

MINUTES

Meeting: Hunts Grove Parish Council
Date and time: 12 July 2021 at 6:15pm
Venue: Holiday Inn Express, Waterwells Business Park

Present:

Cllr Mark Ryder (Chair)
Cllr Demelza Turner-Wilkes (Vice-Chair)
Cllr Adam Hampson
Cllr Martyn Holmes
Cllr Sandra Meecham

Also In Attendance:

Kathy O’Leary Chief Executive Stroud District Council
District Cllr Gill Oxley, Stroud District Council
Five members of public
Emma Geater, Crest Nicholson via Zoom
County Cllr Stephen Davies, Gloucestershire County Council for item 50/21 via Zoom
Julie Shirley, Interim Parish Clerk

45/21 APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Stephen Davies, he will join the meeting later via Zoom to give his report.

46/21 DECLARATIONS OF INTEREST

There were none.

47/21 MINUTES

Council resolved to approve the Minutes of the Meeting held on 14th June 2021.

Cllr Ryder proposed bringing forward the agenda item for the adoption of Standing Orders. All agreed.

52/21 POLICY WORKING GROUP

To adopt Standing Orders as adapted from the NALC model template.

Cllr Ryder outlined the purpose of the Standing Orders which have been adapted from the NALC model standing orders. Council **resolved** to adopt the standing orders as drafted and conduct the meeting in accordance with the orders.

48/21 WELCOME & ACKNOWLEDGE VISIT OF STROUD DISTRICT COUNCIL LEADERSHIP TEAM

The Parish Council welcomed Stroud District Council Chief Executive Kathy O’Leary. Kathy thanked the council for the tour of the parish, and gave an overview of how the District Council find ward walks useful.

District Cllr Oxley introduced herself to all present. Cllr Oxley covers Hardwicke, Elmore, Moreton Valence.

49/21 PUBLIC PARTICIPATION

Residents were invited to address the meeting.

A resident enquired about the cost of new noticeboards and asked if the existing noticeboards can be repaired.

A resident enquired as to why Hunts Grove PC was involved in the roundabout project when the roundabout is not located in Hunts Grove parish. Cllr Ryder explained that the council is interested in the project and has invited members of the roundabout group to present information to the council. The resident also mentioned about a play area that needed attention.

Two members of the Roundabout Group attended the meeting to give an overview of the roundabout project. The project dates back to 2018 when Crest Nicholson indicated it may be able to contribute £3,000 to the development and landscaping of the roundabout. The group are awaiting confirmation from Crest Nicholson regarding the financial contribution. Prima Dental are willing to contribute as it would mean they no longer have to mow the grass on the roundabout. There have also been offers of plants etc. The group have a local gardener who will help with ideas for the roundabout. Consideration has been given to the installation of large boulders to give some height on the roundabout. The group are liaising with the school to run a competition to plant acorns to grow saplings, donating the unused plants to the local arboretum. Group are awaiting a response from Highways but understand there is a gas main running through the roundabout. The group enquired if the council had any expectations in how they work with Crest on the project, was there any available funding, conditions on advertising etc. They would like to start the project March 2022.

Cllr Ryder thanked the Roundabout Group and confirmed that Will Phillips is the technical director at Crest SW. The group could apply to the Energy from Waste Facility grant who are offering funding of up to £25k; however funding has to go through a constituted organisation which perhaps the parish council can assist. Grant funding application deadline has been extended to August. There is also the Queen’s Canopy Project which promotes the planting of native trees. Lucie Brailsford can assist with information on the process with Highways regarding design, eg clear lines of sight. Lucie previously contacted LDA Design and secured an offer of helping produce professional highways compliant designs for the group. This offer may be available and should be checked via Lucie.

Cllr Meecham noted that MJ Church offered to move earth on the roundabout to assist with landscaping. Cllr Meecham offered assistance with the project and will pass on contact details.

Cllr Hampson enquired what was planned for the surrounding area as the land is overgrown which will affect look and feel of roundabout. The council is expecting that area is finished off when the development is completed. The Council will check with Crest about the boundary and whether the Daniels Brook Land by the Marconi roundabout is within Crest control.

Action: HGPC to check on status of Daniels Brook Land by Marconi roundabout and report back.

Cllr Holmes stated he was pleased with the progress the group has made and suggested that some of the neighbouring businesses may be interested in financially contributing; Cllr Meecham has previously made requests some time ago without success. This is something that can be followed-up as some new business have moved into the area. Cllr Turner-Wilkes also spoke positively about the project and offered assistance.

Cllr Ryder invited the Roundabout Group to update the council on progress at a meeting in two months' time.

50/21 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

Cllr Ryder circulated a written report ahead of the meeting and provided verbal updates on Symmetry Park employment proposals, there is an opportunity to give consultation feedback and Cllr Ryder will take that forward for Haresfield, Hunts Grove and Standish. The M5 junction 12 improvement scheme under discussion; there is a question around whether Highways England and GCC Highways would allow further development near J12 in advance of the improvement scheme. Cllr Ryder is following up.

There is a Boundary Commission consultation on proposed parliamentary constituency boundary changes to balance the number of constituents in each parliamentary area. The 8 week consultation period closes on 2nd August 2021.

Stroud District Local Plan Review consultation was extended and now ends on 21st July.

SDC Development Control Committee has a new call-in option, requests can be called-in via the district councillor or via a form on the SDC website.

The Energy From Waste Facility environmental monitoring is coming to an end at the end of 2021. Monitoring hasn't detected anything of concern; however Standish PC would like the monitoring to continue which will need funding. Hunts Grove PC to debate this matter at the next meeting. There is an opportunity to have a tour and hold the council meeting at the facility; this is for consideration at the August meeting.

Action: Clerk. Add environmental monitoring and facility tour to next agenda.

County Councillor Stephen Davies joined the meeting via Zoom to deliver his report. £2million Build Back Better fund set-up of which £40k is allocated to each County Councillor to grant to local organisations; contact Cllr Davies for further info. There is a £200k Gloucestershire Digital Innovation Fund available. Next budget will have clear focus on climate change and young people. £2.6million fund for adult skills. The key cabinet members have been confirmed. The Highways Manager for the Hunts Grove area is now Yakub Mulla.

Councillors raised several questions:

Cllr Ryder: Hardwicke received a traffic notice about works affecting the overbridge which will be closed for up to 13 months, however nothing received by Hunts Grove PC. Cllr Davies has already raised this and Hunts Grove PC should now be added to the circulation list. A site meeting with the Highways Manager requested to look at the safety issue at Harrier Way junction; Cllr Davies has raised this with Yakub who has forwarded this to the appropriate person. Cllr Davies will follow-up.

Cllr Hampson: reference the overbridge closure, has provision been made for the diversion of construction traffic? Cllr Davies will enquire.

Cllr Holmes reiterated that a good plan is needed to ensure construction traffic does not use Harrier Way during the overbridge closure: Cllr Holmes would like to follow this up at a site meeting with Highways to look at the junction safety.

51/21 CREST NICHOLSON

Council received an update from Crest Nicholson, Emma Geater, following the business meeting held on 28th June 2021.

Emma updated regarding the construction traffic, Crest has been in contact with the other developers to progress construction traffic using the haul road. Emma and Lucie will update when they have more information. There will be a visibility site meeting and proposals are being drawn up to improve visibility. Crest Nicholson requested to share the findings with the parish council.

General maintenance of verges: site visits have taken place and contractors will be deployed asap to action the work. Missed works from the tree survey have now been completed, have been out to site and updated the survey and Crest will review with the contractor and Crest will update on further works.

Pine Marten play signage should be in place by end of July.

Street name signage outside 1A and 1B Hunts Grove Drive will be moved in accordance with the plan supplied by HGPC. Highways have confirmed agreement with this.

Damaged lamp post outside 43 Hunts Grove Drive - to be fixed by 16th July.

Street name signage for Lime Tree Court has been ordered and should be in place by the end of July.

Council passed on complaints from residents about overgrown grass and weeds at the POS opposite houses, the concern is the vegetation creating a fire risk. Crest requested to at least cut a strip nearest the houses. Council offered to join a site visit with contractors for a walk around the areas of concern.

Council previously requested restarting the site manager meetings and dates were forwarded via Lucie; an update to this item was requested.

The parish council website has been updated with the approved Phase 2 open space approved plans and consultation documents, which raised some questions from residents. There has been a request that the basketball court be orientated 180 degrees; Emma agreed that in principle this should be possible providing there was available space.

Cllr Hampson noted that the tree survey has not yet been received from Crest. Emma will chase up and send the updated version. It was pointed out that the hinged lampposts have been painted top and bottom but not the bit in the middle; this will be addressed when Phase 2 is done.

Cllr Turner-Wilkes raised concerns from residents about the POS, eg flood lighting, drainage, height of mounds, preventative measures to stop vehicles being driven onto the POS etc. Cllr Turner-Wilkes will summarise the concerns and email Emma to follow-up.

Cllr Ryder felt that was a good update from Crest, but with the number of residents' concerns the HGPC need to follow this through.

52/21 POLICY WORKING GROUP (continued)

- a) To review the status of actions and recommendations detailed in the Policy Working Group minutes of 1st June 2021. Cllr Ryder suggested the Policy Working Group meet on 2nd August 4-6pm Clerk to attend if available.

Progress on the draft policies was discussed, all drafts to be reviewed by Clerk and put forward to Council for adoption at next available meeting.

Cllr Hampson gave an update on notice board funding request with Crest; Cllr Ryder suggested putting in a grant application to the Energy from Waste Facility. It was noted that the existing two notice boards were prone to become damp and moldy inside despite regular cleaning. The exterior structure needs improving. A funding application to the Energy from Waste Facility to be drafted by Cllr Turner-Wilkes and Cllr Hampson and reviewed at the August working group.

Action: Clerk to review all the draft policies by 2nd August.

Action: Cllr Turner-Wilkes and Cllr Hampson to draft funding application by 2nd August.

- c) To adopt Financial Regulations as adapted from the NALC model template. Item deferred to August meeting.

Action: Clerk to add Financial Regulations to August agenda.

53/21 FINANCE REPORT

- a) The Clerk presented the finance report for the period ending 12th July 2021 and the list of payments.

Resolved; to approve the monthly financial report and payments.

- b) Council noted that Lloyds Bank has suspended opening new Treasurer accounts and **resolved** to open an account with Unity Trust with all five councillors as authorised signatories. Council noted that the Unity Trust account incurred £6 per month banking fees and this was considered acceptable due to the savings made by not issuing cheques by post.

Action: Clerk to complete the banking mandate with Unity Trust and use the Chairman's postal address as the registered address.

Three members of public left the meeting at this point.

54/21 PLANNING & HIGHWAYS UPDATE

Cllr Ryder noted that we are not receiving Highways updates from Gloucestershire County Council. Cllr Ryder plans to collate the Harrier Way/Hunts Grove Drive junction collision footage and incidents feedback received from residents via the parish Facebook page, and forward to Gloucestershire Highways via County Cllr Davies. The concern about construction traffic was raised earlier in the meeting with County Cllr Davies.

55/21 PLANNING APPLICATIONS

Council considered the following application:

S.21/1584/FUL Unit 4 Gateway 12 Business Park Davy Way, erection of security fence and associated gates.

Resolved; the council has considered the application and has no objections.

56/21 PARISH COUNCILLOR REPORTS

(for information only)

Cllr Ryder: thank you letters have been sent to those involved with the Shadow Council. A pest control issue has been advised in the Five Oaks area, awaiting further information from residents in regards to this matter. It was suggested that PRIEM be invited to the next meeting.

Action: Cllr Holmes to invite PRIEM to next meeting.

A letter to Crest regarding construction traffic has been drafted by Cllr Ryder and reviewed by Cllr Holmes.

Action: Clerk to send the letter to Crest.

The Facebook launch has gone very well. Working Group to review next steps regarding communication strategy.

Cllr Ryder had circulated a policy regarding councillor reports: any substantial updates or those items requiring a vote will need a separate agenda item and councillor submits written report. General updates that are short verbal reports can be included in the parish councillor report agenda item.

Cllr Turner-Wilkes sent a card to Ann Wilson and will make further contact to offer support. There are safety concerns regarding Acorn Park logs, currently awaiting an update from Crest and will follow up with Emma along with other points regarding the POS. Councillors are requested to update the Google drive with any photos and inspections of the play parks, these are to be addressed promptly.

Cllr Hampson has had contact with a councillor at Standish who has offered to assist with inspecting the trees, this will be added to the survey carried out by Crest. There has been difficulty with disposing of collected litter following community litter picks; it was noted that Neighbourhood Warden Simon Jarvis can assist with collection of the bags of collected waste.

Cllr Holmes has resigned from the PRIEM steering group but will remain on the committee. Cllr Holmes had a meeting with Vistry Homes regarding the Harrier Way traffic; Vistry is blanket company for Bovis and Linden. There was some fly tipping under the footbridge into the brook over the weekend; the council recorded their thanks to the residents who rallied within minutes to clear the fly tipping. Cllr Holmes has been invited to the next meeting of the Community Liaison Group.

Cllr Meecham has been working on the Financial Regulations, and has written to the Police & Crime Commissioner to invite him to a meeting in the future; awaiting response. Cllr Ryder will follow-up.

Two members of public left the meeting at this point.

57/21 TRAINING

Cllr Ryder circulated a list of councillor training courses available through GAPTC. It was agreed that Cllr Turner-Wilkes and Cllr Meecham will attend the Finance for Councillors training on either 8th or 15th September. All councillors would like to attend the Being a Better Councillor; Clerk to find out dates and report back to next meeting.

Action: Clerk to book the Finance for Councillor training and identify dates for the Being a Better Councillor course.

58/21 WEBSITE

- a) Council received a written report from the Interim Clerk on actions taken with the existing website since the last meeting, and the actions remaining to be completed.
- b) Council received an update from the Chair on arrangements voted and agreed at the last council meeting, 14th June 2021. A telephone meeting is planned with website provider BlueTree on 19th July, to be reported back to full council in August.

SEPARATE BUSINESS

Pursuant to 1(2) of the Public Bodies (Admission of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.

59/21 INTERIM CLERK ARRANGEMENTS & RECRUITMENT

a) Council discussed the arrangements as detailed in the confidential report for the interim clerk and the recruitment of a permanent clerk.

Resolved; that Mrs J Shirley takeover from Mr K Lee as interim clerk until such time as a permanent clerk is recruited, estimated to be in post by October 2021.

Resolved; that the draft clerk advert and job description is approved and the advert will be placed with GAPTC and the local branch of the SLCC, also on the council's own website and Facebook pages.

Resolved; to review the response from the free adverts and consider requirement for paid advertisement.

There was a discussion about payroll services and pension; Clerk will obtain quotes for review by Council, and also ensure that Council is registered as an employer with HMRC.

Resolved; to setup a free-cost virtual geographic landline that diverts to the Clerk's personal mobile; Action Clerk to make arrangements.

Resolved; to provide a farewell gift to the outgoing interim clerk; Action Clerk to make the arrangements.

b) Council resolved to apply for a Royal Mail PO Box as the official postal address for the parish council at an annual cost of £360 until the community building available.

Next meeting to be held at 6.15pm on Monday 9th August at the Holiday Inn Express, Waterwells.

The meeting closed at 9.05pm.