

7th March 2022

NOTICE OF PARISH COUNCIL MEETING

The Members of Hunts Grove Parish Council are hereby summoned to attend the following meeting:

Meeting: Hunts Grove Parish Council
Date and time: 14th March 2022 at 6:15pm
Venue: Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Julie Shirley
Parish Clerk

PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please note that due to the continuing Covid guidance and restrictions on venue size, you will need to let us know in advance if you are planning to attend this meeting.

Please do so by emailing clerk@huntsgrove-pc.gov.uk at least 2 working days prior to the meeting.

Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

3. MINUTES

To accept as a true record the minutes of the meetings held on 14th and 28th February 2022.

4. PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

5. DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

To receive a report from District Councillor and County Councillor.

6. GLOUCESTERSHIRE CONSTABULARY UPDATES

- a. To note the updates received from PCSO Rollins.

7. DEVELOPMENT SITE UPDATES

- a. To receive an update from Crest Nicholson
- b. To receive an update regarding Shorn Brook contamination
- c. To discuss the blocked public right of way at Hunts Grove boundary
- d. To receive updates from PREIM and discuss matters arising
- e. Colethrop Farm Ltd (CFL) updates
- f. To receive an update from Cllr Ryder regarding Phase 1 Adoption Status Update.
- g. To receive an update regarding the future management of Hunts Grove public spaces in Phases 2-4.

8. VILLAGE MAINTENANCE

- a. Review updates to the Village Survey Report
- b. Health & Safety Issues (play equipment, old farm cistern)
- c. To discuss the installation of life saving rings around the SuDS
- d. Actions and matters arising.

9. PLANNING

- a. To consider the following planning applications:
S.22/0449/HHOLD - 6 Colethrop Way, Hardwicke - Proposed flat roof rear single storey extension & minor alterations to the existing boundary wall
- b. To review and adopt the draft pre-application community involvement protocol
- c. To consider any urgent planning applications received after agenda issued.

10. HIGHWAYS UPDATE

- a. Haresfield Lane works update
- b. Harrier Way Junction and resurfacing updates
- c. A38 junction works & construction traffic routing
- d. To receive an update on "hedgehog highway" campaign

11. POLICY WORKING GROUP

- a. Discuss priorities for the next working group and schedule the meeting.

12. FINANCE AND PROCEDURES

- a. To receive the financial report for the last period and approve the schedule of payments
- b. To note the internal audit report for 2021-22.

- c. To note that the National Salary Award for 2021/22 has been agreed as 1.75% with effect from 1st April 2021, a small amount of back pay to be added to the next payrun.

13. PARKS & OPEN SPACES UPDATE

- a. To receive an update from Cllr Turner-Wilkes
- b. To discuss options for installing a portable defibrillator in the village.
- c. To adopt the policy and procedure for dealing with unauthorised encampments
- d. To discuss Fields in Trust and approve a strategy for the safeguarding of public open spaces.

14. ENERGY FROM WASTE

- a. To receive an update from the Community Liaison Group (CLG) representative and arrangements for touring the facility and holding future council meeting at the venue.
- b. To discuss submitting applications to the 2022 CLG grant application scheme.

15. GROUPS, EVENTS & PROJECTS

- a. Hunts Grove Wombles update
- b. Military Memorial Project update
- c. "20 is plenty" Project, to receive an update from Cllr Turner-Wilkes
- d. To receive an update report on the Queen's Jubilee celebrations and vote on recommendations (including Insurance, Tickets)
- e. To receive an update report on how the Council can support the School with its 22nd May Fete and Hares of Hunts Grove hunt.

16. WEBSITE & COMMUNICATIONS

- a. To receive the monthly communications report from Cllr Ryder
- b. To discuss and vote on establishing a Parish Mailing List, including initial promotion and ongoing costs.

17. CORRESPONDENCE

18. PARISH COUNCILLOR AND CLERK REPORTS

- a. To receive a verbal report from Parish Councillors, for information only.
- b. To receive Clerk's report, for information only.

MINUTES

Meeting: Hunts Grove Parish Council
Date and time: 14th February 2022 at 6:15pm
Venue: Hunts Grove Primary Academy

Present:

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

Also In Attendance:

Jenny Walmsley, Chair of PTA at Hunts Grove Primary Academy until 6.25pm.
Anita & Phil Adcock until 6.30pm
County Cllr Stephen Davies from 6.35pm until 7.15pm.
Lucie Brailsford, Crest Nicholson via Zoom until 8.15pm
Julie Shirley, Parish Clerk

It was agreed to bring forward agenda item 15d Queen’s Jubilee celebrations to after item 5 (minute 164/22).
It was agreed to bring forward agenda item 15e School Fete to after item 5 (minute 164/22).

160/22 APOLOGIES FOR ABSENCE

Cllr Sandra Meecham.

161/22 DECLARATIONS OF INTEREST

There were none.

162/22 MINUTES

Council **resolved** to approve the Minutes of the Meeting held on 17th January 2022.

163/22 PUBLIC PARTICIPATION

Jennie Walmsley spoke regarding the Hunts Grove Primary Academy fete and Hare Hunt. Local businesses will be invited to sponsor the Hares that will be placed around the village. The Parish Council will put Jennie in touch with Cllr Meecham to discuss how the Council can support the event.

Anita Adcock asked for an update on anti-social behaviour issues in the village. Cllr Turner-Wilkes has been liaising with the Police regarding the incidents; the Police will bring the community engagement vehicle to the village and this has been requested for a weekend. Cllr Turner-Wilkes has also been in discussions with Young Gloucestershire to engage with young people; this has been offered free of charge although the Council can make donations to the charity.

An update was requested regarding the road signage at Crosskeys roundabout; some of the signs have been updated. Cllr Davies understood from Highways that the work had been complete; **Action: Cllr Turner-Wilkes to check the signs and report back to Cllr Davies if the signs have still not been updated.**

164/22 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

County Cllr Stephen Davies gave a report which included an update on the right of way which should now be open; **Action: Cllr Hampson will check and report back.** There was no update regarding A38 bridge works and Harrier Way junction. **Action: Cllr Davies to follow-up again.**

District Cllr Mark Ryder reported that the Symmetry Park planning application has been called into Development Control Committee for consideration. Natural England have submitted a strong objection regarding the impact on the Area of Outstanding Natural Beauty. There will be an online meeting on Wednesday between the neighbouring parish councils to discuss the transport assessment. Cllr Ryder circulated a report regarding Phase 1 adoption. There has been feedback from the housing associations regarding the management company arrangements. Severn Edge Step Fusion information was circulated to councillors.

174/22 GROUPS, EVENTS & PROJECTS (brought forward)

d) Cllr Meecham circulated an update report on the Queen's Jubilee celebrations; Council noted the report and resolved to book the three artists for the festival at a total cost of £1030; this was proposed by Cllr Hampson, seconded by Cllr Turner-Wilkes and voted all in favour. More information regarding the costs for sound systems and stage requested for the March meeting, and a request to look into security, restrictions on glass being brought onto the site and the possibility of selling event tickets at a nominal fee to ensure price doesn't exclude any residents. **Action: Cllr Meecham.**

e) Council discussed how the Council can support the School with its 22nd May Fete and Hares of Hunts Grove hunt and considered sponsoring a hare and having a stall at the fete. Cllr Meecham will be requested to make contact with the PTA and discuss arrangements. **Action: Cllr Meecham.**

165/22 GLOUCESTERSHIRE CONSTABULARY UPDATES

Cllr Holmes gave an update from PCSO Rollins. Councillors attended the latest police visit to the village and talked to residents about issues; it was noted that the police had been to another local school to deliver a session on bullying which might be something to consider for Hunts Grove.

166/22 DEVELOPMENT SITE UPDATES

- a) Council received an update from Crest Nicholson:
- There is a new traffic marshall in place

- Street lights are gradually getting fixed
- “No construction traffic” signs are to be fixed in place to prevent them facing the wrong way
- Harrier Way junction works and Harrier Way surfacing – Crest would like to work on these at the same time but still waiting on Gloucestershire Highways regarding the junction. The works are being re-costed but should be on track for completion during Q1.
- Shorn Brook contamination still to be tested
- Litter bins were not part of the agreed plans and therefore will prevent GCC adopted the highways so cannot be installed
- There is a crack in the Acorn which will be inspected and addressed by Crest
- Mud left on the road by Four Seasons contractors
- Crest may want to sponsor a Hare for the School event, and asked to be kept informed as to where the Hares are installed.
- Suggested that Sportily are contacted to deliver youth sessions.
- Replacement part has been installed at the play park.
- Craig Doyle is new contact for Vistry.

Cllr Hampson noted that some of the new trees at the public open space have not been planted fully, with the root balls exposed. **Action: Lucie will follow up.**

Street lights on Marconi Drive are not working at all, **Action: Clerk to report to GCC.**

Action: Cllr Hampson to identify locations on the David Wilson Homes areas and forward to the Clerk for reporting to Matthew Fraser-Brown at DWH. Action: Cllr Holmes will check the Bellway street lighting and forward any locations not working to the Clerk.

- b) There was no update regarding the Shorn Brook contamination. Stroud DC Planning Enforcement are aware of the issue.
- c) Council discussed the blocked public right of way at Hunts Grove Boundary; Gloucestershire Public Rights of Way updated that the footpath will be re-opened, this was confirmed by TetraTech on 11th February.
- d) PREIM Updates: there is a new page on the Hunts Grove PC website for PREIM specific matters. The new hedgerow has been planted with plastic fencing to protect the planting.
- e) Colethrop Farm Ltd (CFL) update; a planning application has been submitted which includes 40% allotments. There had also been a request from the landowner to remind residents that the field is not publicly accessible.
- f) Council received an update from Cllr Ryder regarding the Phase 1 Adoption Status; latest meeting was on 11th February, there has been some progress. The SUDS report is still not available and TetraTech is not clear what the report needs to contain. The Parish Council has requested a draft timeline for transfer. The commuted sum has been calculated as £166k; the Parish Council will request that the figure is challenged as over £90k worth of Hunts Grove Wood maintenance has not

been carried out as claimed in the commuted sums calculation. A schedule of works undertaken and evidence of expenditure to be requested as part of the challenge. The Parish Council resolved to: 1. Request that SDC challenge the commuted sum values. 2. HGPC consider the schedule to be a guide for negotiating, however £166k is not accepted. 3. Request SDC assist negotiation for a mutually agreeable sum, without this the Parish Council will be unable to adopt the areas and they would therefore remain with SDC. Next meeting 10th March. Play inspection reports have been requested from Crest, which was denied. **Action: Clerk to send details of annual play inspection companies to Cllr Turner-Wilkes for quoting pre-handover inspections.**

- g) Council received an update regarding the future management of Hunts Grove public spaces in Phases 2-4. A newsletter has been delivered to all residents, there has been no negative feedback to date on the plans. Cllr Ryder has had good discussions with Sovereign, Gloucester City Homes and Sanctuary housing associations regarding the service fees. The next meeting with Siobhan Baillie MP is on 1st March 2022.

167/22 VILLAGE MAINTENANCE

- a) Village Survey Report is due to be fully updated with information incorporated from Crest. There is fly tipping in Shorn Brook, **Action: Cllr Hampson will check and report on to Crest.**
- b) Health & Safety Issues: play item has been fixed, however the basketball hoop still needs rectifying. There is no update on the concrete cistern issue.
- c) Council discussed the installation of life saving rings around the SUDS; still awaiting advice from Stroud District Council; **Action: Cllr Ryder will follow-up with Building Control.**
- d) There were no actions and matters arising.

168/22 PLANNING

- a) Council considered the following planning applications:
- i. S.22/0120/MINAM – Minor amendments Bellway Parcels R20 and R21. The Parish Council did not agree with the removal of the footpath. Comments were submitted to SDC on 4th February regarding the footpath removal and also the noise mitigation.
- b) Council requested the Clerk draft a pre-application community involvement protocol for consideration; **Action Clerk.**
- c) Council agreed an updated planning response for Symmetry Park application incorporating the transport consultant report. **Action: Clerk.**

169/22 HIGHWAYS UPDATE

- a) Haresfield Lane works update; CFL would like 2-way access onto Haresfield Lane.

- b) Harrier Way Junction update; awaiting Gloucestershire Highways response. **Action: Clerk to email Crest and ask to see the proposals in confidence.**
- c) A38 junction works & construction traffic routing; Crest is still awaiting technical approval from GCC Highways. There are discussions about the Neighbourhood Ccentre application at SDC, there has been no progress on the outstanding application.
- d) Council received an update on “hedgehog highway” campaign; meeting to be arranged after 4th March. Cllr Turner-Wilkes has been in discussions with Wild Hogs at Frampton about events and the possibility of giving a talk at the school.

170/22 POLICY WORKING GROUP

- a) Council considered priorities for the next working group, eg updating the village survey and reviewing council systems for tracking actions. Next meeting to be held on 1st April at 4pm to look at work flow and systems.

171/22 FINANCE REPORT

- a) The Clerk presented the finance report for the period ending 31st January 2022, and payments for approval.

Resolved; to approve the payments as below. Cllrs Turner-Wilkes and Cllr Hampson to authorise the online payments.

Invoice Date	Payee	Net	VAT	Gross
27/01/22	Mark Ryder – reimbursement	£6.62	£1.33	£7.95
28/02/22	Salaries & Expenses – Clerk	£500.19	£15.47	£515.66
11/02/22	Robinswood Trust (2022 school meeting room hire)	£405.00	£0	£405.00
08/02/22	Mark Ryder – Feb reimbursements	£53.81	£7.09	£60.90
	TOTALS	£965.62	£23.89	£989.51

- b) Council noted that the broken notice board at Lime Tree play park is to be repaired at a cost of £80.
- c) Council considered the process for increasing the number of councillors at HGPC and resolved to submit a request to Stroud District Council to conduct a Community Governance Review to increase the number of councillors at Hunts Grove with effect from the elections in 2024. **Action: Clerk.**
- d) Council discussed arrangements for the next three parish meetings, including annual meeting of the parish council, and annual parish meeting (meeting of the electorate). The next meeting 14th March will be Chaired by Cllr Turner-Wilkes, 11th April meeting to be scheduled at the school and HGPC will pay the additional costs for using the school during school holidays. The Annual Meeting of the Parish Council will be held on Monday 9th May. Monday 11th April was considered for the

Annual Parish Meeting 6pm - 6.45pm in the school main hall if available with the Parish Council meeting following at 7pm. **Action: Clerk.**

172/22 PARKS & OPEN SPACES UPDATE

- a) There were no further updates on parks and open spaces.
- b) The draft policy and procedure for dealing with unauthorised encampments was circulated; **Action: Clerk to add adoption of the policy to the next agenda.**
- c) Council discussed briefly Fields in Trust and will keep this on the agenda for future meetings to consider a strategy for the safeguarding of public open spaces.

173/22 ENERGY FROM WASTE

- a) Cllr Holmes will attend the next meeting on 15th March as the Community Liaison Group (CLG) representative and will request an update as to the successful grant funding allocations for transparency.
- b) Environmental Monitoring Systems: no update.
- c) Hunts Grove Parish Council was not successful with its CLG grant application, **Action: Clerk to follow up with the CLG contact as no letter advising of application outcome was received.**

174/22 GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles: litter picking dates have been added as events on Facebook.
- b) Military Memorial Project: Cllr Holmes attended the Royal British Legion local branch meeting. RBL will support the Council with its plans for a memorial, for example dedication of the memorial.
- c) "20 is plenty" Project: Cllr Turner-Wilkes has sent prices of the speed signs to GCC, awaiting feedback.
- d) (Item brought forward to start of meeting)
- e) (Item brought forward to start of meeting)

175/22 WEBSITE & COMMUNICATIONS

- a) Council received the monthly communications report from Cllr Ryder
- b) Council deferred discussion on establishing a Parish Mailing List, including initial promotion and ongoing costs. **Action: Clerk to add to next agenda.**

176/22 CORRESPONDENCE

- a) Council noted the update on 'Severn Edge' STEP Fusion Project and stakeholder events listed.

177/22 PARISH COUNCILLOR AND CLERK REPORTS

- a) Council received a verbal report from Parish Councillors, for information only.
- b) Council received the Clerk's report, for information only.

Meeting closed at 9.15pm.

MINUTES

Meeting: Hunts Grove Parish Council
Date and time: 28th February 2022 at 6:30pm
Venue: Hunts Grove Primary Academy

Present:

Cllr Demelza Turner-Wilkes (Chair)
Cllr Adam Hampson
Cllr Martyn Holmes
Cllr Sandra Meecham.

Also In Attendance:

Julie Shirley, Parish Clerk

178/22 APOLOGIES FOR ABSENCE

Cllr Mark Ryder.

179/22 DECLARATIONS OF INTEREST

There were none.

180/22 PUBLIC PARTICIPATION

No public.

181/22 GROUPS, EVENTS & PROJECTS

Cllr Meecham gave a presentation on the Queen’s Jubilee celebrations to be held at Hunts Grove:

Friday 3rd June – Music Festival (the “Hunts Grove Groove”)

- Gates open 1.30pm
- Music starts at 2.30pm until 9pm
- 1 hour to clear the area, gates locked at 10pm
- Each artist will give two 45 min performance with 25 min break in between
- Music to be played by the sound technician during the breaks
- 2.30 – 5pm Ian Oliver
- 5-7pm WhiteshillBillies
- 7-9pm Funky Mojos
- No glass will be allowed into the site, security to conduct bag checks.

Sunday 5th June – Afternoon Tea Party

- Gates open 2pm
- Music starts at 2pm until 5pm
- 1 hour to clear the area, gates locked at 6pm
- Pantesy Steel Drum Band
- Bring own picnic
- Food & drink stalls will be available
- Stalls for local businesses will be available
- Children’s fancy dress competition
- No glass will be allowed into the site, but no bag checks.

Grants applied for

Arts Council £2657

Lottery Fud £2657

SDC - £1000

GCC Build Back Better Fund £800

Quotes

Music artists have now been booked following Council agreement on 14th February.

Stage & Cover, Lighting, Power, Sound £1645+VAT

Portable toilets £420+VAT for 6 toilets

Advertising banner £160+VAT

Security: Gloucestershire Security £576+VAT for 4 personnel for the music festival 1pm-10pm

First Aid: Passion First Aid can provide one person free of charge and additional person for £20 per hour

(Action: Cllr Meecham to enquire if they can bring a defibrillator)

Council agreed to the plans and the quotes as outlined above.

Council discussed charging a nominal £1 per ticket to be donated to the School PTA, sold through EventBrite. **Action: Clerk to check on EventBrite fees and restrictions.**

The afternoon tea party will be free entry, no tickets required. Cllr Holmes can provide tally counters so that volunteers can keep a check on numbers entering the site to ensure capacity not exceeded.

Risk assessment, music licence, temporary events notice and insurance still to be arranged – to be actioned by the Clerk.

Meeting closed at 7.25pm



STROUD DISTRICT COUNCIL

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www.stroud.gov.uk

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Hunts Grove Parish Council
PO Box 2287
Gloucester
GL3 9HA

Case Officer Tom Fearn

Email: tom.fearn@stroud.gov.uk

1 March 2022

Dear Sir/Madam

Planning or Associated Application

Application Number: S.22/0449/HHOLD
Location: 6 Colethrop Way, Hardwicke, Gloucester, Gloucestershire.
Application Type: Householder Application
Description: Proposed flat roof rear single storey extension & minor alterations to the existing boundary wall
Respond by date: 22.03.2022
Web Link: <https://www.stroud.gov.uk/apps/planning?AppRef=S.22/0449/HHOLD>

The above application, submitted to the Stroud District Council, relates to land within your Parish. As such, I shall be glad to receive any views your Council would like the Planning Authority to take into account.

Copies of all plans and documentation are available on the Council's website at the above link

Since the Local Planning Authority has by statute only a limited period in which to determine this application, it is important that no delay should occur in receiving representations. If you have not contacted us by the date above, I shall assume that your Council has no observations to make on the application. If you need additional time to consider the application, please contact the case officer directly who may be able to agree an extension of time. Any observations you make will be placed on the public file, and on our website.

To ensure your observations are dealt with efficiently, please use the "submit a comment" tab on the website. Please ensure you are logged in to the alerts system ([click here](#)) so that your contact details are automatically pulled through. Where you are being notified, rather than consulted, the comments box will not be enabled unless you are logged in.

Yours faithfully

Proper Officer of the Council
Duly authorised in that behalf

Chief Executive: Kathy O'Leary

Applying the Pre Application Community Involvement Protocol for the Stroud District: Guidance Notes for Hunts Grove

1. Introduction

1.1 The aim of the pre-application involvement Protocol is to enable open, agreed and well-structured working between communities, applicants/developers, local authorities and elected members in advance of planning applications, helping to deliver better quality development for all.

1.2 The Protocol itself has been kept deliberately short. These guidance notes – drafted to assist all parties - elaborate some of the key points about how to use and apply the Protocol but they are not a comprehensive guide to community involvement in planning. They are largely based on queries raised during the preparation of the Protocol.

1.3 This guidance is also supported by examples of the sort of process that might be used for different types of project.

1.4 **The guidance notes only apply where a Parish/Town Council has formally adopted the Protocol.** From there on this is all a mutual process. If any applicant refuses to use the Protocol this could weigh against them at determination stage, i.e. to reverse the NPPF statement, their project could be 'looked on less favourably'. Similarly, if a Parish/Town Council which has adopted the Protocol refuses to make use of it on an allocated site that could weigh against them.

1.5 There may be occasions where full use of the Protocol is either not possible or inappropriate. Partial use can still be of value if this enables key points to be discussed and agreed.

1.6 Introducing this Protocol is not intended to suggest completely new practice because there are already good examples of pre-application community involvement. The aim is to bring the rest up to the standard of the best.

2. Elaboration of Principles

2.1 Applicant Leadership but Shared Responsibility

2.1.1 It is the applicant's role to lead, drive, manage and mainly fund pre-application involvement to an agreed standard (see below).

2.1.2 Ensuring a positive and professional relationship also depends on contributions from the other key parties, especially the local community.

2.1.3 For large projects a 'Consultation Steering Group' can be of value, with representation from the applicant and the local community and, if relevant, Stroud District Council.

2.1.4 A community should produce, and make available to each applicant, an Addendum of local information and contacts to supplement the Protocol. (See Section 3.1)

2.1.5 The Parish/Town Council should also assist the applicant with finding venues for events and with their promotion. If appropriate, cost coverage for such tasks can be agreed with the applicant.

2.1.6 Stroud District Council should make available any relevant information about their strategic plans (e.g. relevant policies), standards (e.g. for parking) and procedures (e.g. key Committee dates).

2.2 Openness and Transparency

2.2.1 Building trust between all parties is essential to deliver an agreed outcome.

2.2.2 As far as possible, all aspects of the process should be open and transparent for all, so regular sharing and regular feedback, especially to the community, is crucial. This can be done on behalf of all parties rather than one (e.g. a jointly produced leaflet or newsletter).

2.2.3 Closed session meetings, e.g. between applicant and Parish/Town Council or between applicant and District/County Council, may be needed on occasion but should be carefully recorded and the minutes agreed between all parties before being openly available and included in the summary report (see below).

2.2.4 There can, however, be issues of genuine commercial confidentiality for an applicant, (e.g. on an option for a site or if bidding for one), perhaps also for the community and the authority (e.g. where they hold land or access to it). Though commercially confidential, key final outcomes should be shared openly.

2.3 Agreed Community

2.3.1 The 'community' is not just those living next door to a site or with direct views of it (or any future development). It includes all those whose lives, work or responsibilities could be noticeably affected by it. Because there is no precise definition for this, it is best to take it broadly.

2.3.2 It can for example include:

- those potentially affected by traffic or noise or visual impact some way away from a site;
- people beyond a parish boundary if for example changes might be happening to a school, centre or open space that serves a wider area;
- some apparently external people even if not local, e.g. Natural England if there is a wildlife impact, or the Cotswold AONB.

2.3.3 It is important to secure an informal written agreement to any definition, while recognising that some aspects of it can, and perhaps should, change as a project evolves.

2.4 Agreed Scope

2.4.1 For some projects, not necessarily the larger ones, there can be many aspects up for discussion during the consultation. On other projects that list can be very short. See Section 6 for a possible long list.

2.4.2 Definitions of the scope for change need to be agreed in writing at the outset between applicant and community (and perhaps Stroud District Council). Aspects of the scope for community input can, perhaps should, change as a project evolves.

2.5 Agreed and Delivered Process

2.5.1 There needs to be mutual recognition that any agreed consultation process (see later for examples) can change as work proceeds. See examples of pre application engagement in practice.

2.5.2 With all of the above in mind, the key to success is to discuss, agree and record the process to be followed, be that long or short, small or complex according to the situation.

2.5.3 Any process should include opportunities for discussion and dialogue between parties. Although some element of 'presentation' is necessary at some stage, the aim is to avoid the late introduction of essentially fixed and detailed proposals; consulting early on principles and initial ideas is crucial.

2.5.4 Any application should be accompanied by a thorough report of consultation*, again as appropriate to the nature of the proposed development. That report is the responsibility of the applicant but should ideally be agreed with the community and that agreement recorded. (* Such reports may well become mandatory for some projects if or when secondary legislation to the Localism Act is passed.)

2.5.5 If the community does not support the applicant's report, and cannot negotiate to secure agreement of it, the community can submit its own report based on its own thorough records.

2.5.6 All of this is without prejudice to the eventual judgement of a Parish/Town Council on the merits of any application or to the determination by Stroud District Council.

3. An 'Addendum' of Local Information

3.1 This additional local information is composed by the community to supplement the Protocol and need not be lengthy or onerous. It simply needs to be a note which helps any applicant by providing information such as:

- Contact details for the Parish/Town Council (either clerk or a nominated member).
- Any available 'community profile' information such as population, households, businesses, facilities, services and so forth.
- A list of local groups and organisations with contact details.
- Reference to any Parish Plan, Housing Needs Study, Design Statement etc. that the parish/town has completed plus a link to a copy on a website or provision of a copy.

3.2 A mock-up of an Addendum form is appended, although an Addendum can be as simple as a reference to a Design Statement.

4. Roles for Key Parties

4.1 Applicant

4.1.1 It is important to recognise that there are different types of applicant:

- They are not all large or national companies; they can be a local landowner well known to local people. They may be a resident who wants to build a single house or extend their home.
- Most applicants will use an agent, typically a surveyor, to undertake at least initial work. Some surveyors rather than architects may do the design work.
- An applicant can be from well outside the area and simply interested in purchasing some land to then sell it on with permission.
- For larger projects a developer may buy all of an area of land and then sell on parts to others.
- An applicant can also be a public agency, e.g. local authority, Education Department, NHS.
- **The Protocol applies equally to all.**

4.1.2 The key role and responsibilities of the applicant is to make contact with the planning authority and the parish/town council as early as possible while respecting any commercial constraints. This may involve working through an agent but communities particularly value meeting the actual applicant at some stage or stages.

4.1.3 Separate and private lobbying of elected members (e.g. District or Parish/Town Councillors) is to be avoided. If done, this needs to be recorded by both parties with agreed notes.

4.1.4 It is essential to see and read any initial material provided by the planning authority or the community, especially the community's Addendum.

4.1.5 Consultants/architects should not produce detailed drawings before open discussion of key design principles.

4.2 Stroud District Council

4.2.1 If approached by a potential applicant, the first task is to check that they have or shortly will contact the relevant Parish/Town Council(s).

4.2.2 If a Planning Performance Agreement is to be used, the community involvement procedures of the Protocol should be included within that and ideally that should be done jointly with the relevant Parish/Town Council(s).

4.2.3 If no PPA is to be used, any Parish/Town Council should be encouraged to produce an Addendum (see Section 3), and/or check any Addendum that exists.

4.2.4 The District Council should provide basic planning information, e.g. specifically relevant policies and supplementary information plus links to others (e.g. AONB). That should also include information from others, notably the County Highways Department, or links to them.

4.2.5 After an initial applicant contact it is important to make relevant District Councillors aware, brief them on the proposed procedure and clarify their role within that. Members should be encouraged to play an active role in pre-application work.

4.3 Parish/Town Council

4.3.1 In general it is important to ensure that local people are made aware of the existence and purpose of the Protocol.

4.3.2 If approached by a potential applicant, a first step is to check that they are aware of the Protocol and have contacted, or shortly will contact, Stroud District Council.

4.3.3 At the outset any applicant should be provided with a copy of the parish/town's Addendum, or one should be produced and sent to Stroud District Council.

4.3.4 Early on, consider how best to ensure that all in the agreed 'community' know about the potential proposals and that the agreed process provides all with a timely opportunity to contribute.

4.3.5 It is best for a Parish/Town Council to avoid any active role in local campaigns for or against a particular development or aspects of it. Any Councillors who consider that they must attach themselves to any campaign should make that clear and play no part in managing the Protocol processes.

4.4 The Media

4.4.1 This has been added because inappropriate media involvement can damage even a fully agreed involvement process. It can be particularly valuable if some or all communications with the press are prepared jointly between Parish/Town Council and applicant (perhaps also Stroud District Council), making the point that an agreed process is underway. In addition, being proactive and reporting progress regularly generally results in better coverage than allowing the media to discover information for themselves. Experience shows that, once several successful examples have been done, press interest can be positive.

4.4.2 The Hunts Grove Parish Council reserve the right to talk to the media when they believe it is in the best interest of the parish.

5. Unallocated Sites and Very Small Projects

5.1 There are two basic forms of 'unallocated' site. Some small and very small sites will never have been identified and proposed through the Local Plan and are most usually termed '**windfall**'. (NB. Windfall sites are not included in any specific calculations about housing or employment land needs for specific villages/towns; they are additional.) The others are usually larger and purely **speculative**, targeting areas of land either looked at previously and dismissed or completely new sites.

5.2 As a matter of principle for all such sites, it will stand a community in good stead to at least offer, at the outset, to use the Protocol and develop some community involvement. If the potential application proves to be fundamentally unacceptable (check with the planning authority) or the applicant is clearly uncooperative, a judgement can then be made about how to work with the applicant or whether to do so at all.

5.3 It is of course likely that, for many windfall projects, the first anybody hears is when an application is made. Assembling wider community feedback rather than just stating an objection from the Parish/Town Council should now carry greater weight with the Protocol in place given its reference to the NPPF encouragement of involvement. Over time local applicants should grow to realise the impact of the Protocol and the implications of not undertaking consultation, in which case normal Protocol procedures would apply.

5.4 For larger, speculative projects it is very likely that the applicant would not enter into any consultation process precisely because the site is outside the plan. In general, it is not anticipated that the same extent of involvement would take place for such sites, although applicants are still encouraged to contact the Parish/Town council for their views and their possible involvement. The Council, on behalf of their community, then has to make a judgement about providing support as outlined earlier, e.g. on venues for events etc. Planned involvement of the wider community may then take place (which is valuable to generate robust evidence about local views) but (a) it would be led entirely by the applicant and (b) the Parish/Town Council would almost certainly submit its own report on that and any of their own involvement work (e.g. a public meeting) when the application is made.

5.5 For unallocated sites as above, any decision by a Parish/Town Council to not engage with an applicant cannot be used against that Council by the applicant.

5.6 Perhaps the largest percentage of applications considered by Parish/ Town councils includes apparently minor issues such as small extensions (some of which do not anyway require permission), garages, changes to trees etc. and other proposals. Formally invoking the Protocol may be disproportionate for such proposals although several small changes can have an effect on local environments. It is at the discretion of local councils whether they wish to require the use of the Protocol on such projects or perhaps simply use its existence to encourage applicants to make contact and share emerging proposals with themselves and immediate neighbours. The examples show how the Protocol might be applied sensibly to very small projects.

6. What is Open to Change?

6.1 There is not endless scope for a community to influence an application, even if involvement starts very early; this is all a matter for discussion and negotiation. Things to bear in mind are:

- If a site is allocated in the Local Plan, that plan may well dictate basic uses, numbers, sizes, even general locations and access points. These factors are not absolutely fixed but good evidence would be needed to change them (not least because a developer will have based any financial calculations on those factors).
- Stroud District Council also has other policies that need to be noted, although again there is scope to vary if good local information is produced. As above, these will be made available to the applicant and Parish/Town Council if needed.
- If a site is unallocated, any list of uses, numbers etc. that a developer proposes is their ideas only; it has no planning status other than where it potentially meets policy.
- A community can have more influence if that community produces (and Stroud District Council supports) a Design Statement or Character Assessment (which can guide an applicant's design), Parish/Town Plan (which can affect project content), perhaps even a Traffic Study (which can guide on- or off-site road/path improvements) or a Facilities Audit (which can affect facility provision).

- Having a strong Parish Plan or audits in place (e.g. facilities audit/traffic survey) can be especially valuable if there is to be any Community Infrastructure Levy money coming from a development as this can help to ensure that any money is used well.
- For any Parish/Town Council starting a Neighbourhood Development Plan (NDP), this can offer further and increased opportunities to influence site uses, densities, design and so forth. Although a NDP must be in 'general conformity' with the Local Plan strategic policies and related local and national standards, and be based on a robust evidence base, it can also have additional influence over choice of sites.
- Neighbourhood Development Plans would need to contain a specific statement or policy adopting this District-wide Protocol if they wish to use it.

6.2 Some of the aspects that are most likely to be open for discussion at pre-application stage are as follows, in no particular order and not applicable on every occasion:

- Landscaping
- Overall character
- Building design
- Design of aspects such as paths, landscape, signs, street lamps
- Choice of materials
- Housing densities
- Parking standards
- Vehicular traffic impacts off-site, including safety
- Vehicular traffic impacts on-site, including safety
- Public transport links
- Footpath and cycle routes around, on and across a site
- Provision of amenities such as open space, play areas, meeting rooms etc.
- Lighting
- Wildlife and ecological impacts
- Noise and nuisance
- Sensitivity to historic buildings and conservation
- Known archaeological features
- Signage
- Views in and out
- Overshadowing and loss of light

6.3 Construction period impacts (e.g. site traffic through the neighbourhood and site working times) are not a factor for pre-application agreement in themselves but can be raised during pre-application discussions. It is possible to begin to plan ahead and ensure best practice, for example by preparing for a local monitoring group or contact person if site management problems arise at construction stage.



The Pre-Application Community Involvement Protocol for the Stroud District and related documents have been produced as a partnership initiative supported under the RDPE funded GRCC Accelerator Project. www.grcc.org.uk

With thanks to the following for their contribution towards its development: The group and wider reference group of Stroud District Parish/Town and District GAPTC, Stroud District Council, Gloucestershire County Council, Gloucestershire Constabulary, Gloucestershire Local Enterprise Partnership, The Localism Network.



*working
Councils,*



**Pre Application Community Involvement Protocol for Stroud District Parishes
Addendum for Hunts Grove Parish Council
Adopted by Hunts Grove Parish Council on <date>**

Contact Details

Clerk: Mrs J Shirley
Address: PO Box 2287
Gloucester
Gloucestershire
GL3 9HA

Tele : 01452 345138
Email: clerk@huntsgrove-pc.gov.uk
Website: www.huntsgrove-pc.gov.uk

Basic Profile

The parish of Hunts Grove is located in Stroud District Gloucestershire. Gloucester is the nearest town is 1.4 miles away. The parish borders Haresfield and Hardwicke villages.

Stroud District Council Ward: Hardwicke

Gloucestershire County Council Ward: Hardwicke & Severn.

Parliamentary Constituency: Stroud

Population:

Households:

Local Facilities

For example, school, hall, church, recreation ground, playing fields, shops, pubs.

Schools : Hunts Grove Primary Academy

Churches: None in the parish, nearest are St Peters at Haresfield and St Nicholas Church at Hardwicke

Community Facilities: None currently

Shop/Pub/Leisure: None currently

Local Groups and Organisations

For example, civic society, footpaths group, women's institute, football club.

Hunts Grove Wombles – volunteer litter picking group

Existing 'Plans'

Note down any Parish Plan, Design Statement, Housing Needs Study or other background material or guidance (with date completed) and note where such documents are available.

None

HUNTS GROVE PC BANK RECONCILIATION 2021-22

BANK BALANCES 28 FEBRUARY 2022	
Unity Trust Bank	£33,835.04
TOTAL MONIES IN BANK	£33,835.04
LESS OUTSTANDING PAYMENTS	
TOTAL OUTSTANDING PAYMENTS	£0.00
TRUE BALANCE AT 28/02/22	£33,835.04
Opening Balance at 01/04/21	£19,318.77
Receipts year to date	£24,325.00
Sub-total	£43,643.77
Expenditure year to date	£9,808.73
TRUE BALANCE AT 28/02/22	£33,835.04

Signed Clerk Date.....
 Name

Signed Chairman Date.....
 Name

HUNTS GROVE PARISH COUNCIL				
BUDGET versus SPEND 2021/22				
	£	£	£	
INCOME	Budget	Received as at 28/02/22	Balance	Notes
Precept	24160	24160	0.00	
Grants	0	165	0.00	
EXPENDITURE	Budget	Spend as at 28/02/22	Balance	Notes
Staff costs		5662.86	-5662.86	
General Admin/expenses		1857.88	-1857.88	
Subscriptions		422.34	-422.34	
Insurance		476.44	-476.44	
Donations		0.00	0.00	
Training		310.00	-310.00	
Newsletter/Website		577.93	-577.93	
New equipment		254.71	-254.71	
Earmarked Reserves contribution		0.00	0.00	
TOTALS	0	9562.16	-9562.16	

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 14th March 2022 at 6:15pm

SUMMARY

To provide Council with the list of accounts for payment.

MATTERS FOR VOTING

To approve the payment schedule.

1. PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
15/02/22	GAPTC – internal audit	£175.00	£0	£175.00
24/02/22	Standish Parish Council	£405.00	£0	£405.00
04/03/22	Abbey Loos (deposit)	£105.00	£21.00	£126.00
07/03/22	Robinswood Trust	£23.00	£0	£23.00
31/03/22	Salaries & Expenses – Clerk	£422.70	£0	£422.70
05/04/22	HMRC	£317.20	£0	£317.20
01/04/22	GAPTC – annual subs	£474.43	£0	£474.43
	TOTALS	£1922.33	£21.00	£1943.33



**ANNUAL SUBSCRIPTION PAYMENT FORM
1 APRIL 2022 – 31 MARCH 2023**

**PLEASE COMPLETE THE FORM AND RETURN WITH YOUR CHEQUE, OR BY EMAIL IF PAYING
BY BACS, BY 20 MAY 2022**

Name of Council: Hunts Grove
C/O Clerk to the council

Number of Electors on Register at 1st February 2022	1525
Annual Membership Subscription for 2022/2023, which includes the NALC element (7.49 pence per elector) and the GAPTC element (26.25 pence per elector) <i>You have saved £40.11 by having a CiLCA qualified clerk and/or by successfully achieving the Local Council Award Scheme</i>	£474.43

FOR THE CLERK TO COMPLETE: The Council's cheque (*made payable to GAPTC, address below*) is enclosed.

Payment can also be made by BACS – GAPTC bank details –

Cooperative Bank plc
Sort Code 08 90 41
Account No 50068005

Signed:Dated:

General Data Protection Act 2018. The information collected herein will be used for the administration of the Gloucestershire Association of Parish and Town Councils. It will not be passed to commercial organisations. Any queries regarding this, please contact the **Chief Executive, GAPTC, Cranham House, Falcon Close, Quedgeley, Gloucester, GL2 4LY** or telephone (01452) 883388.

Sales Invoice

To

Hunts Grove Parish Council

PO Box 2287

Gloucester

GL3 9HA

FAO: Julie Shirley

From

**Hunts Grove Primary Academy
School**

Harrier Way

Hunts Grove

Hardwicke

Gloucester

GL2 4EP

Invoice Number

HGASO38

Invoice Date

07/03/2022

Description	Qty	Cost	Total
Room hire at Hunts Grove Primary Academy - 1 hour on 28th February.	1	23.00	23.00

Net	23.00
VAT	0.00
Total	23.00

Please make cheques payable to the school

For BACS Payments the bank account details are below:

BANK: Robinswood Trust

SORTCODE: 309348

ACCOUNT#: 56073660

****Payment due on receipt of invoice****

If you have any queries regarding this invoice,
please contact the Central Services Team on
01452 304957 or by email
finance@robinswoodtrust.co.uk

Invoiced By: Leanne Cooper

Signature:

Authorised Signature

Date:

07 MAR 2022

Standish Parish Council
6 Rosebery Mount, Dursley, Glos, GL11 4PR

Date: 24/02/2022

REQUEST FOR PAYMENT by Standish Parish Council
For HUNTS GROVE PARISH COUNCIL'S CONTRIBUTION
To the commissioned Helix Transport Survey
February 2022.

SUM: £405 (Four hundred and five pounds)

Please contact the clerk, Elizabeth Oakley to agree means of payment.

Email: clerkatstandishpc@hotmail.co.uk

Hunts Grove Parish Council
Julie Shirley
PO Box 2287
Gloucester
GL3 9HA



1st March 2022

Invoice No: 21/0836/PPS

INVOICE for PATA Payroll Services

Service	No. Employees	Total Cost
January 2022 Payroll	1	£7.95
February 2022 Payroll	1	£7.95
March 2022 Payroll	1	£7.95
TOTAL DUE		£ 23.85

Payment terms 14 days – due by 15th March 2022

Method of Payment:

BACS:

BANK Acc. Name: PATA (UK) Acc.No:69294941 Sort code 60-09-02

Please notify by email to finance@pataglos.org.uk when BACs payment made.

Or Cheque:

Payable to **PATA (UK)** and forward to:

PATA Payroll, Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

With thanks

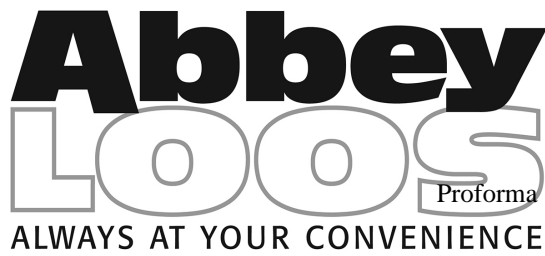
E & OE

PATA (UK) ~ Chequers Bridge Centre ~ Painswick Road ~ Gloucester ~ GL4 6PR

T 01452 541244 **E** finance@pataglos.org.uk **W** www.pataglos.org.uk

Registered Office (as above) Registered charity no. 1124222. Company limited by guarantee, registered in England and Wales, company no. 6541176

Abbey Loos Limited
 Woodend Green Farm
 Woodend Lane
 Cam
 GL2 7AA
 Tel: 01453 899003
 Lloyds Bank. Account No: 00510608. Sort Code: 30-99-90
 VAT Reg No: 946652785



HUNTS GROVE PARISH COUNCIL
 P O BOX 2287
 GLOUCESTER
 GL3 9HA

Proforma
 59314
 04/03/2022
 EVENT JUNE 22
 HUNT02

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	DEPOSIT INVOICE 25% OF FULL VALUE 420+VAT	105.00	105.00	20.00	21.00
0.00	DEL 01/06/22 COL 06/06/22	0.00	0.00		0.00
6.00	Standard Event Toilet	0.00	0.00	20.00	0.00

HUNTS GROVE ACADEMY
 GL2 4EP

Total Net Amount	105.00
Carriage Net	0.00
Total VAT Amount	21.00
Invoice Total	126.00

EVENT INVOICE - Payment now due

Gloucestershire Association Of Parish & Town
Councils

Cranham House, Falcon Close, Green Farm
Business Park
Gloucester GL2 4LY
01452 883388
comms@gaptc.org.uk
<http://www.gaptc.org.uk/>

Invoice



INVOICE TO

Hunts Grove PC
The Clerk
PO Box 2287
Gloucester
GL3 9HA

INVOICE NO.	DATE	TOTAL DUE	DUE DATE	ENCLOSED
7206	15/02/2022	£175.00	15/02/2022	

ACTIVITY	QTY	RATE	AMOUNT
INDEPENDAUDITSCH Independent Auditor Scheme	1	175.00	175.00

BALANCE DUE

£175.00

Bank details

Sort Code 08 90 41

Account No 50068005

Gloucester Assoc of Parish & Town Councils

Hunts Grove Parish Council
Form P32 - Employer Payment Record

Tax Month From: 10 Date From: 06/01/2022 Tax District/Reference: 120/FE36198
Tax Month To: 12 Date To: 05/04/2022 Accounts Office Reference: 120PX02450998

1 - PAYE Income Tax:	317.20
2 - Student/Postgraduate Loan Deductions:	0.00
3 - Net Income Tax:	317.20 (1 + 2)
4 - Gross National Insurance:	0.00
5 - Employment Allowance:	0.00
6 - Total SMP Recovered:	0.00
7 - NIC Compensation on SMP (if due):	0.00
8 - Total SPP Recovered:	0.00
9 - NIC Compensation on SPP (if due):	0.00
10 - Total ShPP Recovered:	0.00
11 - NIC Compensation on ShPP (if due):	0.00
12 - Total SAP Recovered:	0.00
13 - NIC Compensation on SAP (if due):	0.00
14 - Total SPBP Recovered:	0.00
15 - NIC Compensation on SPBP (if due):	0.00
16 - Total NIC Deductions:	0.00
17 - Net National Insurance:	0.00 (4 minus 5 minus 16)
18 - Apprenticeship Levy:	0.00
19 - Termination Payments Class 1A NICs	0.00
20 - Employer NI to Pay:	0.00
21 - Total Amount Due:	317.20 (3 + 17 + 18 + 19)

Note: If there is a value in box 16 displayed above you must submit an Employer's Payment Summary (EPS) to HMRC.

Tax Refund Received	0.00
SMP/SPP/ShPP/SAP/SPBP Funding Received	0.00
Total SMP	0.00
Total SPP	0.00
Total ShPP	0.00
Total SAP	0.00
Total SPBP	0.00
Small Employer Statutory NIC Compensation Percentage	3.00 %

You can pay your employers' PAYE and National Insurance online at <https://www.tax.service.gov.uk/pay-online/epaye>



HUNTS GROVE PARISH COUNCIL
Internal auditor's report for the year ended 31 March 2022
Name of Auditor: Sally Jones

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	Yes		Standing Orders tailored to Council

	b) reviewed using the most recent version? c) minuted?	Yes Yes	Annual Governance Statement Assertion 1	Adopted 12/7/2021 to recent NALC version Minute Reference 52/21 On website
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	Yes Yes Yes	Annual Governance Statement Assertion 1	Financial Regulations tailored to Council Adopted 9/8/2021 to recent NALC version Minute Reference 66/21(b) On website
1.3	Does the council a) give grants? b) have a grant-awarding policy?	Yes Yes		Grants policy approved 9/8/2021 Minute reference 66/21(e) On the Website
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Annual Governance Statement Assertion 2 & 3	There have been minor purchases due to the Council only being set up in 2021. Details of quotes obtained for payroll Minute reference 67/21 (b) August 2021
1.5	Code of conduct reviewed in the last 2/3 years?	Yes	Annual Governance Statement Assertion 3	Minute Reference 66/21 (c)

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	Yes	Annual Governance Statement Assertion 3	Council meets the criteria Adopted November 2021 Minute Reference 125/21 (d)
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	Yes N/A as Council have General Power of Competence	Annual Governance Statement Assertion 1 & 3	Separate column on Payments and Receipts Spreadsheet for 2021/22 seen General Power of competence adopted November 2022 Minute reference 125/21 (d) so S.137 will not be used
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	No but...	Recommend approving any Standing Orders or Direct Debits Annually if there is more than one in the future Annual Governance Statement Assertion 1	Direct Debit payment to ICO in September 2021 as it was a cheaper option Minute reference 88/21 (c)
2.4	Was Petty Cash expenditure approved, if any?	N/A		No Petty Cash held

	(Objective F)		Annual Governance Statement Assertion 1	
2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Yes	Annual Governance Statement Assertion 1	Invoices seen during zoom meeting 10/2/2022
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	Yes No	Annual Governance Statement Assertion 1	VAT is recorded on a separate sheet attached to the Payments and Receipts spreadsheet Council will reclaim VAT at the end of the Financial Year

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	Yes Yes	Annual Governance Statement Assertion 5	Council has adequate insurance in place – current certificate covers up to October 2022 Minute reference 88/21 (b) approving cover and cost
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Yes Yes	Annual Governance Statement Assertion 5	Reviewed and approved September 2021 Minute Reference 87/21 (f) On website

3.3	Asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	No but No but	Recommend that an Asset Register is created and published once the Council takes ownership of any equipment/playgrounds etc Annual Governance Statement Assertion 5	Parish Council have launched a petition and campaign to take over ownership of the public open spaces and amenities at Hunts Grove and currently does not have assets. The Clerk is currently using her own laptop/printer – The budget for 2022/23 has included for this expenditure.
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	No but	Annual Governance Statement Assertion 5	Council currently feeds back any issues to the builders Crest Nicholson regarding broken or dangerous risks to be dealt with Example Minutes September 2021 91/21 PARKS & OPEN SPACES UPDATE 1. a) Cllr Turner-Wilkes gave an update at the meeting. There is concern about Limetree Park whereby a protective cover has come away from a solid metal pipe, there is also damage to the metal wire netting on the basketball court which needs attention. Action: Cllr Turner-Wilkes will follow up with the Neighbourhood Warden at Stroud District Council and also with Crest Nicholson.
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial	Yes Yes Yes		Internal Control Check list seen for October 2021 which is a signed document by the two Councillors auditing paperwork Minute reference 107/21 (b)

	Regulations/Standin g Orders (Objective B)		Annual Governance Statement Assertion 2	
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Annual Governance Statement Assertion 1	Reported monthly to Council for approval along with any payments to be made Minute reference 125/21 Signed Bank reconciliations seen during zoom meeting 10/2/2022
3.7	Review of a) investments? b) bank mandates (signatories on bank accounts)? (Objective B/C)	N/A Yes	Annual Governance Statement Assertion 1	New account set up with Unity trust August 2021 and agreed signatories Minute reference 67/21 (c)
3.8	If bank cards in use, are proper procedures in place? (Objective B)	N/A	Annual Governance Statement Assertion 1	No bank card held
3.9	Are a) physical records secure? b) electronic records backed up?	Yes Yes	Annual Governance Statement Assertion 5	a) Physical records secure at Clerk's home address b) Backed up to Google Drive daily

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or	Internal Auditor's comments/recommendations	Evidence
-----	------	--------------------------------	---	----------

		N/A		
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	No but	Annual Governance Statement Assertion 1	Hunts Grove Parish was originally being administered by Hardwicke Parish Council and the money was transferred to Hunts Grove bank account September 2021. There is no evidence of a separate budget for Hunts Grove available.
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	N/A	Annual Governance Statement Assertion 1	No budget in place for 2021/2022 as the money was held under Hardwicke Parish Council and not identified in minutes. Budget is clearly in place for 2022/2023
4.3	Was the precept demand for the year under review properly minuted in full council?	No but		See 4.1/4.2 above
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	Yes Yes	Annual Governance Statement Assertion 1	Budget versus Spend is presented monthly to council Minute Reference 125/21 (a)
4.5	Are any significant	N/A		

variances from budget reported?	Annual Governance Statement Assertion 2
---------------------------------	---

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Contract of employment seen
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Yes	Annual Governance Statement Assertion 1	Copy of PATA payroll seen and payment is minuted under Finance each month
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	Yes Yes		Payroll is outsourced to PATA – confirmation of payroll summary for October 2021 viewed showing PAYE/NI
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	Yes	Annual Governance Statement Assertion 1	Yes, shown on payments and receipts and also authorised at meetings Example Minute reference 125/21 (a)
5.5	Pension provision – eligible employees			Council have registered with NEST pension scheme for employees

	a) offered pension scheme? b) outcome minuted?	Yes Yes but	Annual Governance Statement Assertion 3	Clerk/RFO currently falls just below threshold to be auto enrolled in minutes Minute reference 142/21 (c)
5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)	Yes Yes	Annual Governance Statement Assertion 3	Forms submitted by Clerk 2021 Copy seen of submitted paperwork

6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using	N/A		

	Income & Expenditure reporting? (Objective J)		Annual Governance Statement Assertion 1	
6.2	Does Council as a whole consider the year-end accounts in addition to 6.5? (Objective J)	No but ...	Annual Governance Statement Assertion 1	Internal audit has taken place prior to the end of the year, however Council will review when accounts completed in March for the end of year.
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)	Yes	Annual Governance Statement Assertion 1	Minute reference 68/21 (c) August 2021
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes	Annual Governance Statement Assertion 3	Minute reference 68/21 (a) August 2021 After review with external auditor re-signed Minute reference 89/21 (a) September 2021 Both on website
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	Minute reference 68/21 (a) August 2021 On website

6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	On website
6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	Annual Governance Statement Assertion 4	28 th August 2021 Minute reference 89/21 (b) On website
6.8	Previous internal audit report reviewed by council and action taken where recommended?	Yes but ...	Annual Governance Statement Assertion 7	Internal audit done with Hardwicke Parish Council – however PKF Littlejohn stated that a separate Internal audit should have been completed for Hunts Grove parish council – this did not take place.
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	N/A	Annual Governance Statement Assertion 7	

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
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7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Yes	<p>Recommend that a GDPR policy is put in place for staff and councillors and displayed on the website</p> <p>On Website</p> <p>Annual Governance Statement Assertion 3</p>	<p>Reviewed and adopted September 2021 Minute reference 87/21 (d)</p> <p>On website</p>
7.2	Is the Council a Managing Trustee?	N/A	<p>Annual Governance Statement Assertion 9</p>	
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	N/A	<p>Annual Governance Statement Assertion 9</p>	
7.4	Website Accessibility Statement on website home page?	Yes	<p>Annual Governance Statement Assertion 3</p>	<p>On website</p>
7.5	Did council formally appoint GAPTC as the Internal Auditor?	Yes	<p>Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them</p> <p>Annual Governance Statement Assertion 6</p>	<p>Meeting January 2022 Minute reference 159/22 (c)</p>
7.6	Are registers up to date for council-	N/A		

	owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?		Annual Governance Statement Assertion 3	
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8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPIs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	Yes Yes Yes	Annual Governance Statement Assertion 3	Registers are on every minutes – none declared so far On website in draft form within time Signed minutes seen during zoom meeting 10/2/2022
8.2	List of members' responsibilities (Objective L) and b) interests held and published on	Yes Yes		On website and link to Stroud District Council's website for forms

	the website?		Annual Governance Statement Assertion 3	
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	On website
8.4	Summons issued in proper format?	Yes	Annual Governance Statement Assertion 3	On website

Policy in relation to Travellers and Illegal Encampments on Parish Land

Last Reviewed: 14th February 2022

As adopted xxx

Minute ref: xxx

Introduction

The policy will outline a procedure to enable Hunts Grove Parish Council (HGPC) to protect its land and assets for the continued use and enjoyment of the community.

The aim of this policy is to ensure that any action taken by HGPC as regards to Travellers is fair and in line with an approved protocol for dealing with unauthorised sites. The protocol includes a procedure to ensure that as an ethnic minority group the rights and interests of the Gypsies/Travellers are properly taken into consideration as well as the settled community, when making any decisions as to how best to proceed. The protocol is designed to ensure that the Council is acting in accordance with the requirements of the Human Rights Act and Government guidance.

Travellers on Parish Council Land

The Clerk to inform the following people;

- Hunts Grove Parish Council
- Stroud District Council's Environmental Health Officer
- Gloucestershire County Council's Traveller Services Officer
- The Police
- Neighbourhood Warden
- County Councillor
- District Councillor

Crest Nicholson are currently responsible for the majority of land at Hunts Grove but the Parish Council will work in conjunction to take any action to evict an illegal encampment from their land. This should be done by instigating proceedings under Section 50 Civil Procedures Rule as outlined in the legislation in appendix 2.

The Clerk to act on behalf of the Council to instigate the proceedings under Delegated Powers (*include Minutes number of when powers delegated*) along with Crest.

The following to be undertaken

- Engage the Council Legal Advisor to act.
- Risk Assess the continued use of the land taking advice from the Police and councils' legal advisor. Advise users accordingly.
- Organise a parish council meeting to update the council on all action and invite Crest to attend.

Making Contact with the Travellers

The Clerk/Councillors and Crest should request the Police or Gloucestershire County Council's Travellers Service Officer to accompany them to speak to the Travellers.

If the incident occurs on a weekend or an evening and if one of the above Officers not available the Clerk and a councillor should undertake this visit. It is important that this is done as soon as possible.

The following should be established:

- The Travellers should be informed that this is Crest Nicholsons land and they do not have permission to set up a camp.
- Follow the questions in the attached the County and District Protocol Appendix 1
- Establish a time when the Travellers will leave
- Ask them to keep the site clean

Action to evict the Travellers

If the Travellers have not left the site as discussed in 1.2 above the Clerk under Delegated Powers alongside Crest Nicholson should take the following action;

- Instigate a Possession Order as per section 50 of Civil Proceedings Act to evict the Travellers from the site.
- Keep a statement of all conversations and matters relating to the Traveller Encampment.
- Liaise with the Police and act on their advice.

This action to be started immediately and may run alongside action undertaken by the Police under the Criminal Justice Act.

Request for Police Action Criminal Justice and Public Order Act (CJPOA) section 61c

The Clerk to consider the following and if applicable make an immediate request for action under the Criminal Justice and Public Order Act (CJPOA) section 61c

If the Travellers fail to leave by the time agreed by the proceedings outlined in section 1.2 above and any of the following 3 things have taken place;

- the unauthorised campers have caused damage to the land or property on the land;
- they have used threatening, abusive or insulting words or behaviour to the occupier, a member of his family or his employee or agent;
- there are six or more vehicles on the land.

The police can use Section 61 of the CJPOA to direct unauthorised campers to leave the site. They can do this without reference to the courts. The initial step is for the landowner to make a formal request to the police that they use their powers under the CJPOA.

A senior police officer then considers whether it is appropriate to use the power, based on various factors:

- whether there are there other activities on the encampment, such as serious breaches of the peace, disorder, criminal activity or anti-social behaviour which would necessitate police involvement under their wider powers;
- given the impact of the unauthorised encampment on the environment and the local settled community, is it reasonable and proportionate to use police powers;
- is action by the police legally sustainable;
- are sufficient resources available.

The decision to take this action falls to the Police. The Clerk, council and Crest can request it but the Police may not take this action. It is important due to this fact that civil proceedings are taken immediate so as no delay in eviction takes place.

Appendix 1 Gloucestershire County Council and Stroud District Councils have signed up to the following Code

Protocol for Dealing with Unauthorised Traveller Encampments

The Council has signed up to a countywide protocol for dealing with unauthorised sites. The protocol includes a procedure to ensure that as an ethnic minority group the rights and interests of the Gypsies/Travellers are properly taken into consideration as well as the settled community, when making any decisions as to how best to proceed. The protocol is designed to ensure that the Council is acting in accordance with the requirements of the Human Rights Act and Government guidance.

If Gypsies/Travellers camp on private land, what can the landowner do?

Talk to them to see if a leaving date can be agreed and/or take proceedings in the County Court under the Civil Procedure Rules 1998 to obtain a Court Order for their eviction.

What if the landowner decides to let them stay on the land?

Unless the landowner has already obtained planning permission for a caravan site or is a farmer and the Gypsies/Travellers are helping with fruit picking etc., then the landowner could be in breach of the Planning Acts and the Acts dealing with the licensing of caravan sites if land is occupied for more than 28 days in any 12 month period.

If the landowner fails to take the appropriate action to remove the Gypsies/Travellers, what will the Council do?

The Council will monitor all unauthorised sites and take steps to identify and then liaise with the landowner. If the landowner is in breach of any planning or caravan site license requirements, then the Council could consider taking proceedings against him/her.

Does the Council have a duty to move Gypsies/Travellers when they are camped without the landowner's permission?

The Council has the power under the Criminal Justice & Public Order Act 1994, but does not have a duty to move them. The Council would normally expect the landowner to take that responsibility.

I have seen Gypsies/Travellers camping on the side of the road and sometimes on parks or other Council-owned land, what can the Council do?

The District Council is only responsible for land it owns, the County Council are responsible for dealing with any encampments on land they own which will include roadside verges.

The Councils will consider each case on its merits, in accordance with the agreed protocol. If the Gypsies/Travellers are causing problems they will be moved on as soon as is reasonably possible.

In all cases the site will be monitored and every effort made to make sure that the Gypsies/Travellers keep the site tidy and do not cause public health problems. This sometimes means that refuse collection facilities may be provided for this purpose.

Can the Council remove Gypsies/Travellers from their land immediately?

No, like all other landowners the Council must apply to the County Courts for an eviction order and must first;

- Make enquiries regarding the general health, welfare and children's education;
- Ensure that the Human Rights Acts 1998 has been fully complied with;
- Show that the Gypsies/Travellers are on the land without consent;
- Follow a set procedure in terms of proving ownership of land and details of the illegal encampment.

How long will it take for the Gypsies/Travellers to be removed?

This will depend upon the circumstances of each individual case. The Council will need to take account of the issues outlined above. If the site is to be allowed to remain, it will be reviewed periodically.

Can the Court refuse to grant the Council an Order to move the Gypsies/Travellers on?

Yes. If there is a reason for the Gypsies/Travellers to stay on the site or if the Court believes that the Council have failed to make adequate enquiries regarding the general health and welfare of the Gypsies/Travellers and there is nowhere else suitable for them to go.

What can the Police do?

In certain circumstances (for example, where the Gypsies/Travellers have with them six or more vehicles), Police Officers may use powers under Section 61 of the Criminal Justice and Public Order Act 1994.

These powers will only be used in situations of serious criminality or public disorder not capable of being addressed by normal criminal legislation and in which the trespassers occupation of the land is a relevant factor. The Police will investigate all criminal and Public Order offences.

The Police are bound by the Human Rights Act and may be constrained to avoid using section 61 in circumstances where it would preclude welfare considerations from being applied by the civil courts.

The duty of the Police is to preserve the peace and prevent crime. Trespass on land by itself is not a criminal offence. Prevention of Trespass and the removal of trespassers are the responsibilities of the landowner and not the Police

Adam Hampson
Hunts Grove Parish Council
PO BOX 2287
Gloucester
GL3 9HA
21/10/2021

Dear Adam,

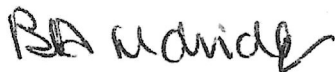
Urbaser Environmental Ltd. 2021 Community Fund

Thank you for your application to the 2021 Community Fund. The Funding Group, which is represented by members from the parish and town councils, met in October to consider all the grant applications. A point scoring system was adopted and applied across all applications. The total amount of grants requested far exceeded the amount available in the fund and difficult decisions had to be made by the Funding Group.

Unfortunately, your application was not successful on this occasion as it scored less on the criteria of Environmental Benefit and Social/Community Benefit than the successful applicants.

If you have any questions about the funding, please contact Diane Green Community Liaison Officer. Gloucestershire Energy from Waste Facility T 01452 379881 or email dgreen1@urbaser.co.uk

Yours Faithfully
Beverly Aldridge



Chair of Community Funding Group

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 14th March 2022 at 6:15pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

Street lights: awaiting feedback from Cllrs about street lights so that I can report onto the relevant organisation.

Bins at Marconi Drive play area: complaints about overflowing bins, unknown who is responsible for emptying

Local shops/cafe: enquiry when Hunts Grove will get local shops

Brambling Way surfacing: enquiry about when tarmacking will be done.

Harrier Way: complaints about dog mess on the grass area, SDC don't street cleanse as still owned by developer. Dog fouling complaints can be made to SDC for the dog warden to patrol.

OTHER MATTERS

ManCo/Sec106: Awaiting update from Stephen-Scown Solicitors, chased up 04/03/22.