

7th February 2023

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: 13th February 2023 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 9th January 2023.
- 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. TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCIL COUNCILLORS

6. TO ADOPT THE PARISH AND TOWN COUNCIL CHARTER WITH STROUD DC

7. GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update from Cllr Meecham
- b) To receive an update on Easter Community Day 1st April 2023
- c) To receive an update on King's Coronation celebration on Sunday 7th May 2023.

8. DEVELOPMENT SITE UPDATES

- a) To receive an update from Crest Nicholson
- b) To receive an update from Cllr Ryder following the meeting with Crest Nicholson and Stroud District Council reference the management company.

9. PLANNING

- a) To consider planning applications
 - i. Quadrant Distribution Centre, Prospective Outline Planning Application
 - ii. S.23/0199/HHOLD, 25 Hoskareslo Close, Side Extension.
 - iii. S.23/0001/FUL, Unit 4A Gateway 12 Business Park Davy Way, Installation of extraction ductwork.

10.POLICY WORKING GROUP

- a) To approve recommendations from the Policy Working Group
- b) Discuss priorities for the next working group and schedule the meeting.

11.TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY

12.FINANCE AND PROCEDURES

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To approve opening a savings account with Unity Trust, 1.36% net interest with instant access, or 1.91% on a 30-day deposit account.
- c) To approve the schedule of payments.

13.TO RECEIVE THE CLERK REPORT

14.TO RECEIVE VERBAL REPORTS FROM PARISH COUNCILLORS

15.ENERGY FROM WASTE

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

16.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 consider the Pension report, confirm pension provider and agree employer contribution rate.

RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED

17. DEVELOPMENT SITE UPDATES

- a) To receive an update on allotments
- b) To receive an update on the community building
- c) To receive updates from PREIM and discuss matters arising
- d) Colethrop Farm Ltd (CFL) updates
- e) To receive an update from Cllr Ryder regarding Phase 1 Adoption Status Update and remedial work required.

18. GROUPS, EVENTS & PROJECTS

- a) To receive Active Travel updates
- b) To receive Naming Project updates.

19. YOUTH WORKING GROUP

- a) To receive an update from the Youth Working Group.

20. COMMUNITY GOVERNANCE REVIEW UPDATES

21. VILLAGE MAINTENANCE

- a) Review updates to the Village Survey Report
- b) Health & Safety Issues (play equipment, old farm cistern)

22. PARKS & OPEN SPACES UPDATE

- a) To receive an update from Cllr Turner-Wilkes
- b) To receive an update on CCTV for the open spaces.

23. 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
- e) “20 is plenty” Project, to receive an update from Cllr Turner-Wilkes.

24. 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

25. CORRESPONDENCE

MINUTES

Meeting: Hunts Grove Parish Council Meeting
Date and time: 9th January 2023 at 6.15pm
Venue: Hunts Grove Primary Academy

Present:

Cllr Mark Ryder (Chair)
Cllr Demelza Turner-Wilkes
Cllr Adam Hampson
Cllr Kevin Thorne
Cllr Sandra Meecham (via Microsoft Teams – non-voting)

Also In Attendance:

County Cllr Stephen Davies (until 7.10pm)
Ms L Brailsford, Crest Nicholson representative (via Microsoft Teams)
District Cllr Oxley (via Microsoft Teams).

386/23 APOLOGIES FOR ABSENCE

None.

387/23 DECLARATIONS OF INTEREST

There were none.

388/23 MINUTES

- a) Council **resolved** to approve the Minutes of the Meeting held on 19th December 2022.
- b) Council reviewed the outstanding actions.

389/23 PUBLIC PARTICIPATION

None.

390/23 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

County Councillor Stephen Davies reported on County Council matters; Cllr Davies has had a conversation with County Cllr Morris reference the highways access to Hunts Grove and a reply is expected after 12th January. GCC has extended the payment to residents hosting Ukrainian families. Cllr Turner-Wilkes requested Cllr Davies to find out an update as to when Hunts Grove PC will be advised of the outcome of

the community speedwatch funding application. Cllr Hampson asked Cllr Davies to find out if the hedging along Waterwells Drive could be maintained.

District Councillor Mark Ryder had no update since the previous parish council meeting.

391/23 GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update: next litter pick on 14th January.
- b) Easter Community Day, 1st April 2023. An easter bunny has been booked for the fun day. No further plans until grant applications are known.
- c) King's Coronation celebration on Sunday 7th May 2023, update will be available at the next meeting.
- d) Bee-squared, the Council agreed to support the initiative in Hunts Grove Spring 2023 through promotion via the website and social media. **Action: Clerk.**
- e) Council received an update on naming public open spaces and agreed to contact the stakeholders including the school and developers. Cllr Thorne will publish a blog post to encourage residents to get involved and help identify potential names for public open spaces. **Action: Cllr Thorne.**
- f) Council considered the active travel report from Cllr Thorne; Cllr Ryder mentioned the requirement for developers to produce a travel plan and one was produced for Marconi. It was agreed that Cllr Thorne would continue discussions with Gloucestershire Highways and Stroud District Council. **Action: Cllr Thorne.**

392/23 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson; Lucie will find out what the plans are for community building and allotments meetings now that Paul Williams has left Crest. There are bee-friendly areas planned at the public open spaces (POS). Update due from the contractor awarded the Harrier Way surfacing works and a schedule of works will be shared with the parish council. A38 junction works paperwork still to be completed and Crest are ready to commence works as soon as the paperwork has been signed. Main POS – everything has been resolved with Four Seasons Landscaping. Landscaping to be completed this month. Tree works are going through the approval process and will then be actioned. Replacement trees have been ordered. Lucie will follow-up with Fran for the storage unit plan for the Clerk to submit to Planning. The fence graffiti has gotten worse. There is standing water on the public open space, particularly around the new play equipment. A contractor is driving a 4-wheel drive around the main POS to access Bellway, this is creating deep ruts in the ground. There was also an incident over the Christmas holiday with a flatbed lorry driven around the POS and then crashed into signage by the school.
- b) Council agreed to send the street naming report and put forward 3 names as preference for street names on Parcels R3 R3EL R5 And R7: Humphrey Cook, Godsell, Chamberlayne. **Action: Clerk.**
- c) The Clerk read out an update from Preim:
 - The finishing landscaping works to the areas under the management company are due to be completed between now and Spring. This includes the re-seeding of areas that failed last spring and to finish any planting that failed.

- The management company are awaiting payment from Bellway to CutNClear so that CutNClear can undertake the necessary maintenance and remedial works to ensure the phase can be handed over.
- Preim will meet with Crest SW to review handovers and works required for areas that are due to be completed in the next 12 months.

Cllr Turner-Wilkes has been liaising with Preim about grit bins and received confirmation that Preim won't provide grit bins in line with the County Highways policy. **Action: Cllr Turner-Wilkes** will find out more information from other parish councils as to how they gained approval for grit bins and feedback at the next meeting.

393/23 PLANNING

- a) There were no new planning applications to consider. The Development Control Committee is meeting on 17th January to determine the Farmhouse Triangle application, it was agreed that Cllr Turner-Wilkes will speak at DCC on behalf of the parish council.
- b) Council noted the Local Plan Examination Update received December 2022.

394/23 POLICY WORKING GROUP

- a) Council approved recommendations from the Policy Working Group:
 - Formation of a business plan working group to include 2 councillors (Cllr Ryder and Cllr Turner-Wilkes) plus 2 residents.
 - Update to residents regarding the Management Company discussions will be published on 14th January. Cllr Ryder will do a video summary to publish with a link to the longer update.
- b) Council discussed priorities for the next working group (ManCo, priorities, naming project, business plan project) and scheduled the meeting for 3rd February. The March working group meeting will focus on CIL and Council priorities. **Action: Cllr Turner-Wilkes to arrange meeting room with flipchart for the March meeting.**

395/23 YOUTH WORKING GROUP

- a) Council received an update from the Youth Working Group 2nd December 2022
 - Youth Council / Voice – provides skills and experience of local democracy. Liaise with the school to start building a youth council with Y5/6 and add to it with new Y6 as the years progress so that we cover a wider age range.
 - Youth activities / club / outreach options – carry out a scoping exercise to determine what's possible, what is likely to work for HG.
 - Easter Community Day with youth consultation 1st April 2023. Ask Crest to confirm that phase 2 main POS will be in suitable condition to be used. Find out when school are doing an Easter trail and make sure our event not in conflict.
 - Get involved with Hardwicke Youth Forum for the area via SDC.
 - Applied to OPCC for grant funding towards Easter Community Day youth activities, and / or scoping costs.
 - Venue for activities: In the longer term the Community Building will be available. Enquire about the possibility of using a small unit in the Farmhouse Triangle development.
 - Find out about nearby activities and promote to residents eg Guides, Scouts etc.

396/23 GLOUCESTERSHIRE CONSTABULARY UPDATES

Cllr Turner-Wilkes has been unable to find out how the policing teams share Hunts Grove due to the police team boundary. **Action: Clerk to follow-up with Quedgeley and Stonehouse teams.**

397/23 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 31st December 2022.
- b) Council approved the quote for the defib electrical installation at the Hunts Grove entrance. **Action: Clerk.**
- c) Council approved the draft budget for 2023/24 with a precept of £52250 and noted that the taxbase decrease has been confirmed. **Action: Clerk.**
- d) Council approved GAPTC to carry out the independent audit of accounts 2022/23 at a cost of £235. **Action: Clerk.**
- e) Council agreed to carry out DBS checks for councillors and volunteers. **Action: Clerk.**
- f) It was agreed that Councillors will deliver the “Welcome New Resident” flyer/postcard. **Action: Councillors.**
- g) Council **resolved** to approve the payments as below.

Invoice Date	Payee	Net	VAT	Gross
31/01/23	Salaries & Expenses January 2023	£459.10	£0	£459.10
01/01/23	Cloudy Group Ltd – January 2023	£43.00	£8.60	£51.60
19/10/22	S.Meecham	£6.90	£0	£6.90
	TOTALS	£509.00	£8.60	£517.60

398/23 CLERK REPORT

- a) Council received the Clerk’s verbal report, the school meeting room has been booked for the monthly meetings in 2023 on the 2nd Monday of every month except for April and May which will be held on 17th April and 15th May. The Annual Parish Meeting will also be held on 15th May 2023.

399/23 PARISH COUNCILLOR REPORTS

No updates.

400/23 RECURRING ITEMS TO NOTE

There were no updates to the recurring items.

401/23 MEETING DATES

- a) Council noted arrangements for the next Meeting of the Parish Council taking place on Monday 13th February 2023 at 6.15pm.

Meeting closed at 8.40pm.

PARISH AND TOWN COUNCIL CHARTER



Between Stroud District Council and the Parish and Town Councils of the Stroud district.

1 Introduction

There are three tiers of local government in the Stroud district: Gloucestershire County Council, Stroud District Council, 51 parish councils and two parish meetings. Local councils are at the heart of the Stroud district community, and all tiers of local government share the same ambitions to serve our residents.

Local government is responsible for many vital services and in the Stroud district each tier has its own responsibilities. Some of the services Gloucestershire County Council is responsible for include social care, schools, and highways, and some of the services Stroud District Council is responsible for include housing, planning, waste collection, and licensing. Parish councils are responsible for an array of services to meet local needs ranging from litter bins to community safety schemes. It is recognised that it can be difficult to differentiate between the functions of each tier of government.

Parish councils have a depth of insight into the needs of their local communities that may not be achievable for the County or District Council, whilst the County and District Councils can provide the scale and resources to bring local goals to fruition. It is recognised that greater partnership working between all tiers of local government can add significant value to the services we provide to the community. Parish councillors, their clerks and other officers have unparalleled knowledge of their communities, and by working together effectively we can strengthen local decision making and improve engagement with residents.

This Charter has the support of the Gloucestershire Association of Town and Parish Councils.

This Charter has been prepared by a working group of Stroud District Council officers and representatives from parish councils. Feedback and input from the following parish councils has contributed to the development of this Charter:

- Berkeley Town Council
- Bisley-with-Lypiatt Parish Council
- Brimscombe and Thrupp Parish Council
- Cainscross Town Council
- Cam Parish Council
- Chalford Parish Council
- Dursley Town Council
- Eastington Parish Council
- Fretherne-with-Saul Parish Council
- Frocester Parish Council
- Hardwicke Parish Council
- Haresfield Parish Council
- Hillesley and Tresham Parish Council
- Hinton Parish Council
- Horsley Parish Council
- Kingswood Parish Council
- Leonard Stanley Parish Council
- Nailsworth Town Council
- Painswick Parish Council
- Rodborough Parish Council
- Slimbridge Parish Council
- Stonehouse Town Council
- Stroud Town Council
- Upton St Leonards Parish Council
- Whiteshill and Ruscombe Parish Council
- Woodchester Parish Council
- Wotton-under-Edge Town Council

1.1 Terms and definitions

In this Charter:

Consultation refers to seeking feedback and input on documents and/or policy, funding bids and/or services. It should have a clear beginning, middle and end. It is one form of engagement.

Engagement refers to a broader and ongoing process of working with communities and encouraging productive relationships.

Parish Council refers to all Parish Councils, Town Councils and Parish Meetings.

2 Aim

This Charter has been developed to provide a clear and mutual understanding of roles and expectations, develop good working relationships between councils, and promote partnership working within and beyond statutory frameworks.

By creating a framework for parish councils and Stroud District Council to work effectively in partnership, we can better address the challenges faced by our local communities and make the whole of the district a better place to live, work and visit for everyone.

3 Principles

Stroud District Council and parish councils in the Stroud district will:

- Work together to make the district a better place to live, work and visit for everyone.
- Value and respect the roles and responsibilities of our respective councils and understand that we have a common purpose to serve the residents of the district.
- Work in partnership to bring together the strengths that each council has for the good of local communities, as well as to address the challenges faced in the wider district.
- Recognise that Stroud District Council and parish councils within the district exist as separate bodies and have separate tax raising powers.
- Achieve the commitments in this Charter by:
 - Valuing the people and businesses that make up our communities;
 - Putting the people in our communities at the heart of everything we do;
 - Maintaining high ethical standards, respecting and valuing each other; and
 - Providing practical support to help each other wherever possible.



4 Commitments

The table below sets out the two-way commitments between Stroud District Council (SDC) and parish councils in the district:

	Stroud District Council will:	Parish Councils will:
Consultation	Coordinate consultation across the council to avoid duplication.	
	Adhere to statutory requirements for consultation and allow as much time as possible for parish councils to respond. The cycle of parish council meetings will be taken into account whenever possible and SDC will endeavour to involve parish councils at the earliest opportunity.	Respond to consultations within the timeframe (if a response is to be made) or request an extension in good time before the deadline. If required and where possible, additional council meetings will be convened or other mechanisms such as delegation to a committee will be considered to meet the consultation deadline.
	Provide a clear timeframe at the outset of any consultation, including a deadline for responses.	Provide a clear timeframe at the outset of any consultation, including a deadline for responses.
	Respond to consultations within the timeframe (if a response is to be made). Mechanisms such as delegation to a Strategic Director or Head of Service will be put in place to meet the consultation deadline.	Provide an appropriate period for consultation but always aim to provide a minimum of 6 weeks.
	Provide consultation documentation in an accessible format that can be easily shared at parish council meetings.	Share consultation documentation at parish council meetings where relevant.
	Consult parish councils on all planning applications in their town or parish and give appropriate weight to the local opinions they express when determining them.	Where appropriate, seek local opinion on planning applications in their town or parish and feed them back to SDC.
	Where appropriate, consult parish councils on all applications in their town or parish made under Tree Preservation Order regulations.	Where appropriate, provide comment on applications made under Tree Preservation Order regulations.

	Notify parish councils of licensing applications in their parish.	Refer to the SDC website or contact the Licensing team if more information on specific licensing applications is required.
	Be willing to seek a mutually satisfactory solution in areas of difficulty/disagreement.	Be willing to seek a mutually satisfactory solution in areas of difficulty/disagreement.
Communications	Adhere to the customer care principles set out in the Our Service Standards , including minimum expectations for response times.	Treat everyone using or providing council services politely and with respect.
	Respond to emails received to shared service area email addresses in the timeframes outlined in Our Service Standards .	Utilise the shared service area email addresses as far as possible to streamline communications and ensure queries can be responded to by the most appropriate officer.
	Answer and respond to phone calls in the timeframes outlined in Our Service Standards .	Direct phone calls to SDC Customer Services in the first instance, so the query can be passed onto the most appropriate team/officer.
	Share organograms with shared service area email addresses.	Inform SDC's Democratic Services team of changes to councillors and clerks, including notifying them of vacancies and providing them with a copy of the Casual Vacancy Notice. Provide Democratic Services with up-to-date contact details, and if the Clerk is part-time, inform SDC of the most appropriate days/times to make contact.
	Keep parish councils informed through the eNews, press releases and the Hub.	Use local newsletters and websites to disseminate information and consultations to local communities.
	Ensure that service delivery changes are communicated.	Ensure that service delivery changes are communicated.

Working in Partnership

Acknowledge results of surveys conducted by parish councils and use data shared with SDC to inform service delivery where appropriate.

Seek to keep the residents in the town or parish informed of local government matters and seek to assess public opinion through meetings, newsletters and surveys that follow good practice where relevant. Where appropriate, make the results of surveys available to SDC.

Inform all staff and councillors of this Charter's commitments and ensure they uphold them.

Inform councillors, Clerks and any town or parish council staff of this Charter's commitments and request they uphold them.

Hold working groups or consultation events for the development of significant strategies and funding bids.

Aim to attend working groups or consultation events that are relevant to the town or parish and actively participate.

District/ward councillors will aim to attend parish council meetings in their ward.

Inform the district/ward councillor of town or parish meetings, particularly where topics to be discussed have relevance to the district council.

Copy the relevant Stroud District Councillor into communications of importance to parish councils.

Copy the relevant Stroud District Councillor into communications of importance to SDC.

Recognise the contribution of parish councils when working together and acknowledge partnership working in all publicity where practical.

Recognise the contribution of SDC when working together and acknowledge partnership working in all publicity where practical.

Support, provide information and work with parish councils wishing to undertake a neighbourhood plan under the Localism Act 2011.

Approach SDC's Planning Strategy team if their town or parish wishes to undertake a neighbourhood plan.

Communicate emergency plans with parish councils in a timely manner and work with parishes in response to emergencies.

Work with SDC in response to emergencies that affect their town or parish.

	Where appropriate, endeavour to involve parish councils at the beginning of discussions on Government initiatives, community planning, and funding opportunities.	Engage in discussions on Government initiatives, community planning and funding opportunities, where relevant.
	Explore the development of joint framework agreements between SDC and parish councils, where relevant and appropriate.	Propose joint framework agreements where an opportunity for one is identified.
	The Monitoring Officer will promote the Civility and Respect Pledge to maintain high standards of conduct and provide Code of Conduct training for councillors.	Councillors will attend Code of Conduct training and engage with the Monitoring Officer to promote and maintain high standards of conduct.
Engagement	Invite all parish councils to meetings and other events arranged for their benefit.	Aim to be represented at these meetings and events and actively engage in them.
	Where possible, record meetings so the recording can be shared with parish councils unable to attend.	Share recordings and disseminate content where relevant.
	When requested, senior officers will attend ward walks when there are specific major issues in a town or parish. Ward councillors will be invited to attend.	Invite officers and/or councillors to attend ward walks when there are specific major issues in a town or parish.
	Invite all Parish councillors and clerks to a biannual Strategic Forum to receive briefings and presentations from SDC on key issues and developments and consider other issues of common interest to parish councils.	Aim to be represented at these meetings and events and actively engage in them.
	Bring together representatives from all parish councils at an annual Town and Parish Council Working Group for the purposes of conducting an annual review of this Charter, formulating proposals for the Strategic	Aim to be represented at these meetings and events and actively engage in them.

	Forums, encouraging networking and sharing of best practice amongst local councils.	
Resources	Provide resources and relevant information, events, and opportunities on the Town and Parish Council Hub.	Use the Town and Parish Council Hub as the first port of call for any information, support, or queries.
	Produce a schedule of training opportunities open to parish councils, working with GAPTC and training partners to avoid duplication of topics.	Aim to attend training events where relevant and make councillors and staff aware of training opportunities that may be beneficial.
	Make procurement templates and guidance available on the Town and Parish Council Hub and provide basic procurement training that gives an overview of procurement and public contract regulations, as part of the annual training programme. (Please note this is in addition to training provided by GAPTC and aims not to duplicate content). SDC cannot provide further advice on procurement.	<p>Access the procurement resources available on the Town and Parish Council Hub if seeking procurement guidance from SDC.</p> <p>Seek independent legal advice for any guidance beyond what has been provided on the Hub.</p>

5 2030 Strategy



The district council and parish councils will always act as an example in the community and be an enabler and encourager of positive action to become carbon neutral by 2030. Through our services, policies and projects we will demonstrate leadership, doing everything in our power to collaboratively achieve ecosystem restoration and a just transition to a carbon neutral and resilient district.

6 Equality, Diversity and Inclusion

The district council and parish councils are committed to promoting equality and tackling discrimination. This means treating people fairly, valuing differences and removing the barriers that prevent people from fully participating in public life and realising their full potential.



7 Information Governance

The district council and parish councils understand that sharing data responsibly is important to deliver our services and respect individuals' privacy. When sharing data, the councils agree to:

- Promote a more joined up approach to service delivery across the district by ensuring access to information is efficient, appropriate, and lawful.
- Be clear about the purpose of sharing information and share only the minimum and necessary information required to achieve the purpose.
- Provide information to individuals about why and how the councils process personal data.
- Ensure there are adequate technical and organisational measures in place to keep information secure and held only for as long as it is required.

More information on data sharing in local councils can be found on the [Information Commissioner's Office \(ICO\) website](#).

8 Performance, Monitoring and Review

This Charter is intended to be flexible and adaptable to the changing circumstances and arrangements for local government. This will be achieved by an annual review of the Charter by a Town and Parish Council Working Group, to keep pace with developments.

The parish councils will monitor the effectiveness of the Charter. The parish councils will decide whether or not, on balance, the Charter has been upheld by SDC and will, as they consider appropriate, submit views for consideration by the Town and Parish Council Working Group as part of the annual review.

SDC will also conduct an annual monitoring exercise, reviewing from their perspective, their relationship with the parish councils and their commitments set out in the Charter.

9 Managing Relationships

All councils who have signed this charter will make every effort to resolve any disputes relating to this charter. The proposed method is as follows where the parties will focus on reaching a consensual resolution:

- If a parish council is dissatisfied with the actions of SDC then in the first instance, they should raise their concern with the relevant service area. If the parish council remains dissatisfied, they may submit a complaint to the service area in accordance with SDC's published procedure for dealing with complaints and compliments.
- If a parish council is dissatisfied with the actions of SDC arising from this Charter, but which are not specific to a service area, the parish council may submit a complaint to policy@stroud.gov.uk, where it will be investigated and arranged for an appropriate response to be submitted.

10 Related Documents

- [The Gloucestershire Charter \(2016\)](#) – A shared commitment between Gloucestershire County Council and the parish and town councils of Gloucestershire. If the Gloucestershire Charter is updated, the Stroud district Charter will be reviewed to ensure the two are aligned.
- [Statement of Community Involvement](#) – SDC's strategy for community involvement in the planning process.
- [Our Service Standards](#) – A document setting out SDC's customer service commitments to residents and communities.



Document Responsibility		
Name	Document title	Service
Hannah Barton, Policy & Projects Officer	Parish and Town Council Charter	Corporate Policy & Governance

Document Version Control			
Date	Version	Issued by	Summary of changes
10 May 2022	1.0	Policy & Projects Officer	First draft
23 May 2022	1.1	Policy & Projects Officer	Updated following feedback from Corporate Policy and Governance Manager and Senior Policy and Governance Officer
27 May 2022	1.2	Policy & Projects Officer	Updated following feedback from Town and Parish Council working group meeting, and to include suggested statements on the 2030 strategy and ED&I
1 July 2022	1.3	Policy & Projects Officer	Updated following further consultation with Town and Parish Council working group members
27 July 2022	1.4	Policy & Projects Officer	Updated following Town and Parish Council working group meeting, and to include a section on information governance
12 August 2022	1.5	Policy & Projects Officer	Commitment regarding procurement added
16 September 2022	2.0	Policy & Projects Officer	Updated following consultation with Leadership and Management Team
31 October 2022	3.0	Policy & Projects Officer	Updated following consultation with Members
11 November 2022	4.0	Policy & Projects Officer	Updated following consultation with all Parish Councils and feedback from Monitoring Officer
18 November 2022	5.0	Policy & Projects Officer	New document format

Policy Review			
Updating frequency	Review date	Person responsible	Service
Annually	December 2023	Policy & Projects Officer	Corporate Policy & Governance

Document Review and Approvals		
Name	Action	Date
Council	Approved	15 December 2022

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
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	Withdrawn 01/12/22
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	
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	Refused 18/01/23
28/08/2022	S.22/1868/MINAM	Public Open Space At Hunts Grove Phase 2A, Knotgrass Way, Hardwicke	Non-material amendment to the application S.19/2353/REM - Vary the approved scheme to allow for a self-binding gravel finish to the footpaths, as opposed to the approved resin-based finish	Concerns about drainage	Approval 23/01/23
28/08/2022	S.22/1867/MINAM	Public Open Space At Hunts Grove Phase 2, Harrier Way, Hardwicke	Non-Material Amendment to permission reference S.17/2143/REM - Vary the approved scheme to allow for a self-binding gravel finish to the footpaths, as opposed to the approved resin-based finish.	Concerns about drainage	Approval 23/01/23
10/01/2023	S.23/0001/FUL	Unit 4A Gateway 12 Business Park Davy Way	Installation of extraction ductwork		
07/02/2023	S.23/0199/HHOLD	25 Hoskareslo Close	Side extension		

HUNTS GROVE PC BANK RECONCILIATION 2022-23

BANK BALANCES 31 JANUARY 2023	
Unity Trust Bank	£84,687.43
TOTAL MONIES IN BANK	£84,687.43
LESS OUTSTANDING PAYMENTS	
S.Meecham - Youth Meeting	£6.90
Salaries - January	£459.10
CloudyIT Group	£51.60
TOTAL OUTSTANDING PAYMENTS	£517.60
TRUE BALANCE AT 31/01/23	£84,169.83
Opening Balance at 01/04/22	£34,973.53
Receipts year to date	£78,291.92
Sub-total	£113,265.45
Expenditure year to date	£29,095.62
TRUE BALANCE AT 31/01/23	£84,169.83

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name

HUNTS GROVE PARISH COUNCIL				
BUDGET COMPARISON REPORT 2022-23				
	£	£	£	
INCOME	Budget	Received as at 31/01/23	Balance	Notes
Precept	53000	53000	0.00	
VAT reclaim	0	302.97	0.00	
Event Grants	0	3208.94	0.00	
Other Grants	0	4736	0.00	
CIL	0	17044.01	0.00	Move to Earmarked Funds
EXPENDITURE	Budget	Spend as at 31/01/23	Balance	Notes
Staff costs	10000.00	5941.04	4058.96	
General Admin/expenses	1500.00	1156.83	343.17	
Subscriptions	1000.00	0.00	1000.00	
Insurance	500.00	742.60	-242.60	
Donations	1000.00	0.00	1000.00	
Training	500.00	25.00	475.00	
Newsletter/Website	1500.00	394.41	1105.59	
IT	3000.00	3016.20	-16.20	
New equipment	3750.00	6543.99	-2793.99	Defibs £3200
Community Events	1000.00	6263.51	-5263.51	From Earmarked Funds
Professional fees	10000.00	2008.50	7991.50	
Earmarked Reserves contribution	20000.00	0.00	20000.00	
TOTALS	53750.00	26092.08	27657.92	
EARMARKED RESERVES	£			
Community events	270.43			
<small>(£3325 c/f plus in-year grants minus expenditure this year to date)</small>				
CIL	17044.01			

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 13th February 2023 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
28/02/23	Salaries & Expenses February 2023	£459.30	£0	£459.30
01/02/23	Cloudy Group Ltd – February 2023	£43.00	£8.60	£51.60
20/01/23	Robinswood Trust	£599.00	£0	£599.00
30/01/23	Greenbarnes Ltd	£3449.40	£689.88	£4139.28
27/01/23	Glasdon UK Ltd	£497.02	£99.40	£596.42
	TOTALS	£5047.72	£797.88	£5845.60

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 13th February 2023 at 6.15pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

- Harrier Way & Brambling Way road surfacing
- A38 junction.

OTHER MATTERS

Still no response from Cllr D Morris about Highways access to Hunts Grove.

Litter bins for Harrier Way delivered, awaiting installation.

Litter bin for Marconi Drive: Gloucester City Council has requested a photo of the location and a photo of the extent of the litter problem before they will consider.

Noticeboards delivered, awaiting installation.

Attended 2-day Clerk Practitioners' Conference in Kenilworth. Conference had several speakers on youth engagement, lots of ideas shared with the Youth Working Group. Other highlights include a presentation from Lee Rowley MP under-secretary for Levelling Up, Housing & Communities; they are working on what is required to allow hybrid meetings and a decision due soon.