

MINUTES

Meeting: Hunts Grove Parish Council
Date and time: 9th August 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:

Lucie Brailsford, Crest Nicholson via Zoom
Simon New, PREIM
County Cllr Stephen Davies, Gloucestershire County Council
Julie Shirley, Interim Parish Clerk

60/21 APOLOGIES FOR ABSENCE

District Cllr Gill Oxley was unable to attend the meeting.

61/21 DECLARATIONS OF INTEREST

There were none.

62/21 MINUTES

Council **resolved** to approve the Minutes of the Meeting held on 12th July 2021.

63/21 PUBLIC PARTICIPATION

No residents were present to address the meeting. Council was expecting representatives of the Roundabout Group, the Clerk to follow-up if they don't arrive during the course of the meeting.

64/21 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

County Cllr Stephen Davies gave an update on County Council matters. GCC has launched an electronic charging vehicle plan including at the park and rides in Cheltenham. GCC has accelerated the foster carer

programme which reduces to 8 weeks if the fosterer has previous child care experience. County Councillors each have a £40k fund to allocate for local initiatives; Cllr Davies has 11 parish councils to share this fund between.

Cllr Holmes asked if the grant funding was restricted to parish councils; Cllr Davies confirmed it was for any local group to apply.

Cllr Hampson asked for an update on the B4008 closure and diversion route; Cllr Ryder has an update to share later in the meeting.

Cllr Ryder gave a District Council update, referring to his report circulated prior to the meeting. There has been some pre-application discussion regarding the Symmetry Park employment proposals. Cllr Ryder reported that Standish and Haresfield parish councils have heritage concerns. There will be an impact on highways if the development was approved prior to motorway junction 12 upgrade. Hunts Grove Parish Council to discuss the proposals later in the meeting. B4008 has a 7.5 ton weight limit and is currently used by 30 ton trucks which is a concern.

Cllr Ryder reported on the local cycling and walking infrastructure plan to create a network of routes connecting Stroud to Gloucester. Stroud District Council has committed funds to the project.

There has been some disruption to waste collection services due to the rise in Covid-19 isolations and shortage of temporary HGV drivers. Cllr Ryder organised a litter pick in response to residents' concerns.

Cllr Ryder updated the Council on Police and Crime Commissioner Roadshows which gives opportunities to meet Chris Nelson.

Cllr Ryder has been working with District Council officers regarding the infrastructure and amenities thresholds and monitoring progress of the site development.

Kathy O'Leary, Chief Executive Stroud District Council enjoyed her ward walk prior to the last parish council meeting; she eager to assist with any issues that need taking forward.

65/21 DEVELOPMENT SITE UPDATES

- a) Council received an emailed update from Crest Nicholson dated 30th July, and Cllr Turner-Wilkes highlighted that the basketball nets at Lime Tree play park need attention. Lucie Brailsford updated the meeting: Stroud District Council has requested an independent review of the SUDS. PREIM has requested a second tree survey as part of the handover of areas. Fran is looking at a tree survey for the entire site. A resident is concerned that shrubs will be planted along the edge of the public open space, however Lucie does not believe that is going to happen. Lucie will check and respond to the resident. There was discussion about presenting information to residents to raise awareness of the POS plans; Lucie will find out what images can be used and work with Cllr Turner-Wilkes to compile FAQs and any follow-up questions can be addressed.

Haul road will remain as currently until David Wilson Homes complete. Additional signage has been requested at Waterwells end of the site to direct traffic, however no response received regarding the request for a traffic marshal. The Traffic Regulation Order for the Over Bridge covers a broad range of dates to cover all eventualities, however the bridge is not going to be closed completely for 13 months, but may need to be closed at times. Lucie will arrange for monthly updates to be provided to the parish council.

- b) Council noted that Crest Nicholson have confirmed ownership of the Daniels Brook land. Crest has no plans to develop the land. **Action: Clerk to update the Roundabout Group.**
- c) Cllr Ryder brought forward Highways items on the agenda relating to the site. Cllr Holmes confirmed there had been a reduction in construction traffic on Harrier Way however there were still some drivers not following the correct route.

Resolved; Councillors agreed to escalate the issue and take forward with Crest Nicholson.

Cllr Ryder and Cllr Holmes attended a site meeting with the Local Highways Manager regarding the Harrier Way junction. A comparison of junctions demonstrated that the Harrier Way junction is smaller than other junctions on the site despite being a major junction point. A long term solution may be that the public bus reverts back to the masterplan route meaning that buses won't pass the school or go through phase 2 but will use a larger junction. Stagecoach have a detailed specification for bus routes in terms of highways access and the Harrier Way junction does not meet that specification. The developer will argue the junction was built to agreed plans. However, when the masterplan was changed in 2017, the junction should have been re-assessed. Local Highways Manager suggested contacting Highways Development Management at County Council and request an assessment before the roads are adopted. County Cllr Davies was requested to check status of adoption and to delay adoption until the junction is assessed. There was also concern about the tree line obstructing the visibility, and the Local Highways Manager thought that removal of the tree line and verge outside 1b would improve visibility. Cllr Ryder will arrange for aerial footage to be taken of the junction and traffic.

Actions: Cllr Ryder to capture video of the junction; Clerk & Chair to contact Highways Development Management and copy County Cllr Davies on (1) current status of adoption and (2) request assessment of the junction. Clerk & Chair to contact Stagecoach Highways team for feedback.

- d) Council welcomed from Simon New at PREIM for an update; PREIM have undertaken a snag list of 3 areas around the primary school prior to the management company accepting handover of the areas. A plan has been requested to show the areas that are due for handover. Once the plan is available, timescales should be known for handover. PREIM would normally hold a residents' meeting but not since January 2020 due to Covid-19 restrictions; an online meeting is not appropriate for the number of attendees. PREIM is planning to arrange a meeting date towards the end of September.

Cllr Ryder asked if the plan is to have own maintenance staff or use contractors; PREIM use approved contractors and intend to have full-time dedicated staff to maintain the managed areas.

Cllr Holmes asked about the residents’ meeting and whether a formal committee would be agreed at this meeting; Simon clarified that the residents’ meeting is for updating the residents, the formal committee to be arranged once the management company have areas to manage. PREIM will re-issue the letter regarding the service charge and asking residents to come forward if they are interested in joining the committee. Simon confirmed the letter will be sent 6-7 weeks prior to the residents’ meeting. Council thanked Simon for attending the meeting this evening; Simon confirmed he was happy to provide updates and it was agreed he would attend parish council meetings on a quarterly basis.

Cllr Ryder asked if the public right of way path has been reviewed. PREIM and Crest Nicholson walked the path and noted the deteriorating condition.

Simon was invited to share any publicity about the residents’ meeting and the parish council will publicise on Facebook, website etc.

66/21 POLICY WORKING GROUP

- a) Council received the notes of the working group meeting held on 2nd August.
- b) Council **resolved** to adopt Financial Regulations as adapted from the NALC model template.
- c) Council **resolved** to adopt the Code of Conduct as circulated.
- d) Council **resolved** to adopt the Complaints Policy as circulated.
- e) Council **resolved** to adopt the Grants Policy as circulated.

67/21 FINANCE REPORT

- a) The Clerk presented the finance report and payment schedule for the period ending 9th August 2021.

Resolved; to approve the monthly payments.

Invoice Date	Payee	Net	VAT	Gross
20/07/21	Mark Ryder – paper & ink	£41.19	£8.24	£49.43
02/08/21	Julie Shirley – clerk services & reimbursement of purchases made on behalf of council	£965.77	£60.00	£1025.77
	TOTALS	£1006.96	£68.24	£1075.20

- b) Council received the report on payroll providers and appointed PATA(UK).
Action: Clerk to make arrangements with PATA.
- c) Council noted that the Unity Trust application has been progressed, Councillors to sign the mandate and a cheque for £500 is required to accompany the application.

- d) Council noted that a Royal Mail PO Box has been set-up – PO Box 2287, Gloucester, GL3 9HA is the official address of the parish council, renewable annually until no longer required.

68/21 ANNUAL AUDIT

- a) Council approved the Annual Governance Statement (section 1) for 2020/21
b) Council approved the Annual Accounting Statements (section 2) for 2020/21
c) Council certified that during the financial year 2020/21, the higher of the council's gross income for the year or gross annual expenditure for the year did not exceed £25,000 and therefore exempt from the limited assurance review (external audit).

Resolved; the council agreed the annual return information as circulated. Clerk to submit paperwork to PKF Littlejohn.

Action: Finance Working Group to programme in dates for internal checks of the accounts, the first to be towards the end of August.

69/21 PLANNING

- a) Council considered the following application:

S.21/1792/HHOLD 19 Oak Drive, Removal of existing single garage and replacement with a two vehicle garage.

Resolved; The parish council have reviewed the application and note that this is a second application this year for removal of the existing single garage and replacement with a new double garage. The first application (S.21/0608/HHOLD) being refused on 1st June 2021 due to build height and scale. We note that the applicant has responded to these factors in the new plans. The parish council has no objections.

Resolved; the parish council to publish on the notice boards a current status of Hunts Grove planning applications for residents' information, alongside the monthly meeting agenda.

- b) Council considered Symmetry Park pre-application engagement, which Cllr Ryder covered with his District Councillor report.

Resolved; Council agreed to join with Standish and Haresfield in a response.

70/21 HIGHWAYS UPDATE

- a) Response and actions from letter to Crest re construction traffic – discussed at item 65/21c.
b) Harrier Way Junction update – discussed at item 65/21c.
c) A38 junction works & construction traffic routing. Cllr Ryder gave an update on the planned works and traffic routing; all that remains is for Crest to confirm and provide the route from Haresfield Lane.

- d) Council discussed the request from a resident for hedgehog warning signs throughout the development. There is an approved Highways road sign, however the development roads are unadopted. Cllr Ryder emailed Highways to check the policy, he will forward the email to County Cllr Davies to follow-up. It was suggested that a residents initiative to have signs on their properties, and raise awareness through Facebook to gather evidence of where hedgehogs are seen.

71/21 STREET NAMING

To formally adopt a decision taken previously by Hunts Grove Residents Association (HGRA). *"To write to Neil Marriott, Principle Address Management Officer at SDC requesting that Humphrey Cook is recognised in the next batch of street names adopted by the council for Hunts Grove, i.e. "Humphrey Cook Way" or similar."* Prior to Hunts Grove Parish Council, half of the area was under Haresfield Parish Council. Humphrey was a respected architect and Chair of the parish council and was intensively involved in the planning of Hunts Grove right up until his death in 2018.

Resolved; Council adopted the decision taken previously by HGRA and for the Clerk to contact Neil Marriott at Stroud DC with the request. Council will liaise with the school and Crest Nicholson on future street naming suggestions. It was also agreed that the council ensures that street names with similarity are avoided, eg Lime Tree Court and Lime Tree Avenue.

72/21 PARKS & OPEN SPACES UPDATE

Cllr Turner-Wilkes circulated an update prior to the meeting and gave an overview at the meeting. Willow Edge knee rails have been replaced. New logs are in place at Acorn. Basketball nets at Lime Tree need attention and this has been raised with Crest Nicholson. Pine Marten has been checked several times and no additional glass has been found. The long grass at Pine Marten had been strimmed and damaged shrubs; the issue is that the long grass is interwoven with the shrubs. PREIM will pick up on this as part of remedial works prior to handover.

A complaint has been received regarding overgrown vegetation at farmhouse triangle, awaiting a response to an email that has been sent to the private landowner.

73/21 ENERGY FROM WASTE

- a) Cllr Holmes gave an Environmental Monitoring Systems update from CLG. CLG is forming a working group to look at monitoring system options as newer more cost effective technology now available. The next CLG meeting is in September where this will be discussed further.

County Cllr Davies left the meeting.

- b) Council discussed arrangements for touring the facility and holding the October parish council meeting at the facility. **Action: Cllr Holmes will take this item forward and find out if there is a limit on numbers, four times available etc.**

- c) Council received an update on CLG grant applications; Cllr Hampson has drafted the notice board grant application and will submit the application before the deadline. There has been no update on the CLG grant application for the Roundabout Group. Cllr Meecham has emailed the group and offered assistance; Cllr Meecham will contact the group again.

74/21 HUNTS GROVE WOMBLES

- a) Cllr Meecham gave an update; there has been a great response to the request for volunteers with 54 people. The first litter pick took place on 7th August and will run fortnightly. However, Stroud District Council will only collect bagged rubbish from one-off community litter picks, not from regular litter picks. Cllr Meecham has made arrangements for the litter to be taken to the tip. Litter pickers have been donated to the group. The group would like hi-vis for the winter months. Cllr Holmes suggested making a grant application to County Cllr Davies. Cllr Meecham will price up the requirements and submit an application to Cllr Davies. Simon from PREIM offered to take the bagged litter in with their waste collections.

75/21 PARISH COUNCILLOR REPORTS

Cllr Meecham has a PA system she would like to donate to the parish council and will store until needed. Cllr Turner-Wilkes has no further reports.

Cllr Hampson reported on fly tipping and been in discussions with the Neighbourhood Warden; Cllr Hampson has concerns about an area on the development that is prone to fly tipping and will follow-up with the Warden in terms of surveillance. Cllr Hampson will invite the Warden to a future meeting. Cllr Hampson has been liaising with a tree expert for a survey.

Cllr Holmes has no further reports.

Cllr Meecham will follow up with the Roundabout Group.

Cllr Ryder has no further reports.

76/21 TRAINING

- a) Council noted the Finance for Councillors training course booked for 14th September 10am-midday online for Cllrs Turner-Wilkes and Meecham.
- b) To agree attendance on the following training courses with GAPTC:
- i. Being a Better Councillor Part 1 – 3rd November 10am-midday online
 - ii. Being a Better Councillor Part 2 – 17th November 10am-midday online

Action: Clerk to book the Being a Better Councillor training courses for all councillors.

77/21 WEBSITE

Council received an update from the Chair following the meeting with the website provider on 19th July. The website provider will improve the navigation with the menus and has offered to add in a WordPress

blog. Facebook can be used to share content from the blog. The website provider is awaiting HGPC to draft a hierarchy for them to implement the updated menu system.

Simon New, PREIM left the meeting.

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.

78/21 INTERIM CLERK ARRANGEMENTS & RECRUITMENT

Council received an update on the Clerk recruitment.

A working group meeting was scheduled for 4.30pm on Monday 23rd August.

Next meeting to be held at 6.15pm on Monday 13th September at the Holiday Inn Express, Waterwells.

The meeting closed at 9.25pm.