

# MINUTES

## Annual Parish Council Meeting Minutes

21 May 2024 | 19:30 | Marianne Simpson

### 24/031 Elect a Chair and receive Chair's Declaration of Acceptance of Office

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

### 24/032 Elect a Vice-Chair and receive Vice-Chair's Declaration of Acceptance of Office

Cllr Kay proposed Cllr Seb Howells as Vice-Chair, Cllr Waller seconded. Cllr Howells was unanimously elected as Vice-Chair for the ensuing year. Cllr Howells signed the Declaration of Acceptance of Office.

### 24/033 Attendance and Apologies

In attendance Cllrs Kate Kay, Alistair Thomson, Chris Blackwell, Seb Howells, Christina McDonagh, Matt Peters, Miranda Waller Also Present: County Cllr Steve Robinson, District Cllr Maggie Dutton and Clerk Marianne Simpson.

No members of the public. (Two members of the public joined the meeting at 8:15pm)

Apologies: Cllr James Bowers

### 24/034 Declarations of interest or requests for dispensations

None.

### 24/035 Approval of Minutes

The minutes, previously circulated, of the last meeting held on 26 March 2024 were confirmed as a true record and Council resolved to accept the minutes.

### 24/036 Chair's announcements

Cllr K Kay declared this Annual Parish Council Meeting will be suspended at 8:00pm to move to the Annual Parish Meeting which includes a report of parish council activity during the previous year 2023-24. Cllr Kay welcomed all councillors and District Cllrs and expressed thanks to Cllr Thomson for his support as Vice-Chair over the previous years. Cllr Kay also thanked to David Walls for the record, as he did not stand for re-election, but had provided a lot of support during his time as a parish councillor.

### 24/037 Consider changes to the order of business

None.

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

There were no members of the public.

### 24/038 Receive reports from District and County Councillors

District Cllrs Kate Kay and Maggie Dutton and County and District Cllr Steve Robinson reported that the SDC AGM was next week, when the committees will be decided. There were 22 Green, 20 Labour, 2 Lib Dems and x conservatives at SDC, and 26 opposition cllrs, 26 conservatives and 1 independent conservative on the County. The elections for GCC are next May.

### 24/039 Appointment to committees and outside bodies

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

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

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

*8:10 pm the meeting resumed*

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#### 24/040 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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#### 24/041 Update on highways and footpaths

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##### 41.1 Update on the Cycling and Walking Project

The walking project has been successfully completed and there is a celebration walk scheduled for 16<sup>th</sup> June. There will be some money left which will be used to purchase cycle storage by the community shop.

##### 41.2 Update on the Community Speedwatch Group

Cllr Waller to follow up on the Community Speedwatch Group.

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#### 24/042 Consider Football Club agreement and review of licence

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Cllr Blackwell and Kay to progress this.

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#### 24/043 Receive an update on the play area and agree actions and general repairs

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The RoSPA inspection had been carried out. Clerk reported that the cost of a Resistance Wood Drill Test from RoSPA to test the strength of the timbers which support the sail shade is £645 plus VAT. Cllr Blackwell reported that the sun sail supporting timbers were alright. He checks the play area equipment regularly. It was reported that the play castle fence had come off its support; this was promptly fixed by Cllr Bowers.

It was noted that there was a minor accident on the zipwire where a child had hurt themselves. Council recommended that the community shop keep an accident record book.

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#### 24/044 Report on planning decisions and planning applications

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##### Planning applications

- S.24/0839/VAR 1 Well Cottages Wallow Green Horsley - Variation to wording of condition 3 (materials) from S.22/1116/HHOLD.  
No comment.
- S.24/0841/VAR Orchard Barn Tickmorend Horsley - Variation of condition 2 (approved plans) from S.19/1834/FUL - amend layout and design of extension and outbuilding  
Cllr Thomson proposed a covenant that it cannot be sold separately.
- S.24/0701/LBC Barton End House Bath Road Nailsworth - Alterations & repairs to the main house, garage and summerhouse.  
No comment.
- S.24/0731/PBC Field Off B4058, Nupend, Horsley - PD- Temporary campsites- Part 4 Class BC Temporary use of field for a campsite for 66 days.

A member of the public was present to talk to this application. It is for a temporary campsite under General Provision GDO. It is questionable that the applicant has properly applied to the restrictions. How many pitches, traffic, parking spaces, sewage issues. Is it 66 days over specific dates or is it floating dates. The GDO requirements are to specify sanitation areas, fire regs, access.

Council to object to the application as it is lacking in detail. SDC have specified that the council can only put comments in. Cllr Howells to draft response working with local resident.

#### Planning decisions

- S.24/0501/CPE Blackberry Hill House Rockness Hill Nailsworth - Certificate of lawfulness of existing use of the site as residential garden associated with Blackberry Hill House (C3) for a period in excess of 10 years.  
Permission

Review progress on Ruskin Mill, Park Wood planning application.

Cllr Kay reported that the planning application has been withdrawn. Cllr Thomson reported there are 2 issues concerning this. The building - are Ruskin Mill hoping to get retrospective planning permission. The track – is an issue. Cllr Peters to speak to Ruskin Mill on this matter.

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### 24/45 Authorise payments of the parish council and receive financial matters

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#### 45.1 Payments made between meetings were ratified:

date	payee	description	total	VAT	pay
25/03/24	British Gas	Pavilion Gas Pavilion electricity	£658.66		DD
09/04/24	TW Hawkins	Playing field grass-cutting	£326.22		
19/04/24	ICO	Information Commissioners Office	£35.00		DD
23/04/24	Hugo Oliver	Pavilion cleaning	72.00		
23/04/24	Hugo Oliver	Pavilion cleaning	72.00		
25/04/24	British Gas	Pavilion Gas Pavilion electricity	£569.38		DD
14/05/24	PWLB	Public Works Loan Board	£1428.80		DD
14/05/24	British Gas	Pavilion Gas Pavilion gas	£23.25		DD

#### 45.2 Payments received between meetings were noted:

date	from	description	total
29/04/24	SDC	Precept (half)	£20350.00
18/04/24	SDC	CIL (The Walled Garden, Bath Rd)	£6067.37
01/05/24	Lloyds	Interest (Apr, May)	£160.84

#### 45.3 Payments for authorisation were all approved:

date	payee	description	VAT	total
20/05/24	Hugo Oliver	Pavilion cleaning 15, 18, 22, 24, 29 April, 2, 6, 9 May for 2 hrs @ £10/hr.		£160.00
13/05/24	Ace Comfort Cooling Ltd	Shop AC replacement (50% share with shop)	£400.00	£2400.00
01/05/24	Ace Comfort Cooling Ltd	AC not working call out.	£36.00	£216.00
20/05/24	GAPTC	GAPTC subscription 2024/25		£216.83
20/05/24	Drew Landscaping Ltd	Footpath Green route - 39 steps replace rotten posts.	£84.00	£504.00
18/05/24	Arthur J. Gallagher Insurance	Horsley PC insurance		£1958.94
25/04/24	Silver Tree Services Ltd	Green route – 39 steps	£802.00	£4812.00
25/04/24	Playsafety Ltd	Play area and mini trail annual inspection.	£35.20	£211.20
08/06/24	Microsoft	Microsoft 365 annual subscription – set to auto renew on 8 <sup>th</sup> June.		£79.99
29/04/24	A R Plumbing & Heating	Annual Boiler inspection was not completed as the boiler is not working. It will need to be repaired first and then rechecked.	£14.00	£84.00
03/05/24	HM Prison And Probation Service	LEYHILL SUPERVISED WORK PARTY - 12TH APRIL	£50.00	£300.00
25/04/24	G Stiles	Defibrillator battery and pads replacement		£313.50
20/04/24	Goldenstones Gardening Limited	Graveyard maintenance – 1/2, 16/2. 22/2, 4/4	£153.75	£922.50
15/04/24	Clare Perla	Payroll Jan-March 2024 and backdated pay calc.		£60.00
01/04/24	ICCM	Institute of Cemetery and Crematorium Management Annual Subs.		£100.00

The Clerk reported that the Horsley Cycling and Walking Project group have requested payment of £100 for project expenses. Incidental expenses to be submitted to the Clerk for payment and approved separately.

45.4 The monthly bank reconciliation was deferred to the next meeting, when the Year End Accounts will be presented.

45.5 List of direct debits agreed as last year.

45.6 The bank mandate and online banking approvers were reviewed as Cllr Walls has now left. Cllr Thomson to remain on the bank mandate. Cllr McDonagh and Howells to be added.

45.7 Council appointed Cllr Kay and Cllr Howells to carry out the internal control checks.

45.8 Council approved the insurance policy renewal.

45.9 The Clerk reported that the Pavilion solar panels Feed in Tariff (FiT) payments had been suspended. Cllr Peters to take a photograph of the FiT meter and forward to the Clerk for submission to British Gas to reinstate the FiT payments.

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#### 24/046 review council policies and procedures

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Council reviewed the Standing Orders, Financial Regulations and Code of Conduct and approved the policies.

Council reviewed the Risk Management Policy and agreed to include reference to the play area accident book. This should be kept in the Community Shop and any accidents reported should be recorded with any actions to be taken to mitigate against further accidents.

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#### 24/047 review asset register

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Council reviewed 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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#### 24/048 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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#### 24/049 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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#### 24/050 Councillor items for future discussion

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Cllr Thomson requested Gigaclear is added to the next agenda.

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#### 24/051 Date of Next Meeting

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The next meeting will be on Tuesday 25<sup>th</sup> June 2024 in the Village Hall.

*Meeting closed at 9:15pm*

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