

PARISH COUNCIL OF HILLESLEY AND TRESHAM

Minutes of monthly Meeting

Held at Talbot Court Farm, Tresham on 14th September 2021 at 8.00 pm

Present: Cllr S Lee (chair), Cllr W Cockram, Cllr S Hayward, Elizabeth Oakley (clerk)

In attendance: County Cllr L Cohen, District Cllr R Wilsher, Rachel Preece

Public Participation. The clerk had made her contact details available for the meeting on agendas, websites, and noticeboards.

1. To consider apologies for absence. Apologies had been received from Cllr M Humphries.

2. To consider declarations of interest in agenda items. Cllr S Hayward declared an interest in the resubmitted grant application for the Jubilee Field Management Committee, (agenda item 4)

3. To confirm the minutes of the meeting on the 20th July 2021. Confirmed as a true record and signed by the chairman.

4. To review action points from the previous meeting. The chair and clerk had recently agreed this as a new standing agenda item, for updating on actions, after confirming council minutes. The resubmitted grant application from Jubilee Field Management Committee (JFMC) with new details was considered under this heading as a Matters Arising from July minutes. The clerk reported on the two JFMC favored options for replacing playground equipment and the total costs of each. However, it was agreed the revised application did not indicate the specific contribution requested from the council. Cllr S Hayward agreed speak to the submitter to clarify. It was noted JFMC had not been awarded a grant by the parish council in 2020 whereas in prior years they had always received an annual grant to assist with maintenance of Hillesley field and its facilities. The clerk reported the After School Club had been contacted by the chair about further details to support their grant application originally submitted in July. The group are subsequently restructuring their objectives and activities over the summer and Cllr W Cockram will maintain contact.

Action points: Cllr S Hayward to contact JFMC to clarify their grant request. Cllr W Cockram to keep in touch with the After School Club.

5. To note a report by the Clerk. The clerk reported six allotments had very recently become available. One had been allocated from the waiting list and a second prospective tenant from the list had expressed an interest for a year's time. It was recommended to use Hillesley Happenings and noticeboards to advertise the remaining. The cheque for total fees due from 1st April for £375.00 had just been received from Allotments Association. The clerk reported on VAT as it currently affected the council. Due to the nature of the current range of activities, VAT is a straightforward reclaimable item on expenditure where invoices give the council address and supplier VAT number. There are 4 years within which to reclaim VAT from HMRC. The clerk will update VAT reclaims by the autumn finance meeting. The clerk had downloaded HMRC Basic Payroll aimed at employers with 1-10 employees and completed the employer fields. She had part completed the employee fields. The clerk reported the chair and clerk had met for a council business meeting in August. As the council currently has no printer; 10 pence per sheet printed was agreed for clerk's expenses. The clerk has added the Tresham cubes to the council asset list and negotiated with the insurance company to add to the existing cover for which no extra insurance cost was incurred.

Action points: the chair and clerk to draft notices to fill allotment vacancies for Hillesley Happenings and noticeboards. The clerk to complete HMRC payroll and VAT procedures.

6. To note a report by the Chair. The chair expressed thanks to Richard Goodenough for hosting the current meeting at Tresham. The chair and clerk had met in August. Outcomes included the clerk will keep written record of hours worked from 1st September. She has taken on a new clerk/RFO position with Kingscote Parish Council from 1st September and will be working for two councils concurrently. A grant application had just been received for Tresham church. The clerk advised of special rules for the relationship between councils and churches and would supply further detailed information.

Action points: the clerk to supply notes on grant funding rules for churches.

7. To welcome County and District Councillors. Cllr L Cohen advised of the Build Back Better recovery fund to support healthy and sustainable living and will forward the link to Cllr W Cockram to pass on. There are other sources of funding too. Cllr L Cohen and Cllr R Wilsher are planning to hold local surgeries with details

appearing in Hillesley Happenings, WhatsApp and on posters. District Cllr R Wilsher advised of the Princes Fund, for which opportunities appear with frequency.

8. Planning applications: To note decisions and consider applications

1. New applications – S21/2060/HHOLD, householder application, erection of rear hall link, agrarian dormer and roof light, small bin store and installation of terraced area; S21/2061/LBC, listed building application, erection of rear hall link, agrarian dormer and roof light, small bin store and installation of terraced area. - The council agreed to make no comment.

2. Applications dealt with under delegated powers -

3. Decisions: S21/1585/FUL, Harley Gate Farm, Day House Lane, Hillesley, erection of two storey side and rear extension – permission (with conditions); S21/1323/LBC, Yew Tree Cottage, High Street, Hillesley, replace ground floor windows, door to rear elevation and side elevation ground floor window – permission (with conditions)

9. Finance

9.1. To monitor performance to date. Cllr S Hayward had received financial statements. These were in order since the July meeting, except that a statement had not been received for the final two weeks of the subsequent two-month period. The clerk was awaiting a replacement security dongle from the bank to always enable direct access online to complete this check. The clerk reported the July grant cheque to the school had not been cleared on current records, but this was likely due to the long summer break when staff were not at work.

9.2. To approve payments: clerks' wages (July, August, September: £614.40), clerks' expenses (£8.95).

Payments were agreed.

9.3. To receive update on-line banking arrangements. Cllr W Cockram reported he had spoken to the bank about procedures for setting up two councillor signatories for online approval of payments. Cllr W Cockram or Cllr S Lee would need to initiate with the bank to authorise.

Action points: Cllr W Cockram or Cllr S Lee to authorise.

9.4. To receive update (CIL) Community Infrastructure Levy options. The clerk confirmed the neighbourhood portion of the CIL funding had been received this year and this prior allocated to bus shelter repairs leaving a possible small margin depending on the cost. The clerk advised of higher level CIL funding with much larger sums available through Strategic CIL fund. However, recent guidance suggested the criteria would be demanding to meet; in essence a locally based project would need to show a wider application for use and benefit to residents at the district level other than only local community use.

9.5. To consider quotations for bus shelter maintenance. Cllr W Cockram reported the suppliers he contacted were not available for the work. Cllr S Lee could recommend a local contractor who had completed work in Tresham, although specialised skills might be needed for stone mason work.

Action points: Cllr S Lee to contact the local contractor.

10. Highways, footpaths and waterways. Cllr S Cockram advised of no safe crossing point in Hillesley village, and some paths impassable in the area due to brambles. There was very poor visibility generally in the village, especially coming out of old church to approach the school. Cllr L Cohen advised of signage options including advisory. She would arrange for Paul Helbrow (Highways Manager) to come out and walk the issues and follow up on a list of all Highways items from local people. Cllr W Cockram would ask residents via Hillesley Happenings to email Highways and R Preece would mention at the school tomorrow. Cllr L Cohen advised there is a week scheduled for cutting back hedges for example. Councillors discussed the case of a private property where a spill over of earth onto the road appeared imminent.

Action points: councillors to forward items to Cllr L Cohen for Highways who would advise of the date of the local meeting with Highways; the chair to write to the householder of the expected spillage.

11. To consider options for festive display. Clerk advised of sums in the budget already agreed for festive displays, possibly Christmas trees in both Hillesley and Tresham. The council agreed to offer £100 to Hillesley school towards tree and Christmas presents via the Friends organisation and agreed to allocate £100 for the Tresham tree.

Action points: the clerk to contact Rachel Preece of Hillesley school Friends, and the chair at Tresham for allocation of festive funds.

12. To consider kissing gates options. The chair reported he had met John Dansie to identify prospective locations for new kissing gates and a map had been drawn up. However, councillors discussed the council as a whole needed to visit sites all around the area, and as a council let all residents benefit from the countryside. It would be good for everyone to suggest where walkers could follow routes including a circular route around the village. A good starting point is to walk the routes described on the council website. Each councillor to walk one and make notes on how to improve, and discuss with residents and report to the next meeting.

Action points: councillors to walk the routes on the council website and report to the next council meeting.

13. To initiate arrangements for Queens Platinum Jubilee Celebrations 2022. The council discussed early options including liaising with other parish councils taking part in the celebrations. Cllr W Cockram agreed to compile a plan for the celebrations.

Action points: Cllr W Cockram to compile plan.

14. To consider council website review and update options. The chair advised the council's website appeared dated compared to other designs now available. County Cllr L Cohen recommended a high standard but low-cost option locally and would send contact details to the clerk. The council agreed to pursue this lead and draw attention to the some of the best design features on a list of other good websites.

Action points: clerk and chair to contact the recommended designer for a discussion of the initial specification.

15. To adopt new model Standing Orders. The chair advised the latest adopted version from January 2021 corresponded with the most recent version from GAPTC, and so no further changes were needed.

16. To receive Baptist Burial Trust update. Whilst it had previously been understood the transfer was to deal with declining local burial capacity the chair advised a review of original transfer plans were needed to bring closure. He would write to the previous chair to request a concise summary of objectives.

Action points: the chair to send email to the former chair.

17. To progress Co-option arrangements. Parishioner Rachel Preece attended as a prospective member of the council. The chair thanked her for her interest. Rachel said she had six years previous experience as chair of the PTA and was actively involved in the community. She is now stepping down from the PTA. She noted the council membership has been mainly male in recent times so it would be good to have a balance. The council voted to co-opt Rachel Preece. The clerk advised she would send Acceptance of Office form (AOO) and Declaration of Interest (DPI) forms for hard copy completion and signature. There is also a short course for new councillors which she would arrange, and the council would pay the fees.

Action points: the clerk to send AOO and DPI forms to co-opted councillor and arrange new councillor training.

18. To agree date and venue for annual autumn finance meeting. The meeting was agreed for 2nd November at Tresham.

19. To agree date and venue for the next Parish Council meeting. The meeting was agreed for 13th October at Hopkins Hall, Hillesley.

Meeting ended at 9.50 pm

The next meeting of Hillesley & Tresham Parish Council will be held on Wednesday 13th October 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