

4th July 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: 10th July 2023 at 6.30pm
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.

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 12th June 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. GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update from Cllr Meecham

- b) To receive an update regarding the storage shed, discuss landscaping, and make decisions as needed.
- c) To discuss grand opening of public open space and agree budget.

9. DEVELOPMENT SITE UPDATES

- a) To receive an update from Crest Nicholson
- b) To receive an update regarding the management company and to appoint a solicitor to act on behalf of the parish council.
- c) To receive an update on the community building.
- d) To receive an update regarding Phase 1 Adoption Status and consider the council's position on the future adoption of Phase 1.
- e) To debate and confirm the Council position on the open spaces management strategy for Hunts Grove Extension.

10. PLANNING

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

11. WORKING GROUPS

- a) To receive notes of meetings from the Working Groups.

12. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY

13. CONSULTATIONS

- a) To agree response to the Consultation on SDC Dog Control Public Spaces Protection Orders.
- b) To agree representative to attend the GAPTC AGM and vote on behalf of the parish council.

14. FINANCE AND PROCEDURES

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To consider kit sponsorship of the U14 football team at a cost of £620.
- c) To consider purchase of a scissor lift to move event equipment.
- d) To consider purchase of garden trolley to move smaller items of event equipment.
- e) To approve the Communications Policy.
- f) To approve the schedule of payments.

15. TO RECEIVE THE CLERK REPORT

16. TO RECEIVE 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

- a) To receive an update on the Parish Business Plan.
- b) To receive an update on the Naming Project.
- c) To receive an update on the Active Travel Project.

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

21.ENERGY FROM WASTE

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

22.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.

23.WEBSITE & COMMUNICATIONS

- a) To receive the communication report.
- b) To receive an update on the Business Directory
- c) To receive an update on the Parish Mailing List.

24.CORRESPONDENCE

MINUTES

Meeting: Hunts Grove Parish Council Annual Meeting
Date and time: 12th June 2023 at 6.30pm
Venue: Hunts Grove Primary Academy

Present:

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

Also In Attendance:

Rev Martin from St Nicholas Church
County Cllr Davies
Ms L Brailsford, Crest Nicholson representative (via Microsoft Teams until 7.40pm)

470/23 APOLOGIES FOR ABSENCE

District Cllr Gill Oxley

471/23 DECLARATIONS OF INTEREST

There were none.

472/23 MINUTES

- a) Council **resolved** to approve the Minutes of the Meeting held on 15th May 2023.

473/23 PUBLIC PARTICIPATION

Rev Martin from St Nicholas Church asked if there was anything the Parish Council would like Sportily to help with fundraising. Cllr Meecham mentioned the Santa Run planned for December 2023, perhaps a sponsored run around the public open space to raise funds for charity. Rev Martin also asked about burial arrangements for Hunts Grove residents in relation to the church. Hardwicke Parish Council own the open part of the churchyard and it's unknown whether full burials will be accepted for Hunts Grove residents. Rev Martin will check the borders for the ecclesiastical parish. A meeting needs to be arranged with Hardwicke Parish Council to clarify protocols. **Action: Clerk** to request a meeting with Hardwicke PC.

County Cllr Davies gave an update from the County Council. One of the County Council's holiday activities food program received a South West regional award. Libraries are running activities for over-60s. Sites

can be nominated for the Sponsor-a-tree initiative, see the county council website for further details.
Highways: 80% of roadworks are undertaken by utility companies. There are 39 Highways teams working on potholes every day. £8m active travel funding awarded to the County Council; Cllr Davies is working on how this will link through to Stroud. Cllr Davies is arranging a meeting date with Highways for Hardwicke PC and Hunts Grove PC. There is a review of the ward boundaries for the County Council, this will include Cllr Davies' ward.

District Cllr Ryder gave an update from the District Council. Community Governance Review recommendation is an increase to 9 councillors from May 2024 for the parish council. Councillors have received training on Planning and Cllr Ryder recommended that parish councillors attend if possible. There is a local campaign to collect materials to send to Ukraine and there was an enquiry about how SDC / HGPC could support, eg would the parish council display a sign that indicates support.

474/23 GROUPS, EVENTS & PROJECTS

- a) Council received an update from the Hunts Grove Wombles. The next litter pick is Saturday 17th June.
- b) Council received an update on the Open Gardens event 11th June 2023; it was attended by approximately 12 people and was well-received. There were offers of 2 more garden for next year.
- c) Council received an update on the council storage. Two quotes received for the shed-base installation both circa £800. Crest will contribute £1500 for the shed, whilst the cost of the installation and landscaping around the unit will be met by the council. It was noted that each time equipment is collected from the temporary storage unit we will need van hire to move the items. Council **resolved** to go forward with the installation of the shed base, purchase the storage unit, and plant landscaping around the unit. The vote was 3 in favour, 1 abstention. **Action: Clerk.**
- d) Council received an update on the Parish Business Plan.
- e) Council received an update on the Naming Project within Cllr Thorne's report.
- f) Council received an update on the Active Travel Project; Cllr Thorne will follow-up with County Cllr Davies. **Action: Clerk** to retain Active Travel Project on the next agenda for an update.
- g) Council discussed the grand opening of the major public open space on 13/20th August. It is expected that everything will be completed by end-August but cannot confirm until the schedule for the wet-pour is known. **Action: follow-up with Crest on 26th June.** Council will form a working group to plan the event.
- h) Council approved the installation cost for the defibrillator at the school using the school's contractor. **Action: Cllr Turner-Wilkes.** Council discussed dates for defibrillator awareness sessions for the community and requested dates for July and September, 1 evening and 1 weekend session. **Action: Clerk to contact Passion First Aid.**

475/23 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson; business meeting planned for Monday 26th June. There was no update on public open space (POS) path, and no update on ManCo meeting. Flynn compound area has not been cleared yet. Lime Tree playground fixes will proceed as soon as prices are known. Major POS fencing works are starting soon. A resident reported that Vistry trucks are still

going through Hunts Grove instead of the agreed construction route. The wet pour schedule will be known within the next 2-3 weeks. Small pocket park equipment will be installed mid-July. Harrier Way works are out to tender, with a planned start on 1st day of school holidays. Some handovers of POS landscaped area to PREIM. There is a broken gully on Harrier Way which will be inspected on Wednesday. The reported oak tree was not on the last survey list, but Crest has no concerns about it as it would have been inspected on the previous survey. The trees that have been removed will be replaced if required. It has been reported that someone is using the hedgerow as a toilet, not Crest contractors but will make Four Seasons Landscaping (FSL) aware. Tree watering will be carried out by FSL. The water / flood management will be finished as part of the POS works. The drainage slopes are still to be done. Bunds were cleared ready for planting this year.

It was noted that the play area condition especially Lime Tree and the Acorn is getting worse. Cllr Ryder requested that community centre lease / allotments be discussed to understand what is involved – this will be included at the 26th June meeting although Cllr Ryder cannot attend. Cllr Meecham requested that the entranceway be transferred to the parish council so that it can be maintained. Cllr Thorne asked for an update on the cycle chicanes for the major POS to ensure this will be removable as indicated by TetraTech. There is a tree at the end of Farley Way that is leaning and nearly horizontal. Date requested for the pavements to be resurfaced – Crest have an agreement for Vistry to undertake the work. Phase 3 POS needs soil to top up, which was planned to come from Phase 4 but there could be a long delay. Soil cannot be removed from phase 4 but can the soil be provided from somewhere else to prevent further delays, Lucie will check.

There is an area fenced off on Knotgrass that hasn't been included with the rest of the works, Clerk will forward email to Lucie. There is a dropped-kerb blocked by parked cars on Willow Edge – Crest cannot implement road markings if not on the plan. The additional cars parked on Willow Edge may be because of the pressure on parking at Hawthorn. Verges on Hawthorn have been graveled (not by developer) to allow additional cars to park. Lucie will find out if there is a covenant preventing running businesses from home and if Crest will enforce. Cllr Hampson noted that the main POS gate was left open all week. Also, the sewerage pumping station gate was not locked at Willow Edge. Cllr Turner-Wilkes will check and give feedback to Lucie.

- b) Council received an update regarding the management company discussions, a meeting date has been repeatedly requested from Crest for the next meeting. **Action: Cllr Turner-Wilkes will escalate to Stroud DC.**
- c) Community building update: expected at business meeting on 26th June.
- d) Council received an update on Phase 1 adoption, next meeting 19th June at 11.30am.

476/23 PLANNING

- a) Council considered the following planning applications. None.
- b) To consider planning applications received since publication of agenda. None.

477/23 POLICY WORKING GROUP

- a) Council received the notes of the latest Policy Working Group.
- b) Council approved the Working Group structure with some slight amendments and agreed membership as follows:
 - Community Services – Cllrs Turner-Wilkes, Thorne, Meecham and Ryder (for communications only).
 - Finance & Governance – Cllrs Turner-Wilkes, Meecham, Ryder.
 - Green Spaces & Environmental – Cllrs Turner-Wilkes, Hampson, Thorne.
 - Development (Planning & ManCo) – Cllrs Turner-Wilkes, Ryder, Hampson, Thorne.
 - Oversight Working Group (previously Policy Working Group) – all members.
- c) Council discussed priorities for the next Oversight Working Group – scheduled for Wednesday 5th July 5.30pm: **Clerk to send meeting request.**

478/23 GLOUCESTERSHIRE CONSTABULARY UPDATES

Cllr Turner-Wilkes met with the local PCSOs and provided an update to the Council.

479/23 CONSULTATIONS

- a) Council considered the consultation on Dog Control Public Spaces Protection Orders; there was a discussion about unfenced playgrounds and how the PSPO could include those areas in terms of an implied boundary. Deferred to the next meeting. **Action: Clerk / Cllr Hampson / Cllr Thorne.**
- b) Council **resolved** to submit a motion to the GAPTC AGM for NALC to lobby Government to implement legislation to give freeholders the right to challenge leasehold charges. Cllr Ryder will present the resolution at the AGM on 22nd July. **Action: Clerk.**

480/23 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 31st May 2023.
- b) Asset register reviewed.
- c) Council **resolved** to approve the payments as below.

Invoice Date	Payee	Net	VAT	Gross
30/05/23	Staff Costs (Net Salary, Pension)	£540.53	£0	£540.53
01/06/23	CloudyIT	£47.50	£9.50	£57.00
19/05/23	BlueTree Website Design Ltd	£60.00	£0	£60.00
06/06/23	PATA Payroll	£32.85	£0	£32.85
05/07/23	HMRC Q1	£324.80	£0	£324.80
	TOTALS	£1005.68	£9.50	£1015.18

- d) Council reviewed the updated Standing Orders.
- e) Council reviewed the updated Financial Regulations

481/23 ENERGY FROM WASTE

- a) The next Community Liaison Group meeting is on 26th June.
- b) Council agreed to submit a grant application to the CLG Fund for tables and chairs for community events. **Action: Cllr Meecham.** Funding for open space signage is another suggestion to be explored.

482/23 COUNCIL NOTED THE CLERK'S REPORT

483/23 PARISH COUNCILLOR REPORTS

Councillors' reports were circulated prior to the meeting and noted. Reports will be published on the website. Discussion about the need for a litter bin for Davy Way, **Action: Clerk** to check that SDC will include an additional bin in their waste collection.

Police have confirmed that the Council will receive a Vehicle Activated Sign to use in Hunts Grove. It was agreed to sign the Service Level Agreement with the Police. **Action: Cllr Turner-Wilkes** will complete the Triage form that sets out the proposed locations for the VAS.

484/23 WEBSITE & COMMUNICATIONS

- a) Cllr Ryder gave a verbal communications report.
- b) There was no update on the Business Directory.
- c) Cllr Ryder gave an update on the Parish Mailing List. There are already over 400 on the list.

485/23 RECURRING ITEMS TO NOTE - None

NEXT MEETINGS

- a) Next Meeting of the Parish Council will take place on 10th July 2023 at 6.30pm.
- b) Oversight Working Group 5th July 5.30pm.

Meeting closed at 8.45pm.

OUTSTANDING ACTIONS

Task Name	Progress	Assigned To	Created Date	Description
Hunts Grove Wood tree works	Not started		07/06/2023	Lucie to request schedule of works and forward to Dem.
POS Path flooding	Not started		07/06/2023	Lucie to follow-up with Fran as to the plan of action.
Update website	Not started	Julie Shirley;Sandra Meecham	07/06/2023	
Grit Bins enquiries	Not started	Demelza Turner-Wilkes	23/01/2023	Find out what other local parish councils do to install new grit bins, eg process with Highways etc.
Active Travel	Not started	Kevin Thorne	23/01/2023	Liaise with GCC and SDC
Play Parks Naming	In progress	Kevin Thorne	23/01/2023	Draft blogpost to promote to residents
Follow-up RoSPA report defects with Crest	Not started	Demelza Turner-Wilkes	03/01/2023	
Hunts Grove Wood Maintenance	Not started	Adam Hampson	03/01/2023	Prepare information to send to Planning Enforcement. Cllr Turner-Wilkes to liaise with the school regarding the installation of the defibrillator.
Defibrillators	Not started	Demelza Turner-Wilkes	11/10/2022	1A Hunts Grove defib installed 8th March.
Arrange meeting with Hardwicke PC	In progress	Julie Shirley	04/07/2023	Awaiting response from HPC. Shed to be ordered after base laid by Borders & Lawns.
Shed	In progress	Julie Shirley	04/07/2023	Expected eta for base is July 2023 before school holiday starts.
CLG Grant Funding application	In progress	Sandra Meecham	04/07/2023	Submit funding application for tables and chairs for events. Enquire from SDC if they can accommodate an additional bin collection on Davy Way. Emailed sent, awaiting response.
Litter bin for Davy Way	Not started	Julie Shirley	04/07/2023	

Community Services Working Group Meeting 29th June 2023 6pm

Attendees

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

Topics discussed:

1. Newsletter & communications
2. Community Groups, eg walking, knit & natter
3. Defibs
4. Events – Sunday 3rd September
5. Litter
6. Naming Project
7. Neighbourhood Warden Liaison
8. Notice boards
9. Police Liaison
10. Youth Provision

Newsletter & communications

- Need to do a recruitment drive on newsletter sign-up
- First step is to send a newsletter to all existing addresses asking if they wish to remain on the list – these people will be entered into free prize draw
- Secondly, we need to promote the mailing list to encourage new sign-ups.
- **ACTION:** JS to familiarise with MailChimp and building a newsletter
- **ACTION:** Arrange a meeting JS/MR.

Community Groups, eg walking, knit & natter

- **ACTION:** JS to follow-up with Stroud DC reference walking group leader training
- **ACTION:** JS to create a visual what's on of regular weekly events – collate info for adult and children groups
- **ACTION:** JS to add event list to website

Defibs

- Defib installation at school has been authorised, awaiting update from school
- School hall availability will be sent to Passion First Aid to arrange the defib sessions.

Events

- Grand Opening of Public Open Space provisionally set for Saturday 2nd September
- **ACTION:** SM to check Sportily availability and invite to working group
- Grand Opening will be used to consult on Naming Project – treasure trail of areas to encourage people to visit all the POS / Playgrounds and suggest names. Prize draw for entries.

- Other events:
 - o Santa Run
 - o Santa's Grotto at school (try <http://grcltd.org/scrapstore.html> for low-cost art materials in Gloucester)
 - o Easter 2024
- **ACTION:** JS to confirm available funding for events (£4110)
- **ACTION:** SM to find out about the County Council tree scheme and if the roundabout is suitable.

Litter

- Nothing to update.

Naming Project

- ACTION: KT to follow-up with school
- 3 volunteers on working group
- Checking available funding for play area signage.

Neighbourhood Warden Liaison

- **ACTION:** DTW to send an introductory email to Simon (new warden)

Notice boards

- Plenty of space for additional posters, notice boards to be updated with Police posters.

Police Liaison

- **ACTION:** DTW / SM to meet with Police

Youth Provision

- Youth Strategy has been drafted and comments received from Steve Miles
- **ACTION:** KT to update Youth Strategy
- Funding received for Scoping Report
- **ACTION:** JS to spec tender and identify providers
- **ACTION:** JS to research ideas of things to run in the meantime.

NEXT MEETING: 26th July 2023 6-7pm online



GLOUCESTERSHIRE ASSOCIATION OF PARISH AND TOWN COUNCILS

You are invited to attend

The eighty-sixth Annual General Meeting

on Saturday 22 July 2023
Gambier Parry Hall, Highnam Community Centre, GL2 8DG

Registration from 9.45am
Meeting to commence at 10.30am prompt

AGENDA

Welcome to Members by the President, the Rt. Rev. Christopher Hill

Speaker – Gayle Boyle on Planning, the White Paper and changes to the National Planning & Policy Framework

1. To receive apologies for absence

2. To approve the minutes of the eighty-fifth Annual General Meeting held on 23 July 2022 (attached)

3. To ELECT the following HONORARY OFFICERS:

(i)(a) President:
Rt. Rev. Christopher Hill is willing to stand again and subject to there being no other nominations received by Thursday, 13th July, it is proposed that Christopher Hill be re-elected.

(i)(b) Vice Presidents:

Councillor Liz Hodges, (Chipping Campden TC and member of the executive Committee) is willing to stand again and subject to there being no other nominations received by Thursday, 13th July, it is proposed that Liz Hodges be re-elected.

(ii) To note that Mr T. E. Parker is an Honorary Life Vice-President.

4. To note the matters arising from the following Resolutions passed at the AGM on 24 July 2021:

Proposition Adopted	Action Taken/Notes
<p><u>Painswick Parish Council:</u></p> <p>All holiday-let establishments be, as a minimum, registered so that each District/LPA can monitor and control the number and usage of such properties.</p>	<p>All district authorities were made aware of this motion and were asked to comment.</p> <p>Response from CDC: ‘At present the LPA adds S106 agreements where appropriate to control such uses and monitors such agreements usually on a yearly basis. The Council at present does not consider that any further registration would provide any significant benefits and would create additional workloads for authorities at a time where resources are already stretched.’</p> <p>Response FODDC: ‘In terms of monitoring planning enforcement the council would welcome a register of holiday lets. No doubt the council tax department would also appreciate such information being available ... who would compile and update such a register as certainly within the Planning department we would not have the resources to undertake such a task.’</p> <p>Response from Cheltenham Borough: ‘I’m not aware of a CBC holiday-let register’.</p>
<p><u>B. Chipping Campden TC</u></p> <p>That Social Housing providers be decided by the District Council and not</p>	<p>Motion was not resubmitted.</p>

by the Developer of the site. 'We have had it confirmed that the developer chooses the housing association for the affordable housing part of their development from offers submitted to them by housing associations on an approved list – CDC has no part to play in this. Likewise CDC cannot choose the developer for land put up for sale with outline planning permission and sometimes the developer which 'wins' the development is not always the one which actually does the development as there is quite a bit of trading between developers for all or part of their sites. This is national policy decided by the government rather than CDC policy as such'.

Following queries from delegates, Chipping Campden Parish Council submitted a request to WITHDRAW the motion to re-examine the wording and, once revised, re-submit it to the Executive Committee of GAPTC to make a decision about whether to forward the motion to NALC.

C. Chipping Campden Town Council

That a return to virtual council and committee meetings be actioned for at least a proportion of the scheduled meetings.

GAPTC's NALC representative announced the government was currently being lobbied to legislate to enable councils to hold hybrid meetings. So not to subvert this process, the following amendment to the motion was suggested: That the option for hybrid and/or meetings (of the council) be legalised.

Response from GAPTC's NALC representative, Richard Page: 'Baroness Scott, NALC's President, promoted a series of amendments based on NALC policies at the Committee Stage of the Levelling Up and Regeneration Bill in late March. These included suspension of councillors, neighbourhood governance and remote (ie virtual) meetings. The amendments received significant cross-party support, but unfortunately no government support. During the debate, a government minister confirmed that the Government will be publishing its response to the call for remote meetings shortly. No date was given for this response and nothing has been published since. NALC is discussing with supportive Peers the possibility of re-instating some of these amendments, including the amendment

	<p>on remote meetings, at the Report Stage of the Bill.</p> <p>The outcome of the amendments was discussed by NALC's Policy Committee at its May meeting. Committee members were particularly disappointed at the Government's attitude to remote meetings and felt that the position of parish and town council meetings was different from meetings of district and county councils because of the level of decision making involved. It was agreed that NALC will press officials at the Department for Levelling Up, Housing and Communities and relevant government ministers further on this issue.'</p>
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5. To adopt the 2022-2023 ANNUAL REPORT and FINANCIAL STATEMENT, copy attached

6. To debate the following PROPOSITIONS:

Councils are reminded that the proposer must be a member of the relevant council and that a seconder from another council is present.

A. Hunts Grove Parish Council

Provision for the regulation of fees charged by management companies to freeholders of residential properties; to ensure legal step-in rights, in perpetuity, for self-management of shared facilities by such freeholders, Parish & Town Councils, or other appropriate community groups.

B. Quedgeley Town Council

To give councils the discretionary power not to hold an Annual Parish Assembly, subject to meeting specific criteria.

For Example.

Full time public-facing office i.e., 5 days a week.

Regularly updated of media and/or website.

Regular community events and/or regular public surgeries.

Proof of regular meaningful communication and contact between council and residents throughout the year.

7. To discuss the level of subscription for 2024/25, as required by Para 3b of the Constitution, for the Executive Committee to take into consideration when it sets the fee level in the autumn.

8. To receive any other items of urgent business as notified to the President prior to the commencement of the meeting and at the discretion of the Chairman.

9. Sponsors presentations

1. EDGE IT Systems Limited

AdvantEDGE is a solution designed to meet the needs of town and parish clerks in the 21st century. EDGE IT is a software house and IT consultancy founded in 1989. It has long been a market leader in the supply of software solutions to Local Councils. EDGE IT works with specialist partners to provide a comprehensive solution such as Scripti (Scanning). Launched in 2002, AdvantEDGE now has over 330 clients around the country. Have a look at some of our tried and test services we can provide.

Admin+
Allotments
Asset Manager
Epitaph Classic for cemeteries
Facilities (bookings)
Finance
InspectEDGE
Markets & Events
Planning
Playgrounds
Service Manager
Full Support and Training

2. Parish Online

Parish Online's cloud services help Local Councils easily find, create and publish information. This makes councils more efficient, resilient, ultimately resulting in better public services. Parish Online Websites is a complete website and email service for local councils. It provides a high quality, accessibility-compliant and informative website design to make your council look and feel like the professional tier of government it is. Our service solves many of the key issues with existing website services or even DIY sites, namely, proactive support, alignment to government policies and requirements, making the site easy to manage, and not bombarding you with jargon. And unlike many parish websites out there, our site continuously improves with the times, meaning you'll never end up with a site needing a complete rework at great expense. We believe local councils should present themselves through a gov.uk domain name like other tiers of Government, so *we include a gov.uk for free as part of the subscription*. Our scaled subscription model (just like Parish Online Mapping) makes paying for your website affordable and consistent, making it easier to budget. Parish

Online Mapping has become the defacto tool for visualising and managing your local council area. It's used by nearly 3,000 councils for asset management, neighbourhood plan drafting, climate plans, planning issues, and much more. Parish Online Mapping includes hundreds of map layers ranging from land ownership boundaries, to flooding, to listed buildings, plus an array of mapping from higher tier authorities. Parish Online Mapping has a scaled annual subscription fee, making it affordable for all sizes of local council.

3. Scribe

The Hierarchy of Needs for Local Council Accounting. The Introduction a framework that loosely borrows from Maslow's Hierarchy of Needs. It provides a structure to the information architecture required to efficiently manage financial accounts for parish, town, and community councils.

4. Wicksteed

We are the leading manufacturer of outdoor playground equipment in the UK. We have a longstanding history and heritage within the playground sector, developing trusted relationships with schools, councils, holiday parks and housing developers for more than 100 years. Services include playground and play equipment design, playground installation services and playground inspection services.

A buffet lunch will be served at the end of the meeting

Opportunity to network

HUNTS GROVE PC BANK RECONCILIATION 2023-24

BANK BALANCES 30 JUNE 2023	
Unity Trust Bank	£92,084.70
Unity Trust Savings	£34,190.00
TOTAL MONIES IN BANK	£126,274.70
LESS OUTSTANDING PAYMENTS	
HMRC Q1 PAYE/NI	324.80
TOTAL OUTSTANDING PAYMENTS	£324.80
TRUE BALANCE AT 30/06/23	£125,949.90
Opening Balance at 01/04/23	£76,244.34
Receipts year to date	£63,278.49
Sub-total	£139,522.83
Expenditure year to date	£13,572.93
TRUE BALANCE AT 30/06/23	£125,949.90

Signed Clerk Date.....
 Name

Signed Chairman Date.....
 Name

HUNTS GROVE PARISH COUNCIL				
BUDGET COMPARISON REPORT 2023-24				
	£	£	£	
INCOME	Budget	Received 30/06/23	Balance	Notes
Precept	52250	26125	26125.00	
VAT reclaim	0	4488.15	0.00	
Event Grants	0	7440	0.00	
Other Grants	0	2500.00	0.00	
CIL	0	22725.34	0.00	Move to Earmarked Funds
TOTALS	52250	63278.49		
EXPENDITURE	Budget	Spend as at 30/06/23	Balance	Notes
Staff costs	10000.00	1946.19	8053.81	
Chairman's Allowance	250.00	0.00	250.00	
General Admin/expenses	1700.00	456.68	1243.32	
Subscriptions	1000.00	567.74	432.26	
Insurance	800.00	0.00	800.00	
Donations	500.00	75.00	425.00	
Training	500.00	25.00	475.00	
IT / Website / Newsletter	2750.00	304.50	2445.50	
New equipment	3000.00	569.89	2430.11	
Community Events	2000.00	6273.18	-4273.18	Earmarked Funds used
Professional fees	7000.00	2196.00	4804.00	
Youth projects	10000.00	0.00	10000.00	
Earmarked Reserves contribution	12750.00	0.00	12750.00	Move to Earmarked Funds
TOTALS	52250.00	12414.18	39835.82	
EARMARKED RESERVES	£			
Community events (£943.43 c/f plus in-year grants)	10383.43	Less total spent to date=	4110.25	
CIL	17044.01			
Professional Fees	6450			
Maintenance contingency	20000			
Grants/donations	1000			
TOTAL EMR	54877.44			

Communication Policy

Last Reviewed: 27th June 2023

As adopted xxxx

Minute ref: xxxx

To be reviewed every 2 years.

Introduction

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help parishioners regarding matters relating to the Parish of Hunts Grove.

Parish Councillors may be contacted via the Clerk or using their Parish Council email addresses.

If it is felt by the parishioner that the matter is important, then a letter or email to the Parish Clerk will ensure that it is dealt with in a timely and professional manner (also see the Correspondence section below).

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible. When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

Aims

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and vice versa.

To provide information on important matters in a timely manner so as to facilitate and encourage informed comment from interested individuals and groups.

Parish Council Meetings

The Parish Council meets on the second Monday of every month.

The Parish Council will normally meet in the meeting room at Hunts Grove Primary Academy, from 6.30pm.

Public participation will be held sooner after the start of the meeting to enable viewing of planning applications and to enable discussion on agenda items. Members of the public wishing to address the Council during the formal meeting or wishing to record the meeting should make the Chairman aware of their intention before the meeting starts.

Notice Boards

The following items will be displayed on the Parish Council notice boards

- Parish Council meeting dates for the year
- Contact details for the Council
- The Parish Council's meeting agenda - which will be posted at least 3 working days in advance of each meeting.

The notice boards are located at:

- Hunts Grove Primary Academy
- Lime Tree
- The Acorn.

The information displayed on the Parish Notice Board will be kept up-to-date.

Correspondence

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at clerk@huntsgrove-pc.gov.uk or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. However, all Parish Councillors have their own Council email addresses which have the format firstname.lastname@huntsgrove-pc.gov.uk.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if at all possible. If email is used then an acknowledgment will be sent via email.

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings unless requested. Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The Council regrets that, for reasons of computer security and virus protection, anonymous emails and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

Website

The Parish Clerk will arrange for the Agenda and associated papers to be posted on the Hunts Grove Parish Council Website (www.huntsgrove-pc.gov.uk) at least three clear days before the meeting and for the draft Minutes to be posted as soon as possible after the meeting. The final Minutes will be posted once approved.

To comply with the Transparency Code for Smaller Authorities, the Clerk will arrange for the annual publication of the following documents no later than 1 July each year:

- all items of expenditure above £100
- end of year accounts
- annual governance statement
- internal audit report
- list of councillor or member responsibilities
- Minutes, agendas and meeting papers of formal meetings.

The Parish Clerk is the Webmaster for the Parish Council website.

The Parish Clerk will ensure that the Parish Council email address is publicised.

Social Media

The use of social media does not replace existing forms of communication but is used to enhance communication with a wider range of the population.

A full social media policy has been adopted.

Annual Parish Meeting

The Annual Parish Meeting is convened by the Chairman of the Parish Council and is generally held in May each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

This policy was adopted at a meeting on [xxx] and will be reviewed in two years or sooner, should legislation dictate.

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 10th July 2023 at 6.30pm

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
30/07/23	Staff Costs (Net Salary, Pension)	£540.33	£0	£540.33
01/07/23	CloudyIT	£47.50	£9.50	£57.00
30/06/23	SLCC Enterprises Ltd	£249.50	£33.90	£283.40
	TOTALS	£837.33	£43.40	£880.73

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 10th July 2023 at 6.30pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

- Request for crossing patrol on Harrier Way for school. Awaiting update from Gloucestershire CC.
- Enquiry about when the Harrier Way boarding will be removed.

OTHER MATTERS

- Gloucester City Council turned down the request for the new bin we've requested for Marconi Drive – they said there was not enough litter to warrant a bin. If the litter has worsened then we will need to submit a new request form.
- Article in The Clerk magazine on the first year of Hunts Grove Parish Council.
- Motion submitted to GAPTC AGM 22nd July.
- Attended Dispensation Training for Clerks (ran by SDC).
- Contacted by clerk from Kingshill PC with same situation as HGPC with ManCo. The PC has leased community centre from ManCo and each time they want to do something (eg install a flag pole or fit air conditioning) the ManCo charges £2,000 for a "Licence to Alter". They are keen to support HGPC with a campaign and will also lobby NALC.
- Defib awareness sessions: school is available most Saturdays (but not through the holidays) and some evenings. Awaiting installation of defib at school before following-up with Passion First Aid.#
- We still need to provide dates/times to meet with Quedgeley TC.
- Hardwicke PC will let us know available dates/times to meet.