

25th February 2025

Members of the public are invited to attend a meeting of Hartpury Parish Council that has been arranged for Monday 3rd March 2025 at 7.00pm at Hartpury Village Hall for the transaction of business in the following Agenda. Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights. Items shown in **green** are for decision all other items are for information only.

All meetings of the Council are open to the public and press, members of the public and press will be asked to leave for agenda items taken confidentially in Committee under standing orders.

Yours faithfully



Clerk & RFO to the Parish Council

1. Apologies for absence

To receive, note and accept apologies for absence

2. Declarations of Interest

To receive any declarations of interest in any matter to be discussed at the meeting, Members are requested to identify the nature of the interest and indicate whether it is **personal** or **prejudicial**

3. Minutes of previous meeting(s)

To agree and accept the minutes of the ordinary meeting held on Monday 6th January 2025, the staffing and safety committee meeting and the extra ordinary meeting both held on the 4th February 2025.

4. Public consultation

To provide members of the public with the opportunity to make statements and ask questions.

As per Standing Order 3 (e) members of the public may make representations, answer questions and give evidence at the meeting in respect of business on the agenda, the period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed five minutes unless directed by the chairman of the meeting.

5. Reports

- 5.1 To receive a report from District Councillor Philip Burford
- 5.2 To receive a report from District Councillor Clayton Williams
- 5.3 To receive a report from County Councillor Philip Robinson

6. Finance

6.1 Accounts for payments

To approve the payments to be circulated to Cllrs and which will be presented at the meeting.

6.2 Financial statement and cash re-conciliation

To approve the income and expenditure to date, the current bank reconciliation and the budget against payments to date as circulated to Cllrs prior to the meeting.

6.3 Pension Auto-Enrolment and Re-Declaration of Compliance

To receive an update from the Clerk and to minute that the Auto-Enrolment process has been followed and that the re-declaration has been submitted.

6.4 Quarterly Financial Check

To undertake an internal financial check of the accounts to ensure that all is in order.

6.5 Contract of Employment

To receive recommendations from the staffing and safety committee regarding the transfer of the contract of employment and to agree actions to be taken.

6.6 Internal and External Audits 2023-24

To agree and minute that all recommendations from external and internal audits have been actioned as agreed.

6.6 Solar Powered Speed Indicator Devices

To receive new costings for speed indicator devices from Cllr C Davies and to discuss and agree the actions to be taken.

6.7 Lloyds Bank – Change of Account, Charges and Internet Banking

To receive information regarding the steps to be taken for internet banking.

To agree and sign the bank mandate form to be submitted to add Cllr K Freeman.

To consider information received from alternative banks regarding accounts, charges and internet banking.

7. Grass Cutting

To discuss any other existing or new grass cutting matters.

8. Highways

8.1 Most recently updated Highways report

To discuss the most up to date Highways list as submitted to Highways and circulated with the agenda and minutes, to agree any further comments to be made on outstanding matters and to receive any new matters to be raised.

8.2 Footpaths

To receive and discuss any updates or issues received.

8.3 Trees

To discuss quotes received for the works to the trees and to agree actions to be taken.

8.4 Flooding

To receive any updates on flooding.

8.5 Milestones

To discuss any updates regarding the Milestones.

9. Planning

9.1 Applications/Appeals

To make recommendations to the Planning Authority upon the suitability of the following planning applications/appeals

Planning Applications

Planning Ref	Property	Planning Details
P1391/24/APP	Agricultural Dwelling, Buttersend Farm Dairy	Approval of reserved matters (Access, Appearance, Landscaping, Layout and Scale) relating to outline planning permission P1396/23/OUT for the erection of an agricultural workers dwelling and discharge of Conditions 1 (detailed plans), 2 (foul water drainage proposals), 3 (scheme for biodiversity enhancements) and 6 (surface water drainage scheme)
Any further applications received after the publication of this agenda will be advised / discussed at the meeting. Details of planning applications can be found on the Forest of Dean District Council website using the following link: https://publicaccess.fdean.gov.uk/online-applications		

Appeals

Planning Ref	Property	Appeal Reference
There have been no appeals or appeal decisions received.		
Any further appeal decisions received after the publication of this agenda will be advised / discussed at the meeting. Details of planning applications can be found on the Forest of Dean District Council website using the following link: https://publicaccess.fdean.gov.uk/online-applications		

10 Policies

Planning Application Policy

To discuss the proposed planning application policy as circulated and previously discussed, to discuss any changes and to consider this policy for adoption.

Precept Increase Policy

To discuss the proposed precept increase policy as circulated, discuss any changes and to consider this policy for adoption.

11 Licensing Application

To discuss the recently received and circulated licence application for operating a mobile fish and chip van at Hartpur Village Hall.

12 Police Matters

To discuss any outstanding or new police matters.

13 Website and Email Accounts

13.1 To receive an update on the website changes to minute that the new compliance regulations have been met.

13.2 To discuss the email changes and associated costs following the advice received to change to a .gov.uk email(s) and a breakdown of costs provided these have been received.

14 Communication Update

To receive a brief update following the Communications online discussion on the 16th January

15 Other Items for Information Only/Future Agenda Items

Items brought to the Councils attention for information – no decisions will be made at this meeting, if a decision is needed the item will be placed on the agenda for the next meeting.

16 Date of next Meeting and Meeting Dates for 2025-2026

To agree the meeting dates for 2025-2026

15. Closure of Meeting

To minute the meeting end time.