

PARISH COUNCIL OF HILLESLEY AND TRESHAM

Minutes of monthly Meeting

Held by Zoom on 8th December 2020 at 7.30 pm

Present: Cllr D Darlow, (chair), Cllr W Cockram, 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 3rd November. Confirmed as a true record and signed by the chairman.

4. To note a report by the Clerk. A researcher at the University of Southampton had contacted seeking to recruit members of the public for research on preventative behaviour and long term implications for those affected by Covid. The clerk had referred details to Hillesley Happenings. Recent editions of Hillesley Happenings had been uploaded to the council website. Planning decision updates were now received directly as email correspondence. Notifications from the Office for National Statistics were starting to be received about the national census due for March 21st 2021. This is first ever digital census. The clerk had also received early details of local elections for May 2021 as postponed from May 2020 and more details were to follow.

5. To note a report by the Chair. No additional items were reported in this section.

6. To receive reports from the County and District Councillors. The County Councillors report (submitted to the Parish Council prior to this meeting) was noted with thanks. District Cllr M Reeves stated that as council business had recently been thin there was no report submitted to this meeting. However, a report would be submitted next week.

7. Planning applications: To note decisions and consider applications

7.1. New applications – S.20/2499/LBC Burden Court, Tresham, Listed Building Application- extension, internal alterations including a new staircase and external alterations including new doors within existing openings, roof light over stairwell and dormer over en-suite to east elevation; S.20/2498/HHOL Burden Court, Tresham, Householder Application- extension, loft conversion, external alterations, roof light and dormer to east elevation. - The council agreed to make no comment.

7.2. Applications dealt with under delegated powers – S.20/2421/HHOLD, Twin cottage, Tresham, first floor rear extension above existing single storey. - The council agreed to make no comment.

7.3. Decisions: - S.20/1908/HHOLD Upper Kilcot House, Upper Kilcot, Hillesley, Alterations and additions to existing garage/storage building and use as additional living accommodation. - permitted; S.19/2300/VAR Land To The West of Hawkesbury Road, Hillesley, Variation of condition 2 (approved plans list) on application S.17/2541/FUL (Erection of 17 dwellings) to reduce number of house types, reduce heights and relocation of plots - permitted

8. Finance

8.1. To monitor performance to date. Cllr M Vaughan reported financial summaries had been received from the clerk. Overall there had been little activity through the account with just one cheque cleared since the last council meeting.

8.2. Payments: clerks wages October, November, December 2020, (£614.40) were agreed; clerks expenses (£12.11) were agreed. Garden Manicures: Hillesley and Tresham grass cutting, was agreed; (£594.93).

8.3. To agree budget for financial year 2021 to 2022. The budget was agreed to include uplift over two draft budget headings: Office Equipment, £800, and Grants, £5,000. The overall budget for 2021-2022 was thereby formally agreed. The new budget has some funds reallocated to reserve categories under new headings from which funds can be drawn if needed.

8.4. To set precept for financial year 2021 to 2022. The precept was agreed at £4,420.00. The clerk would submit the application form in January.

Action points: Clerk to complete precept form on receipt.

8.5. To appoint internal auditor for 2021 to 2022. The clerk had approached last year's internal auditor, Richard Goodenough, who agreed to continue to act as internal auditor.

8.6. To update bank signatories procedures The clerk reported she had printed and completed a copy of the relevant sections of the bank form and would post to the chair for distribution to councillors. This for their details and signatures for the chair to then collate and post to the bank.

Action points: the clerk to post form to the chair, and chair to circulate relevant sections to councillors before collating for bank receipt.

9. To consider grant applications. The council agreed to make the following grant allocations: Wotton pool: refurbishment of changing rooms: £200; St Giles church, Hillesley: £300 for the churchyard, not maintenance; Tresham church: £300, for the churchyard, not maintenance; Hillesley school: visualizers and four additional laptops:£1,000; Jubilee Field Management Committee: new showers, hot water heater, new heating system and timer: £1,500; Hillesley Football Club: councillors agreed to consider £200 for the Football Club if and when they supplied further information; Severn Area Rescue Service: councillors agreed that this application should not be given priority, as there was currently no evidence that parish residents benefited ; Royal British Legion Poppy: £100. Cost support for various items relating to highways, footpath improvements, and creation, and Dark Lane maintenance had additionally been raised. The council agreed to forward these items to the person/s responsible and the chair to follow developments at Dark Lane and inform council.

Action points: the clerk to notify grant beneficiaries by email and follow up by letter. The clerk and chair to forward to persons responsible the items raised outside the parish council jurisdiction. The chair to forward information concerning Dark Lane developments.

10. To consider operating options for the Hawkesbury road car park and agree actions. The chair had contacted Slimbridge Parish Council for advice for car park maintenance. Whilst this council does not own a car park, it is understood generally that car park maintenance costs are relatively low. The chair had been in touch with the developer and made it clear the parish council had not ruled out taking over the car park, also noting the conditions (planning) that require it to be open for public use and to have electrical charge points. The council agreed the chair would contact the developer to state the parish council's decision to take on the freehold of the car park. Landscaping aspects and electrical points would be part of the discussion.

Action points: the chair to contact the developer with the council decision to take on the freehold.

11. To consider council IT and software options Councillors reviewed the IT and supplier options for the council laptop and software researched by Cllr S Lee. The council agreed to Option 1 listed. This comprising a new council laptop, (£650) a Microsoft license, and virus protection, as new year purchases. Cllr W Cockram had details of an IT supplier who maybe able to offer a five per cent cost reduction. IT decisions would be finalized at the next council meeting.

Action points: Cllrs S Lee and W Cockram to liaise on IT options. The clerk to include council IT as a January agenda item.

12. To consider options for a Christmas display. Councillors agreed to consider a display for Christmas next year as a special occasions item and not pursue for the current year.

13. To agree date and format for the next Parish Council meeting The meeting was agreed for Tuesday 19th January at 8.00 pm by Zoom.

Meeting ended at 9.25 pm.

The next meeting of Hillesley & Tresham Parish Council will be held on Tuesday 19th January 2021 at 8.00 pm.

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

Signed Date