

MINUTES

Horsley Parish Council Annual General Meeting Minutes

24 May 2022 | 19:30 | Marianne Simpson (Parish Clerk)

22/084 Elect a Chair and Vice-Chair

Cllr Thomson proposed Cllr Kate Kay as Chair, Cllr Blackwell seconded, all in favour.

Cllr Kay proposed Cllr Alistair Thomson as Vice-Chair, Cllr Blackwell seconded, all in favour.

22/085 To note attendance

Cllrs Kate Kay (Chair), Alistair Thomson (Vice-Chair), Chris Blackwell, Seb Howells, County Cllr Steve Robinson, District Cllr Norman Kay and Clerk Marianne Simpson and 2 members of the public.

Apologies: Cllr Bryn Howells, James Bowers, David Walls, Christina Mc Donagh, District Cllr Natalie Bennett

22/086 Declarations of interest or requests for dispensations

Cllr Kay declared an interest in planning application S.22/0836/CPE.

22/087 Approval of Minutes

The minutes, previously circulated, of the last meeting held on 26 April 2022 were confirmed as a true record and will be signed by Cllr Kate Kay.

22/088 Receive Chairs announcements

Cllr Kate Kay stated that the Village Hub project will be considered at the June meeting as previously agreed, to allow time to gather the data following the village meeting. The meeting was well attended, and Cllr Kay thanked everyone who contributed to it. A film of the event was made and Cllr Kay requested the council give them £100 for doing this, all agreed.

22/089 Receive reports from District and County Councillors

Cllr Norman Kay had attended the SDC annual meeting and reported that Cllr Robinson was re-elected as Chairman of the District Council. Cllr Natalie Bennett will be sitting on the Community Services and Licensing Committee, as well as the Environment Committee, and has been elected Chair of the Equality, Diversity and Inclusion Working Group. Cllr Kay had been re-elected onto the Environment and Audit and Standards Committee.

Cllr Robinson had attended the opening of the Jubilee bridge in Stonehouse. The county council have launched a 20mph policy in villages and have launched a £600,000 community speed watch fund. Councils can apply for 20mph stickers, VAS, community speed camera. The PCSO will train a community speed watch group to use the speed cameras. PCSO Stephen Philipson is leaving in July. PCSO Candice Francis is covering our area and a new PCSO will be recruited. Cllr Robinson is on the Adult social care, TRO's and Appeals and the Police & Crime committees.

22/090 Members of the public were given the opportunity to speak

A volunteer setting up the Horsley youth club asked if the parish council would give some support. They have recruited a youth leader and need some money to re-start the youth club on 8th June. Cllr Kay proposed the council provide £400 of funding towards the start-up costs. This was unanimously agreed. Cllr Robinson pledged funding from his Build Back Better Fund and suggested they also apply to the PCSO for Community grants and from the Police and crime commissioner.

A representative of HCAN was impressed at the number of attendees to the village meeting. Cllr Howells said the data from the meeting is being gathered and processed for the June meeting.

22/091 Clerk's report and any correspondence

The Clerk's report had been previously circulated and noted. Cllr Thomson noted that some parish councils are switching from spreadsheet accounts to commercial software but did not think the parish council should move to a software package which charges an annual subscription fee.

8:00 pm the meeting was suspended to move to the Annual Parish meeting.

8:10 pm the meeting resumed.

22/092 Appointment to committees and outside bodies

Representation on outside bodies, committees and working groups for the coming year:

- Planning all councillors with Cllr McDonagh being lead Councillor
- Finance Cllr Thomson, Cllr David Walls, Cllr Seb Howells
- Footpaths Cllr Blackwell, Cllr Seb Howells
- School Liaison Cllr Thomson
- Village Hall Rep Cllr Bowers
- Ruskin Mill College Cllr Blackwell
- Highway Matters Cllr McDonagh, Cllr Bryn Howells
- Horsley Charities Cllr Thomson
- Playing Field Cllr Blackwell, Cllr Bowers
- Website *vacant*
- Gigaclear Cllr Seb Howells
- Horsley Shop Cllr Walls
- Football Club Cllr Blackwell
- VAS Data monitoring *vacant*
- Nupend orchard/HOP Cllr David Walls
- Burial ground Cllr Kate Kay
- HCAN Cllr McDonagh
- Village Hub Cllrs Walls, Thomson, Bowers, Blackwell, Seb Howells

The two vacant positions will be confirmed at the next meeting.

22/093 Review council policies and procedures

The parish council reviewed the following council policies and procedures:

Code of Conduct – is based on the latest NALC model. Council reviewed (no amendments) and re-adopted 24th May 2022 based on the NALC template.

Standing Orders – model July 2018 (minor amendment to section 18 procurement April 2022). This is version two of Model Standing Orders 2018 (England) updated in April 2022. Minor amendment to section

18 only. Council reviewed and resolved to adopt the standing orders with the change to section 18 as detailed in the April 2022 NALC template update.

Financial regulations

Council reviewed the financial regulations which are based on the latest NALC model financial regulations 2019 for England. Council adopted the model financial regulations 2019. Council also re-adopted the Internal controls document which details the internal controls when using online banking and a paperless system.

22/094 Consider the Football Club agreement and review of licence

Cllr Blackwell and Kay to meet with the Horsley Football Club to agree a new agreement for use of the playing field and pavilion changing rooms. Cllr Kay proposed the football club are required to appoint a fire warden, as there are a lot of players using the pavilion.

22/095 Receive an update on the play area

Cllr Blackwell to review the RoSPA inspection report and recommend actions.

Cllr Bowers to review the progress of the bike trail and consider the recommendations from the RoSPA inspections and agree what work is needed.

22/096 Receive an update on the burial ground

Nothing to report.

22/097 Receive an update on highways and footpaths

Update on progress and funding for a 20mph limit outside the school. Cllr Robinson to find out when the flashing signs will be installed outside the school.

Highways will be painting yellow lines on Narrowcut Lane.

The VAS in Nupend is being monitored and communication will continue with the providers if it continues to be problematic.

Council agreed to apply to the Community Speedwatch Safety Fund, the deadline is August. All councillors to consider what traffic calming initiatives could be used to improve road safety in the village.

22/098 Planning applications and decisions

Planning application

- S.22/0836/CPE The annexe (previously a garage and studio with an external staircase) to be used for incidental use. - 1 Well Cottages Wallow Green

Cllr Howells had reviewed the application and felt any impact from this application would be minimal as it is at the back of the property. Cllr Thomson proposed No Comment, Cllr Howells seconded, all agreed.

Cllr Thomson noted the Appeal on the Priory application for 5 mews houses has been allowed. He noted the inspector had allowed it based on public parking being available nearby. There is already a shortage of parking in the village, and he proposed NO PARKING signs are erected, with fines for anyone found to be parking in the Village Hall car park or along the track. Council unanimously agreed to install notices in the car park and outside the pavilion stating, 'Parking limited to 4 hours in a 24-hour period - Excess fine £100'.

Action: Clerk to arrange 2x no parking notices.

Payment schedule May 2022

Cllr Kay proposed all payments are approved, Cllr Thomson seconded, all in favour.

Payments made between meetings

16/05/2022	PWLB	Public works loan board	£1428.80	DD
12/05/2022	British Gas	Pavilion elect	£206.39	DD
09/05/2022	J Price	Gravedigger – crem Robinson	£110.00	
09/05/2022	HMRC	Tax/NI	£53.15	
06/05/2022	NEST	Clerk pension (March)	£40.52	DD
03/05/2022	ICO	Information Commissioners Office	£35.00	DD
03/05/2022	L McLaughlin	Pavilion cleaning April	£148.50	
26/04/2022	British Gas	Pavilion electricity	£383.73	DD

Payments received between meetings

03/05/22	SDC	Precept (50%)	£17,939.77
04/05/22	D Robinson	Ashes interment	£417.00
Cheque	Fred Stevens	Plot B4-002 Bruton	£1724.00
26/04/22	S Cottle	Stonemason mem 26.4.22	£219.00
24/04/22	S Cottle	Stonemason mem 1.10.21	£150.00

Payments for authorisation

date	payee	description	VAT	total
24/05/2022	Terra Firma	Track drainage testing (includes Wales and West Utilities reduced charge for damaged gas)	£576.00	£3456.00
24/05/2022	ICCM	Institute of Cemetery and Crematorium Management		£95.00
24/05/2022	GPFA	Gloucestershire Playing Fields Assoc annual subs		£50.00
24/05/2022	SLCC	Society of Local Clerks annual membership		£185.00

Quotes (estimate) for approval

The Clerk had included the following quotes for consideration. The Jubb survey quote was previously circulated by Cllr Walls for consideration, but no agreement has been made.

The Clerk had obtained a quote for the play area wooden structures test as this was noted in the play area RoSPA report. No decision on that as Cllr Blackwell will consider all actions from the RoSPA report for the next meeting.

date	payee	description	VAT	total
19/05/2022	Jubb	Structural survey of the garages to assess fitness for purpose of modifying them into a meeting room / business address.		£950.00
10/05/2022	Play safety Ltd	Carry out resistance wood drill test to determine the internal condition of the timber – following RoSPA inspection.	+ VAT	£495.00

Insurance renewal

Clerk reported the quote for the parish council insurance policy from Hiscox Insurance Company Limited for the period from the 1st June 2022 to the 31st May 2023 was £2,492.83 (including IPT and all fees). Cllr

Thomson noted this was £600 more than the budget. The Clerk agreed it was unexpectedly high and will obtain quotes from other providers.

Review of Direct Debit Payments (2022)

The current direct debits were noted:

British Gas Pavilion electricity variable monthly

British Gas Pavilion gas variable monthly

NEST Clerks pension variable monthly

PWLB Public works loan board £1428.80 May and November

ICO Information Commissioner’s office £35.00 May

22/100 Queen’s Platinum Jubilee 2-4 June 2022

Cllr Kay confirmed the Jubilee bench has been delivered. Council agreed it will be placed in front of the pavilion. Action: Cllr Blackwall to securely fix it on a concrete pad.

22/101 Councillor items for future discussion

No items for future discussion.

22/102 Date of Next Meeting

The next meeting will be on Tuesday 28 June 2022 in the Village Hall.

Meeting closed at 20:35

Chair’s signature..... Date