

7th March 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 March 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 13th February 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. 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.
- d) To receive Active Travel updates including a request to support Standish PC regarding Cycle/Walking link between Stroud and Gloucester.
- e) To receive Naming Project updates.

7. TO RECEIVE COMMUNITY GOVERNANCE REVIEW UPDATES

9. DEVELOPMENT SITE UPDATES

- a) To receive an update from Crest Nicholson
- b) To receive an update from Cllr Ryder reference the management company.
- c) To receive an update from Cllr Ryder regarding Phase 1 Adoption Status Update and remedial work required.

10. PLANNING

- a) To consider planning applications received since publication of agenda.

11. POLICY WORKING GROUP

- a) To receive notes of latest Policy Working Group meeting
- b) To note that the next working group meeting is scheduled for 31st March 2023.

12. YOUTH WORKING GROUP

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

13. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY

14. FINANCE AND PROCEDURES

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To consider adopting the revised Code of Conduct as drafted by Stroud District Council
- c) To approve the schedule of payments.

15. TO RECEIVE THE CLERK REPORT

16. TO RECEIVE VERBAL REPORTS FROM PARISH COUNCILLORS

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

18.GROUPS, EVENTS & PROJECTS

19.VILLAGE MAINTENANCE

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

20.PARKS & OPEN SPACES UPDATE

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

21.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.

22.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

23.CORRESPONDENCE

24.ENERGY FROM WASTE

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

MINUTES

Meeting: Hunts Grove Parish Council Meeting
Date and time: 13th February 2023 at 6.15pm
Venue: Hunts Grove Primary Academy

Present:

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

Also In Attendance:

County Cllr Stephen Davies (until 6.50pm)
Ms L Brailsford, Crest Nicholson representative (via Microsoft Teams)
One member of public (Mr T Foster).

402/23 APOLOGIES FOR ABSENCE

Cllr Adam Hampson.
District Cllr Oxley.

403/23 DECLARATIONS OF INTEREST

There were none.

404/23 MINUTES

- a) Council **resolved** to approve the Minutes of the Meeting held on 9th January 2023.
- b) Council reviewed the outstanding actions.

405/23 PUBLIC PARTICIPATION

A member of public was present following attendance at a House of Commons apprenticeship event where he met Siobhan Baillie MP and was interested in the progress with Crest.

406/23 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

County Councillor Stephen Davies reported on County Council matters; full council to review the 2023/24 budget this month, no services have been cut. There is an amendment to the budget for County Council to include provision for more grit bins. Secondhand electrical appliances can be registered even if out of warranty so that any recalls can be notified. 36 highways teams each day are repairing potholes. Climate

change progress update report – 66,000 trees planted, increase in recycling, and ordered 1,000 EV chargers for installation. Gloucestershire reduced co2 emissions by 12% compared to the national average of 10%. The Clerk read out the update from Gloucestershire Highways regarding the A38 junction and forwarded the email to Cllr Davies for follow-up on timescales.

District Councillor Mark Ryder reported on District Council matters; £19.1m operating budget for SDC, with a proposed 3% increase. Community Governance Review working group are considering the responses received through the phase 1 consultation. National Highways had requested a one-month extension to consider the Symmetry project adjacent junction 12. A representative of National Highways has contacted Cllr Ryder to discuss the local area. 5g coverage is likely to improve at Hunts Grove, a new mast is to be installed on the opposite side of the M5 by the footbridge and railway.

407/23 TO ADOPT THE PARISH AND TOWN COUNCIL CHARTER WITH STROUD DC

It was **resolved** to adopt the Parish and Town Council Charter with Stroud DC.

408/23 GROUPS, EVENTS & PROJECTS

- a) Council received an update from the Hunts Grove Wombles.
- b) Council received an update on the Easter Community Day, 1st April 2023. Venue may change from public open space to the school's grounds, awaiting an update from the school, this is due to the difficulty in vehicles accessing the picnic area on the public open space.
- c) Council received an update on the King's Coronation celebration on Sunday 7th May 2023. The bands and music teacher are booked. A grant application has been submitted to Awards for All.

409/23 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson; Lucie will follow up the A38 junction matter with Gloucestershire Highways. Several emails have been received regarding the public open space behind Bellway homes, the approved plans have been shared with the residents. The green safety surface on the main public open space has been re-laid following damage from people walking on the surface before it had hardened. Crest were also asked if they would like to donate 1kg of wildflower seeds to support the Council's "Bee-Squared" initiative, which would make 200 seed packets.

Action: Lucie.

- b) Council received an update from Cllr Ryder following the meeting with Crest Nicholson and Stroud District Council reference the management company. The legal position remains to be clarified. The next meeting with Crest and Stroud DC has been arranged for 20th March. Council to discuss further at its Policy Working Group meeting 3rd March.

410/23 PLANNING

- a) Council considered the following planning applications:
 - i. Quadrant Distribution Centre, Prospective Outline Planning presentation was received prior to the meeting and includes starter and smaller units. Councillors were concerned about impact on highways and want to improve cycle and walking links, and await the formal plans.

- ii. S.23/0199/HHOLD, 25 Hoskareslo Close, Side Extension. Council **resolved** to support the application. **Action: Clerk.**
- iii. S.23/0001/FUL, Unit 4A Gateway 12 Business Park Davy Way, Installation of extraction ductwork. Council **resolved** to support the application. **Action: Clerk.**

411/23 POLICY WORKING GROUP

- a) Council reviewed discussions from the Policy Working Group and there were no recommendations to approve.
- b) Council discussed priorities for the next working group – scheduled for Friday 3rd March at 4.30pm and the meeting will focus on CIL and Council priorities.

412/23 GLOUCESTERSHIRE CONSTABULARY UPDATES

Council received the report from the Police. The Police have offered to meet with the Parish Council

413/23 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 31st January 2023.
- b) Council **resolved** to open a 30-day deposit account with Unity Trust currently paying 1.91%. **Action: Clerk.**
- c) Council **resolved** to approve the payments as below.

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

414/23 COUNCIL RECEIVED THE CLERK’S REPORT

415/23 PARISH COUNCILLOR REPORTS

Cllr Thorne is progressing the Active Travel actions.
 Councillors will start delivering the welcome leaflets on 18th February.
 Cllr Turner-Wilkes has requested a meeting with Crest to go through the RoSPA remedials.

416/23 ENERGY FROM WASTE

- a) Council received an update from the Community Liaison Group (CLG) representative (Cllr Turner-Wilkes).

417/23 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.

The Clerk left the meeting.

- a) Council considered the Pension report and compared the Nest pension scheme with Local Government Pension Scheme (LGPS). Council noted that LGPS was quite costly for the employer in terms of set-up costs and financial implications if employees take early retirement. Council **resolved** to confirm Nest as the workplace pension provider and agreed 15% employer contribution rate to be reviewed in the future as Council hoped it would be able to match the same contribution rate as the Local Government Pension Scheme (24.8%).

418/23 RECURRING ITEMS TO NOTE

There were no updates to the recurring items.

NEXT MEETINGS

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

Meeting closed at 9.05pm.

Task Name	Progress	Assigned To	Description
Crest gave a unit free of charge to community in	Not started	Mark Ryder;Julie Shirley	
Business Plan Working Group	Not started	Mark Ryder;Demelza Turner-	Add 2 residents to working group and work on draft business plan.
Grit Bins enquiries	Not started	Demelza Turner-Wilkes	Find out what other local parish councils do to install new grit bins, eg process with
Active Travel	Not started	Kevin Thorne	Liaise with GCC and SDC
Play Parks Naming	In progress	Kevin Thorne	Draft blogpost to promote to residents
Follow-up RoSPA report defects with Crest	Not started	Demelza Turner-Wilkes	
Hunts Grove Wood Maintenance	Not started	Adam Hampson	Prepare information to send to Planning Enforcement.
Grit Bins update to residents	In progress	Demelza Turner-Wilkes	
King's Coronation Event - 7th May 2023	Not started	Sandra Meecham	Working Group to discuss venue and style of celebration and report back to Council in
Community Fun Day - 1st April 2023	Not started	Sandra Meecham	Working Group to prepare plans for January meeting.
Play Parks Naming	In progress	Kevin Thorne	Draft a paper to share with Crest and residents, and possibly a video to show the locations.
Defibrillators	Not started	Demelza Turner-Wilkes	Cllr Turner-Wilkes to liaise with the school regarding the installation of the defibrillator.
Litter Bins	In progress	Julie Shirley	Clerk to contact SDC and Glos CC regarding emptying of new litter bins. Done.
Youth Project - ongoing	In progress	Kevin Thorne;Julie Shirley;Sandra Meecham	<p>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</p> <p>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</p> <p>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.</p>

Dear Colin

Active Travel Fund 4 Bid – Gloucester to Stroud Cycleway

I'm writing on behalf of Standish Parish Council to support the Active Travel Capital Fund bid to extend the Gloucestershire Sustainable Travel Corridor between Gloucester and Stroud, including infrastructure to extend Gloucestershire's emerging Central Cycle Spine.

The scheme will have a positive impact on the parish, due to the proposals for safe non-motorised access to employment, education, shops, health facilities and leisure opportunities in the local area. It will also deliver infrastructure enabling access to Gloucester and Stroud without use of a car.

In the face of climate change, Standish Parish Council has made a commitment to become carbon neutral and supports the County Council in its efforts to achieve this crucial goal. In this context, we are highly supportive of the bid to provide an uninterrupted sustainable travel corridor linking the two biggest conurbations in Gloucestershire, together with rural areas like ours, whilst also supporting the local economy and improving quality of life for all.

Yours sincerely

Sue Hartley

Chair, Standish Parish Council

Julie Shirley

From: Sue Hartley <suehartley@outlook.com>
Sent: 22 February 2023 16:59
To: Sue Hartley
Subject: Support for GCC's Active Travel plans
Attachments: letter supporting active travel plans.docx

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from suehartley@outlook.com. [Learn why this is important](#)

Dear Colleague

As you may know, Standish PC has been in discussion with GCC for some time about our plans for a multi-user path alongside the B4008 in the parish. It now looks as though our path will be integrated into GCC's strategic plans for a cycling/walking path between Gloucester and Stroud. GCC are currently finalising their bid to the national Active Travel Fund, and would welcome the support of local parish and town councils.

In case you council would like to support the bid and development of the path, I attach the letter written for Standish PC as an exemplar.

Regards
Sue

Sue Hartley
Chair, Standish Parish Council

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
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

3rd March 2023 Minutes Working Group

Attendees

Mark Ryder
Demelza Turner-Wilkes
Adam Hampson
Sandra Meecham
Kevin Thorne
Julie Shirley (Minutes)

Topics discussed:

- ManCo update
- Business Plan
- Community Governance Review
- HR
- Council Priorities / CIL

Actions

- Julie to send email to Michael Towson SDC reference Hunts Grove Woods adoption
- Chase up Enforcement regarding the unauthorised outlet on Shorn Brook
- Dem to follow-up with Lucie about adoption of the drains
- Send map link to Adam for printing at large scale
- Follow-up with SDC for walking group posters.

ManCo Update

Mark gave an overview of the upcoming meetings:

- 10th March – CFL/HGPC to meet with legal teams
- 17th March – meeting with Siobhan Baillie and CFL
- 20th March – meeting with SDC/Crest/HGPC with legal teams

Sometime before 20th March, Crest's legal team (DAC) and Stephens-Scown are due to meet to iron out the legal issues.

Julie gave an update from the Phase 1 Adoption meeting with SDC – very short meeting. Andrew Johnson is following up with Severn Trent Water regarding the adoption of the SUDS. It is unclear what happens with the area surrounding the SUDS whether that would be included and what happens with Shorn Brook.

There is a delay to the adoption of drains by Severn Trent Water (raised because of an issue at Oak View); Dem will follow up with Lucie.

Discussion about Phase 1 adoption and whether that includes the Woods or whether that should be allowed to be transferred to an organisation that specialises in woods, eg Woodland Trust or Gloucestershire Wildlife Trust.

There will be an opportunity to request that there is no ManCo for the development of land south of Haresfield Lane (750 homes).

Business Plan

The working group had their first meeting; Harry will be able to help with scoping works and setting out contracts for maintenance if the parish council are able to adopt any areas.

Community Governance Review

SDC Working Group has met and is putting forward a recommendation that Hunts Grove increase to 9 councillors. There will be a further public consultation to respond to the recommendations.

HR

Julie is overdue annual appraisal, Mark and Dem will carry it out on 16th March. Kevin also volunteered to assist with HR matters. Suggested quarterly reviews for continuing development. Same policy will be applied to any additional members of staff as the team grows.

Discussion about the storage unit – planning consent may be granted for a temporary structure only, and will need to be removed once community building available. A rental unit would cost £20 per week for a 56sqm storage, need to consider whether this would be a better option.

Council Priorities / CIL

Councillors reviewed the list of priorities and added some items. The priorities have been structured within potential committees.

CIL needs to be spent within 5 years and will be used for capital projects and start-up costs for new initiatives.



HUNTS GROVE PC BANK RECONCILIATION 2022-23

BANK BALANCES 28 FEBRUARY 2023	
Unity Trust Bank	£80,962.87
TOTAL MONIES IN BANK	£80,962.87
LESS OUTSTANDING PAYMENTS	
TOTAL OUTSTANDING PAYMENTS	£0.00
TRUE BALANCE AT 28/02/23	£80,962.87
Opening Balance at 01/04/22	£34,973.53
Receipts year to date	£81,291.92
Sub-total	£116,265.45
Expenditure year to date	£35,302.58
TRUE BALANCE AT 28/02/23	£80,962.87

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 28/02/23	Balance	Notes
Staff costs	10000.00	6400.34	3599.66	
General Admin/expenses	1500.00	2193.28	-693.28	
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	408.91	1091.09	
IT	3000.00	3059.20	-59.20	
New equipment	3750.00	10490.41	-6740.41	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	31591.75	22158.25	
EARMARKED RESERVES	£			
Community events	270.43			
<small>(£3325 c/f plus in-year grants minus expenditure this year to date)</small>				
CIL	17044.01			

Xxxxxx Town/Parish Council

CODE OF MEMBERS' CONDUCT

**Adopted on 16 February 2023 taking effect on
1 March 2023**

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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 Stroud District Council, including;
 - (a) when engaged in the business of Stroud District 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 Stroud District 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.¹

¹ 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 Clerk or 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 Clerk 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 Clerk 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 Clerk of the interest.
- (3) **Do** notify the Clerk 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 Clerk 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 Clerk 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 Clerk 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 Clerk 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 Panel

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 Clerk 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 Clerk 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 Clerk 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. "Clerk" is the Clerk to the Council.
8. "Pending notification" is an interest which has been notified to the Clerk 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 Panel" is the Standards Panel of Stroud District Council.

11. "The Act" is the Localism Act 2011.
12. "The Council" is Stroud District Council
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 Clerk 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 Clerk in accordance with Paragraphs 8(1), 8(2) and 8(4) of this Code of Conduct.

A Member must notify the Clerk 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 £50 or more.

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 13th March 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
31/03/23	Salaries & Expenses March 2023	£437.44	£0	£437.44
01/03/23	Cloudy Group Ltd – March 2023	£43.00	£8.60	£51.60
02/03/23	PATA (UK) – Payroll services	£28.15	£0	£28.15
03/03/23	Major Entertainments Ltd	£1750.00	£350.00	£2100.00
05/04/23	Pension – March 2023	£102.89	£0	£102.89
05/04/23	HMRC – PAYE Q4	£325.00	£0	£325.00
27/01/23	Simply Magic deposit	£50.00	£0	£50.00
27/02/23	Stephens-Scown LLP	£1524.00	£304.80	£1828.80
27/02/23	Dale Haines	£230.00	£0	£230.00
	TOTALS	£4490.48	£663.40	£5153.88

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 13th March 2023 at 6.15pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

- Harrier Way roadworks site – responded and referred to Crest
- Public Open Space hedging and footpath – responded and referred to Crest
- Bath Road – parked lorries – reported to GCC
- Fly tipping on pedestrian bridge – reported to SDC
- Street lighting issue on corner of Harrier Way / Hunts Grove Drive

OTHER MATTERS

Technical approval for new A38 junction expected by end of March 2023.

Litter bins for Harrier Way installed.

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 installed.

Out of office reply wasn't working with any contact via website form, this has been rectified by the web developer. New out of office is now switched on permanently advising external contacts of office availability.