

# MINUTES

## Parish Council Meeting Minutes

25 June 2024 | 19:30 | Marianne Simpson

### 24/052 Attendance and Apologies

In attendance Cllrs Kate Kay, Chris Blackwell, Christina McDonagh, Matt Peters, Miranda Waller. Also Present: County Cllr Steve Robinson, and Clerk Marianne Simpson.

3 members of the public.

Apologies: Cllrs Alistair Thomson, Seb Howells, James Bowers, District Cllr Maggie Dutton

### 24/053 Declarations of interest or requests for dispensations

None.

### 24/054 Approval of Minutes

The minutes, previously circulated, of the last meeting held on 21 May 2024 were confirmed as a true record and Council resolved to accept the minutes.

### 24/055 Chair's announcements

Cllr Kay reported that the 3-in-1 is struggling – need to raise income and decrease the cost of running the Church. Heating costs are a particular problem. They are having a meeting, for anyone to attend, to think about what they can do to raise money. They would welcome support from the Parish Council. They are holding a meeting in July.

Cllrs Peters, Kay and County Cllr Robinson went to Ruskin Mill 2 weeks ago representing the PC and District. Princess Anne was there.

The Nailsworth CAN, Nailsworth Town Council, Stroud Valleys Project, Gloucestershire Wildlife Trust have formed a group to raise awareness of restoring nature – a meeting is being planned for July or August to see if there are any projects to develop together.

### 24/056 Consider changes to the order of business

None.

### Meeting adjourned for members of the public to address the Council

There were 3 members of the public representing the Cycling and Walking Project. David Walls, Mavis Zutchi and Tim Bevan gave an update on the walking project and talked about the cycling project. They discussed the plans for a cycle rack/shed by the Pavilion.

Overall, the original proposal of HCWP £15,500. The cost has come in at £13,500. A grant for £13,500 from SDC was provided for both walking and biking project. Caring for the Cotswold Landscape grant of about £2200, a Rural England grant of £5700, and the GCC Build Back Better Fund of £1000 have been agreed. It was noted that the grants were previously received upfront of costs, moving forward the costs will need to be made before the grants are received.

Tim Bevan outlined the bike shelter – in-keeping, high spec, accommodate up to 4 cycle racks (8 bikes), 3 of which will be open access, a third of the shelter will be lockable to future-proof it for e-bikes. It will be timber clad with sedum (green) roof and solar lighting.

The location of the shelter was discussed. Council agreed to option 3 – HOP (Orchard Project) shed to be moved to the other side of the track and the new cycle shelter to be located between the Pavilion and the patio area; the parking space is maintained. Option 3 is the most expensive option, at £1000 more, as there are costs associated with moving the HOP shed, but all agreed, it was the favoured option.

Mavis added that they plan to start a village walking group later in the year.

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## 24/057 Receive reports from District and County Councillors

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County/District Cllr Robinson said nothing to report on GCC as their first meeting is tomorrow. He reported that the damaged wooden fence in Downend is being replaced and £10,000 of his Highways Local fund will be spent on this this year.

The Yellow lines consultation has finished.

District Cllr Kay gave her District Council report. District Cllrs Kay, Robinson, Dutton met with the SDC Chief Executive and other senior members of SDC, and they did a ward walk around Horsley. They spoke about SDC transfer of assets. Cllr Kay asked if SDC would give the PC the carpark in the centre of the village for £1. The next SDC meeting is in July.

*Cllr Robinson left the meeting.*

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## 24/058 Clerk's report and Correspondence

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The Clerk's report (for information only) and all correspondence had been circulated prior to the meeting and confirmed.

GGC Winter update requests have gone out. Orders for bagged salt. Plus, grit bins, replace an existing bin, relocate a bin to a better location or install a new bin. Cllr Blackwell to check stocks left over from last year and forward requirements to the Clerk.

GRCC have a fund for Village Hall (VH) improvements. They fund 20% of costs. Cllr Kay to talk to the Village Hall group, with a proposal to repair/improve the VH carpark. Cllr McDonagh asked if the Church 3in1 may be interested in a grant to replace their boiler. Clerk to circulate the application form.

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## 24/059 Update on highways and footpaths

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59.1 Update on the Cycling and Walking Project – discussed during the public session.

59.2 Update on the Community Speedwatch Group - Cllr Waller to follow up on the Community Speedwatch Group.

59.3 Update on the VAS data. Cllr Walla to take over the collection of the VAS data. Cllr Peters and Walla to arrange a handover meeting.

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## 24/060 Consider the Pavilion maintenance and refurbishment of the toilets

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The council needs to agree a general maintenance plan for the Pavilion. Cllr Peter to draft a schedule of on-going repairs. There is a need to refurbish the toilets in the shop.

Cllr Blackwell recommended that the Pavilion boiler is removed and replaced with a PAYG meter for the emersion heater. Council unanimously agreed.

Council agreed to a maximum figure of £3000 for decoration of the entrance area and the refurbishment of the toilet. Cllr Peters to obtain 3 quotes for the toilet and entrance area re-decoration. The community shop may contribute.

The responsibility for refurbishing the changing rooms will be the Football Club.

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## 24/061 Consider Football Club agreement and review of licence

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Cllr Blackwell and Kay to progress negotiations with the Football Club to agree a new licence.

They have a license arrangement for use of the changing rooms and use of the field for football games. They will need to provide a fixture list each season. They are to manage the facilities and maintain the premises. They also need to manage the parking. Cllr Kay had circulated a draft licence and read out the football club responsibilities. The licence will be revised and circulated prior to the next meeting.

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## 24/062 Update on Gigaclear

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Deferred to next meeting.

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## 24/063 Update on play area and any general repairs for the year

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Cllr Blackwell reported that the play area may need some improvements/repairs. The wooden posts are stable and the sail shade has been taken down. The repairs can wait until the Autumn.

## 24/064 Report on planning decisions and planning applications

### Planning applications

- S.24/0573/HHOLD and S.24/0574/LBC Location: Horsley Court, Narrowcut Lane, Horsley, Stroud. Description: Erection of a single storey infill extension. Internal and external alterations. Alterations to modern outbuildings. Revised consultations. **No comment.**
- S.24/0877/HHOLD Location: 4 Stevens Way, Horsley, Stroud. Description: Erection of a single storey front extension. **No comment.**
- S.24/0961/LBC Location: Ruskin Mill Trust, The Gables, Tiltups End, Horsley, Stroud. Application Type: Listed Building Description: Repairs to stair in basement and 1st floor with strengthening steelwork and new oak beam. **No comment.**

### Planning decisions

- S.23/2050/FUL Land Parcel North West Of Ragged Barn, Horsley - Agricultural yard, new access, screening bund and substitution of grain barn for calf shed, including solar panels. Permission
- S.24/0536/FUL Grange Cottage Upper Barton End Lane - Replacement dwelling including associated amenity space, landscaping, access and parking, following demolition of existing dwelling and existing single storey detached garage. Refusal.

Council noted that planning enforcement is now more active and proposed the requests to planning enforcement last year are followed up.

## 24/65 Authorise payments of the parish council and receive financial matters

65.1 Payments made between meetings were ratified:

date	payee	description	total	VAT	pay
18/06/24	Hugo Oliver	Pavilion cleaning May 13-30, June 13	£200.00	-	
24/05/24	British Gas	Pavilion electricity	£612.97		DD
11/06/24	British Gas	Pavilion gas	£46.38		DD
06/06/24	Water Plus	Pavilion water	£38.11	-	DD
08/06/24	Microsoft	Microsoft 365 annual subscription	£79.99	£13.33	DD
21/06/24	Post Office	Postage to send Internal Audit docs to auditor.	£10.30	-	

65.2 Payments received between meetings were noted:

date	from	description	total
17/06/24	Community Shop	Payment to HPC to share costs	£199.25

65.3 Payments for authorisation were approved:

date	payee	description	VAT	total
13/06/2024	M. Zutshi	HCWP expenses - stationery and photocopying		£19.78
13/06/2024	P. Hofman	Poster printing, for the HCWP Village Footpath Walk		£12.50
13/06/2024	Drew Landscaping Ltd	HCWP install 2x dog access gates	£130.00	£780.00

01/06/2024	Town and Parish Council Websites	Annual website hosting and maintenance (01/06/2024 to 01/06/2025)		£240.00
21/06/2024	Walker Fire	Fire safety inspections	£26.58	£159.51
	Iain Selkirk	Internal Auditor		£150.00

- 65.4 Council received the Year End 2023-24 Receipts and Payments Statement and bank reconciliation
- 65.5 Council agreed the general reserves policy at 1 times precept is adequate. The precept 2024-25 is £40,700.
- 65.6 Council agreed the earmarked reserves 2023-24 as detailed in the budget.
- 65.7 The Clerk reported that the internal audit had been carried out by a competent independent auditor. Council received the findings of the Internal auditors report. The internal auditor examined the Council's records in the areas delineated in the schedule and made enquires as deemed appropriate. In their opinion the systems of internal controls are adequate for the purpose intended and there are no matters to be brought to your attention.
- 65.8 Council received the Annual Internal Audit Report 2023-24 which had been signed by the internal auditor. No issues had been highlighted.
- 65.9 Council noted that last year's External Auditor Report 2022-23 raised no matters and stated that 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'
- 65.10 Council approved the Annual Governance Statement 2023-24. The Chair signed the statement and then the Clerk signed.
- 65.11 Council received the Accounting Statements 2023-24. The Clerk certified that for the year ended 31 March 2024 the Accounting Statements have been prepared on a Receipts and Payments basis following the guidance in Governance and Accountability for Smaller Authorities. The Clerk/RFO signed the Accounting Statements. They were approved by Council and the Chair signed them.
- 65.12 The Clerk reported that David Walls had been removed from the bank mandate as he is no longer a councillor. Cllrs McDonagh and Howells have been added to the bank mandate and are now online banking approvers. Cllr Thomson to remain on the bank mandate.

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#### 24/066 review asset register

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Council reviewed and approved the Asset Register with the addition of the new play equipment (2 new springer rockers), and the new tables and picnic benches added by the Pavilion. Bike storage shed to be added once the cycling project is complete.

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#### 24/067 update on new website

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The Clerk reported that the new website design uses WordPress. The design is now complete although it needs populating with all the required documents.

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#### 24/068 Councillor items for future discussion

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None

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#### 24/069 Date of Next Meeting

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The next meeting will be on Tuesday 23<sup>rd</sup> July 2024 in the Village Hall.

*Meeting closed at 9:40pm*

Chair's signature..... Date .....