

MINUTES

Horsley Parish Council Meeting Minutes

7 July 2022 | 19:30 | Marianne Simpson (Parish Clerk)

22/103 To note attendance

Cllrs Kate Kay (Chair), Alistair Thomson (arrived 7:45pm), David Walls, Christina McDonagh, and Marianne Simpson (Clerk) and 4 members of the public.

Apologies: Cllr Bryn Howells, Chris Blackwell, Seb Howells, James Bowers, District Cllrs Natalie Bennett, Norman Kay, County Cllr Steve Robinson

22/104 Declarations of interest or requests for dispensations

There were none.

22/105 Chair's announcements

There were none.

22/106 Approval of Minutes

The minutes, previously circulated, of the last meeting held on 24 May 2022 were confirmed as a true record and will be signed by Cllr Kay.

22/107 Consider changes to the order of business

None.

22/108 Reports from the County and District Councillors

County Cllr Robinson had sent a written report in his absence, previously circulated and noted.

No reports from the District Councillors.

22/109 Questions from members of the public

There were three members of the public present.

Two members were there on behalf of the Youth Club. They reported that at the last 5 sessions 25 to 30 children attended the recently re-formed youth club which caters for ages 10-15 years and asked whether funding was available from the parish council. Cllr Kay proposed a grant of £1500, to be considered by the council.

A member of HCAN gave a brief outline of the findings and themes from the village meeting. Cllr Walls said it was evident that some proposals put forward at the village meeting had not been fully understood. Cllr Thomson agreed it was a consultation and there were no specification questions. The written comments received were more strident than the outcome from the table discussions during the meeting. The HCAN member reported that the main theme from the meeting was to reduce traffic around the village and one option may be to include amazon lockers at the pavilion.

Cllr Kay thanked HCAN for all their work in helping with the village meeting.

22/110 Clerk's report and Correspondence

The Clerk's report had been circulated prior to the meeting and all relevant correspondence received had been forwarded and noted.

22/111 Consider the Village Hub project

Cllr Kay had circulated a set of draft proposals for improving and developing the area around the Pavilion and Village Hall, identified as the the Village Hub, based on the consultation exercise which took place in the Village Hall on 25th April 2022.

Having considered all relevant matters including the financial and climate implications and the analysis of the consultation responses, together with individual representations Horsley Parish Council considered the following options.

Option 1.1

- a) demolish the garages
- b) relocate the footpath (as set out in the report plans)
- c) provide a cycle rack
- d) create an open meeting space /patio adjacent to the Pavilion

All councillors in favour.

Option 1.2

- a) in partnership with the Community Shop create a new shop entrance, disabled access, toilet, and provide increased space for storage and community information displays.

All councillors in favour.

Option 1.3

- a) repair the Village Hall car park with a tarmacadam surface
- b) repair the Hub track with a permeable surface
- c) provide 24 designated car park bays

All councillors in favour, subject to a technical assessment of surfaces. The number of parking bays can be reviewed in the future.

Option 2.1

- a) not to proceed at this time with the expansion of the Pavilion Building to include additional units.

All councillors in favour, but this decision to be reviewed annually.

Option 2.2

- a) support the installation of a mini skate ramp to provide additional facilities for young people in the village
- b) note that the installation is subject to securing external funding
- c) retain and improve existing basketball facility
- d) explore the most suitable site for the installation of the skateboard ramp

Cllr Walls said the location on the basketball court meets the noise guidelines in terms of distance from properties. It cannot go at the far end of the field as the cost would be higher and mud on the ramp would be an issue. Comments were submitted by those who did not want to lose the basketball court but could move that to the parking area and the priory wall. The tranquillity of the graveyard was mentioned. There is some protest on where it goes. Cllr Kay proposed to hold a meeting between those in favour and those against the skate ramp to understand and resolve concerns. A decision on this was deferred to the next meeting.

Action: Cllr Walls to draft a scope document to include costings of the options.

22/112 Update on the play area

The RoSPA inspections on the play area and the bike trail are being reviewed by Cllrs Blackwell and Bowers so this was deferred to the next meeting.

Action: Cllrs Blackwell and Bowers to identify any actions from the inspections.

22/113 Update on highways and footpaths

The lines on the road have been refreshed but highways no longer allow school warning triangles to be painted on the road and we are still awaiting the new flashing signs. The yellow lines on Narrowcut Lane and Priory Fields are scheduled but no date set. There is some concern regarding where the displaced traffic will go.

Cllr Mc Donagh reported the VAS in Nupend is still not working; Cllr Kay to follow this up with the installers and ask David Marsh for details on accessing the data for both VAS.

20mph zones in villages across Gloucestershire (GCC passed Motion 876 in June 2021) are being considered. The first stage of the Community Speedwatch Safety Fund has been released, the deadline for applications is the end of August. Council considered applying to the GCC £600,000 fund to improve road safety through Horsley. Cllr Kay to look at the application form and consider a parish council application.

22/114 Report on planning decisions and planning applications

S.22/0811/HHOLD Creation of parking space and installation of dropped kerb – Whiteway Cottage, Horsley Bridge

Councillors discussed this application and agreed No Comment.

Planning Applications

- S.22/1111/HHOLD Erection of outbuilding - Box Tree Cottage Hartley Bridge Hill Horsley
No Comment.
- S.22/1227/FUL Detachment of existing semi-detached dwellings - 1 & 2 Field View Bath Road Nailsworth
No Comment.
- S.22/1307/HHOLD Erection of side extension - Morning Cottage Whiteway Bank Downend Horsley
No Comment.
- S.22/1190/HHOLD Renovations including replacing window casements, reinstating original window openings and a single storey rear extension - 2 Park View Nupend Horsley
It is a listed building, and the extension is a black tin roof and aluminium windows. The materials are not consistent with the Horsley Neighbourhood Plan on the rear of the property.
- S.22/1191/LBC Renovations including replacing window casements, reinstating original window openings and a single storey rear extension - 2 Park View Nupend Horsley
It is a listed building, and the extension is a black tin roof and aluminium windows. The materials not in keeping with the listed building and are not consistent with the Horsley Neighbourhood Plan on the rear of the property.
- S.22/1369/FUL Erection of stables, feed store & tack room & formation of menage - The Retreat Shiptons Grave Lane Barton End
The parish council became aware of the significant ground works and excavation being carried out last year on this site during a consultation for a different application at this location during 2021. The parish council has concerns regarding the size of the arena and stables as this is still a very extensive development and there is a limited amount of land. The parish council questions why a toilet is needed when the stable is so close to the residence. The parish council would request that if permission were to be granted, that a covenant is applied to prevent any future change of use and to prohibit use for commercial purposes.
Include comments previously submitted. As previously noted in the parish council's response to the planning application last year, it is concerned about waste management and light pollution, and would request a condition to ensure there is no burning of waste and that lighting is kept to a minimum. The council notes the site is within the Cotswolds National Landscape, formerly Cotswolds Area of Outstanding Natural Beauty (AONB) and notes the need to have regard to all the AONB planning policies to conserve the landscape.

Planning Decisions

- Ref:S.22/0836/CPE Refusal of certificate of lawful existing use or development. The applicant has not provided sufficiently precise and unambiguous information to demonstrate that the building has been used as ancillary accommodation for a period in excess of ten years. - 1 Well Cottages Wallow Green Horsley
- Appeal Ref: APP/C1625/W/22/3291058 The appeal is allowed, and planning permission is granted for 5 Mews style houses with associated parking and communal amenity space at land at The Priory, Priory Fields, Horsley in accordance with the terms of the application, Ref S.21/1782/FUL, dated 16 July 2021.
- S.22/0586/HHOLD Erection of ground floor extension - Melbourne House, Tickmorend. Permitted.
- S.22/1056/HHOLD Construction of new garden building to rear of double garage - 4 Sealey Wood Lane. Permitted.

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

Payments made between meetings were ratified

date	payee	description	total	pay
13/06/2022	J Price	Gravedigger – burial Bruton	£500.00	
13/06/2022	AJGIBL	Arthur Gallagher Insurance 3 year LTA	£1735.37	
24/05/2022	British Gas	Pavilion elect	£394.69	DD
09/06/2022	NEST	Clerk pension (May)	£24.83	DD
08/06/2022	Microsoft	Annual subscription	£79.99	DD
06/06/2022	L McLaughlin	Pavilion cleaning May	£146.97	
26/04/2022	British Gas	Pavilion electricity	£383.73	DD

Payments received between meetings were noted

29/06/2022	HMRC VTR	VAT reclaim	£5446.64
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Payments for authorisation were approved

date	payee	description	VAT	total
13/06/2022	AR Plumbing & Heating	Pavilion leaking radiators repair	£117.70	£706.20
15/06/2022	Stephen Peart	Pavilion window alterations for quick release in event of a fire.		£300.00
20/06/22	D Walls	Reimburse pavilion toilet key	£1.00	£6.00
23/06/22	Shaw's	Register of burials book	+ VAT	£187.00
23/06/22	Shaw's	Grant of Exclusive Right of Burial book	+ VAT	£110.00
23/06/22	GAPTC	Internal audit fee		£235.00
01/07/22	SLCC	SLCC annual membership shared between PCs.		£78.00
01/07/22	Cotswold Decorating	Painting pavilion woodwork inc materials		£1286.96
28/05/22	L Allen-Hynd	Contribution to the village meeting		£100

Quotes to be considered for approval

date	payee	description	VAT	total
21/06/2022	BuildIt	Play sand		£331.20
20/06/2022	Electrician	Pavilion Gas Boiler / CH Heating System Inspection – gas meter earthing bond	+ VAT	£655.00
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

Council approved the play sand. Cllr Thompson asked why the pavilion gas boiler quote was so high; Cllr Walls to ask for clarity on this quote as it seems very high. The Clerk reported the Play safety Ltd quote was obtained following the RoSPA inspection report, for information. This is not being taken forward until Cllr Blackwell has assessed the findings from the RoSPA report to determine whether it is necessary.

Cllr Walls added he had obtained a quote for £114.00 for an air-conditioning service, plus any parts. Councillors unanimously agreed to go ahead and arrange this service.

Council received the financial update and bank reconciliation for Year End to 31 March 2022 and reviewed the actual spend against the budget 2021-22. The budget 2022-23 was updated against the actual 2021-22 figures. The Clerk noted that the parish council was holding £67.50 for HCAN and requested that the HCAN take it back.

Council noted the insurance policy 1st June cover was reviewed and changes made in line with the asset register May 2022.

Council reviewed the level of general reserves held and considered £32,000 to be adequate.

The Clerk presented the accounts 2021-22 to year end 31 March 22 and these were noted.

22/116 Receive the Annual Internal Audit Report (AIAR) 2021-22

The Clerk had previously circulated the Annual Internal Audit Report (AIAR), carried out in June by an independent auditor, to all councillors. Council reviewed the internal audit report for 2021-22 and considered the internal auditor to be independent and competent. The recommendations were considered including having 2 councillors to approve the online banking and keeping paper copies of signed minutes and paper copies of initialled invoices.

The Clerk noted that the parish council has moved to a paperless system, wherever possible, with all payments being carried out via online banking, however the legislation lags behind the technology. The Clerk circulates all invoices, which are checked, by both approvers, against payments. The parish council considered this to be a proper and adequate process.

The internal auditor had also recommended that the Clerk's salary and expenses are recorded in the minutes. Cllr Kay noted the recommendation, however proposed that this information was not included in the minutes due to confidentiality, Cllr Thomson seconded as he noted the Clerk's salary and expenses are detailed in the accounts and in the budget which are published on the website. All councillors agreed this was adequate.

22/117 Approve the Annual Governance Statement 2021-22

The Clerk/RFO presented the accounts for 2021-2022, previously circulated. The accounts were approved by the Council. The Annual Governance Statement was signed by Cllr Kay (Chair) and the Clerk.

22/118 Approve the Accounting Statement 2021-22

The Accounting statements were approved by Council and were signed by Cllr Kay (Chair) and the Clerk/RFO.

The Clerk noted that due to councillor sickness, the parish council meeting scheduled for 28th June was not quorate so was postponed until 7th July. The submission deadline for the 2021-22 Annual Governance and Accountability Returns (AGAR) was 31 July. The external auditor was notified and agreed to an extension to submit the AGAR, but we have not met our statutory requirements. The confirmation of the dates for the exercise of rights to view the accounts is Monday 11th July – Friday 19th August.

22/119 Costs to update the parish council website

Clerk has obtained 1 quote and is waiting for 2 more quotes.

22/120 Approve document updates

Council reviewed the following documents:

Asset register June 2022

Risk management schedule June 2022

Cllr Walls suggested the fire certificate of inspection and the fire inspection report are appended to the risk management schedule. Council unanimously approved the documents with the addition of the fire report.

22/121 Note the casual vacancy

Council noted that there were no calls for an election so the parish council can co-opt to fill the casual vacancy. The vacancy is being advertised on the website and the noticeboards.

22/122 Councillor items for future discussion

CLlr McDonagh asked that the climate emergency item was added to the agenda. The Severn Wye Energy Agency (SWEA) has come back with a report on the pavilion.

CLlr Walls reported there was a lack of volunteers to keep the community shop open all day and it will need to open on reduced hours over the summer. An update on the shop to be added to the next agenda.

CLlr Kay reported the Village Hall have had the SWEA survey and are reviewing what recommendations they will install. They are getting funding from grants so may not be asking us for any money.

CLlr Kay and Blackwell met with the football club and has drafted a licence. They will take over some of the cleaning tasks. Responsibilities for the football pitch. They have access to funds to improve the pitch as it is prone to drainage problems. The football club licence will be added to the next meeting agenda.

22/123 Confidential item to discuss staff remuneration

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Council resolved that, due to the confidential nature of the business to be transacted under this agenda item, the public is excluded from the meeting during the consideration of this item.

22/124 Date of Next Meeting

The next meeting will be on Tuesday 23rd August 2022 in the Village Hall.

Meeting closed at 22:10

Chair's signature..... Date