

1<sup>st</sup> August 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:** 8<sup>th</sup> August 2022 at 6.15pm  
**Venue:** Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Julie Shirley, Parish Clerk

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### PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. 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.

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## 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

- a) To accept as a true record the minutes of the meeting held on 11<sup>th</sup> July 2022.
- b) Review of outstanding actions not already included on the agenda.

### 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. FINANCE AND PROCEDURES**

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To note the external audit report 2021-22
- c) To approve the schedule of payments.

## **6. PLANNING**

- a) To consider planning applications (none received at time of publication).
- b) To consider any urgent planning applications received after agenda issued.

## **ITEMS REQUIRING A RESOLUTION FROM COUNCIL**

7. To approve recommendations arising from the latest working group meeting.
8. To approve the updated Procurement Policy
9. To discuss renewal of Zoom subscription and make decision as appropriate.
10. To approve application for multi-pay debit card with Unity Trust.

## **ITEMS TO REVIEW/NOTE**

### **11. CLERK REPORT**

- a) To receive the Clerk's report
- b) To receive a progress report on the IT hardware / software purchase
- c) To note that Stroud DC has been informed about the resignation of Cllr Holmes, if less than 10 requests for an election received by 9<sup>th</sup> August the parish council will be able to fill the vacancy through co-option.

### **12. DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS**

To receive a report from District Councillor and County Councillor.

### **13. GLOUCESTERSHIRE CONSTABULARY UPDATES**

- a. To note the updates received from PCSO Rollins.
- b. To discuss anti-social behaviour issues and potential support initiatives.

### **14. DEVELOPMENT SITE UPDATES**

- a) To receive an update from Crest Nicholson
- b) To receive an update on allotments
- c) To receive an update on the community building
- 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 and remedial work required.
- g) To receive an update regarding the future management of Hunts Grove public spaces in Phases 2-4.

### **15. VILLAGE MAINTENANCE**

- a) Review updates to the Village Survey Report

- b) Health & Safety Issues (play equipment, old farm cistern)
- c) Actions and matters arising.

## **16.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

## **17.COMMUNITY GOVERNANCE REVIEW**

- a) To receive an update on the CGR process.

## **18.PARKS & OPEN SPACES UPDATE**

- a. To receive an update from Cllr Turner-Wilkes

## **19.ENERGY FROM WASTE**

- a) To receive an update from the Community Liaison Group (CLG) representative.
- b) To receive an update on CLG grant applications.

## **20.POLICY WORKING GROUP**

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

## **21.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. Christmas Fair plans, to receive an update from Cllr Meecham
- e. Teddy Bears picnic, to receive an update from Cllr Meecham.

## **22.WEBSITE & COMMUNICATIONS**

- a. To receive the monthly communications report from Cllr Ryder
- b. To receive an update on the Business Directory
- c. To receive an update on the Parish Mailing List, and agree costs for Facebook advertising to sign up residents to the mailing list.

## **23.CORRESPONDENCE**

## **24.PARISH COUNCILLOR REPORTS**

- a) To receive a verbal report from Parish Councillors, for information only.

## **25.NEXT MEETINGS**

# MINUTES

**Meeting:** Hunts Grove Parish Council Meeting  
**Date and time:** 11<sup>th</sup> July 2022 at 6.15pm  
**Venue:** Hunts Grove Primary Academy

**Present:**

Cllr Mark Ryder (Chair)  
Cllr Demelza Turner-Wilkes (taking minutes)  
Cllr Adam Hampson  
Cllr Sandra Meecham  
Cllr Martyn homes

**Also In Attendance:**

Lucie Brailsford, Crest Nicholson via Zoom  
District Councillor Gill Oxley via Zoom  
Two members of public.

**269/22 APOLOGIES FOR ABSENCE**

None

**270/22 DECLARATIONS OF INTEREST**

There were none.

**271/22 MINUTES**

Council **resolved** to approve the Minutes of the Meeting held on 13<sup>th</sup> June 2022.

**272/22 COUNCILLOR**

Cllr Martyn Holmes has decided to resign his post on the Parish Council. Email confirmation sent to the Clerk and Chair. The council thanks Cllr Holmes for his work over the last 14 months and wishes him well in future. Crest representative also thanked Cllr Holmes for all his efforts.

**273/22 PUBLIC PARTICIPATION**

Two members of the public present.

Mrs Susan Thompson present to request further information on the Limetree Avenue junction and requires a timeframe for the fence removal. There have been significant issues for the residents and removal of the fence, landscaping and litter removal is required. Cllr Ryder suggested a project manager comes to Hunts

Grove to discuss this with Mrs Thompson. The Council have been advised that 4 weeks notice will be given before work commences. Schedule of works from Crest for the hedge is every 5 years. For reference the resident suggested the hedge is approximately 8 feet in height. Lucie will arrange for Andrew and Fran to meet the resident.

Mr Gavin Morgan resident from summer 2021. Mr Morgan has concerns over missed deadlines for the development and would like details of the timeline for completion of the POS. Also concerns over dead ends with bollards at Knotgrass but vehicles are driving around these and onto the grass. Crest suggested that Bellway are consulted. Cllr Turner-Wilkes suggested Bellway install a sign defining the access to specific properties. Mr Morgan also advised there was fly-tipping around the Five Oaks area on Phase 1.

**274/22 FINANCE AND PROCEDURES**

- a) Council received the bank reconciliation and budget analysis for the period ending 30<sup>th</sup> June 2022, and payments for approval. It was noted that the expenditure of £5596.10 for the Jubilee weekend which does not include Wonky Sarnie

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

Invoice Date	Payee	Net	VAT	Gross
05/06/22	Wonky Sarnie Café (Mrs A M Skidmore)	£148.12	£0	£148.12
02/07/22	Gloucestershire County Security Ltd	£144.00	£28.80	£172.80
27/06/22	Royal Mail Group Ltd	£315.00	£63.00	£378.00
29/07/22	Salaries & Expenses July 2022	£435.10	£0	£435.10
	<b>TOTALS</b>	<b>£1042.22</b>	<b>£0.00</b>	<b>£1134.02</b>

**275/22 PLANNING**

- a) To consider the following planning applications:

S.21/2579/OUT	Javelin Park, Bath Road, Haresfield	ADDITIONAL INFO: Hybrid planning application for employment development for B8 (Storage or Distribution) Uses, ancillary offices, energy centre, landscaping, fitness trail and amenity areas and new access. i) Outline for whole site (with all matters reserved except access) ii) Full application for Units 1, 2 for B8 (Storage or Distribution) Uses and the energy centre (all matters submitted).
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**ITEMS REQUIRING A RESOLUTION FROM COUNCIL**

**276/22** Council approved the minutes of the working group meeting held on 8<sup>th</sup> July and the recommendations are included on the agenda for decision.

Procurement Policy – Cllr Ryder proposed this is sent to the Clerk who will review and ensure it complies with the standing orders and legal requirements.

Cllr Ryder has conversed with Ralph’s secretary and a meeting will proceed in the first week of August, a date will be confirmed in due course.

Remedials – Crest have the first 3 reports as well as SDC.

**ACTION: The Clerk to review the procurement policy**

**277/22** Cllr Ryder showed the council the iPad and the case and keyboard. No requirement to update the IT policy for receipt of the equipment. Council is awaiting the software for the iPad’s. The hardware will be issued at the August meeting and will be added to an asset register.

**ITEMS TO REVIEW/NOTE**

**278/22 CLERK REPORT**

Council received the Clerk’s report which included issues raised by residents. These have all been raised with the relevant organisations and updates sent to the residents.

Sportily have liaised with Crest on sport usage.

The Clerk requested that all councillors submit their DPI forms.

Cllr Ryder met with The Clerk on 8<sup>th</sup> July to cover the software required for the iPads. The Clerk laptop is being considered and Cllr Hampson recommended a purchase away from Cloudy IT to save £193.20.

Noticeboard is due the end of August. Dale has quoted approximately £90 for installation but this will be confirmed in writing.

**279/22 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS**

No report from the district council.

County Councillor is not in attendance and has not forwarded any report.

Hardwicke Rangers have contacted the Parish Council requesting further information on the progress of the Hunts Grove pitches and community building.

A resident has raised concerns over the path across the A38 at the Waterwells roundabout. Steps taken with signage and vegetation cutting.

**280/22 GLOUCESTERSHIRE CONSTABULARY UPDATES**

- a) No response from the Constabulary.

**Action: The Clerk to pursue further a relationship and Cllr Ryder to work with the Clerk on liaising further with the Commissioner.**

**281/22 DEVELOPMENT SITE UPDATES**

- a) Planning advised that there is a suggestion for 2 buildings, Crest confirmed this is incorrect. John has offered to meet within Hunts Grove to discuss our concerns.
- b) Tent in Phase 1 – Crest to confirm that Fran has found the tent and put a sign on it.
- c) ROSPA Reports – 5<sup>th</sup> July the Clerk added the ROSPA Reports to the google drive.
- d) MANCO – No update but Crest are discussing with their legal team.
- e) Paths on the POS require tamping down. Children are falling on these due to variation in how solid they are.
- f) CFL have an afternoon exhibition on the 14<sup>th</sup> July for the new Farmhouse Triangle design.

### **282/22 VILLAGE MAINTENANCE**

- a) Acorn repair – very good result
  - b) Red kite Rise – still requires a road sweeper.
- ACTION – To request from Crest again.**

### **283/22 PHASE 1 ADOPTION**

- a) 3 of the 6 area remedial reports are with SDC and the combined reports are within the Google Drive: Acorn, playpark and SUDS. Tom Barrett’s recommendation is the SDC get an independent report from Crest, planning is assessing the annual maintenance requirements. Tom has discussed with Severn Trent regarding adoption of the SUDS. Cllr Ryder will aim to get the remain 3 reports completed week commencing the 11<sup>th</sup> July.
- b) Trees and Hedgerows – Cllr Ryder met with Andrew on this. Cllr Hampson has forward what3words to Cllr Ryder.
- c) Woodland – Andrew is chasing the final plan for the woodland.
- d) Remedials were discussed and what is acceptable and what isn’t. Damage or wear and tear.
- e) Commuted sums – no progress from Crest at this stage

### **284/22 HIGHWAYS UPDATE**

- a) Haresfield Lane works covered at the business meeting
- b) Harrier Way Junction and resurfacing updates; works to be carried out during the school summer holidays.
- c) A38 junction works & construction traffic routing; section 278 needs to be approved by Atkins for Gloucestershire Highways.
- d) Council received an update on “hedgehog highway” campaign; 6 more signs have been issued.

### **285/22 COMMUNITY GOVERNANCE**

Update report circulated by the Clerk. SDC will begin in the next 2 weeks. There will be consultation with residents.

### **286/22 PARKS & OPEN SPACES UPDATE**

- a) There was no new update on parks and open spaces.

### **287/22 ENERGY FROM WASTE**

- a) The Council had a tour of the facility.
- b) Cllr Holmes has been to the recent CLG meeting. Two occasions there have been spikes in the processes, one caused by a gas canister. One stoppage due to a metal bar on the conveyor. Operationally there is a planned down time imminently. Waste will still be delivered to the site.
- c) Grants were discussed and the Parish has requested the scoring system but Cllr Holmes is not aware of there being a procedure or process. The Parish Council will send a member of the council to the next meeting to continue discussing these queries. September 16<sup>th</sup> next date for CLG meeting.
- d) Cllrs Ryder and Oxley to meet with Cllr Davies to discuss the scoring criteria and processes.

### **288/22 POLICY WORKING GROUP**

- a) Council scheduled the next working group meeting for Friday 5<sup>th</sup> August at 4.30pm to review the outstanding site remedials and management company update.

### **289/22 GROUPS, EVENTS & PROJECTS**

- a) Hunts Grove Wombles update; Cllr Meecham will update as next pick is 16<sup>th</sup> July.
- b) Military Memorial Project update; no update.
- c) "20 is plenty" Project, Cllr Turner-Wilkes has advised that Cllr Davies has now sent the link.  
**ACTION – Cllr Turner-Wilkes to liaise with Cllr Meecham.**
- d) Christmas Fayre – Cllr Meecham has suggested we arrange a large event. Have a Father Christmas with a grotto, stands and crafting. All inside of the school building. Cllr Meecham is leading the project.
- e) Teddy Bear Picnic – to suggest children use the POS with the Council providing hot water for coffee, bunting. Cllr Meecham is leading the project.

### **290/22 WEBSITE & COMMUNICATIONS**

- a) Cllr Ryder reported most correspondences have been about the farmhouse triangle event and its planning application. Residents are interested in a business directory. Cllr Ryder suggested that the website could host this information. A sift of what other Parish Councils do is being created. The hosting company have been asked if these options are available to us.
- b) Parish mailing list – mail chimp up to 2000 contacts and 5 newsletters a month. Noticeboards and Facebook will be primary but this will take over eventually.

### **291/22 CORRESPONDENCE**

Included in the Clerk's report.

### **292/22 PARISH COUNCILLOR REPORTS**

- a) Cllr Hampson – 2017 plans show planting along the Bellway line.

### **293/22 NEXT MEETINGS**



- a) Council noted arrangements for the next Meeting of the Parish Council taking place on Monday 8<sup>th</sup> August at 6.15pm.

Meeting closed at 9.13pm.

## ACTIONS SUMMARY

Meeting	Minute Ref	Action agreed	Who	Done	Notes
13/12/2021	135/21	Request update ref updated Crosskeys roundabout signage	Cllr S Davies		To be followed up by SD
13/12/2021	137/21f	Updated site contacts for DWH & Bellway	Lucie		
13/12/2021	138/21d	Update resident ref litter bin request	Cllr Meecham		
13/12/2021	140/21d	Blog on hedgehog highway	Cllr Turner-Wilkes		
13/12/2021	141/21	Updated draft position statement for January	Cllr Ryder		
13/12/2021	145/21c	Discuss 20 is plenty / signage with School	Cllr Turner-Wilkes		
17/01/2022	152/22	GCC funding for speed signs - Cllr Davies to check	Cllr S Davies		
17/01/2022	152/22	Follow up with Highways ref A38 road junction	Cllr S Davies		
17/01/2022	154/22a	Cllr T-W to discuss speed signs with Highways then forward info to Crest	Cllr Turner-Wilkes		
17/01/2022	154/22d	Handover of POS without all snagging works complete - email steering group	Cllr Holmes		
17/01/2022	156/22	Village Maintenance report to be updated in February	Cllrs Ryder, Meecham & Turner-Wilkes		
14/02/2022	164/22	A38 bridge works & Harrier Way Junction works - Cllr Davies to follow up	Cllr Davies		
14/02/2022	166/22a	Public open space trees to be checked	Lucie		
14/02/2022	166/22a	Street lights to be checked and report back to Clerk	Cllr Hampson, Cllr Holmes		Marconi & DWH surveyed
14/02/2022	167/22a	Cllr Hampson to check Shorn Brook fly tipping and report to Clerk	Cllr Hampson		
14/03/2022	188/22	Traffic planning conditions?	Councillors		
11/04/2022	209/22	Cllr Davies to follow up meeting request with Highways re A38 junction works	Cllr Davies		
16/05/2022	231/22	Noticeboard approved, delegated to Chair/Vice-Chair to arrange purchase & installation	Cllr Ryder, Cllr Turner-Wilkes, Clerk		
16/05/2022	235/22	Weeds in verges: Cllr Meecham to identify areas & forward to Clerk	Cllr Meecham		
16/05/2022	240/22	Explore 20 is plenty bin signage & discuss speed signs with Cllr Davies	Cllr Turner-Wilkes		
13/06/2022	254/22	Parish online mapping to be purchased in October	Clerk		Follow up in September with insurance
13/06/2022	257/22	Follow up incident 11/12th June with NW	Cllr Turner-Wilkes		
13/06/2022	258/22	Crest business meeting notes to be followed by by Lucie	Lucie		
13/06/2022	258/22	Open spaces transfer concerns	Lucie		
13/06/2022	259/22	No Construction Traffic signs loose	Lucie		
13/06/2022	260/22	Cycle access on Haresfield Lane to be confirmed	Lucie		
13/06/2022	264/22	Thank you gifts to be arranged by Cllr Meecham	Cllr Meecham		
11/07/2022	273/22	Lucie to arrange Fran & Andrew to meet with Lime Tree resident	Lucie		
11/07/2022	273/22	Knotgrass Way through traffic - issue to be raised with Bellway	Cllr Ryder	✓	
11/07/2022	276/22	Clerk to review draft Procurement Policy	Clerk	✓	
11/07/2022	277/22	Clerk to start an Asset Register	Clerk	✓	
11/07/2022	280/22	Improve communication with local policing team	Clerk / Cllr Ryder		
11/07/2022	282/22	Request roadsweeper for Red Kite Rise	Clerk	✓	
11/07/2022	287/22	Cllrs Ryder & Oxley to meet with Cllr Davies ref the CLF grant scoring criteria	Cllr Ryder / Cllr Oxley		
11/07/2022	289/22	Cllrs Turner-Wilkes & Meecham to review the 20 is plenty project	Cllr Turner-Wilkes / Cllr Meecham		
11/07/2022	289/22	Cllr Meecham to lead on the Christmas Fayre event	Cllr Meecham		
11/07/2022	289/22	Cllr Meecham to lead on the Teddy Bear Picnic event	Cllr Meecham		

## HUNTS GROVE PC BANK RECONCILIATION 2022-23

<b>BANK BALANCES 31 JULY 2022</b>	
Unity Trust Bank	£50,022.87
<b>TOTAL MONIES IN BANK</b>	<b>£50,022.87</b>
<b>LESS OUTSTANDING PAYMENTS</b>	
<b>TOTAL OUTSTANDING PAYMENTS</b>	<b>£0.00</b>
<b>TRUE BALANCE AT 31/07/22</b>	<b>£50,022.87</b>
Opening Balance at 01/04/22	£34,973.53
Receipts year to date	£29,632.94
Sub-total	£64,606.47
Expenditure year to date	£14,583.60
<b>TRUE BALANCE AT 31/07/22</b>	<b>£50,022.87</b>

Signed Clerk ..... Date.....  
 Name

Signed Chairman ..... Date.....  
 Name

<b>HUNTS GROVE PARISH COUNCIL</b>				
<b>BUDGET COMPARISON REPORT 2022-23</b>				
	£	£	£	
<b>INCOME</b>	<b>Budget</b>	<b>Received as at 31/07/22</b>	<b>Balance</b>	<b>Notes</b>
Precept	53000	26500	26500.00	
Grants	0	3132.94	0.00	
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spend as at 31/07/22</b>	<b>Balance</b>	<b>Notes</b>
Staff costs	10000.00	2418.80	7581.20	
General Admin/expenses	1500.00	814.87	685.13	
Subscriptions	1000.00	0.00	1000.00	
Insurance	500.00	0.00	500.00	
Donations	1000.00	0.00	1000.00	
Training	500.00	0.00	500.00	
Newsletter/Website	1500.00	211.83	1288.17	
IT	3000.00	1911.09	1088.91	
New equipment	3000.00	457.50	2542.50	
Community Events	1000.00	5502.99	-4502.99	Earmarked Funds
Professional fees	10000.00	2008.50	7991.50	
Earmarked Reserves contribution	20000.00	0.00	20000.00	
<b>TOTALS</b>	<b>53000.00</b>	<b>13325.58</b>	<b>39674.42</b>	
<b>EARMARKED RESERVES</b>	£			
Jubilee events	6457.94			

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Hunts Grove Parish Council – GL0265**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2021/22 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP* SIGNATURE REQUIRED

Date

26/07/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Report

Clerk Julie Shirley

**Meeting:** Full Council  
**Agenda Item:** Payment Schedule  
**Date and time:** 8<sup>th</sup> August 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
31/08/22	Salaries & Expenses August 2022	£tbc	£0	£tbc
25/07/22	Reimbursement for laptop purchase	£659.00	£131.80	£790.80
27/07/22	PKF Littlejohn LLP	£200.00	£40.00	£240.00
		<b>TOTALS</b>	<b>£171.80</b>	<b>£1030.80</b>

# Procurement Policy

Last Reviewed: **XX Month 2022**

As adopted **XX Month 2022**

Minute ref: xx/xx

## 1. Introduction

- 1.1 Every Contract by the Council or person acting on its behalf shall comply with this Procurement Policy, the Parish Council's Standing Orders and Financial Regulations. These regulations cover, amongst other things: the number of quotations to be sought and the tendering procedures.
- 1.2 The purpose of this policy is to provide guidance on the factors that will be considered when purchasing goods and services.
- 1.3 A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods, or services (including the engagement of consultants) for which the Council will provide consideration. The following contracts are exempt from the requirements of these rules: contracts relating solely to disposal or acquisition of land; employment contracts and individual agency contracts for the provision of temporary staff.
- 1.4 Persons involved in the awarding of a Contract on behalf of the Council must ensure that the best value for money is obtained. Before commencing a procurement, it is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs. The best use of purchasing power shall be sought by aggregating purchases wherever possible.
- 1.5 Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council where they are satisfied that the exception is justified in special circumstances. Every exception and reason therefore shall be recorded.

## 2. Local contractor preference

- 2.1 The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible, subject to Para 12 below.
- 2.2 In such cases where the Council uses a scoring profile for comparing bids, the factor of "local" shall be given significance of up to 20% of overall scoring, weighted in preference

to proximity to Hunts Grove Parish, i.e., within Hunts Grove Parish, adjacent to Hunts Grove Parish, within Stroud District, and within Gloucestershire.

### **3. Competence of contractors and due diligence**

- 3.1 The Council shall only enter into a contract with a supplier if it is satisfied as to the suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.
- 3.2 All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation, for example Play Parks Regulations. Provision of suitable risk assessments and method statements will be a condition of all such contractors.
- 3.3 The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.

### **4. Equality and sustainability**

- 4.1 The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
- 4.2 The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products that protect biodiversity, for example peat-free compost.
- 4.3 The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

### **5. Prompt payment of invoices**

- 5.1 The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement. In order to comply with current legislation all payments (apart from petty cash payments) are made by BACS transfer or cheque.



## **6. Pre-approval of contractors**

6.1 In respect of contracts that may be exempt from the Public Contracts Regulations 2015<sup>1</sup>, the Council needs to have access to pre-approved contractors to supply routine services or who can be called on to provide emergency services, including but not limited to:

- a) Electricians
- b) General builders
- c) Glaziers
- d) Grass and hedge cutting contractors
- e) Groundworkers
- f) Locksmiths
- g) Memorial masons
- h) Plant hirers
- i) Play equipment repairers
- j) Plumbing and heating engineers
- k) Tree surgeons
- l) Vehicle and machinery service engineers

6.2 Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form (See Appendix A).

6.3 The register of approved contractors will be reviewed periodically, and a copy shall be maintained on the Council's website.

## **7. Best value**

7.1 Normally the Council will accept the quotation, estimate or tender that provides best value for money, however, the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so.

## **8. Purchases on account**

8.1 The Council may maintain monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised in advance.

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<sup>1</sup> s135 (3) gives Councils the power to exempt contracts below £25,000 from a tendering exercise (see also NALC LTN 87 - Para 9).

## 9. Specifications

9.1 Enquiries and invitations to Tender shall be based on a written specification. The specification shall adequately describe the requirement procedure in sufficient detail to enable effective procurement in accordance with these rules.

## 10. Contracts below ~~£53,000~~ but above £500

10.1 While not obliged to seek competitive tenders for works below ~~£53,000~~, where there are opportunities for competitive savings, 3 quotations shall be sought (subject to Para 7 above). For purchases below £500 quotes may be sought in order to achieve price comparisons.

## 11. Contracts between ~~£53,000~~ and £25,000

11.1 Written quotations must be sought by not less than three individuals or organisations that could undertake the contract.

## 12. Contracts above £25,000

~~12.1 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.~~

12.1 A public notice must be made setting out particulars of the contract and inviting persons interested to apply, within a period of not less than 10 days, for opportunity to tender.

12.2 After the expiration of the period specified in the public notice invitations to Tender shall be sent to not less than four individuals or organisations that could undertake the contract (or, if fewer than four apply, to those that are suitable)

12.3 Tenders to be submitted and opened in accordance with Para 14 below.

~~12.4—Contract Procedure Rules 8 and 9 shall not apply to the following but wherever possible, alternative quotations shall be obtained:~~

~~a.—Purchase by auction or at public fairs~~

~~b.—Contracts involving special technical, scientific or artistic knowledge~~

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<sup>2</sup> [The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts](#)

- ~~c. Contracts comprising spare or replacement parts of existing machinery or plant or repairs to such machinery or plant~~
- ~~d.a. Urgent situations as agreed with the Chair of the Council where the Council is put at significant risk or significant costs could be incurred by not taking urgent remedial action.~~

~~12.5~~12.4 Every written contract shall specify:

- a. The work, materials, matters or things to be furnished, had or done;
- b. The price to be paid, with a statement of discounts or other deductions (if any); and
- c. The time or times within which the contract is to be performed.

~~12.6~~12.5 Every contract which exceeds £25,000 and is either for the execution of work or the supply of goods or materials shall provide for payment of liquidated damages by the contractor in case the terms of the contract are not performed.

~~12.7~~ Contracts over the value of £25,000 shall comply with Articles 109 to 114 of the Public Contracts Regulations 2015 as explained in NALC Legal Topic Note 87 regarding the advertising of contracts and the use of the 'contract finder' website.

### **13. Submissions of Tenders: submission procedures for contracts above £25,000.**

- 13.1 Where an invitation to tender is made, such invitation to tender shall state the general nature of the intended contract and the Responsible Financial Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitations shall in addition state that tenders must be addressed to the Responsible Financial Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed dates for opening tenders for the contract.
- 13.2 The tenders shall be kept in the custody of the appropriate nominated person until the time and date specified for their opening.
- 13.3 Tenders shall be opened by the Responsible Financial Officer in the presence of at least one councillor. Tenders shall be date stamped and signed on all pages containing price information.
- 13.4 Quotations and tenders may be received electronically provided they are kept in a separate secure folder under the control of the Responsible Financial Officer which is not to be opened until the deadline has passed for receipt of tenders.

### **14. Acceptance of Quotations and Tenders**

- 14.1 The tender that offers best value to the Council shall be accepted. Each tender shall be evaluated for the price and quality to ascertain the most economically advantageous tender. Local companies should be encouraged to apply.
- 14.2 For procurements over £25,000 the questions and scoring systems used shall be written before tenders are received. The basis of this exercise shall be explained in any invitation to tender documentation.
- 14.3 Where the authorised person considers it in the best interest of the Council he/she may negotiate with the tenderers whose tenders are being considered for acceptance. No negotiation on contracts whose value is in excess of £25,000 can take place without reference to the Chair of the Council. Any negotiations which would distort competition is expressly forbidden.
- 14.4 Arithmetical errors found in any tender when checking shall be dealt with as follows: the tenderer shall have the error pointed out to them and be offered the opportunity to stand by their original tender, or their corrected tender, or withdraw it.

## **15. Signing and Sealing of Contracts**

- 15.1 Every successful quotation/tender shall be accepted in writing, provided that contracts as the Solicitors to the Council shall determine shall be set out in a formal contract document.

## **16. Nominated Sub-Contractors and Suppliers**

- 16.1 Where a sub-contractor or supplier is to be nominated to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules.

## **17. Contracts Record**

- 17.1 A record of all contracts in excess of £25,000 in value placed by the Council shall be kept by the Clerk. This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and the contract period. This is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained.

## **18. Contract Management**

- 18.1 For contracts exceeding £25,000, project management shall be adopted, using industry agreed project management framework and standards as appropriate to the work being undertaken (for example, but not limited to, PRINCE2, PMI, RIBA, RICA). This

expertise may be purchased by the Council – e.g. quantity surveyors. Suppliers will be expected to demonstrate their Project Management competency and qualifications.

## 19. Contract Variations

19.1 Any necessary instructions to vary a contract shall be made in writing by the Clerk or persons responsible for supervising the contract. Where a variation occurs during the currency of the contract that is material and cannot be met from within the original contract sum an immediate report shall be made to the Council who shall decide what further action is necessary.

## 20. Bonds, Guarantees and Insurances

20.1 For procurement projects where the spend is greater than £25,000 consideration must be given as part of the pre-qualification assessment and evaluation process as to whether a performance bond and/or parent company guarantee (if applicable) shall be required from the successful tenderer.

20.2 Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance requirements for each contract.

## 21. Termination of contracts

21.1 The Council reserves the right to terminate any contract immediately for any of the following reasons: Termination for Cause – where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.

## 22. Compliance with other relevant legislation.

22.1 In cases where any law, statutory instrument of Government regulation is found to be at variance with any section of this policy, then that shall be applied, and this document shall be amended accordingly.

## 23. Emergency works

23.1 Expenditure for emergency works can only be incurred where there are Urgent situations as agreed with the Responsible Financial Officer and Chair of the Council where the Council is put at significant risk or significant costs could be incurred by not taking urgent remedial action.

~~23.~~ **24 Status of this policy**

~~23.1~~ **24.1** This policy was amended in July 2022 and will be monitored and reviewed periodically, or in response to changes in legislation.

Appendix A

**APPLICATION FOR INCLUSION ON HUNTS GROVE PARISH COUNCIL'S  
APPROVED CONTRACTOR LIST**

<b>Business</b>	<input type="text"/>		
<b>Business Address</b>	<input type="text"/>		
<b>Post Code</b>	<input type="text"/>		
<b>Telephone</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>Services Provided</b>	<input type="text"/>		
<b>Years In Business</b>	<input type="text"/>		
<b>Memberships Professional Bodies</b>	<input type="text"/>		

**Declaration**

- I understand that the Council requires me to hold Public Liability Insurance (PLI) for contracts which involve working on Council sites for a minimum of £10m
- I confirm that I will supply a copy of my PLI policy schedule annually at renewal
- I am aware that I am required to comply with the Council's health and safety and equality policies

**Signed**

**Date**

**Name**

**Position**

Completed forms should be emailed to [clerk@huntsgrove-pc.gov.uk](mailto:clerk@huntsgrove-pc.gov.uk)

## Report

Clerk Julie Shirley

**Meeting:** Full Council

**Agenda Item:** Clerk's Report

**Date and time:** 8<sup>th</sup> August 2022 at 6.15pm

### MATTERS FOR VOTING

Report for information only.

### RESIDENT QUERIES

- Harrier Way, grass cutting one side only – reported to Crest
- Harrier Way, resurfacing – update provided
- POS phase 2b timeline – update provided
- Motorway access gate unlocked – resolved by TetraTech.

### OTHER MATTERS

Clerk is on leave 22<sup>nd</sup> August until 2<sup>nd</sup> September. Locum Mary Leonard (clerk to Kingswood PC) is standing in for "light-touch" cover, eg checking emails and forwarding anything urgent to councillors.

Agenda and meeting pack for September meeting will be done on my return.

We now have an Amazon business account. There is an item on agenda to approve application for a debit card, this can then be linked to the Amazon account which will make future purchases simpler.

### IT HARDWARE / SOFTWARE UPDATE

Laptop purchase.

Migration planned for 4<sup>th</sup> August 2022.

### NOTICE BOARD

Estimated date of delivery w/c 29 August 2022.

Dale has visited the school and confirmed the location. Quote received: £90.