

# MINUTES

## Annual Parish Council Meeting Minutes

23 May 2023 | 19:30 | Marianne Simpson

### 23/081 Elect a Chair and receive Chair's Declaration of Acceptance of Office

Cllr Thomson nominated Cllr Kate Kay as Chair, Cllr Blackwell seconded. Cllr Kay was unanimously elected as Chair for the ensuing year. Cllr Kay signed the Declaration of Acceptance of Office.

### 23/082 Elect a Vice-Chair and receive Vice-Chair's Declaration of Acceptance of Office

Cllr Kay nominated Cllr Alistair Thomson as Vice-Chair, Cllr Blackwell seconded. Cllr Thomson was unanimously elected as Vice-Chair for the ensuing year. Cllr Thomson signed the Declaration of Acceptance of Office.

### 23/083 Attendance and Apologies

In attendance Cllrs Kate Kay, Alistair Thomson, David Walls, Chris Blackwell, Seb Howells, James Bowers, Christina McDonagh, Matt Peters. Also Present: County Cllr Steve Robinson, District Cllr Norman Kay and Clerk Marianne Simpson and 4 members of the public. Apologies: District Cllr Natalie Bennett and Cllr Bryn Howells.

### 23/084 Declarations of interest or requests for dispensations

Cllr K Kay declared an interest in both planning applications in Wallow Green.

### 23/085 Approval of Minutes

The minutes, previously circulated, of the last meeting held on 25 April 2023 were confirmed as a true record and Council resolved to accept the minutes.

### 23/086 Chair's announcements

Cllr K Kay declared that this is the Annual Parish Council Meeting, and usually this meeting is suspended at 8:00pm to move to the Annual Parish Meeting which includes a report of parish council activity during the previous year 2022-23. As members of the public were present, she read her Chair's Report 2022-23 during this item and expressed thanks to the councillors for all their hard work over the past year.

### 23/087 Consider changes to the order of business

Cllr Kay moved the Cycling and Walking Fund item up the agenda, after the public session.

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

Two residents of Sugley expressed concern that Gigaclear are proposing a solution for the 5 properties in the hamlet, that will not work and asked if the parish council could help. Cllr Howells gave an update on Gigaclear. Washpool up to lower Barton End are not in the current program, although the issues on Hay Lane and Hartley Bridge have been resolved and they should be able to order the Gigaclear service in 4 -6 weeks. The issue in Sugley Lane is that some people are missing pots. Gigaclear have advised that customers who do not have pots should engage directly with Gigaclear Support, as the parish council has limited influence in this. Sugley are in the plan for Gigaclear with Openreach poles being used to connect with the property at the top of the track. The Sugley residents said there are no poles up the track. Cllr Thomson to meet with the residents and follow up on this issue with Gigaclear.

### 23/088 Consider an application to the Stroud District Council walking and cycling fund

Mavis Zutshi, from the Horsley Cycling and Walking group outlined the work the group is doing on two bids for funding from Stroud District Council (SDC) and wanted to invite Council participation and support in the bid.

SDC have £400,000 funding pot, to promote active travel and support their zero-carbon strategy. Cllr McDonagh and District Cllr Norman Kay are part of the group, plus other volunteers. Safety, speed, state of the roads, particularly the B4058, are all concerns in Horsley, however, a reduction in the speed limit and resurfacing are all the responsibility of Gloucestershire County Council (GCC). The group met with Local Highways Manager (LHM) Paul

Helbrow who felt there was little GCC could do, due to regulations and resources. The group could commission a feasibility study to determine what traffic calming could be achieved and SDC may fund this. The proposal is to promote connection between the hamlets and the centre of the village, and to Nailsworth. To include replacing old wooden stiles with kissing gates, installing bike racks, a fixed cycle pump, and an e-bike charging station. Other ideas include a walking school bus. The group plans to submit the first bid at the end of July.

Cllr K Kay proposed the parish council endorse, assist, and support the bid. Council agreed Cllrs McDonagh and Walls be part of the group and to provide a small grant to cover expenses. Cllr K Kay proposed a £100 grant is approved, all in favour.

District Cllr Norman Kay added that he is a member of the environment committee. GCC have allocated a fund of £500,000, there is also access to SDC CIL money. County Cllr Robinson added the Footpath warden can provide funding for kissing gates.

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## 23/89 Reports from the County and District Councillors

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District Cllr Norman Kay reported that SDC held their annual meeting last week, and he was elected as Vice-Chair and District Cllr Natalie Bennet is Deputy Leader of the District Council and a member of the Resources Committee. Cllr N Kay requested consideration is made for further defibrillators in Horsley as there is only one defibrillator outside the school, which is too far away for most villagers.

County Cllr Robinson reported the crossing from the Ruskin Mill Café will be resurfaced this year. Regarding the potholes outside the school, only deep ones get filled due to the limited finances. Chris Uttley and Mike Vaughn (Village Flood Warden) are working on resolving the flooding in Downend. Cllr K Kay suggested the GCC Highways members visit Horsley, so they can see the state of the road for themselves.

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## 23/090 Appointment to committees and outside bodies

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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 Walls, Cllr S Howells
- Footpaths Cllr Blackwell, Cllr S Howells
- School Liaison Cllr Thomson
- Village Hall Rep Cllr Bowers
- Ruskin Mill College Cllr Peters
- Highway Matters Cllr McDonagh, Cllr B Howells
- Horsley Charities Cllr Thomson
- Playing Field Cllr Blackwell, Cllr Bowers
- Website Cllr S Howells, Cllr K Kay
- Gigaclear Cllr S Howells
- Horsley Shop Cllr Walls
- Football Club Cllr Blackwell
- VAS Data monitoring Cllr Peters
- Nupend orchard/HOP Cllr Walls
- Burial ground Cllr K Kay
- HCAN Cllr McDonagh
- Village Hub Cllrs Walls, Thomson, Bowers, Blackwell, S Howells

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## 23/091 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.

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## 23/092 Update on highways and footpaths

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### 92.1 Consider yellow lines in Horsley.

The parish council were originally advised that there would be no charge, however GCC Highways have invoiced £2500 for the yellow lines. County Cllr Robinson said each parish has to pay for a share of the TRO cost of £20,000. The plans for the yellow lines will then go out to consultation. Council noted that GCC Highways hold

£2300 from the Sealey Wood S106 agreement. Cllr Thomson proposed that council pay the remaining £200, Cllr K Kay seconded, all in favour.

#### 92.2 Update on VAS operation and data

Both VAS signs are working, but there are problems accessing the data from the Nupend VAS. The VAS above the school zones average speed is 33mph, 85% doing 35mph or less.

#### 92.3 Update on the Community Speedwatch Group

No update on date for speed checks or on training for the Horsley Community Speedwatch group. Ten residents have responded to join the group.

#### 92.5 Pledge to support the request for 20mph in Gloucestershire villages.

Many parishes continue to campaign for 20mph speed limits on streets throughout Gloucestershire where people live, work, shop, play or learn. It is a decision made at parish-level and does not require the support of your County Councillor. 20's Plenty for Gloucestershire is updating its information showing the current level of support. Cllr K Kay noted that Horsley has 250,000 traffic movements annually visiting the tip. The council resolved to support the 20's Plenty for Gloucestershire campaign and will write to GCC in support of 20mph in Horsley.

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### 23/093 Consider the football club agreement

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The Clerk reported the football club last paid rent on 26/11/21 £630 (Rent 2019-20 (£210 half due to covid) + 2020-21 (420)). Council agreed to invoice £840 which is £420 (22-23) plus backdated rent of £420 (21-22).

Council to review the rent for 2022-24 and to draft a new agreement for use of the playing field and pavilion changing rooms as many matches are played for the different team levels and most players do not live in Horsley, causing issues with parking.

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### 23/094 Update on the Village Hub project

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Cllr Walls reported that the contractors have started demolition of the old stone garages. He outlined the costs. To move the pavement to provide safe access to the play area and complete the track with shingle will cost £50,000 and will have annual maintenance costs to resurface the track each year.

A solution to improve drainage, with gravel rings to stop the wear and tear on the shingle, will cost a further £9000 to do the whole track. To add the additional area for parking at the end of the track, for 4 or 5 cars, takes the additional costs to £15700. A decision is needed before work starts on the track.

Cllr Walls proposed the potential budget, previously agreed at £50,000, is increased by £11,000, part of which will be mitigated against maintenance costs.

Total costs for the track and moving the pavement is £61,000.

Repairs to the play area will cost £20,000.

Total cost £81,000.

Council unanimously agreed to the increased specification of the track, extra parking spaces, plus play area repairs, for a total cost of £81,000.

This will leave 1.25 x precept.

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### 23/095 Update on the play area

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Clerk had circulated the RoSPA reports for the play area and bike trail. Agree actions from the play area RoSPA inspection report and general repairs. Clerk to obtain quotes for ground erosion, replacement rope swing, zipwire servicing and 2 new springer rockers. No actions required on the bike trail.

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### 23/096 Report on planning decisions and planning applications

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#### Planning applications

- S.23/0804/FUL Gatewillow, Wallow Green, Horsley - Conversion of former stables attached to dwelling to provide annexe.

No comment. Cllr Kay took no part in the discussion.

- S.23/0827/VAR 1 Well Cottages Wallow Green - Variation of condition 2 (approved plans) from application S.22/1116/HHOLD - Erection of two storey and single storey rear extensions and alterations to dwelling, and the reconfiguration of the external fenestration. Outbuilding to be used as ancillary to main dwelling.

No Comment, except Cllr Thomson proposed to add a covenant so that it cannot be sold as a separate dwelling.

Planning decisions:

- S.23/0365/DISCON Barton End Manor, Shiptons Grave Lane - Discharge of condition 3 (hard and soft landscaping) from S.22/1716/HHOLD. Compliance

Planning enforcement:

- S.23 Replacement barn on Davids Lane. SDC planning confirmed that the 2 barns have planning permission. Regarding the issue of the water course, need to get Environment Health to investigate.

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## 23/97 Authorise payments of the parish council and receive financial matters

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### 97.1 Payments made between meetings were ratified:

date	payee	description	total	VAT	pay
04/05/2023	L McLaughlin	Pavilion cleaning (April)	£150.00	0	FPO
05/05/2023	NEST	Clerk pension (April)	£31.03	0	DD
09/05/2023	British Gas	Pavilion Gas Pavilion gas	£25.42		DD
15/05/2023	British Gas	Pavilion Gas Pavilion electricity	£43.93		DD
15/05/2023	PWLB	Public Works Loan Board Half-yearly loan payment	£1428.80		DD

### 97.2 Payments received between meetings were noted:

Precept (half) £19848.31

### 97.3 Payments for authorisation were approved:

date	payee	description	VAT	total
05/05/2023	Gloucestershire County Council	Proposed TRO yellow lines – scheme completion is dependent on a consultation.	0	£2500.00
04/05/2023	Playsafety Ltd	Play area and Mini bike trail RoSPA inspections	£33.50	£201.00

97.4 Council received the bank reconciliation to 30 April 2023.

97.5 Council received and approved the full year accounts and bank reconciliation 2022-23.

97.6 Council agreed to appoint an independent internal auditor, Mr Selkirk, to carry out the Internal Audit. The Annual Governance and Accountability Return must be submitted to the External Auditor PKF Littlejohn LLP by 3<sup>rd</sup> July.

97.7 Council approved the year end reserves movements – see variances sheet

97.8 Council approved the general reserves be set at 1.25 times the precept.

97.9 Council approved the list of direct debits:

- Public works loan board - £1428.80 in May and November
- British Gas – Pavilion electricity monthly
- British Gas – Pavilion gas monthly
- NEST Clerk’s Pension monthly
- ICO Information Commissioners Office – annually £35

97.10 Council reviewed the bank mandate and online banking approvers. Cllr Walls and Cllr Thomson were approved to carry out the online bank authorisations. Council noted no petty cash is held and cheques are hardly ever used.

97.11 Council appointed 2 councillors, each to undertake random, end of year, internal controls. Cllr S Howells and Cllr K Kay to complete the end of year checks. Cllrs Walls and Thomson check all invoices against payments before the online bank transactions are authorised.

97.12 Council approved the Hiscox annual insurance at a cost of £1857. The insurance was agreed last year to run on a 3 year deal. The premium this year has increased due to the index linking figures applied by the insurers which this year are 12% for Buildings and 8% for Contents. If the Parish Council decided not to apply the index linking to the sums insured then the premium would revert back to what was paid last year which was £1,735.37 including Insurance Premium Tax. Council unanimously approved the insurance payment of £1857 to include index linking.

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### 23/098 review council policies and procedures

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98.1 Council reviewed and adopted the Standing Orders – based on the NALC Model Standing Orders 2018 (updated April 2022) was adopted at HPC meeting on 24 May 2022.

98.2 Council reviewed and adopted the Financial Regulations – based on the latest July 2019 NALC version.

98.3 Council reviewed and adopted the Risk Management Policy which includes the pavilion fire certificate and the gas certificate. Council agreed to review it again in 6 months time.

98.1 Council adopted the new Unified Code of Conduct for Parish/Town Councils at its February 2023 meeting. The Gloucestershire unified code of conduct was adopted by Stroud District Council, Gloucestershire County Council and the CEO of GAPTC. The town and parish council version of that code reflects the differences between the councils, largely in respect of the role of the clerk as opposed to the Monitoring Officer. The intention behind this is to provide both clarity and consistency for both the Councils and their Members as well as ensuring that all Councillors only need to pay regard to one set of rules reflecting upon the fact that many Members serve on multiple Councils within the County.

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### 23/099 review asset register

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Council reviewed the Asset Register and agreed to review it again when the Village Hub project and Play Area update is complete.

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### 23/100 To re-adopt the General Power of Competence

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Council noted that the Clerk is CIL qualified and at least one third of councillors were elected and agreed to re-adopt the General Power of Competence.

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### 23/101 update on Gigaclear

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Cllr Howells reported that he has applied for the Village Hall to have a free Gigaclear connection as part of the Gigaclear Community Hub Scheme. The community must hold 4 meetings a year for Gigaclear events. These can be at the same time as the Village Meetings. Cllr Howells to notify the Village Hall Committee. Council re-declared to nominate the Village Hall for the free community connection.

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### 23/102 update on new website

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The website design is complete. The new website needs populating with all the required documents. Cllr K Kay requested that all councillors provide information for the website, to include name, address, phone number and a couple of sentences about yourself and details of which groups/areas you represent.

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### 23/103 Councillor items for future discussion

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Cllr McDonagh requested Mike Vaughn, the Horsley flood warden, is invited to give a presentation at our next meeting.

*10:05 pm the meeting was suspended to move to the Annual Parish meeting.*

*10:15 pm the meeting resumed.*

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### 23/104 Date of Next Meeting

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The next meeting will be on Tuesday 20<sup>th</sup> June 2023 in the Village Hall. This is a week earlier than usual as the Clerk is taking holiday at the end of the month and it is to allow time for the external audit documents to be sent off.

*Meeting closed at 10:20pm*

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