

5<sup>th</sup> September 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:** 11<sup>th</sup> September 2023 at 6.30pm  
**Venue:** Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Julie Shirley, Parish Clerk

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### PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk.

### 2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

### 3. MINUTES

- a) To accept as a true record the minutes of the meeting held on 14<sup>th</sup> August 2023.

### 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) To consider options for securing the publicly accessible defibrillator on Harrier Way.
- b) To consider request for a Remembrance Day service.

- c) Hunts Grove Wombles update from Cllr Meecham.
- d) To agree the following community event and budget amount:
  - Santa Grotto at Hunts Grove Primary Academy
- e) To receive updates on the following community events:
  - October half term Festival of Light
  - Santa Run.

## **9. DEVELOPMENT SITE UPDATES**

- a) To receive an update from Crest Nicholson.
- b) To receive an update regarding the management company.
- c) To receive an update on allotments.
- d) To receive an update on the community building.
- e) To receive an update regarding the parish council's adoption of Phase 1.

## **10. PLANNING**

- a) To consider the following planning applications:
  - S.23/1661/FUL Location: Elm Farm, Bristol Road, Hardwicke. Change of use from C3 to C2.
- b) To consider planning applications received since publication of agenda.
- c) To receive an update following the meeting with Brookthorpe-with-Whaddon Parish Council regarding Whaddon Fields development.

## **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 the updated Risk Management Scheme.
- c) To approve the schedule of payments.

## **13. CLERK RECRUITMENT**

- a) To note the clerk's resignation and delegate authority to the Chair and Vice-Chair to recruit a new clerk subject to approval by the full council and to arrange interim cover if required.

## **14. TO RECEIVE THE CLERK REPORT**

## **15. TO RECEIVE REPORTS FROM PARISH COUNCILLORS**

## **16. WEBSITE & COMMUNICATIONS**

- a) To receive an update on the Parish Mailing List.
- b) To agree protocol on sharing updates from 3<sup>rd</sup> party organisations via our social media channels.

## **RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED**

### **17. DEVELOPMENT SITE UPDATES**

- a) To receive updates from PREIM and discuss matters arising.
- b) 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) representatives.

### **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.

### **24. CORRESPONDENCE.**

# MINUTES

**Meeting:** Hunts Grove Parish Council Meeting  
**Date and time:** 14<sup>th</sup> August 2023 at 6.30pm  
**Venue:** Hunts Grove Primary Academy

**Present:**

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

**Also In Attendance:**

County Cllr Stephen Davies  
Ms L Brailsford, Crest Nicholson representative (via Microsoft Teams)  
Two members of public

**500/23 APOLOGIES FOR ABSENCE**

Cllr Adam Hampson  
District Cllr Gill Oxley

**501/23 DECLARATIONS OF INTEREST**

There were none.

**502/23 MINUTES**

- a) Council **resolved** to approve the Minutes of the Meeting held on 10<sup>th</sup> July 2023.

**503/23 PUBLIC PARTICIPATION**

Mrs Callister addressed the meeting regarding the adoption of phase 1 public areas and raised concerns about the lack of communication with residents on the parish council's negotiations to adopt the phase 1 areas. Councillors confirmed the parish council's desire to adopt all areas and commitment to the One Hunts Grove strategy. The ManCo discussions are ongoing; Crest's Managing Director is helpful there is no commitment in writing yet. The parish council could refuse phase 1 but taking it proves capability in terms of adopting phases 2-4. This is not the preferred situation, but the timeframe to adopt phase 1 is short, and if Stroud DC adopts phase 1 then it could be five years before the parish has another opportunity to adopt those areas.

Mr Callister considers the play park at Pine Marten Close to be dangerous, the equipment is too close together and the self-closing gate does not close. **Action: Cllr Turner-Wilkes will check the latest RoSPA report and raise issues with Crest.**

There was a request for minutes to be on the notice boards. Contact details need to be updated on the notice boards. **Action: Cllr Turner-Wilkes.**

County Cllr Stephen Davies gave a report on county council matters. The Tour of Britain cycling tour is coming through Gloucestershire in September. GCC has had a good Ofsted report on the council's response to the identification of the initial need and risk of children. The County Council has received a £250k lottery grant for educating on environmental issues.

The new A38 junction works are likely to start in January and whilst a 9-month closure has been requested, it won't be closed for the whole 9 months, sections will be closed as required. Last year's delay was due to technical matters. This latest delay is due to the lead time for the successful tender company to commence which would be December then have to shutdown over Christmas, so a decision was taken to delay the works start until January. Traffic diversions not yet determined but concerns from Haresfield Parish Council have been taken on board.

District Cllr Mark Ryder gave a report on district council matters. Symmetry Park planning application revised plans have been circulated. Stroud DC was making progress on planning enforcement, but needs to hire a new senior enforcement officer to help with the workload.

Community Liaison Group meeting held on 3<sup>rd</sup> August, the CLG would like to continue air monitoring and it is hoped that Stroud DC will commence air particle monitoring across the district.

## **504/23 GROUPS, EVENTS & PROJECTS**

- a) Council received an update from the Hunts Grove Wombles. Next litter pick will be on 19<sup>th</sup> August. Cllr Thorne volunteered to provide temporary storage for litter pickers and the bags of litter for collection to increase the range of the litter picking to Phase 3.
- b) Council received an update on the council storage. The shed base has been installed, shed is on order for delivery mid-September (**Action: Cllrs to confirm preferred delivery route**), request that Borders & Lawns quote to build the shed and plant 1.5-2m tall clumping bamboo around the shed to soften the shed outline. **Action: Clerk.**
- c) It was noted that the planned event for 2<sup>nd</sup> September had been cancelled due to the lack of confidence that the public open space would be completed in time. Cllr Turner-Wilkes introduced the proposals for three community events and the council considered the requested budget amounts. It was noted that PREIM had offered £500 towards the grand opening, and it was agreed to request the contribution be transferred to the Festival of Light event: **Action: Clerk.** Also noted that Vistry Homes would like to be involved in the community events, possibly the Santa Run, **Action: Clerk.**

- October half term Festival of Light on 1<sup>st</sup> November with an agreed budget up to £1,200.

- Santa Run – 17<sup>th</sup> December using the large public open space. Agreed budget up to £300.
  - Santa Grotto at Hunts Grove Primary Academy – potentially 9<sup>th</sup> December 12-4pm. Full proposal to be considered at the September meeting.
- d) Council approved the Youth Strategy and Youth Scoping Exercise tender specification. **Action: Clerk.**
- e) Council considered Sportily’s community hub proposal, it was agreed to support the proposal.  
**Action: Clerk.**

## 505/23 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson; the public open space completion is going to plan with the final wet pour taking place this week. Harrier Way closure 29<sup>th</sup> & 30<sup>th</sup> August for the resurfacing. Councillors were concerned about closing off a section of Harrier Way for 2 days which means several residents won’t be able to park vehicles outside of their houses. The contractor will be asked to manage this. The overhanging trees from the Wood have been cut back from the cycle way. Haresfield Lane to be opened for cyclists and pedestrians. County Council is concerned about Vistry damage to Haresfield Lane, Crest is responsible for the road and will take this up with Vistry.

Brambling Way drains have been surveyed and blockages removed. The pavement has been fixed outside 34 Brambling Way. It was noted that the public open space by Bellway cannot be adopted until an issue with fencing has been resolved.

The public open space path from Hunts Grove Drive needs a repair – Elmtree haven’t committed to do the work so TetraTech have been instructed to use Four Seasons Landscaping to do the work.

Overgrown open space on Brambling Way by the oaks is possibly David Wilson Homes land but Crest will make enquiries and deal with the builders’ rubbish and overgrown vegetation.

The public right of way to Naas Lane has a temporary closure sign stating closed until 7<sup>th</sup> May 2022, the sign needs updating as footpath closed until November 2024. **Action: Clerk to report to Highways.**

- b) Council considered the recommendation from the Working Group to adopt the Phase 1 public open spaces including the wood but not including the SUDS. It was agreed that HGPC supports adopting phase 1 but only if that excludes the SUDS and with the caveats (1) that HGPC receives funds from Stroud District Council that will equate to a total of 5 years of maintenance of those areas in addition to the commuted sum, and (2) that all the remedials are completed prior to handover with a 12-month warranty on the work. **Action: Clerk.**

The final decision will come back to the parish council to consider response from Stroud DC.

- c) Council received an update regarding the management company discussions and agreed to appoint Wellers-Hedley as the council's new solicitor to represent the parish council on legal matters. **Action: Clerk.**
- d) Council received an update from Cllr Ryder on the motions put forward: (1) to Stroud District Council to change planning policy on adoption of public open spaces, and (2) with Gloucestershire Association of Parish and Town Councils for NALC to lobby Government to change national policy on management company fees.
- e) Council agreed that it will update the One Hunts Grove vision. **Action: Cllrs to draft an updated vision.**
- f) Council reviewed the drawings from CFL for the Farmhouse refurbishment and made the following comments to be forwarded to CFL: Nice if ground floor devoted to community use, make the café larger, more toilets needed, a community space for up to 16 people to meet informally, and a parish office would be nice for 1-2 people as the farmhouse is centrally-located. Height limitations due to the bat roosting will impact the upper floor office spaces. **Action: Clerk.**

### 506/23 WORKING GROUPS

- a) Council received the notes of the Oversight Working Group held on 27<sup>th</sup> July 2023.

### 507/23 PLANNING

- a) Council considered the following planning applications:
  - S.23/1384/OUT Location: Land At Green Lane, Hardwicke, Gloucester. Comments: new junction will be almost opposite the new junction into Hunts Grove, increased traffic on cross keys roundabout and junction 12. Pressure on secondary school places. Neighbourhood centre needs to be more central to serve the new community and protect the viability of the Hunts Grove commercial centre. **Action: Clerk.**
  - S.23/0764/OUT Location: Land At Quadrant Distribution Centre, Quadrant Way. Comments: improve connectivity into Hunts Grove over Shorn Brook please. **Action: Clerk.**
  - S.21/2579/OUT Location: Javelin Park, Bath Road, Haresfield. No comments.

### 508/23 GLOUCESTERSHIRE CONSTABULARY UPDATES

Cllr Turner-Wilkes has a call booked with the local team.

### 509/23 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 31<sup>st</sup> July 2023.
- b) Council received the 2022/23 external audit report and noted that the auditor had included a comment concerning a typo on the form, this will be corrected in the 2023/24 AGAR.
- c) Council considered depositing funds with the CCLA Public Sector Deposit Fund. **Action: Clerk** to research the fund in more detail before bringing back to Council, primarily to check that the capital invested is protected.
- d) Council **resolved** to approve the payments as below.

Invoice Date	Payee	Net	VAT	Gross
31/08/23	Staff Costs (Net Salary, Pension)	£540.53	£0	£540.53
01/08/23	CloudyIT	£51.00	£10.20	£61.20
29/07/23	GAPTC – internal audit	£245.00	£0.00	£245.00
01/08/23	PKF Littlejohn – external audit	£315.00	£63.00	£378.00
08/08/23	SafeTrade247 – storage shed	£2163.00	£432.60	£2595.60
	<b>TOTALS</b>	<b>£3314.53</b>	<b>£505.80</b>	<b>£3820.33</b>

**510/23 COUNCIL NOTED THE CLERK’S REPORT**

**511/23 PARISH COUNCILLOR REPORTS**

Cllr Thorne reported that the Naming Project working group is meeting on 17<sup>th</sup> August.

**512/23 ENERGY FROM WASTE**

- a) Cllr Turner-Wilkes confirmed the update from the Community Liaison Group (CLG) meeting as per Cllr Davies comments earlier in the meeting.

**513/23 WEBSITE & COMMUNICATIONS**

- a) Cllr Ryder gave an update on the Parish Mailing List, and updated the auto-response for new subscribers.

**514/23 RECURRING ITEMS TO NOTE - None**

**NEXT MEETINGS**

- a) Next Meeting of the Parish Council will take place on 11<sup>th</sup> September 2023 at 6.30pm.

Meeting closed at 9.10pm.



# STROUD DISTRICT COUNCIL

Ebley Mill • Ebley Wharf • Stroud • Gloucestershire • GL5 4UB  
Telephone 01453 766321 • Facsimile 01453 750932  
[www.stroud.gov.uk](http://www.stroud.gov.uk)

Email: [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

website: [www.stroud.gov.uk/plans-online](http://www.stroud.gov.uk/plans-online)

Hunts Grove Parish Council  
PO Box 2287  
Gloucester  
GL3 9HA

Case Officer Gemma Davis

Email: [gemma.davis@stroud.gov.uk](mailto:gemma.davis@stroud.gov.uk)

23 August 2023

Dear Sir/Madam

## Planning or Associated Application

Application Number: S.23/1661/FUL  
Location: Elm Farm , Bristol Road, Hardwicke, Gloucester.  
Application Type: Full Planning Application  
Description: Change of use from C3 (dwelling) to C2 (residential institution) & minor alterations.  
Respond by date: 14.09.2023  
Web Link: <https://www.stroud.gov.uk/apps/planning?AppRef=S.23/1661/FUL>

The above application, submitted to the Stroud District Council, relates to land within your Parish. As such, I shall be glad to receive any views your Council would like the Planning Authority to take into account.

Copies of all plans and documentation are available on the Council's website at the above link

Since the Local Planning Authority has by statute only a limited period in which to determine this application, it is important that no delay should occur in receiving representations. If you have not contacted us by the date above, I shall assume that your Council has no observations to make on the application. If you need additional time to consider the application, please contact the case officer directly who may be able to agree an extension of time. Any observations you make will be placed on the public file, and on our website.

To ensure your observations are dealt with efficiently, please use the "submit a comment" tab on the website. Please ensure you are logged in to the alerts system ([click here](#)) so that your contact details are automatically pulled through. Where you are being notified, rather than consulted, the comments box will not be enabled unless you are logged in.

Yours faithfully

**Proper Officer of the Council**  
**Duly authorised in that behalf**

Chief Executive: Kathy O'Leary

## HUNTS GROVE PC BANK RECONCILIATION 2023-24

<b>BANK BALANCES 31 AUGUST 2023</b>	
Unity Trust Bank	£84,814.32
Unity Trust Savings	£34,307.61
<b>TOTAL MONIES IN BANK</b>	<b>£119,121.93</b>
<b>LESS OUTSTANDING PAYMENTS</b>	
<b>TOTAL OUTSTANDING PAYMENTS</b>	<b>£0.00</b>
<b>TRUE BALANCE AT 31/08/23</b>	<b>£119,121.93</b>
Opening Balance at 01/04/23	£76,244.34
Receipts year to date	£63,396.10
Sub-total	£139,640.44
Expenditure year to date	£20,518.51
<b>TRUE BALANCE AT 31/08/23</b>	<b>£119,121.93</b>

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

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

<b>HUNTS GROVE PARISH COUNCIL</b>				
<b>BUDGET COMPARISON REPORT 2023-24</b>				
	£	£	£	
<b>INCOME</b>	<b>Budget</b>	<b>Received 31/08/23</b>	<b>Balance</b>	<b>Notes</b>
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
Interest	0	117.61	0.00	
<b>TOTALS</b>	<b>52250</b>	<b>63396.10</b>		
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spend as at 31/08/23</b>	<b>Balance</b>	<b>Notes</b>
Staff costs	10000.00	3027.05	6972.95	
Chairman's Allowance	250.00	0.00	250.00	
General Admin/expenses	1700.00	1522.94	177.06	
Subscriptions	1000.00	567.74	432.26	
Insurance	800.00	0.00	800.00	
Donations	500.00	75.00	425.00	
Training	500.00	274.50	225.50	
IT / Website / Newsletter	2750.00	473.98	2276.02	
New equipment	3000.00	3532.89	-532.89	
Community Events	2000.00	6393.42	-4393.42	Earmarked Funds used
Professional fees	7000.00	2196.00	4804.00	
Youth projects	10000.00	516.13	9483.87	
Earmarked Reserves contribution	12750.00	0.00	12750.00	Move to Earmarked Funds
<b>TOTALS</b>	<b>52250.00</b>	<b>18579.65</b>	<b>33670.35</b>	
<b>EARMARKED RESERVES</b>	£			
Community events (£943.43 c/f plus in-year gra	10383.43	Less total spent to date=	3990.01	
CIL	17044.01			
Professional Fees	6450			
Maintenance contingency	20000			
Grants/donations	1000			
<b>TOTAL EMR</b>	<b>54877.44</b>			

# Hunts Grove Parish Council Risk Register

Last Reviewed: 14<sup>th</sup> July 2023

As adopted 13<sup>th</sup> September 2021

Minute ref: 87/21

To be reviewed and adopted at each Annual Meeting of the Parish Council

**Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks associated with working conditions, workplace activities and environmental factors, as far as is practically possible. This document should enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.**

**Assessment Scoring: 1 = low; 2 = low/medium; 3 = medium/high; 5 = high**

Activity	Risk	Cause	Effect	Likelihood	Actions
1. Finances	Sudden large expenditure required or excessive under budgeting	Unforeseen problem / Poor budgeting	Service not provided. Lack of confidence in council. Inability to carry out functions. Insufficient funds for contingencies	2 - Low/Med	Council has some reserves. Insurance in place to cover major risks.  Careful budget planning with contingency built in each year

Activity	Risk	Cause	Effect	Likelihood	Actions
2. Finances	Adequacy of Precept	Precept not submitted to SDC.  Precept not received by Parish Council	No income for parish council to continue its work	1 – Low	RFO to prepare budget, considering expenditure + projects.  Full review of proposed budget by Council in November. Regular review of budget v spend.  RFO to submit precept figure before deadline.  RFO to advise council of receipt of precept at next available meeting.
<b>3.Finances</b>	Fraud	Inadequate controls/ record	Loss of funds Financial irregularities	1- Low	Financial Regulations reviewed annually to ensure they are adequate. Annual internal & external audit.  Bank balances reported at every meeting with bank reconciliation.  Bank balance and expenditure audited by councillor twice a year.  Cheques + cheque stubs signed by 2 councillors upon sight of original invoice  Bank payments to be authorized by 2 councillors upon sight of original invoice

Activity	Risk	Cause	Effect	Likelihood	Actions
<b>4. Finance – VAT</b>	VAT not re-claimed within time limit	Poor accounting	Loss of funds Financial irregularities	2- Low/Med	All VAT receipts to be recorded. Separate column to show VAT Payments on Accounts spreadsheet.  RFO to produce refund analysis and make claim to HMRC for recovery of amounts within time scale.  All documentation for this process to be maintained in council records
<b>5. Finance - Payroll</b>	Payroll incorrectly processed – staff over/under paid	Staff errors	Loss of funds Financial irregularities	1 - Low	Payroll outsourced to reputable firm to manage on behalf of the parish council.
<b>6. Contractors</b>	Contractors not supplying services	Unavailable due to illness, poor weather	Poor Services	1 - Low	Contracts are defined. Contracts are informally monitored by Clerk & Councillors. Corrective action taken as required.
<b>7. Insurance</b>	Inadequate Insurance cover for the Council, its employees and assets	Failure to renew insurance policy. Cover on policy inadequate.	Council is uninsured and liable to insurance claim.	2 – Low/Med	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Officials’ Indemnity also in place.
<b>8. Parish Council records and archives</b>	Loss of Parish Council records	Fire, Flood, theft		1 - Low	Daily files stored in Clerk’s home which are at risk, however most are also stored electronically (see next item).

Activity	Risk	Cause	Effect	Likelihood	Actions
<b>9. Electronic Records</b>	Loss of documents on Clerk's computer	Computer crash, fire, theft, flood	Loss of records	2 – Low/Med	All files stored on Google Drive which are backed up for 30 days. Anti-virus software installed.  Minutes kept as hard copies and copies emailed to all councillors. Minutes & policies held on parish council website  Secure passwords to be used on all electronic devices + websites only known by Clerk + Chairman
<b>10. Clerk to the Parish Council</b>	Unavailability	Resignation, illness	Work of the Parish Council cannot be carried out	2 – Low/Med	Urgent work carried out by Councillors. Contact GAPTC about availability of temporary cover or contact local Clerks
<b>11. PC Meetings</b>	Accommodation unavailable for meetings	Damage to meeting room or lack of available venues.	Meeting room unavailable	1 - Low	Use nearby amenity
<b>12. Membership of the Parish Council</b>	Vacancies on council	Resignation, retirement, insufficient nomination at elections	Meetings cannot be held due to not being quorate	2 – Low/Med	Ensure council meetings are run smoothly and business is relevant to retain the interest of serving councillors. Promote vacancies widely around the parish especially at election time.
<b>13. Members Interest</b>	Member has not disclosed a Declaration of Interest relating to an agenda item	Conflict of Interest by Member	Resolutions cannot be met due to insufficient number of Cllrs	2 – Low/Med	Standard agenda item for members to declare any personal or prejudicial interests they have + need to disclose of matters to be discussed.

Activity	Risk	Cause	Effect	Likelihood	Actions
<b>14. Safety of Cllrs + Clerk</b>	Physical safety of Cllrs + clerk on site meetings	Inadequate precautions. Accidents due to unsafe ground or buildings	Injury to person and/or compensation claimed from council	2 – Low/Med	At site meetings, all councillors to adhere to any safety requests from site managers. Adequate insurance in place to cover accidents. Councillors to never carry out solo visits, always have clerk or another councillor present.
<b>15. Infection control</b>	Health of Cllrs + clerk + members of public	Ineffective infection control could cause spread of illness .	Service not provided. Lack of confidence in council. Inability to carry out functions.	2 – Low/Med	Hand sanitizer available at face-to-face meetings.

## Report

Clerk Julie Shirley

**Meeting:** Full Council  
**Agenda Item:** Payment Schedule  
**Date and time:** 11<sup>th</sup> September 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
30/09/23	Staff Costs (Net Salary, Pension)	£540.33	£0	£540.33
01/09/23	CloudyIT	£51.00	£10.20	£61.20
31/08/23	PATA (UK)	£32.85	£0	£32.85
31/08/23	HMRC	£325.00	£0	£325.00
	<b>TOTALS</b>	<b>£949.18</b>	<b>£10.20</b>	<b>£959.38</b>

## Report

Clerk Julie Shirley

**Meeting:** Full Council

**Agenda Item:** Clerk's Report

**Date and time:** 11<sup>th</sup> September 2023 at 6.30pm

### MATTERS FOR VOTING

Report for information only.

### RESIDENT QUERIES

- Responsibility for grass verges on Hunts Grove Drive – referred to Preim / Crest.
- Grass cutting Pine Marten Close – referred to Preim / Crest.
- Complaint about Phase 3 security loud-speaker – reported to developer.
- Builders waste on Brambling Way – referred to Crest.

### OTHER MATTERS

- Met with Quedgeley TC on 31<sup>st</sup> August.
- Meeting with Hardwicke PC: new date to be confirmed.
- CCLA Public Sector Deposit Fund – this is a AAA rated scheme with low-risk but there remains the risk of the initial investment decreasing.
- Youth Tender Spec sent out and advertised on our website.