopkins Hall, Hillesley (subject to minute 12.00 above)

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

Signed Date