

8th May 2025

Dear Councillors

You are summoned to attend the Annual Meeting of Hartpury Parish Council that has been arranged for Thursday 15th May 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, members of the public will be asked to leave for agenda items taken confidentially in Committee under standing orders.



V Roberts, Clerk

AGENDA

- 1. Election of Chair**
To elect a Chairman for 2025-2026 and receive the Chairman's declaration of acceptance of office.
- 2. Election of Vice-Chair**
To elect a Vice-Chairman for 2025-2026 and receive the Vice-Chairman's declaration of acceptance of office.
- 3. Apologies for Absence**
To receive and accept any apologies given.
- 4. 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**
- 5. Public Consultation**
To provide members of the public with the opportunity to make statements and ask questions
- 6. Minutes of previous meeting(s)**
To agree and accept the minutes of the Ordinary Meeting held on Monday 7th April 2025.
- 7. Reports**
To receive a report from District Councillor Philip Burford
To receive a report from District Councillor Clayton Williams
To receive a report from County Councillor Stuart Graham
- 8. Code of Conduct**
To review and accept the Code of Conduct.
- 9. Standing Orders**
To review and accept the Standing Orders.
- 10. Financial Regulations**
To review and accept the Financial Regulations.
- 11. Committees, sub-committees**
To confirm existing committees and sub-committees. To appoint any new committees, sub-committees or working groups that may be needed. To confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and accept and agree nominations for new and existing.
- 12. External bodies**
To review representation on external bodies and arrangements for reporting back to the Parish Council.
- 13. Council Policies**
To review and agree the following policies/procedures: Grant Awarding Policy, Complaints Policy/Procedure, Freedom of Information Policy, Data Protection Policy, Press and Media Policy, Publication Scheme, Retention Policy.
- 14. Asset inventory**
To review and accept the inventory of land and assets including buildings and office equipment.
- 15. Risk Assessment**
To review and accept the current Risk Management Controls.
- 16. Insurance cover**
To note that insurance cover is in place and the next renewal date.
- 17. Memberships**
To review the Council's and/or employees' memberships of other bodies.

18. Planning

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

Planning Ref	Property	Description of Proposed Application
P0482/25/DISCON	Land West of Little Orchard, Gloucester Road	Discharge of conditions 08 (Construction management statement),09 (Bicycle Storage),Condition 13 (Precise permeable construction surface), Condition 14 (Scheme for biodiversity), Condition 15 (Landscaping and Condition) 21 (External materials and colours) of P1160/23/FUL
P0424/25/FUL	Nyasa, Over Old Road	Removal of 19m long section of H1 Cypress (conifer) hedge along boundary with Quarry Close and replacement with 1.8m high close-board fencing.
P0489/25/FUL	Land West of Little Orchard	Variation of Condition 2 (approved plans) to amend design of the bungalows relating to planning permission P1160/23/FUL
P0510/25/FUL	Land at May View, Gloucester Road	Erection of a self Build detached 3 bedroom bungalow and detached garage with associated parking, landscaping and works

To note that an appeal has been lodged for Land Adjacent to Hartpury C of E School, Gloucester Road and to agree if any further comments are to be sent to the Planning Inspectorate.

Any further applications received after the publication of this agenda will be advised 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/>

19. Financial Matters

19.1 Accounts for payments – May 2025

To approve the payments as previously circulated and presented at the meeting

19.2 Financial statements - May 2025

To approve the financial statements as presented at the meeting and attached to the minutes.

19.3 End of Year Figures – 2024/25

To agree Receipts & Payments to 31st March 2025

To approve Bank Reconciliation as at 31st March 2025

To approve the whole year end accounts as at 31st March 2025

To approve summary of reserves as at 31st March 2025

19.4 Review of Investments and Bank Accounts

To review the investments and bank accounts

19.5 Internal Audit 2024/25

To note that the Internal Audit has taken place and to receive and discuss the internal auditor report and to agreed to undertake the recommendations made.

19.6 Bank Mandate

To review the Bank Mandate and authorise any changes as necessary.

19.7 General Power of Competence

To acknowledge that the General Power of Competence is currently in place and will need to be reviewed following the next Parish Council elections.

19.8 Grass Cutting

To agree the grass cutting arrangements are still adequate as discussed and agreed during the budget setting process.

20. Annual Governance and Accountability Return 2024/25

20.1 Annual Return – Governance Statements 2024/25

To approve and sign Section 1 - Annual Governance Statement 2024/25

20.2 Annual Return – Accounting Statements 2024/25

To approve and sign Section 2 - Accounting Statements 2024/25

20.3 Annual Return – Certificate of Exemption 2024/25

To agree that the Parish Council meet the exemption conditions and agree to certify as exempt and complete and submit the Certificate of Exemption for 2024/25.

20.4 Dates for the Exercise of Public Rights

To confirm dates for the exercise of public rights.

21. Highways

21.1 To discuss the most recently updated Highways report

To discuss the recently circulated Highways list and agree any comments to be made on any outstanding and new matters.

21.2 Footpaths

To discuss any footpath matters.

22. Police Matters

To receive and discuss any outstanding or new police matters.

23. 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.

24. Date of Next Meeting – Annual Parish Meeting Monday 19th May 2025 at 7.30pm following the Village Hall AGM