

6th September 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: 12th September 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 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

- a) To accept as a true record the minutes of the meeting held on 8th August 2022.
- b) Review of outstanding actions not already included on the agenda.

4. PUBLIC PARTICIPATION

- a) 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.
- b) Quedgeley & Hardwicke Cricket Club plans for cricket provision at Hunts Grove.

5. FINANCE AND PROCEDURES

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To approve the schedule of payments.

6. PLANNING

- a) To consider planning applications.

ITEMS REQUIRING A RESOLUTION FROM COUNCIL

7. To approve recommendations arising from the latest working group meeting:
 - a) To submit request to Crest to site a storage unit on Crest land and to approve in principle the purchase cost of a storage unit for example <https://www.safetrade247.co.uk/kdc-flat-pack-metal-stores>
 - b) To purchase and install non-permanent bins at bus stops for example <https://www.roadware.co.uk/derwent-120-litre-outdoor-heritage-litter-bin/>
8. To approve the Co-Option Policy
9. To approve the purchase of two new noticeboards to replace the two existing at a total cost of £4,535.86 and to agree source of funding (grant application or reserves).
10. To approve the Phase 1 location for a defibrillator and to seek quotes for electrical installation.
11. To approve the annual insurance renewal.

ITEMS TO REVIEW/NOTE

12. CLERK REPORT

- a) To receive the Clerk Report and IT transition update.

13. DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

To receive reports from District Councillor and County Councillor.

14. GLOUCESTERSHIRE CONSTABULARY UPDATES

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

15. 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.

16. VILLAGE MAINTENANCE

- a) Review updates to the Village Survey Report
- b) Health & Safety Issues (play equipment, old farm cistern)
- c) Actions and matters arising.

17.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

18.COMMUNITY GOVERNANCE REVIEW

- a) To receive an update on the CGR process

19.PARKS & OPEN SPACES UPDATE

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

20.ENERGY FROM WASTE

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

21.POLICY WORKING GROUP

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

22.GROUPS, EVENTS & PROJECTS

- a. Hunts Grove Wombles update from Cllr Meecham
- b. Teddy Bears picnic, to receive an update from Cllr Meecham
- c. Christmas Fair plans, to receive an update from Cllr Meecham
- d. Youth services, to receive an update from Cllr Meecham
- e. “20 is plenty” Project, to receive an update from Cllr Turner-Wilkes
- f. Military Memorial Project update.

23.WEBSITE & COMMUNICATIONS

- a. To receive the monthly communication report from Cllr Ryder
- b. To receive an update on the Business Directory
- c. To receive an update on the Parish Mailing List.

24.CORRESPONDENCE

25.PARISH COUNCILLOR REPORTS

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

26.NEXT MEETINGS

27.SEPARATE BUSINESS

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

- a) To receive an update regarding the future management of Hunts Grove public spaces in Phases 2-4.
- b) To consider the options for a parish referendum.

MINUTES

Meeting: Hunts Grove Parish Council Meeting
Date and time: 8th August 2022 at 6.15pm
Venue: Hunts Grove Primary Academy

Present:

Cllr Mark Ryder (Chair)
Cllr Demelza Turner-Wilkes
Cllr Sandra Meecham

Also In Attendance:

Lucie Brailsford, Crest Nicholson via Zoom
County Cllr Stephen Davies
Mrs N Hussein (resident)
Mrs J Shirley (Clerk) via Zoom

294/22 APOLOGIES FOR ABSENCE

Cllr Adam Hampson.

295/22 DECLARATIONS OF INTEREST

There were none.

296/22 MINUTES

- a) Council **resolved** to approve the Minutes of the Meeting held on 11th July 2022.
- b) Council reviewed outstanding actions.

297/22 PUBLIC PARTICIPATION

Mrs Hussein addressed the meeting regarding anti-social behaviour and supporting young people. There was a discussion about Cllr Meecham arranging a meeting of stakeholders after the school holidays to establish options to provide activities for young people. **Action: Cllr Meecham.**

298/22 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 31st July 2022.
- b) Council noted the external audit report for 2021/22 and the auditors' comments.
- c) Council approved the schedule of payments.

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

Invoice Date	Payee	Net	VAT	Gross
31/08/22	Salaries & Expenses August 2022	£435.30	£0	£435.30
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
25/07/22	Clerk - Reimbursement for laptop accessories (mouse, bag)	£23.02	£5.32	£28.34
08/07/22	Cllr Meecham - Reimbursement for volunteers	£60.00	£0	£60.00
	TOTALS	£1377.32	£177.12	£1554.44

299/22 PLANNING

- a) To consider planning applications (none received since last meeting)
- b) To consider any urgent planning applications received after agenda issued (none received)

ITEMS REQUIRING A RESOLUTION FROM COUNCIL

300/22 Council received an update regarding the working group meeting held on 3rd August and meeting held with Quedgeley Town Council; it was a good first meeting and councillors look forward to working together in the future.

301/22 Council approved the updated Procurement Policy. **Action: Clerk to finalise and publish on website.**

302/22 Council resolved not to renew the annual Zoom subscription and will utilise Microsoft Teams for future meetings.

303/22 Council resolved to apply for a multi-pay debit card with Unity Trust and noted that there will be a £3 monthly charge.

ITEMS TO REVIEW/NOTE

304/22 CLERK REPORT

- a) 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.
- b) Council received a progress report on the IT hardware / software purchases.
- c) Council noted that Stroud DC has been informed about the resignation of Cllr Holmes, if less than 10 requests for an election received by 9th August the parish council will be able to fill the vacancy through co-option. **Action: Cllr Ryder will draft an advert in preparation.**

305/22 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

Cllr Davies reported that there is a consultation for electric vehicle charging locations and a consultation on the county's road safety policy. Even though Hunts Grove roads are not yet adopted, the parish council can start the process to request 20mph zones.

There was nothing to report from district council.

306/22 GLOUCESTERSHIRE CONSTABULARY UPDATES

- a) PCSO Rollins emailed a link to the latest crime statistics.
- b) Council discussed anti-social behaviour and potential support initiatives earlier in the meeting;
Action: Clerk will contact PCSO Rollins to request support for initiatives.

307/22 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson: business meeting scheduled for 5th September. The drain on Harrier Way has been temporarily fixed.
- b) Update from allotments. Cllr Ryder had 2 separate meetings, one with Stroud District Council (SDC) Planning and one with Mr Williams at Crest Nicholson regarding the allotments and community building. Crest have planning permission to build allotments in the original location, CFL have submitted an application that includes allotments. Allotments could be commenced on the secondary site ahead of planning approval. Crest will consider the legal implications. A round-table meeting with Crest, CFL and SDC Planning to be arranged for September to agree a way forward in principle.
- c) Update on community building. There has been emphasis on the Coopers Edge style building which was costed at £1m to build. The current plan is to return to the hybrid plan (2020) rather than draw up revised plans based on the Coopers Edge building. Mr Williams will discuss with CFL and will need Crest management agreement. Mr Williams will update at the September meeting. It was also noted that Ralph Hawkins Managing Director is leaving Crest Nicholson.
- d) Update from PREIM: the AGM was held in July. PREIM is preparing to adopt the public open space adjacent to the school. PREIM is being taken over by Encore. Once areas have been adopted then a steering group will be formed.
- e) CFL update: it could be another couple of months to determine the planning application due to questions raised by Highways relating to parking and layout.
- f) Cllr Ryder gave a brief update from Cllr Ryder regarding Phase 1 Adoption Status Update and remedial work required. There is a meeting scheduled for 18th August. There are questions concerning the SUDS ponds, and SDC is looking for confidence that the SUDS system has been built as planned. SDC is checking planning requirements for annual reports to be provided by Crest. There are discussions that Severn Trent may adopt the SUDS ponds.
- g) There was no update regarding the future management of Hunts Grove public spaces in Phases 2-4. It was discussed and agreed to share an interim update with residents including a copy of the letter sent to Stroud District Council on 8th June by District and County Councillors and our MP Siobhan Baillie.

308/22 VILLAGE MAINTENANCE

- a) Cllr Ryder is finalizing the Village Survey Report for SDC concerning the remedials required.
- b) Health & Safety Issues (play equipment, old farm cistern). Cllr Turner-Wilkes is going through the RoSPA annual safety report. There is a lot of overgrown vegetation at the Lime Tree play area and it engulfs the pavement entrance to the flats. Cllr Turner-Wilkes will forward photos to Lucie. There had been an issue with the safety fencing around the newly installed bowbridge and young people were gaining access to the item. The area around the Sanctuary homes needs the vegetation maintaining and bins are being left out which is causing litter to blow about the area. **Action: Cllr Turner-Wilkes will make contact with the housing manager.**

309/22 HIGHWAYS UPDATE

- a) Haresfield Lane works: agricultural access has been agreed between CFL and Crest.
- b) Harrier Way Junction and resurfacing updates; there has been a delay as advised by Crest, unlikely to be commenced this summer.
- c) A38 junction works & construction traffic routing; section 278 needs to be approved by Atkins for Gloucestershire Highways. **Action: Cllr Davies will make enquiries as to timescales.**
- d) Council received an update on “hedgehog highway” campaign from Cllr Turner-Wilkes.

310/22 COMMUNITY GOVERNANCE

The Clerk gave a verbal update on the community governance review; SDC has contacted all parish and town councils with an initial survey to scope the extent of the CGR. The CGR won't address the boundary between Stroud and Gloucester City at Marconi Drive and Naas Lane. **Action: Clerk to follow up concerning the process for a boundary change and update the resident that raised the matter.**

311/22 PARKS & OPEN SPACES UPDATE

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

312/22 ENERGY FROM WASTE

- a) Community Liaison Group update – none. Cllr Ryder
- b) Community Liaison Group grant application update: Cllr Meecham volunteered to host a defibrillator on the outside of her property pending adoption of public open spaces. **Action: Clerk to update CLG.**

313/22 POLICY WORKING GROUP

- a) Council scheduled the next working group meeting for Monday 5th September at 6.00pm following the business meeting with Crest and will focus on how the new IT is structured.

314/22 GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update; latest litter pick was very successful.
- b) Military Memorial Project update; no update.
- c) “20 is plenty” Project, Cllr Turner-Wilkes and Cllr Meecham have been working on a grant application through the County Councillor.

- d) Christmas Fayre; no update yet as the team is working on the Teddy Bear Picnic plans.
- e) Teddy Bear Picnic update from Cllr Meecham; local businesses will be asked to donate raffle prizes. Income generated through the raffle will be set aside and ring fenced for future community events. Council set a budget of £200 for the Teddy Bear Picnic to cover the cost of bouncy castle and any incidentals required. **Action: Cllr Meecham and Clerk to prepare a risk assessment.**

315/22 WEBSITE & COMMUNICATIONS

- a) Monthly communications update; **Action: Clerk** to publish a parish newsflash on social media following full council meetings.
- b) Business directory update: the council's website provider is working on updating the website to accommodate a business directory.
- c) Parish mailing list: to be integrated with the council's website using MailChimp software. There are no costs until over 2000 people on the mailing list. Council approved a budget of £200 for social media sponsorship.

316/22 CORRESPONDENCE

Included in the Clerk's report. **Action: Clerk to update the resident** from Naas Lane concerning the community governance review and the discussion with Quedgeley Town Council – suggest he attends the next QTC meeting to put forward his view.

317/22 PARISH COUNCILLOR REPORTS

No additional reports.

318/22 NEXT MEETINGS

- a) Council noted arrangements for the next Meeting of the Parish Council taking place on Monday 12th September at 6.15pm.

Meeting closed at 9.15pm.

ACTIONS SUMMARY

Meeting	Minute Ref	Action agreed	Who	Done	Notes
13/12/2021	135/21	Request update ref updated Crosskeys roundabout signage	ClIr 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	ClIr Meecham		
13/12/2021	140/21d	Blog on hedgehog highway	ClIr Turner-Wilkes		
13/12/2021	141/21	Updated draft position statement for January	ClIr Ryder		
13/12/2021	145/21c	Discuss 20 is plenty / signage with School	ClIr Turner-Wilkes		
17/01/2022	152/22	GCC funding for speed signs - ClIr Davies to check	ClIr S Davies		
17/01/2022	152/22	Follow up with Highways ref A38 road junction	ClIr S Davies		
17/01/2022	154/22a	ClIr T-W to discuss speed signs with Highways then forward info to Crest	ClIr Turner-Wilkes		
17/01/2022	154/22d	Handover of POS without all snagging works complete - email steering group	ClIr Holmes		
17/01/2022	156/22	Village Maintenance report to be updated in February	ClIrs Ryder, Meecham & Turner-Wilkes		
14/02/2022	164/22	A38 bridge works & Harrier Way Junction works - ClIr Davies to follow up	ClIr 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	ClIr Hampson, ClIr Holmes		Marconi & DWH surveyed
14/02/2022	167/22a	ClIr Hampson to check Shorn Brook fly tipping and report to Clerk	ClIr Hampson		
14/03/2022	188/22	Traffic planning conditions?	Councillors		
11/04/2022	209/22	ClIr Davies to follow up meeting request with Highways re A38 junction works	ClIr Davies		
16/05/2022	235/22	Weeds in verges: ClIr Meecham to identify areas & forward to Clerk	ClIr Meecham		
16/05/2022	240/22	Explore 20 is plenty bin signage & discuss speed signs with ClIr Davies	ClIr 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	ClIr 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		
11/07/2022	273/22	Lucie to arrange Fran & Andrew to meet with Lime Tree resident	Lucie		
11/07/2022	280/22	Improve communication with local policing team	Clerk / ClIr Ryder		
11/07/2022	287/22	ClIrs Ryder & Oxley to meet with ClIr Davies ref the CLF grant scoring criteria	ClIr Ryder / ClIr Oxley		
11/07/2022	289/22	ClIrs Turner-Wilkes & Meecham to review the 20 is plenty project	ClIr Turner-Wilkes / ClIr Meecham		
11/07/2022	289/22	ClIr Meecham to lead on the Christmas Fayre event	ClIr Meecham		
08/08/2022	297/22	Arrange meeting of stakeholders for youth provision	ClIr Meecham		
08/08/2022	301/22	Procurement policy to be published	Clerk	✓	
08/08/2022	303/22	Apply for multi-pay debit card with Unity	Clerk		
08/08/2022	304/22	Advertise councillor vacancy	ClIr Ryder / Clerk	✓	
08/08/2022	306/22	Clerk to contact PCSO ref youth provision	Clerk		
08/08/2022	308/22	Contact Housing Manager for Sanctuary homes ref vegetation maintenance	ClIr Turner-Wilkes		
08/08/2022	309/22	ClIr Davies will find out timescales for A38 junction works	ClIr Davies		
08/08/2022	310/22	Boundary review process update resident	Clerk	✓	
08/08/2022	312/22	Clerk to update CLG on proposed location of defib	Clerk	✓	
08/08/2022	314/22	Teddy Bear Picnic risk assessment	Clerk / ClIr Meecham	✓	
08/08/2022	315/22	Newsflash for website and Facebook	Clerk	✓	

HUNTS GROVE PC BANK RECONCILIATION 2022-23

BANK BALANCES 31 AUGUST 2022	
Unity Trust Bank	£48,764.21
TOTAL MONIES IN BANK	£48,764.21
LESS OUTSTANDING PAYMENTS	
TOTAL OUTSTANDING PAYMENTS	£0.00
TRUE BALANCE AT 31/08/22	£48,764.21
Opening Balance at 01/04/22	£34,973.53
Receipts year to date	£29,935.91
Sub-total	£64,909.44
Expenditure year to date	£16,145.23
TRUE BALANCE AT 31/08/22	£48,764.21

Signed Clerk Date.....
 Name

Signed Chairman Date.....
 Name

HUNTS GROVE PARISH COUNCIL				
BUDGET COMPARISON REPORT 2022-23				
	£	£	£	
INCOME	Budget	Received as at 31/08/22	Balance	Notes
Precept	53000	26500	26500.00	
VAT reclaim	0	302.97	0.00	
Grants	0	3132.94	0.00	
EXPENDITURE	Budget	Spend as at 31/08/22	Balance	Notes
Staff costs	10000.00	3596.20	6403.80	
General Admin/expenses	1500.00	841.21	658.79	
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	2685.70	314.30	
New equipment	3000.00	2364.11	635.89	
Community Events	1000.00	5562.99	-4562.99	Earmarked Funds
Professional fees	10000.00	2008.50	7991.50	
Earmarked Reserves contribution	20000.00	0.00	20000.00	
TOTALS	53000.00	17270.54	35729.46	
EARMARKED RESERVES	£			
Jubilee events	6457.94			

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 12th September 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
30/09/22	Salaries & Expenses September 2022	£435.10	£0	£435.10
02/09/22	Cllr Ryder – reimbursement of stationery purchases	£2.49	£0.50	£2.99
05/09/22	Dale Haines	£100	£0	£100
30/09/22	HMRC	£307	£0	£307
31/08/22	PATA (UK)	£23.85	£0	£23.85
01/08/22	Cloudy Group Ltd	£43.00	£8.60	£51.60
01/09/22	Cloudy Group Ltd	£43.00	£8.60	£51.60
06/09/22	Mary Leonard	£25.00	£0	£25.00
	TOTALS	£979.44	£17.70	£997.14

Hunts Grove Planning Applications

Date	Application Number	Address	Application Details	Parish Council Comments	Stroud District Council Planning Decision
16/01/2020	S.20/0103/REM	Hunts Grove Phase 4	Reserved matters community building, grass playing pitches, artificial pitch, tennis courts, local equipped area of play, car parking and associated infrastructure	04/02/20 OBJECT	Awaiting decision
17/01/2020	S.20/0104/REM	Parcels R1 & R3 Hunts Grove Phase 4	Reserved matters for Neighbourhood Centre including 38 dwellings	05/02/20 OBJECT	Awaiting decision
27/02/2020	S.20/0471/DISCON	Public Open Space Hunts Grove Phase 3	Discharge of conditions 6, 12 & 38 of S.19/1925/VAR	Not consulted	Awaiting decision
02/03/2020	S.20/0497/DISCON	Hunts Grove Phase 4	Discharge of conditions 6, 12 & 21 of S.19/1925/VAR	Not consulted	PERMIT 25/08/22
18/08/2021	S.18/2031/DISCON	A38 Junction at Hunts Grove southern connector	Discharge of condition 1 of S.13/2774/FUL - Lawful commencement	Not consulted	Awaiting decision
24/09/2021	S.21/00317/REM	Land Adjoining Naas Lane, Naas Lane, Quedgeley	Reserved matters application for approval of Appearance, Landscaping, Layout and Scale for the erection of 97 dwellings provision of Green Infrastructure including surface water attenuation and play space and other related infrastructure including foul water	11/10/21 No objection plus comments	
16/11/2021	S.21/2579/OUT	Javelin Park, Bath Road, Haresfield	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).	13/12/21 Objection	
23/12/2021	S.21/2881/REM	Land At Quedgeley Trading Estate East, Haresfield	Reserved Matters (appearance, layout, landscaping and scale) for the erection of 5 no. industrial units for light industrial (E(g)(iii)) general industrial (B2) & storage & distribution use (B8) with ancillary office & associated infrastructure pursuant to outline	17/01/22 No objection	
03/02/2022	S.22/0120/MINAM	Bellway Parcel R20 And R21	Minor Amendment for the variation of Condition 2 (Approved Plans) of S.17/2289/REM to provide additional acoustic features and alterations to the layout to provide additional parking and remove pedestrian link	04/02/22 Comments	Approved 12/07/22
12/05/2022	S.22/0460/FUL	Parcel R17 EL, Hunts Grove Phase 4, Hunts Grove Drive, Hardwicke	Full planning permission for residential development (Use Class C3), community hub (Use Class E), local retail and commercial space (Use Class E), allotments, bio-diversity habitat and associated infrastructure and landscape works	13/06/22 Support with observations	

Councillor Co-Option Policy

Last Reviewed: xx xx 2022
As adopted: xx xx 2022
Minute ref: xx/xx

1 Introduction

- 1.1 A casual vacancy occurs¹ when a councillor fails to deliver his declaration of acceptance of office at the proper time, a councillor resigns, a councillor dies, a councillor is disqualified by virtue of a criminal conviction², or a councillor fails to attend meetings for six consecutive months without the authority of the Council.
- 1.2 For the avoidance of doubt, a meeting must be attended in-person.

2 Notice of Vacancy

- 2.1 If a vacancy arises within six months of an election, the Council can agree to wait until the elections to fill the vacancy.
- 2.2 In all other instances, the following process must be followed:
 - 2.2.1 The Clerk will complete a Notice of Vacancy form stating who and what has caused the vacancy, e.g., resignation, the date of the notice, the deadline for electors to call a by-election (14 working days from date of notice) and the address of the Returning Officer at Stroud District Council.
 - 2.2.2 The form is displayed on the Parish notice boards and the Council's website.
 - 2.2.3 An email is sent to elections@stroud.gov.uk to inform Stroud District Council that a vacancy has occurred with a copy of the Notice of Vacancy.
- 2.3 Stroud District Council will notify the Council if a by-election has been called. If not, the Council will be entitled to fill the vacancy by co-option.
- 2.4 If a by-election is called by 10 or more electors, then Stroud District Council will be responsible for the election process.

¹ Local Government Act 1972, Section 87

² Local Government Act 2000, Section 79 and Localism Act 2011 (England), Section 34

3 Co-Option Process

- 3.1 An advert should be displayed on the Council notice boards and website asking electors to apply for the role of councillor.
- 3.2 An information pack should be available by request from the Parish Clerk (clerk@huntsgrove-pc.gov.uk) or website (www.huntsgrove-pc.gov.uk). The information pack comprises:
 - 3.2.1 Council Roles information (see Appendix 1)
 - 3.2.2 Eligibility Form (see Appendix 2)
 - 3.2.3 Co-Option Application Form (see Appendix 3)
- 3.3 Application forms should be submitted to the Clerk by email (clerk@huntsgrove-pc.gov.uk) or by post to Hunts Grove Parish Council, PO Box 2287, Gloucester, GL3 9HA
- 3.4 The Clerk will review all applications to ensure that candidates are eligible to apply for the role.
- 3.5 Informal interviews with the Parish Council Chairman and Vice-Chairman will be arranged with all eligible candidates to ensure they are fully informed about the council role and the responsibilities.
- 3.6 Eligible candidates will be invited to attend a Council meeting, where the decision to co-opt the candidate(s) will be made. Copies of the candidate's application form will be shared with the Council at the same time as the other meeting papers wherever possible. Candidates do not have to be present at the council meeting to be co-opted.

4 Interview

- 4.1 Candidates will be invited to attend a Council meeting to give a statement as to why they wish to be a councillor and answer questions from Councillors. After they have been interviewed, they will be asked to leave the meeting.
- 4.2 The candidate co-opted must receive a majority of votes of those councillors present at the meeting.
- 4.3 The Clerk will inform candidates of the Council's decision in writing after the meeting.
- 4.4 Successful candidates will be invited to join the Council from the next Council meeting when they will sign the declaration of acceptance of office.

APPENDIX 1 - Council Roles

What is the role of a Parish Councillor?

The main role of a Parish Councillor is to represent the views of all residents within the parish and to listen to, and understand, the views and needs of different groups in the community. There is a responsibility to be well informed, especially about diverse local views. Councillors cannot assume that they represent the interests of electors without consulting them.

Parish Councillors are elected representatives (they are neither volunteers nor employees) and serve for a 4-year term unless co-opted or elected in a by-election when they serve until the next election. They must apply the law and comply with the Code of Conduct and other adopted policies of the council. Councillors are required to act in an ethical way and to declare an interest when necessary.

Councillors contribute to the work of the council by suggesting ideas, influencing policy and strategy, engaging in constructive debate and by responding to the needs and views of the community. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions.

Individual Parish Councillors cannot make decisions on behalf of the council, but they can actively lead and engage with local projects.

The Parish Council needs a wide range of skills and experience to work as a team. Councillors from different backgrounds better represent the whole community and possess different enthusiasms, skills, attitudes and interests.

What is the role of the Parish Clerk?

The role of the Parish Clerk is to ensure that the council conducts its business properly and to provide independent, objective and professional advice and support. They are under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by the law of a Local Authority's Proper Officer.

The Parish Clerk is an employee of the Parish Council. They are not an elected officer and can only make decisions which the Parish Council's elected Members delegate to them. Typically, these responsibilities are set out in the Parish Clerk's contract of employment and include most day-to-day administrative functions.

What is the role of the Parish Council Chairman?

The Parish Council Chairman is elected by the other councillors and is typically elected for a period of a year.

The Chairman will often represent the council at community events and is responsible for chairing the meetings of the council, ensuring good order, and using their casting vote in the event of a tie on any matter requiring a council decision.

Beyond this, the Chairman has no other authority and cannot act independently on behalf of the council.

APPENDIX 2

Co-Option Eligibility Form

In order to be eligible for co-option as a Hunts Grove Parish Councillor you must satisfy certain criteria:

- a) **YES / NO** Are you a British subject, citizen of the Commonwealth or citizen of the European Union?
- b) **YES / NO** On the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) are you 18 years of age or over?
- c) **YES / NO** I am registered as a local government elector for the Parish of Hunts Grove.
- d) **YES / NO** I have, during the whole of the twelve months preceding my co-option, lived in the Parish of Hunts Grove or within 3 miles of it.
- e) **YES / NO** My principle or only place of work has, during the whole twelve months preceding my co-option, been in the Parish of Hunts Grove.

Under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if specific criteria are not met:

- a) **YES / NO** Are you an employee of Hunts Grove Parish Council?
- b) **YES / NO** Are you the subject of a bankruptcy restrictions order or interim order?
- c) **YES / NO** Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?
- d) **YES / NO** Are you disqualified by order of a court from being a member of a local authority?

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a Parish Councillor. All personal information shall be treated confidentially according to our Privacy Policy.

Declaration of Consent

I _____ hereby confirm that I am eligible for the vacancy of Hunts Grove Parish Councillor, and the information provided on this form is a true and accurate record.

Signed: _____

Print: _____

Date: _____

APPENDIX 3

Co-Option Application Form

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

Important: The questions on this application form are your opportunity to bring to councillors' attention any experience, skills, and motivations that you feel will benefit the Council, and therefore our village. If you would prefer a call with an existing Councillor to capture this information, please just tick the box below.

I PREFER A CALL

For any question, please feel free to continue on an additional page if required.

1. Please tell us something about what experience you can bring to Hunts Grove Parish Council, for example, previous local government experience, work in the voluntary or charitable sector, business, schools, or trade union experience.

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2. Please tell us something about skills you can bring to the Council, for example, professional qualifications, financial or project management expertise, community engagement etc.

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-
3. Please tell us what attracts you to the role of Parish Councillor.

4. Some people join a Parish Council as they want to work with a team on general matters to improve the village. Others have a particular interest they would like to develop or see achieved for the community. Is there a particular issue, project, or responsibility you would like to pursue with the Council?

5. Please include any other information you would like to add in support of your application.

6. Are there any questions you would like to ask the Parish Council prior to the meeting to consider applicants?

Signed: _____

Print: _____

Date: _____

Please complete Appendix 2 and 3 and email to clerk@huntsgrove-pc.gov.uk or by post to Hunts Grove Parish Council, PO Box 2287, Gloucester, GL3 9HA

Last Reviewed: xx xx 2022
As adopted: xx xx 2022
Minute ref: xx/xx

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 12th September 2022 at 6.15pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

- Phase 3 road sign query – advised to contact Bellway
- Knotgrass Way issue with vehicles driving through private driveways as a shortcut – Cllr Ryder has been liaising with Bellway and SDC Planning on this issue.

IT TRANSITION UPDATE

The migration from Google to Microsoft has been completed.

The huntsgrove-pc.gov.uk domain has been moved to Cloudy IT from Fasthosts.

Web hosting remains with Blue Tree.

Next steps:

- Tracking actions - move from using Trello and excel spreadsheet to Microsoft Planner.
- Decisions app – download a trial version to manage the agenda / minutes process.
- Utilise Teams for informal updates and move away from WhatsApp.

District Councillor Report

CLlr Mark Andrew Ryder

Meeting: Hunts Grove Parish Council

Date and time: 12 Sept 2022 at 6:15pm

(1) “Prisoners Building Houses” scheme in Hardwicke

Both myself and Cllr Gill Oxley were invited by the Gloucestershire Police & Crime Commissioner to meet him at a new scheme in Hardwicke that is part of the South-West Reducing Reoffending Partnership (SWRRP). The SWRRP is a cross agency partnership of leaders from across the region which includes the 5 regional Police and Crime Commissioners, representatives from HM Prison and Probation Service, Ministry of Justice, the Police, NHS England, Office for Health Improvement and Disparities, Youth Justice Board, Department of Work & Pensions, South West Councils, and the Voluntary Sector including the Diocese of Gloucester. Their aim is “to reduce the frequency and harm of reoffending by adults and young people in order to reduce crime and prevent further victims”.

Hardwicke is one of the manufacturing sites for the modular housing. The factory is a unit within the Hardwicke Court Estate just opposite Hardwicke Church. This area also comprises a derelict farmyard and ancillary buildings. The Estate Manager explained that they would like to renovate this area and bring it back in to use. The proposal is to convert some buildings to residential use under Part Q conversion planning rules. This is unrelated to the factory operation, however what is connected is the possibility of temporary use of the inner farmyard to place six of the new modular homes. The proposal is to apply for “meanwhile use” which will allow the space to be used for this purpose for a maximum of seven years.



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The housing “pods” themselves are very impressive with high insulation levels and minimal foundation requirements. In fact, we were told that no concrete foundations are required, they can be placed on existing hard standing or on soil using up to 8 small steel screw piles (one is pictured next to the door in the picture below) – very low impact.

We also had the opportunity to chat to a couple of the prisoners. They are from HMP Open Prison Leyhill and are transported by minibus each day. I also learned that the same minibus was already running for prisoners working at Smiths Recycling in Moreton Valence. I wasn’t aware of that scheme. The scheme is relatively small scale with 2-4 prisoners employed on site. They receive fair pay, which is held by the prison for their release. This is key for transitioning to normal life as it can provide deposit for a property etc. The factory is able to take unskilled workers and provide them new skills in the construction industry.

Whilst it has been mentioned that the pods could be used to accommodate workers at the factory, this is not what is currently planned. One of the scheme partners is the NHS and Gloucester Hospital has said there is a huge shortage of accommodation for nurses etc. NHS Gloucester has expressed an interest in taking all six pods for temporary accommodation.

The factory is an independent business (MMC Homebuilding) and pods built in Hardwicke may be deployed across the south-west and in fact around the country. I was very impressed with the scheme and what they were doing in Hardwicke and have no concerns regarding the presence of prisoners. These are a very low-risk category and are reasonably close to release and rehabilitation. As well as the organisations mentioned in the partnership, the vicar of Hardwicke also fully supports, as does the Gloucester Diocese and of course the Hardwicke Court estate.

As a follow-up in my role on the Strategic Planning Advisory Board for SDC, I want to explore what SDC can learn from this and how we can support these initiatives as part of our affordable housing strategy.



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(2) "Warm Banks", preparations for winter

One of my councillor colleagues from the Community Services & Licensing Committee is coordinating plans for "Warm Banks" and other measures to support vulnerable people over the winter season across the district. "Warm Banks" are venues that plan to provide open access to their heated facilities for periods of time as an alternative to people heating their homes in the daytime. The government has committed to up to £1,600 extra support this year to help households with energy costs, and more may follow depending on how the situation develops and the plans of the new Prime Minister.

If you are aware of any plans for Warm Banks, or other local measures to help residents facing financial challenges over the winter, please let me know such that I can inform my colleague. All these details will be collated onto a district wide resource to raise awareness with residents that may need the services.

(3) Letter calling on SDC to intervene regarding Hunts Grove management strategy

There have been some developments in the last month. I will provide a verbal update.

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Community Governance Review
Date and time: 12th September 2022 at 6.15pm

SUMMARY

To provide Council with an update on the Community Governance Review process.

MATTERS FOR VOTING

None – report is for information only.

1. Update

We were advised by Stroud District Council that to review the boundary with Quedgeley we would need to request a Public Authority Boundary Review (PABR) through the Local Government Boundary Commission for England (LGBCE). A PABR cannot be conducted at the same time as a Community Governance Review so Council made the decision to proceed with the Community Governance Review to increase the number of council members, and return to the PABR once the CGR completed. Stroud DC confirm this is acceptable and they will proceed on that basis. They have advised that to ensure there is no unnecessary delay, it would be helpful for Hunts Grove PC to continue to seek support for a PABR as evidence of support in the community will be required for the local authorities to support a PABR taking place. The LGBCE will only conduct a review on request if all local authorities are in support. We will need the support of the following:

- Gloucester City Council
- Stroud District Council
- Quedgeley Town Council

The Clerk will make formal contact with the above and request support in writing to submit with the PABR request in due course.

Meeting: Full Council
Agenda Item: Communications Report September 2022
Date and time: 12th September 2022, 6:15pm

The following pages and sites have been created/updated since the last Parish Council meeting.

Parish Council Website

- <https://www.huntsgrove-pc.gov.uk/parish-councillors.php> (Replaced Martyn's details with Vacancy)
- <https://www.huntsgrove-pc.gov.uk/community-organisations.php> (Created separate pages for each organisation and made this a list page)
- <https://www.huntsgrove-pc.gov.uk/quedgeley-and-hardwicke-cricket-club.php> (New Page with Cricket Club content)
- <https://www.huntsgrove-pc.gov.uk/teckels.php> (New Page)
- <https://www.huntsgrove-pc.gov.uk/st-nicholas-church.php> (New Page)
- <https://www.huntsgrove-pc.gov.uk/sportily.php> (New Page)

Parish Council Blog:

- Community & Sports at Hunts Grove
- Noticeboards & Defibrillators
- Overflowing Bins
- Meeting Quedgeley Town Council
- Join The Council – Poster
- Public Space Updates
- August Newsflash

Cont...

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Social Media (Facebook):

- 5th Sept – Call for community & sports organisations for HGPC website
- 5th Sept – Share of GCC post re 20 speed survey
- 3rd Sept – Share of Police Open Day post
- 2nd Sept – Share of Police post, dog friendly open day
- 1st Sept – Noticeboards & Defibrillators update
- 1st Sept – Overflowing bins update
- 1st Sept – Meeting Quedgeley Town Council
- 1st Sept – Join the Council poster
- 31st Aug – Overflowing bins
- 30th Aug – Share of Police post re “Crash for cash” scam
- 27th Aug – Teddy Bears Picnic event recap
- 27th Aug – Teddy Bears Picnic
- 25th Aug – Share of Police post, re open day
- 24th Aug – Share of Police post, open day
- 23rd Aug – Share of GCC post re Ukraine
- 21st Aug – Share of Gloucestershire Roads post re bypass closure
- 21st Aug – Share of Police post, re open day
- 20th Aug – Share of Siobhan Baillie post re photo competition
- 17th Aug – Call for donations from local businesses for Teddy Bears Picnic
- 13th Aug – Join the Council poster
- 12th Aug – Share of GCC post re Tour of Britain volunteers
- 12th Aug – Litter pickers
- 12th Aug – POS Update
- 10th Aug – Monthly newsflash

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 12th September 2022 at 6.15pm

MATTERS FOR VOTING

Report for information only.

INFORMATION FROM SDC REGARDING A PARISH REFERENDUM

Email received from Elections copied below.

A referendum concerning a parish matter is known as a parish poll. I have set out some indicative costs at the end of this email but I thought it would be helpful to set out some of the regulations surrounding a parish poll - please note the Parish Poll Rules came into force in 1987 and therefore the poll is administered very differently to how we now administer elections and referendums. I have summarised the rules below which will be helpful for the council to consider.

1. A poll must be demanded at a parish meeting. The poll can be demanded with the consent of the Chair or at request of at least 10 electors or one third of those electors present.
2. Once a poll has been demanded the parish does not vote on whether or not to have the poll and there is no means of withdrawing the demand.
3. The poll is a ballot of the whole parish and rather than any particular ward or area
4. The Parish meeting must agree and vote on the wording of the questions (more than one question can be asked) which must relate to a parish affair, be clear, unambiguous and phrased in such a way so that it can be answered with a vote in favour of, or against, the proposal/issue (i.e. YES or NO response only). Once the question has been agreed at the parish meeting, it cannot be changed.
5. Once a poll has been demanded and the question agreed, the Chair must notify SDC that a poll is required including, the questions, the name and address of the proposer of the question and the date of the parish meeting.
6. The Returning Officer (RO) will then fix the date of the poll which must be no later than 25 days after the day on which the poll was demanded.
7. Polling hours are from 4pm - 9pm
8. There are no poll cards, no postal votes and no provision for proxy voting
9. There is no voter registration deadline and the register used for the poll is the last monthly revised register before polling day.
10. The ballot paper is old style with counter foils and the Presiding Officer must stamp the ballot paper with an official mark at the time of issuing so stamping instruments are required (for other polls the official mark is printed on the ballot paper).

11. The result is not binding on the parish council. The result only provides an indication of support for, or opposition to the specific matter to help guide parish council decision making.

The cost of a parish poll must be met entirely by the parish council and given that there are no poll cards, the reduced hours of the poll etc, I would expect the poll to cost between £600 - £800.