

7<sup>th</sup> November 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:** 14<sup>th</sup> November 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 14<sup>th</sup> October 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.

## **5. FINANCE AND PROCEDURES**

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To note the receipt of £17,044.01 Community Infrastructure Levy monies due to application S.17/1446/FUL – Land East of Waterwells, Marconi Drive, Quedgeley.
- c) To approve the schedule of payments.

## **6. PLANNING**

- a) To consider planning applications.

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

7. To approve the purchase of a laptop for the Chairman's use, as previously discussed at the June Council meeting.
8. To review the code of conduct draft from Stroud District Council and prepare response.
9. To receive the Youth Report and approve the proposals contained within the report.

## **ITEMS TO REVIEW/NOTE**

### **10. CLERK REPORT**

- a) To receive the Clerk Report.

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

To receive reports from District Councillor and County Councillor.

### **12. GLOUCESTERSHIRE CONSTABULARY UPDATES**

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

### **13. 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.

### **14. VILLAGE MAINTENANCE**

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

### **15. 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

## **16.COMMUNITY GOVERNANCE REVIEW**

- a) To receive an update on the CGR process

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

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

## **18.ENERGY FROM WASTE**

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

## **19.POLICY WORKING GROUP**

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

## **20.GROUPS, EVENTS & PROJECTS**

- a. Hunts Grove Wombles update from Cllr Meecham and to agree the purchase of additional litter pickers and bags.
- b. Christmas Fair plans, to receive an update from Cllr Meecham and agree budget for the provision of decorations and refreshments.
- c. Youth services, to receive an update from Cllr Meecham
- d. “20 is plenty” Project, to receive an update from Cllr Turner-Wilkes

## **21.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.

## **22.CORRESPONDENCE**

## **23.PARISH COUNCILLOR REPORTS**

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

## **24.NEXT MEETINGS**

# MINUTES

**Meeting:** Hunts Grove Parish Council Meeting  
**Date and time:** 10<sup>th</sup> October 2022 at 6.15pm  
**Venue:** Hunts Grove Primary Academy

**Present:**

Cllr Mark Ryder (Chair)  
Cllr Demelza Turner-Wilkes  
Cllr Adam Hampson  
Cllr Sandra Meecham  
Cllr Kevin Thorne

**Also In Attendance:**

Lucie Brailsford, Crest Nicholson via Zoom  
County Cllr Stephen Davies  
Two representatives of Quedgeley and Hardwicke Cricket Club  
Two members of public

**319/22 APOLOGIES FOR ABSENCE**

None.

**320/22 DECLARATIONS OF INTEREST**

There were none.

**321/22 MINUTES**

- a) Council **resolved** to approve the Minutes of the Meeting held on 8<sup>th</sup> August 2022.
- b) Council received the list of outstanding actions.

**322/22 PUBLIC PARTICIPATION**

Quedgeley and Hardwicke Cricket Club gave an overview of the club and requested an update regarding the open spaces at Hunts Grove and the potential for including cricket pitches. Cllr Ryder confirmed that the parish council wants to support a wide range of sport and gave an update on the facilities at Hunts Grove. The Cricket Club were advised to contact the Management Company as the land is currently planned to be under its control. **Action: Clerk** to provide contact details.

County Cllr Stephen Davies arrived 6.45pm.

**323/22 To consider applications to fill councillor vacancies by Co-option (1 vacancy)**

Three applications have been received; two were present at the meeting and were invited to introduce themselves to the Council.

Cllr Hampson nominated Kevin Thorne based on location to ensure as much representation across the community, seconded by Cllr Meecham. All in favour. It was resolved to appoint Kevin Thorne to fill the councillor vacancy.

Cllr Thorne signed the Declaration of Acceptance of Office and joined the meeting.

**324/22 FINANCE AND PROCEDURES**

- a) Council received the bank reconciliation and budget analysis for the period ending 31<sup>st</sup> August 2022.
- b) Council approved payments as follows.

It was resolved to approve the payments as below.

Invoice Date	Payee	Net	VAT	Gross
31/10/22	Salaries & Expenses October 2022	£435.10	£0	£435.10
23/09/22	Bluetree websites	£60.00	£0	£60.00
01/10/22	Cloudy Group Ltd	£43.00	£8.60	£51.60
	<b>TOTALS</b>	<b>£538.10</b>	<b>£8.60</b>	<b>£546.70</b>

**325/22 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**

**326/22** Council received an update regarding the latest working group meetings.

- a) It was agreed to submit a request to Crest to site a storage unit on Crest land. It was also agreed in principle to the purchase of a metal storage unit to the cost of £2.5k. **Action: Cllr Meecham** to confirm to Clerk the location that is suitable for events storage. **Action: Clerk** to write to Crest.
- b) Cllr Meecham reported that Stroud District Council Planning is checking the S106 requirement for litter bins at bus stops. It was noted that there is a need for 2 bins, possibly a 3<sup>rd</sup> at Marconi but that is Gloucester City land. Cllr Ryder proposed the Parish Council purchases 2 non-permanent litter bins, that Clerk requests updated emptying costs from Stroud District Council. The purchase of the bins to be delayed pending update from SDC re S106 requirement. All agreed. **Action: Clerk.**

**327/22** Council resolved to approve the Co-Option Policy.

**328/22** Council resolved to purchase two new noticeboards to replace the existing dilapidated boards. Council also agreed to apply for grant funding for the cost of the noticeboards, if unsuccessful the cost will then be met from General Funds.

**329/22** To approve the Phase 1 location for a defibrillator and to seek quotes for electrical installation. Council noted that Community Liaison Group had agreed funding for two defibrillators, one to be sited outside the school. The second to be located outside 1a Hunts Grove Drive next to the entrance wall.

**Action: Clerk** to write to Crest with request to site defib in proposed phase 1 location.

**Action: Clerk** to order the defibs from Passion First Aid and enquire about installing an electrical feed from 1a Hunts Grove Drive.

**Action: Clerk** to confirm with Highways that the locations will not impinge on the adoption of the highways.

**Action: Cllr Turner-Wilkes** to discuss the defib installation with school.

## ITEMS TO REVIEW/NOTE

### 330/22 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.

### 331/22 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

County Councillor Stephen Davies reported that County Council meeting was replaced with one item to recognise the passing of the Queen. Other items reported by Cllr Davies included:

- The County Council has an Armed Forces Covenant and is consulting to see if there is a need for a community hub, deadline for the survey responses is 28<sup>th</sup> October 2022.
- Electric vehicle charging points have been installed at The Quays and there are plans to roll out more EV charging points across Gloucestershire.
- County Council is exploring the possibility of introducing traffic fines for yellow box junction infringements.
- Special Educational Needs school Brook Academy in Brockworth opened in September.
- There were 1300 fire service calls in August compared to the usual amount of 4-500. Fortunately, no buildings were lost to fire.
- There has been concerns raised in Haresfield regarding Haresfield Lane with traffic accessing the lane despite the signage. Cllr Davies is liaising with Highways. Improved signage is needed but there is also a need to interrupt drivers' bad habits of using this lane.

The Parish Council has not yet received a response to a letter sent to Cllr D Morris concerning the access to Hunts Grove; Cllr Davies will follow-up on behalf of the Parish Council.

District Councillor Mark Ryder reported that the local Labour Party has broken away from national Labour Party because nationally Labour do not allow alliances with the Green Party, which local Labour have in

Stroud District Council. There are now two breakaway groups. There is a Prisoners Building Homes scheme in Hardwicke. The District Council is looking at Warm Banks in preparation for winter.

### **332/22 GLOUCESTERSHIRE CONSTABULARY UPDATES**

- a) No update.

### **333/22 DEVELOPMENT SITE UPDATES**

- a) Update from Crest Nicholson: Mark Foyle has been appointed new Managing Director replacing Ralph Hawkins with effect 1st November 2022.
- Trees: no work has yet been done on the trees but will be commencing soon (no date available). TetraTech is carrying out a tree audit so that damaged trees can be replaced.
  - Harrier Way resurfacing works: a contractor has been appointed for the Harrier Way resurfacing works, date to be advised. Vistry will be opened but will have to close again. Harrier Way junction works may not be done at the same time as these are to be funded by Gloucestershire County Council but has not been confirmed.
  - A38 junction works still not signed off by County Council, hoping to start January 2023.
  - Public Open Space (POS) area behind Bellway: the path has not been cut in the correct place. Crest will build the path to the approved plans. The shared drive is adoptable, not private driveway. The residents will have to take up their concerns with Bellway as Bellway have not built to plan. A knee rail for POS is needed to prevent vehicles from parking on the grass.
  - There was a request for permission to use an electric quad bike on POS. For the avoidance of doubt it was determined that signage is needed to say No Motoried Vehicles. **Action: LB.**
  - There was an issue with the drains, and urgent action was needed hence late night works as there was concern that the school would flood due to the issue. Action: Clerk to update the resident that contacted the Parish Council. The lorry had been left parked over the weekend in case of further response needed but was parked on pavers which were not suitable for that weight of vehicle. Lime Tree access now open, possibly opened by private residents rather than Crest.
- b) Update from allotments. A round-table meeting with Crest, CFL and SDC Planning to be arranged to agree a way forward.
- c) Update on community building. Stroud District Council Planning do not like the hybrid plan (2020). It was noted that Crest is supplying a community building at Harry Stoke (Bristol) which had received contributions from their District Council towards the building costs. A meeting is to be arrange between Stroud District Council, Crest Nicholson, CFL and Cllr Ryder to discuss how to move forward with the community building. **Action: LB**
- d) Update from PREIM: it was noted that the level of maintenance had not improved. **Action: Cllr Hampson** to review latest invoice from PREIM and accounts and feedback to the Parish Council.
- e) CFL update: no update.
- f) Cllr Ryder gave a brief update regarding Phase 1 Adoption Status Update and remedial work required. The last meeting was cancelled due to lack of available attendees. The Parish Council will need to consider fairness when setting the 2023/24 budget if phases 2-4 are with Management Company to avoid double taxation. A member of the public attended to hear the update of Phase

1 adoption and had a question regarding street lighting and the fact most of Phase 1 is still the old sodium-vapour lamp technology, compared to the rest of the village which is the Gloucestershire standard of LED. Cllr Ryder advised that Phase 1 street lighting was installed mostly between 2011 and 2014 when the older technology was the norm. Gloucestershire County Council policy is that all street lights should be LED technology for any that are to be adopted by them. The Parish Council has previously attempted to secure agreement from Gloucestershire County Council to enforce this policy, however we understand the developer has been released from this requirement.

### **334/22 VILLAGE MAINTENANCE**

- a) Village Survey Update: a winter remedials report may be required depending on how the remedial works progress.
- b) Health & Safety Issues (play equipment, old farm cistern). Concern was raised about the footpath to the phase 2 public open space, it is in poor condition with a trip hazard. **Action: Clerk to report to Crest.** There was also concern that Crest is not locking the access to their public open space depot and children are gaining access. The dead tree previously identified has not been removed.

### **335/22 HIGHWAYS UPDATE**

- a) Haresfield Lane works: already discussed earlier in the meeting.
- b) Harrier Way Junction and resurfacing updates; already discussed earlier in the meeting
- c) A38 junction works & construction traffic routing; already discussed earlier in the meeting.
- d) Council received an update on “hedgehog highway” campaign from Cllr Turner-Wilkes who has posters to display regarding the hedgehogs.

### **335/22 COMMUNITY GOVERNANCE REVIEW**

Stroud District Council has organized an information evening for those parishes that will be included in the next community governance review. Clerk and Cllr Meecham to attend.

### **336/22 PARKS & OPEN SPACES UPDATE**

Cllr Turner-Wilkes has been through the RoSPA reports. There are lots of low-risk items such as timber rot on the legs of equipment. Cllr Turner-Wilkes has drafted an email to Crest concerning the report. It was noted that the zip line is high risk due to maintenance on equipment. Concern was noted that the multi-use games area was not compliant with current legislation.

### **337/22 ENERGY FROM WASTE**

- a) Community Liaison Group update: Cllr Turner-Wilkes has been appointed to the committee and Cllr Meecham appointed to the funding committee. The next meeting is 12<sup>th</sup> January via Zoom. It had been agreed that the committee will hold 4 meetings a year, only one of which will be face to face.
- b) Community Liaison Group grant application update: Cllr Meecham reported that the Parish Council’s application for two defibrillators had been agreed.

### **338/22 POLICY WORKING GROUP**

- a) Council scheduled the next working group meeting for Friday 11<sup>th</sup> November at 4.30pm to go through the IT setup on Microsoft Teams.

### **339/22 GROUPS, EVENTS & PROJECTS**

- a) Hunts Grove Wombles update: next litter pick will be on 15<sup>th</sup> October.
- b) Teddy Bear Picnic update from Cllr Meecham; the event went well.
- c) Christmas Fayre; planned for 3<sup>rd</sup> December. The Parent Teachers Association will organize the Fayre and the Parish Council will arrange the Santa's Grotto. **Action: Clerk** to enquire if Brockworth Parish Council will loan their Grotto backdrop.
- d) Youth Services: meeting to be held on 19<sup>th</sup> October 6.30pm at the school. **Action: Cllr Meecham** will invite the new Neighbourhood Warden.
- e) "20 is plenty" Project: an application for a VAS has been submitted to Gloucestershire County Council.

### **340/22 WEBSITE & COMMUNICATIONS**

- a) Monthly communications update was noted.
- b) Business directory has been integrated with the website, Cllr Ryder to work on the directory.
- c) Parish mailing list: Cllr Ryder to work on the mailing list.

### **341/22 CORRESPONDENCE**

Included in the Clerk's report.

### **342/22 PARISH COUNCILLOR REPORTS**

No additional reports.

### **343/22 NEXT MEETINGS**

- a) Council noted arrangements for the next Meeting of the Parish Council taking place on Monday 14<sup>th</sup> November at 6.15pm.

### **344/22 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) Council received an update regarding the future management of Hunts Grove public spaces in Phases 2-4.
- b) Council considered the options for a parish referendum and request the Clerk to provide more information on Parish Meetings. **Action: Clerk.**

Meeting closed at 9.20pm.

## HUNTS GROVE PC BANK RECONCILIATION 2022-23

<b>BANK BALANCES 31 OCTOBER 2022</b>	
Unity Trust Bank	£87,473.92
<b>TOTAL MONIES IN BANK</b>	<b>£87,473.92</b>
<b>LESS OUTSTANDING PAYMENTS</b>	
<b>TOTAL OUTSTANDING PAYMENTS</b>	<b>£0.00</b>
<b>TRUE BALANCE AT 31/10/22</b>	<b>£87,473.92</b>
Opening Balance at 01/04/22	£34,973.53
Receipts year to date	£73,555.92
Sub-total	£108,529.45
Expenditure year to date	£21,055.53
<b>TRUE BALANCE AT 31/10/22</b>	<b>£87,473.92</b>

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

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

<b>HUNTS GROVE PARISH COUNCIL</b>				
<b>BUDGET COMPARISON REPORT 2022-23</b>				
	<b>£</b>	<b>£</b>	<b>£</b>	
<b>INCOME</b>	<b>Budget</b>	<b>Received as at 31/10/22</b>	<b>Balance</b>	<b>Notes</b>
Precept	53000	53000	0.00	
VAT reclaim	0	302.97	0.00	
Grants	0	3208.94	0.00	
CIL	0	17044.01		
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spend as at 31/10/22</b>	<b>Balance</b>	<b>Notes</b>
Staff costs	10000.00	4031.50	5968.50	
General Admin/expenses	1500.00	969.21	530.79	
Subscriptions	1000.00	0.00	1000.00	
Insurance	500.00	742.60	-242.60	
Donations	1000.00	0.00	1000.00	
Training	500.00	0.00	500.00	
Newsletter/Website	1500.00	300.83	1199.17	
IT	3000.00	2833.20	166.80	
New equipment	3000.00	2364.11	635.89	
Community Events	1000.00	5752.82	-4752.82	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>19002.77</b>	<b>33997.23</b>	
<b>EARMARKED RESERVES</b>	<b>£</b>			
Community events	781.12			
<small>(£3325 c/f plus in-year grants minus expenditure this year to date)</small>				

## Report

Clerk Julie Shirley

**Meeting:** Full Council  
**Agenda Item:** Community Infrastructure Levy  
**Date and time:** 14<sup>th</sup> November 2022 at 6.15pm

### SUMMARY

To provide Council with an update on the receipt of Community Infrastructure Levy (CIL).

### MATTERS FOR VOTING

Recommend that the CIL money be set aside in an earmarked reserve until a purpose is identified.

#### 1. Update

Stroud District Council advised that despite previously saying we had no CIL payments due, we have £17,044.01 available from the CIL funding that they have received.

Whilst the main Hunts Grove development is not considered liable to a calculated CIL charge, the application in question is (reference application S.17/1446/FUL – Land East of Waterwells, Marconi Drive, Quedgeley).

The site address for the permission was originally identified within the Parish of Hardwicke. However, as the development has created residential dwellings in the Parish of Hunts Grove, HGPC are now considered the receiving Parish for CIL payments collected from this development. The Clerk from Hardwicke Parish Council brought this to SDC's attention.

The £17,044.01 was originally allocated to Hardwicke Parish Council. Hardwicke PC receive 25% of CIL collected as they have an adopted NDP. Parishes without an adopted NDP the neighbourhood CIL allocation is 15%. As the site of this development is within the original identified NDP of Hardwicke, SDC took legal advice and clarified that HGPC is also eligible for the 25% allocation for this allocated site.

The wider definition means that the neighbourhood portion can be spent on things other than infrastructure (as defined in the Community Infrastructure Levy regulations) provided it is concerned with addressing the demands that development places on the parish's area. The setting up youth provision within Hunts Grove would meet this requirement.

Neighbourhood CIL cannot be spent on the acquisition of land. This is to prevent blocking of development. However, if we proposed to acquire land to enable the development which has a high community benefit such as a community orchard or play area, SDC would be happy to look into legal advice for us.

Examples of the types of projects funded by Neighbourhood CIL across the district include;

- Cycle storage
- Play area
- Parish notice boards
- Conversion of phone box to defibrillator
- Toddler play equipment
- Benches
- Mowing equipment (specific to the maintenance of a well-used area – village hall etc)
- Kissing gates.

(Please note, in the majority of case, CIL funding has been put towards projects with a larger total cost)

Upon receipt of CIL funding, Town and Parish Councils have 5 years to spend the money.

## **2. Next Steps**

Recommend that HGPC moves the money to an earmarked reserve until a suitable purpose is identified.

## Report

Clerk Julie Shirley

**Meeting:** Full Council  
**Agenda Item:** Payment Schedule  
**Date and time:** 14<sup>th</sup> November 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
30/11/22	Salaries & Expenses November 2022	£435.10	£0	£435.10
18/10/22	Cllr Ryder – reimbursement of printer ink purchases	£18.20	£3.64	£21.84
01/11/22	Cloudy Group Ltd – September 2022	£43.00	£8.60	£51.60
28/10/22	Passion First Aid Ltd	£3200	£640	£3840
08/11/22	J.Shirley – reimbursement of expenses	£149.67	£9.99	£159.66
	<b>TOTALS</b>	<b>£3845.97</b>	<b>£662.23</b>	<b>£4508.20</b>



# TAX INVOICE

Hunts Grove Parish Council  
PO Box 2287  
Gloucester  
GL3 9HA

**Invoice Date**  
1 Nov 2022

**Invoice Number**  
INV-2782

**VAT Number**  
916888080

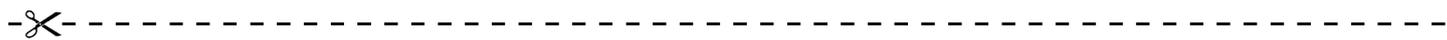
Cloudy Group Ltd  
Cloudy Group Ltd, Unit 8,  
Homeground  
Buckingham Industrial  
Estate  
Buckingham  
MK18 1UH

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Microsoft 365 Business Premium Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device management. For businesses with up to 300 employees.	1.00	16.60		20%	16.60
Microsoft 365 Business Basic Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word, and PowerPoint not included. For businesses with up to 300 employees.	4.00	4.50		20%	18.00
Datasafe Cloud Cloud to Cloud backup of Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts - 3x daily backups retained for 30 days - Dailies are kept after 30 days - Weeklies are kept after 90 day - Monthlies are kept after a year for an infinite period - Data encryption both at rest and in transit - Data controls and monitoring tools, including audit logs, uptime and availability SLAs	2.00	4.20		20%	8.40
Cloudy Council Learning and Development Service Access to a range of council specific	1.00	7.99	100.00%		0.00

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
support content designed to improve your staffs adoption of Microsoft 365. - Access to exclusive monthly Newsletter - Access to Cloudy video library - Access to free monthly training session, provide by Cloudy Training Consultant - Access to hundreds of learning and development videos on 365 products					
					Subtotal (includes a discount of 7.99) 43.00
					TOTAL VAT 20% 8.60
					<b>TOTAL GBP 51.60</b>

**Due Date: 1 Dec 2022**

BACS Payments to Cloudy Group Ltd  
40-33-33  
41649272



# PAYMENT ADVICE

To: Cloudy Group Ltd  
Cloudy Group Ltd, Unit 8, Homeground  
Buckingham Industrial Estate  
Buckingham  
MK18 1UH

Customer	Hunts Grove Parish Council
Invoice Number	INV-2782
Amount Due	<b>51.60</b>
Due Date	1 Dec 2022
Amount Enclosed	_____

Enter the amount you are paying above



# TAX INVOICE

Julie Shirley

**Invoice Date**  
28 Oct 2022

**Invoice Number**  
INV-1101

**Reference**  
HGPC 033/22

**VAT Number**  
254637196

Passion First Aid Limited  
Attention: Jim Jones  
7 Colethrop Way  
Hardwicke  
Gloucester  
Gloucestershire  
GL2 4AZ  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
AED Package	2.00	1,700.00	20%	3,400.00
Discount	1.00	(200.00)	20%	(200.00)
			Subtotal	3,200.00
			TOTAL VAT 20%	640.00
			<b>TOTAL GBP</b>	<b>3,840.00</b>

## Due Date: 17 Feb 2023

Payments Accepted

Bank Transfer to:  
Sort Code: 20-45-45  
Account number: 33106535

By Credit / Debt Card - Call 07811 025169

PAYMENT REQUIRED BEFORE THE DELIVERY OF THE SERVICES PROVIDED

## PAYMENT ADVICE

To: Passion First Aid Limited  
Attention: Jim Jones  
7 Colethrop Way  
Hardwicke  
Gloucester  
Gloucestershire  
GL2 4AZ

UNITED KINGDOM

**Customer** Julie Shirley  
**Invoice Number** INV-1101  
**Amount Due** **3,840.00**  
**Due Date** 17 Feb 2023

**Amount Enclosed**

Enter the amount you are paying above

# Travel and Expenses Claim

Name JULIE SHIRLEY

Address .....

Use Code	Vehicle	Cubic	Office Use
E-essential	Registration	Capacity	Rate/
C-casual			Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Notes	
12/07/2022		EE PAYG monthly top-up					£13.50
11/08/2022		EE PAYG monthly top-up					£13.50
10/09/2022		EE PAYG monthly top-up					£13.50
11/10/2022		EE PAYG monthly top-up					£13.50
26/09/2022		Name badges				Net £49.95 VAT £9.99	£59.94
01/11/2022		DBS Fee					£25.92
12/10/2022	Stroud	CGR Info meeting	20				£9.00
19/10/2022	Hunts Grove	Youth Stakeholder meeting	12				£5.40
03/11/2022	Hunts Grove	DBS ID check	12				£5.40
<b>TOTAL</b>							<b>£159.66</b>

**I certify that:**

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....

**Draft November 2022**

**[ ] Council**

**CODE OF MEMBERS' CONDUCT**

**Adopted on [ ] taking effect on  
[ ]**

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## **I. Introduction**

1. This Code of Conduct (Code) is adopted pursuant to the Council's duty to promote and maintain high standards of conduct by Members of the Council.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

## **II. Scope of the Code of Conduct**

2. The Code applies to Members whenever acting in their official capacity as a Member of [ name/or the ] Council, including;
  - (a) when engaged in the business of [ name/or the ] Council including Ward business or representing the Council externally;
  - (b) when behaving so as to give a reasonable person the impression of acting as a representative of [ name /or the] Council.

This Code of Conduct does not seek to regulate what Members do in their purely private and personal lives.

3. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the procedural and other rules of the Council and any Protocols and Policies which may be adopted from time to time by the Council.
4. Failure to comply with the requirements within this Code of Conduct which relate to disclosable pecuniary interests and which are set out in sections V and VI and Appendix A is a criminal offence.<sup>1</sup>

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<sup>1</sup> Section 34 Localism Act 2011

### III. General Principles of Members' Conduct

5. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a Councillor, Members will be expected to observe the general principles of conduct set out below. These principles will be taken into consideration when any allegation is received of a breach of the provisions of the Code.

- *Selflessness*
- *Integrity*
- *Objectivity*
- *Accountability*
- *Openness*
- *Honesty*
- *Leadership*

### IV. Rules of Conduct

6. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.

7. Members shall observe the following rules:-

#### General Requirements

- (1) **Do** treat everyone with respect.
- (2) **Do** promote equalities and **do not** discriminate unlawfully against any person.
- (3) **Do** promote and support high standards of conduct when serving in your public post by leadership and example.
- (4) **Do not** behave in a manner which brings your role or the Council into disrepute.

- (5) **Do not** bully any person.
- (6) **Do not** harass any person
- (7) **Do not** use your position improperly to confer on or secure for yourself or any other person, an advantage or disadvantage, or seek to improperly influence a decision about any matter from which you are excluded from participating or voting as a result of the requirements of Part VI of this Code.
- (8) **Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.
- (9) **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless–
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is –
    - (a) reasonable and in the public interest; and
    - (b) made in good faith and in compliance with the reasonable requirements of the Council.

Before making any disclosure under (iv) above, the written advice of the Monitoring Officer must be sought and considered.
- (10) **Do not** prevent another person from gaining access to information to which that person is entitled by law.
- (11) **Do not** use knowledge gained solely as a result of your role as a Member for the advancement of your own interests.

When using the resources of the Council, or authorising the use of those resources by others:

- (12) **Do** act in accordance with the Council's requirements including the requirements of the Council's ICT Policy.
- (13) **Do** ensure that such resources are not used for political purposes (including party political purposes) unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or to the office to which you have been elected or appointed.
- (14) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

When making decisions on behalf of, or as part of, the Council:

- (15) **Do** ensure that decisions are made on merit, particularly when making public appointments, awarding contracts, or recommending individuals for rewards or benefits.
- (16) **Do** have regard to advice provided to you by the Council's Officers, particularly that provided by the Chief Financial Officer and Monitoring Officer where such advice is offered pursuant to their statutory duties.
- (17) **Do** be as open as possible about your own decisions and actions and those of the Council and be prepared to give reasons for those decisions and actions.
- (18) **Do** ensure that you are accountable for your decisions and co-operate fully with whatever scrutiny is appropriate to your office.

## **V. Registration of Interests**

- 8. Members shall observe the following rules when registering their interests.

- (1) **Do**, within 28 days of taking office as a Member (or Co-opted Member), notify the Monitoring Officer of any disclosable pecuniary interest as defined in Appendix A and any other registrable interest as defined in Appendix B.
- (2) **Do**, within 28 days of the date of a disclosure referred to in Paragraph 9(2) of this Code, notify the Monitoring Officer of the interest.
- (3) **Do** notify the Monitoring Officer of any new interest (disclosable pecuniary or other registrable interest) or change to any registered interest within 28 days of the date of that change.
- (4) **Do** approach the Monitoring Officer if you feel that your interest should be treated as sensitive because its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

## **VI. Declaration of Interests and Restrictions on Participation**

Members must observe the following rules:-

### 9. Disclosable Pecuniary Interests

Where a matter, in which you have an interest as specified in Appendix A (disclosable pecuniary interests), arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (1) **Do** disclose the interest to the meeting. If the Monitoring Officer considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** ensure that, if your interest is not entered in the Council's Register, you disclose the interest to the meeting as required in 9(1) above and that you notify the Monitoring Officer of the interest within 28 days in accordance with Paragraph 8(3) of this Code.
- (3) **Do** withdraw from the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting unless a dispensation has been granted.

10. Other Interests (Other Registrable Interests Appendix B and Non - registrable Interests)

Where a matter, in which

either you have an interest as specified in Appendix B (other registrable interests),

or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the **Ward** affected by the decision, your well-being or financial position or the well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate,

arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (3) **Do** ensure that you disclose the interest to the meeting. If the Monitoring Officer considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (4) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,
- (a) it affects the financial position of an interest specified in Appendix B (other registrable interests)
  - (b) it affects your financial position or well-being or that of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate
- or
- (c) it relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described in (a) and (b) above
- and a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

The rules set out in Paragraph 10(4) above do not have the effect of precluding a Member from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory

right or otherwise. The Member must, after making their submission, withdraw immediately from the meeting.

## **VII. Duties in respect of the Standards Committee**

11. Members shall observe the following:-

- (1) **Do** undertake training on the Code of Conduct as required by the Council.
- (2) **Do** co-operate, at all stages, with any investigation into your conduct which may be carried out in accordance with the arrangements for the investigation and determination of complaints which have been put in place by the Council.
- (3) **Do not** seek to intimidate, or attempt to intimidate, any person who is, or is likely to be, a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a Member has failed to comply with his or her Authority's Code of Conduct.
- (4) **Do** comply with any sanction imposed on you following a finding that you have failed to comply with the Code of Conduct.

## **VIII. Dispensations**

12. Where a Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code, the Member may apply to the Monitoring Officer for a dispensation.

13. The Council may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if the Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an other registrable interest (Appendix B) or non-registrable interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code.

## **IX. Gifts and Hospitality**

14. When offered gifts or hospitality in your capacity as a Member of the Council, the following rules must be observed.
  - (1) **Do not** accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
  - (2) **Do** register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt. (Appendix B).
  - (3) **Do** register with the Monitoring Officer any significant gift or hospitality that you have been offered but have refused to accept.

## **IX. Definitions**

The following are definitions which apply for the purposes of this Code of Conduct.

1. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or

injure the recipient.

2. "Close associate" means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It may be a friend, a colleague, a business associate or someone you know through general social contacts. It is someone a reasonable member of the public would think you might be prepared to favour/disadvantage ("close association" shall be construed accordingly).
3. Harassment is conduct, on at least two occasions, that causes alarm or distress or puts people in fear of violence
4. "Meeting" is a meeting of the Council, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Council.
5. "Member" is an elected Member or a Co-opted Member of the Authority.  
"Co-opted Member" is a person who is not a Member of the Council but who is either a Member of any Committee or Sub-Committee of the Council, or a Member of, and represents the Council on, any Joint Committee or Joint Sub-Committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee.
6. "Member of your family" means:
  - Partner (spouse/civil partner/someone you live with as if a spouse or civil partner);
  - A parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner; or the partners of any of these persons;
  - A brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece; or the partners of any of these persons.
7. "Monitoring Officer" is the Monitoring Officer to Stroud District Council.

8. "Pending notification" is an interest which has been notified to the Monitoring Officer but which has not been entered in the Council's Register in consequence of that notification.
9. Respect means politeness and courtesy in behaviour, speech, and in the written word.
10. "Standards Committee" is the Standards Committee of Stroud District Council.
11. "The Act" is the Localism Act 2011.
12. "The Council" is [ name or / the].
13. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
14. "Well-being" means general sense of contentment and quality of life.
15. Excepted functions are functions of the Council in respect of
  - (i) housing, where the Member is a tenant of the Council provided that those functions do not relate particularly to the Member's tenancy or lease;
  - (ii) an allowance, payment or indemnity given to Members;
  - (iii) any ceremonial honour given to Members; and
  - (iv) setting Council tax or a precept under the Local Government Finance Act 1992.

### Disclosable Pecuniary Interests

The interests set out below are “Disclosable Pecuniary Interests” in accordance with the Localism Act 2011 and Members must notify the Monitoring Officer in accordance with Paragraphs 8(1)-(3) of this Code of Conduct of any interest which is an interest of **the Member (M) or of any of the following**:

- the Member’s spouse or civil partner;
- a person with whom the Member is living as husband and wife; or
- a person with whom the Member is living as if they were civil partners;

and the Member is aware that that other person has the interest.

Subject	Disclosable Pecuniary Interest
Employment, Office, Trade, Profession or Vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.

Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where – (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either –  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- (a) "the Act" means the Localism Act 2011;
- (b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- (c) "director" includes a member of the committee of management of an industrial and provident society;
- (d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- (e) "M" means a member of a relevant authority;
- (f) "member" includes a co-opted member;
- (g) "relevant authority" means the authority of which M is a member;

- (h) "relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
- (i) "relevant person" means M or any other person referred to in section 30(3)(b) of the Act;
- (j) "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

### Other Registrable Interests

The interests set out below are “other registrable interests” which must be notified to the Monitoring Officer in accordance with Paragraphs 8(1), 8(2) and 8(4) of this Code of Conduct.

A Member must notify the Monitoring Officer of any interest held by **the Member** in any of the categories set out below:-

Subject	Other Interest
Management or Control	Any body of which the Member is in a position of general control or management (including where you have been appointed or nominated by the Council.)
Public/Charitable and Other External Bodies	Any body – (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union).  of which the Member of the Council is a member or in a position of general control or management.
Employer	Any person or body who employs, or has appointed, the Member.
Gifts and Hospitality	The name of any person, organisation, company or other body from whom the Member has received, by virtue of his Office, gifts or hospitality worth an estimated value of <b>£50</b> or more.

# Report

Cllr Kevin Thorne

**Meeting:** Full Council

**Agenda Item:** Youth provision: update and proposals for consideration

**Date and time:** 14<sup>th</sup> November 2022 at 6.15pm

## MATTERS FOR VOTING

1. That HGPC form a Youth Working Group comprising (i) councillors, (ii) the parish clerk, (iii) residents with particular interest and/or expertise, as well as (iv) other stakeholders either as members or contributors, with initial aims to:
  - a. Develop a Youth Strategy that can inform HGPC's efforts and help ensure that opportunities and activities are available to young people on a long term note and sustainable basis
  - b. Explore options and make recommendations for youth engagement, including the creation of a youth voice forum for Hunts Grove. This should consider both those in Y5/Y6 and those of secondary age
  - c. Investigate and propose quick wins and initial steps that HGPC can take to (i) improve knowledge of and access to existing opportunities, and (ii) provide an initial offering itself that helps engage young people, demonstrates HGPC's intent, and builds expertise within HGPC.
2. That HGPC update SDC councillors and officers on our intentions and request assistance as may be available from youth workers within the constraints of the 2020-2024 strategy and funding levels.
3. That ahead of the development of the Youth Strategy, HGPC considers the challenges and actions/mitigations explored in this document in our thinking and engagements with Crest, CFL and others.
4. That potential for funding a level of youth provision be considered in budget discussions for 2023/24.
5. If deciding to progress options for early provision/action, we should be conscious of cost and sustainability, particularly where that could mean making large or more involved commitments before engaging with young people.

## Key learning points

Youth work is about informal education: helping prepare young people with the skills necessary for success in adult life. It should be about providing opportunities and support so young people can develop healthy relationships, behaviours and life skills. This helps tackle anti-social behaviour but is about much wider than this. (Hunts Grove

does not have a significant anti-social behaviour problem with limited incidents which can be less serious than they can sound through the lens of social media.)

It is important for our young people to be able to shape provision and to have a voice on wider issues. This is most effective, meaning that provision matches young people's requirements and engages them with it. The wider voice engages them with their local community and gives them a stake in their future and the opportunities to influence it. The UN's Rights of the Child include having the right to be heard.

Any provision must be sustainable. Relationships, trust and engagement are hard won and easy to lose. Young people will notice if things are withdrawn and will be harder to re-engage. HGPC would need to commit to a 3-5 year project in terms of budget/precept/funding.

Youth voice is the focus of SDC's youth work. There are nine local youth forum groups in Stroud, the nearest for Hunts Grove is Hardwicke and there may be flexibility to expand it to include Hunts Grove. However, we need to be mindful that Hardwicke is not easily accessible for young people in Hunts Grove plus that the Youth Forums are small groups, usually no more than 10 people aged 13-18 years old. SDC have worked with parish and town councils, and could look at what help they could provide us, but resource constraints will limit what sustained assistance is available and it won't be possible to add HG as a tenth youth forum. SDC's current youth strategy goes up to 2024 but there is opportunity to influence the future strategy.

Effective engagement requires engagement with young people on their terms, where they feel comfortable and valued. This can be at school, in a controlled environment, or at activities they are engaged in, or detached where they happen to be. There are opportunities to engage with young people at Sportily sessions. Detached engagement is hard and it can take time to build relationships; and the police's interactions do not always lend themselves to this. There are outside providers such as The Door and Brendan's Bridge who provide detached youth work elsewhere in the county.

It will be easier to engage with older primary school children than those at secondary school age, given that we have a primary school in the village, this age cohort is keen to get involved in activities, and because they are less independent and mobile. If relationships can be built with 10/11 year olds these can continue as they grow older. At secondary age, the largest group attend Severn Vale, with who SDC had positive engagement when setting up the Hardwicke youth forum. So there are opportunities to engage but this is harder than for the younger age group.

The provision of traditional youth services and activities by the County and District decline significantly or ended after 2010, with few youth clubs etc.

There are a number of activities available within HG, offered through the primary school to their students and through Sportily. However, greater access to and range of activities and opportunities is needed for older youth. Julie has looked at what the neighbouring parishes have available in youth activities and whether these are accessible from Hunts Grove. Hardwicke village hall was considered too far without adult assistance as nearly 3 miles by foot or bicycle. There are activities at nearby Waterwells which is located approx. 0.75 miles away. Sportily have found that Kingsway is too far for young people to engage. HGPC lack facilities and would need to hire spaces or operate a detached service. The school has some availability and hire is potentially free for community use.

It is best to a dedicated space for young people to meet and to feel that it is their building; it can be difficult balancing the needs of a shared facility. This is something to consider for the community building.

There are a series of challenges (explored in Annex A) to overcome/mitigate including limited HG facilities and accessibility of other locations. Some mitigations are low cost and contribute to sustainability, including sharing knowledge of existing activities and encouraging activity and cooperation within the community (such as though promoting lift sharing to improve access).

## Proposals

1. That HGPC form a Youth Working Group comprising (i) councillors, (ii) the parish clerk, (iii) residents with particular interest and/or expertise, as well as (iv) other stakeholders either as members or contributors, with initial aims to:
  - a. Develop a Youth Strategy that can inform HGPC's efforts and help ensure that opportunities and activities are available to young people on a long term note and sustainable basis
  - b. Explore options and make recommendations for youth engagement, including the creation of a youth voice forum for Hunts Grove. This should consider both those in Y5/Y6 and those of secondary age
  - c. Investigate and propose quick wins and initial steps that HGPC can take to (i) improve knowledge of and access to existing opportunities, and (ii) provide an initial offering itself that helps engage young people, demonstrates HGPC's intent, and builds expertise within HGPC.
  
2. That HGPC update SDC councillors and officers on our intentions and request assistance as may be available from youth workers within the constraints of the 2020-2024 strategy and funding levels.
  
3. That ahead of the development of the Youth Strategy, HGPC considers the challenges and actions/mitigations explored in this document in our thinking and engagements with Crest, CFL and others.
  
4. That potential for funding a level of youth provision be considered in budget discussions for 2023/24.
  
5. If deciding to progress options for early provision/action, we should be conscious of cost and sustainability, particularly where that could mean making large or more involved commitments before engaging with young people. Supporting additional provision from Sportily appears to be lowest risk and potentially easiest to deliver. Exploring using SDC advice and third sector groups to begin detached engagement would be informative and engage directly with the target audience.

The alternative would be for council to develop a strategy and determine how to deliver it. There are one illustrative potential strategy objectives and initial lines of activity in Annex B. However, given council bandwidth, the potential for engaging wider expertise, and the benefits of those we'd likely want/need to help deliver a strategy being involved in its development, a working group would appear to be a better option.

## Annex A: Challenges

Challenge		Potential Actions and Mitigations
Facilities	HG doesn't have indoor facilities where young people can meet or participate in activities. Planned facilities won't provide spaces that young people can call their own. Limited capacity restricts youth and/or wider use of facilities	<p>Make best use of primary school facilities</p> <p>Explore potential for utilising farmhouse as it is developed</p> <p>Ensure requirements for community centre factor in youth provision - and bolster argument for appropriate suitable facilities</p>

	Lack of outdoor facilities designed for Young People (rather than younger children)	Explore potential for using existing outdoor spaces, with adjustments as needed where possible
Extent of support available from SDC	The SDC Youth Strategy 2020-24 is focused on nine localities. Nearest is Hardwicke. Limited resource at SDC will constrain what they can provide.	<p>Work with SDC Youth workers to maximise available support</p> <p>Leverage existing SDC efforts and partnerships inc with Severn Vale school</p> <p>Influence SDC so youth strategy beyond 2024 reflects HG's needs</p>
Geography	<p>Edge of district: Our immediate neighbours are in Gloucester not Stroud, complicating interworking in some aspects</p> <p>Proximity to, and secondary school provision within, Gloucester exposes HG young people to different issues than other small communities</p> <p>Transport: Whilst our single bus route is regular and connects HG to Kingsway and to Gloucester city centre, there is very limited connectivity to Quedgeley or to Hardwicke, or to Stonehouse &amp; Stroud.</p>	<p>Work with relevant secondary schools (primarily Severn Vale). SDC had a positive relationship with Severn Vale school</p> <p>HGPC's nascent relationship with QTC (though QTC don't have council-led youth provision) offers opportunity for joint working</p> <p>Maintain and strengthen links with Gloucester police so we understand issues*</p> <p>Walking routes to Hardwicke &amp; /Quedgeley potentially improved slightly by A38 junction - but 20mins extra walk from one side of village</p> <p>Explore walking/cycling options*</p> <p>Influence GCC to improve public transport connectivity once (i) A38 junction opens and (ii) as village expands further*</p> <p>Promote and facilitate lift sharing to non-HG activities*</p>
Variety and location of secondary schools	Secondary school age young people from HG attend a variety of schools, all of which are distant from HG. Harder therefore to engage with HG-specific young people	<p>Use of detached youth work</p> <p>Link with services provided by community and third sector providers</p> <p>Focus on Severn Vale, utilising SDC's previous links</p> <p>Recognise that will take time</p>

		Have a specific engagement strand with those of primary school age to build relationships when they are based in HG primary academy
Council bandwidth and expertise	HGPC has five councillors, though this is expected to increase from May 2024 following the CGR.	Youth voice creates capacity  Utilise other stakeholders  Involve parents and other adults  Investigate training for councillors and volunteers
Budget, and size of HG	Need a sustained funding model as youth provision needs to be sustainable to build and keep trust and engagement. HGPC budget is small enough to make hiring dedicated youth workers hard	Seek grant funding  Use third sector providers with potential for HGPC to contribute for supplementary services  Potential to commission small scale provision or initial provision  Potentially seek to partner with other local councils - though geography doesn't help provision of shared services

\* denotes shared action/objective shared with other lines of council work

## Annex B: Possible objectives and lines of activity

1. Young people in Hunts Grove have a voice and are able to use it to influence the development of our community including the different stakeholders (HPGC, police, SDC, Crest, manco etc etc).
  - a. Engagement with Y5 and Y6 pupils at HG Primary Academy
  - b. Explore opportunities to engage with secondary schools, primarily Severn Vale, including through SDC's existing links
  - c. Explore forming a Youth Parish Council and/or youth sub-group of the parish council
  - d. Determine how HGPC business and decisions can be informed by youth voice
  - e. Explore detached youth work options.
  
2. Young people in Hunts Grove have a range of opportunities and activities available to them
  - a. Increase awareness of and take-up of existing opportunities and activities for young people within and near Hunts Grove
  - b. Lift sharing to increase accessibility
  - c. Increase range of opportunities and activities for young people within Hunts Grove
  - d. Support young people organising activities
  - e. Encourage groups to reach out into HG and to offer activities within HG
  - f. Sponsor groups to provide or increase provision of activities in HG.

3. Build a sustainable footing for youth provision within Hunts Grove
  - a. Seek to build youth provision into (i) community centre, (ii) future POS
  - b. Consider how existing POS can be enhanced for young people
  - c. Influence SDC youth strategy beyond 2024 to maximise benefit for HG
  - d. Understand range of funding opportunities available.
  
4. Learn from other councils and service providers
  - a. Continue and broaden engagement with neighbouring councils as well as those in similar communities
  - b. Research best practice from communities further afield.

## Report

Clerk Julie Shirley

**Meeting:** Full Council  
**Agenda Item:** Community Governance Review  
**Date and time:** 14<sup>th</sup> November 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

Cllr Meecham and the Clerk attended an information evening hosted by Stroud District Council on Wednesday 12<sup>th</sup> October at 6.30pm. This report summarises the information.

#### 2. Indicative timetable:

Action	Date
Commencement of review – Council decision and publication of Terms of Reference	20 October 2022
Phase 1: Initial public consultation	31 October 2022 – 29 January 2023
Draft recommendations prepared	February 2023
Draft recommendations published	1 March 2023
Phase 2: public consultation on draft recommendations	1 March 0 26 April 2023
Final recommendations prepared	May/June 2023
Final recommendations considered by Council	July 2023
Changes come into effect (next ordinary day of election)	May 2024

### 3. Increasing or decreasing the number of councillors

There is no definitive number of councillors per electorate, the previous review adopted guidelines proposed by the National Association of Local Councils (NALC):

Electorate	No' of cllrs
1-900	7
901 – 1400	8
1401 – 2000	9
2001 – 2700	10
2701 - 3500	11
3501 - 4400	12
4401 – 5400	13
5401 – 6500	14
6501 – 7700	15
11,800 – 13,300	18

Our current electorate is 1612 and the 5 year forecasted electorate for Hunts Grove is 3191. Compare this to Eastington who has 11 councillors and a current electorate of 2073 and a 5 year forecast of 3114.

The number of councillors doesn't directly relate to the size of the electorate but also the services provided.

### 4. Review Parish Boundaries

CGRs are good opportunities to correct parish boundary anomalies or review new housing developments which have expanded across different parishes.

Only parish boundaries within Stroud District can be amended, SDC do not have the power to alter district boundaries, and parishes cannot cross district boundaries.

### 5. Parish Warding

We could request a parish ward for Phase 1 at Hunts Grove. Warding arrangements are used to ensure fair representation across the parish, recognise local identity, but more importantly we can levy a different precept amount for a parish ward which helps us remove the perception of double taxation in phases 2-4.

Warding can make councillor nominations tricky as the candidate has to live within a 1.5 miles of ward boundary but the proposer and seconder has to live within the ward.

When (if) HGPC adopt Phases 2-4 then we can levy the same precept in both wards, the warding can remain or be removed in a future review.

### 6. Next Steps

Recommend that HGPC forms a working group to look at the Community Governance Review in detail and prepare recommendations for the initial consultation.