

PARISH COUNCIL OF HILLESLEY AND TRESHAM

Minutes of monthly Meeting

Held at Hopkins Hall, Hillesley on 7th December 2021 at 8.00 pm

Present: Cllr S Lee (chair), Cllr S Hayward, Cllr M Humphries, Cllr R Preece, Elizabeth Oakley (clerk)

Public Participation. The clerk had made her contact details available for the meeting on agendas, websites, and noticeboards. The former chair attended by invitation to provide the council with background on the Parish Plan. He had updated the 2011 Plan document against Actions for the current council to review in 2021. A voluntary body, with parish councillor representative and the clerk, had taken the original project forward. GRCC had paid for the survey, for the postage element and printed for free. Progress from the Plan had been quite fast under some headings, for example on affordable housing and litter bins, but some Actions in the final report were now out of date. The council agreed the need to re survey as circumstances have changed. The council discussed the need to add new questions to the household survey, for example environment, climate change, digital communications, energy, and transport.

Action points: *the clerk to contact GRCC to see if they could contribute to a Parish Plan update, and to add Parish Plan to the agenda for the next council meeting.*

1. To consider apologies for absence. Apologies had been received from Cllr W Cockram, County Cllr L Cohen.

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

3. To confirm the minutes of the meeting on 9th November 2021. Confirmed as a true record and signed by the chairman.

4. To review action points from the previous meeting. The chair had progressed the local absence of Gigaclear connections via the company CEO by forwarding details of eighteen properties affected, including ten with no POT. After an initial acknowledgement, there was no further news at the time of the meeting.

5. To note a report by the Clerk. The clerk had sent contracts to three new allotment tenants, updated the waiting list, and noted the change in policy for allocation of allotments to parish residents without an existing plot. She had ordered kissing gates, although the Cotswold Warden informed the price per unit, although still subsidized, would be slightly higher than previously quoted. Additionally, some gates maybe available the coming year and some the year after. The recent physical inspection of council assets revealed only one item in less good condition, and this together with others identified as in medium condition, would be an agenda item in January. The clerk had updated the DPI (Disclosure of Pecuniary Interests) table on the council website. A copy of the electoral roll for November 2021 had been received and this would be kept securely by the clerk only. The council laptop required annual subscription renewal at the end of December. The clerk to pay and be reimbursed at the January meeting. Savings options suitable for councils as discussed at the annual budget meeting were an outstanding area for the clerk to investigate for the new year.

Action points: *The clerk to forward assets maintenance and anti-viral software reimbursement to the January agenda.*

6. To note a report by the Chair. The chair had been contacted by David Owen of the Kingswood and Wotton Defibrillator Awareness Group to seek advice regarding a new guardian for both of the Hillesley defibrillators. The chair had written to the local resident about a bulging wall of concern, and she had confirmed she was monitoring its condition. The issue of future burial capacity had been raised in the parish. For the car park development, a firm of local solicitors and also a national firm were recommended to advise the council. There was a need to secure comparative quotes. There were legal questions about specifics such as markings and whether Highways would continue to maintain certain items, as well as rules for the longer term operation of the car park.

Action points: *The chair to inform David Owen about a potential new guardian as discussed. The clerk and chair to liaise on suitable legal firms and quotations.*

7. To receive County and District Councillors reports. Cllr L Cohen had submitted a report which the clerk had circulated. The clerk would respond to her question about development of the Parish Plan to confirm discussions had started and she would be kept informed. From Cllr Wilsher's report here were questions to follow up about changes to affordable housing, as well as some questions to answer he raised in the report, for example the nature of a Ward walk.

Action points: *the clerk to follow up issues raised in reports from county and district councillors.*

8.Planning applications: To note decisions and consider applications

1.New applications – * S.21/2714/LBC Location: Holwell Farm, Ozleworth, Wotton-Under-Edge, Gloucestershire. Application Type: Listed Building Application Description: Erection of kitchen extension & new bootroom, internal alterations and new studio outbuilding with link extension to existing outbuilding; - the council agreed to make no comment. * S.21/2713/HHOLD Location: Holwell Farm, Ozleworth, Wotton-Under-Edge, Gloucestershire. Application Type: Householder Application Description: Erection of kitchen extension & new bootroom, new studio outbuilding with link extension to existing outbuilding; - the council agreed to make no comment; * S.21/2576/HHOLD, Lartons Mill House, Kilcott Road, Hillesley, proposed re-modelling of and extensions to existing seven bedroom property, demolition of agricultural barn and associated works – the council agreed to make no comment.

2. Applications dealt with under delegated powers -

3. Decisions – Ref:S.21/2309/FUL, Barn At, Upper Kilcot Farm, Upper Kilcot, Hillesley, Change of Use of existing building to a dwelling – refusal

9.Finance

9.1. To monitor performance to date The clerk had produced financial reports for the internal checker which were satisfactory. The grant cheque for the school had cleared. The cheque to Parish Online had not cleared to date.

9.2. To approve payments: grass cutting, Garden Manicures: (£537.64); clerks wages: (£614.40); clerk's expenses: (£15.13); Tresham festive: Mr S Lee (£72.96), were approved.

9.3. To receive update on-line banking arrangements. The clerk reported the level of service from the bank had deteriorated and the on line payments system not set up, despite an initial agreement to do so and several follow up requests to the bank over several months. The clerk proposed to pursue through the formal complaints procedure.

Action points: the clerk to raise a complaint through the appropriate procedure.

9.4. To consider quotation/s for bus shelter maintenance. The chair has a new contact at Tresham to supply a third quotation to add to the previous two received by the clerk. The chair had seen a light inside that needed some maintenance. The clerk to look for key to padlock in council's archived resources and check with County councillor if the internal lighting was a Highways responsibility.

Action points: the chair to arrange third quotation. The clerk to locate padlock key and forward internal lighting issue to county cllr; L Cohen.

9.5. Approval of budget 2022 to 2023. The draft budget document as brought forward from the November finance meeting, was approved. However, there were some issues in the budget spreadsheet presentation for bank reconciliation and community infrastructure levy monies for the year on which the internal checker and clerk would confer.

Action points: clerk and internal checker to revisit the new budget document to show bank reconciliation.

9.6. To agree precept 2022 to 2023. The precept for the next financial year was agreed at £6,630 at twenty-five per cent lower than for 2019 to 2020.

Action points: the clerk to apply for the precept in January.

9.7. Appointment of internal auditor for 2021 to 2022. The internal auditor had agreed to continue in the role for the financial year 2021 to 2022.

9.8. Grant applications. One grant application had been received in the second round of grant awards for the year. Council agreed a £750 grant to Hillesley Primary School towards the purchase of interactive teaching boards.

Action points: the clerk to contact the school administrator.

10. Highways, footpaths and waterways. The chair reported that the Parish Online maps subscription was active and that logins for the councillors and clerk had been circulated. There is a monthly newsletter which the chair would forward to councillors and training videos are available on YouTube. Details of parish council assets could be uploaded to the site in due course, and future planning applications can be supported by a map. For the kissing gates there would be a need to decide on locations and negotiate with landowners. The clerk would contact the Cotswold Warden to determine whether he could negotiate on the council's behalf. For the millennium walks now reassessed by councillors, it would be useful to upload these to the council website with maps supplied by Parish Online. The chair had received an enquiry whether the council would support the wider campaign for 20sPlenty. The council agreed to support. The council agreed locations for the new pedestrian signs on Kilcott Road and the county councillor would be informed of these.

Action points: the clerk to upload council asset details next year to Parish Online. The clerk to contact the Cotswold Warden reference kissing gates. The clerk and chair to check whether maps were available to support parish walks from Parish Online and whether there were copyright issues. The clerk to confirm the council would support the wider 20sPlenty initiative. The chair to send the agreed locations for Kilcott Road signage to County Cllr L Cohen.

11.Parish Plan development update This item had been brought forward to the public participation session at this meeting.

12. To consider issue of Tresham trees The chair had received a request for the council to prune silver birch trees at Tresham. The council agreed to seek further advice especially relating to the time of year silver birch can be pruned.

Action points: the chair to seek specialized advice.

13. To receive update on car park developments. This item was brought forward to 6/Chair's report at this meeting,

14. To consider arrangements for Queens Platinum Jubilee Celebrations 2022. Council agreed this item be forwarded to next month's agenda.

Action points: the clerk to add to January agenda.

15. To consider council website update options. Council allocated the project for a new site to a website designer after quotations had been received.

Action points: the clerk to let the chosen web designer know and liaise with outgoing website suppliers.

16. To agree date and venue for the next Parish Council meeting. The next meeting was agreed for Wednesday 19th January at 8.00 pm at Hopkins Hall, Hillesley.

Meeting finished at 10.00 pm.

The next meeting of Hillesley & Tresham Parish Council will be held on Wednesday 19th January 2021 at 8.00 pm at Hopkins Hall, Hillesley

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

Signed Date