

Hartpury Parish Council

Minutes of the Annual Meeting of Hartpury Parish Council held on Thursday 15th May 2025 at 7.00pm at Hartpury Village Hall

Present: Cllr R Gregory (RG), Cllr M Clarke (MC), Cllr C Davies (CD), Cllr R Pett (RP), Cllr R Watson (RW), Cllr K Freeman (KF) and Cllr R Hunt (RH).

2 members of the public were present.

It was resolved that RG chair the meeting.

1 Election of Chair

Nominations were sought for the Chair for 2025-26. RG was nominated and seconded and as there were no further nominations it was resolved by all Cllrs present that RG be elected as Chair. RG signed acceptance of office of Chair form.

2 Election Vice-Chair

Nominations were sought for the Chair for 2025-26. MC was nominated and seconded and as there were no further nominations it was resolved by all Cllrs present that MC be elected as Vice Chair. MC signed acceptance of office of Vice Chair form.

3 Apologies

No apologies for absence were received from Cllrs.
Apologies were received from District Cllr Clayton Williams.

Declarations of Interest

There were no declarations of interest received at this point of the meeting.

5 Public consultation

Two members of the public were in attendance to hear planning considerations but there were no matters to discuss at this point in the meeting.

6 Minutes of Previous Meeting(s)

It was resolved by all Cllrs present that the minutes of the Ordinary Meeting held on the 7th April 2025 be accepted as a true record.

7 Reports

7.1 District Councillor Philip Burford spoke to Cllrs on the Biosphere status for FoDDC, the Local Plan including the FoDDC housing target and provision, Five Acres Leisure Centre re costs and facilities.

7.2 District Councillor Clayton Williams was not present and no report is available.

7.3 County Councillor Philip Robinson was not present due to the recent County elections and it was agreed to invite the new County Councillor to the July meeting.

8 Code of Conduct

Cllrs were reminded of the code of conduct and advised of the most up to date policy, all were in agreement to abide by the code of conduct, it was resolved by all Cllrs present to agree to accept.

9 Standing Orders

Council reviewed the updated Standing Orders and as there were no questions it was resolved by all Cllrs present to adopt the Standing Orders.

10 Financial Regulations

Council reviewed the updated Financial Regulations and as there were no questions it was resolved by all Cllrs present to adopt the Financial Regulations.

11 Committees, Sub-Committees

The following committees are already in place. It was resolved by all Cllrs present to retain these committees and the members for each are listed in the table below. No new committees are needed at this time.

Committee	Members
Staffing and Safety Advisory	Cllr R Gregory, Cllr R Watson and Cllr K Freeman
Standards Advisory	Any 3 Councillors

It was **resolved** to leave the current delegation arrangements and the terms of reference for the committees unchanged.

MC was in agreement to continue to carry out the quarterly internal checks and all Cllrs were in agreement.

RPT was in agreement to continue to carry out the defibrillator weekly checks and all Cllrs were in agreement.

12 External Bodies

MC was prepared to undertake the duties as the Village Hall representative, this was agreed by all Cllrs present, this will continue to be reviewed on the previously agreed rota basis.

13 Council Policies

The policies in place for Grant Awarding, Complaints, Freedom of Information, Data protection, Press and Media, Publication Scheme and Retention were considered and it was resolved to accept all without change.

14 Asset Inventory

The asset inventory was discussed, it was resolved to accept the Asset Inventory without change.

The assets will be inspected during the year.

15 Risk Assessment

The Risk Management Strategy was discussed and it was resolved to accept the Risk Management Strategy without amendment.

16 Insurance Cover

It was resolved that the current Insurance Policy is still fit for purpose and is adequate for the Parish Council's requirements.

17 Memberships

No Councillors or employees currently belong to any professional 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	Comments
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	Hartpury Parish Council have considered the above planning application for Land West of Little Orchard and would like to make the following comments: The parish Council would request that no parking of construction traffic be allowed to take place on Corsend Road and that the access/exit in this area is operated on a one way system to help alleviate issue with the blind spot around the entrance where vehicles entering the site would not be able to see any vehicles leaving until they were already turning, this would lead to cars entering Corsend Road from the A417 to encounter stationary traffic which could lead to accidents.
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.	Hartpury Parish Council have considered the above planning application for Nyasa, Over Old Road and have no comments to make.
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	Hartpury Parish Council have considered the above planning application for Land West of Little Orchard and have no comments to make.
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	Hartpury Parish Council have considered the above application for Land at May View, Gloucester Road and object to the planning application for the reasons listed below: - The proposed development is significantly in front of the building line - There are flooding and sewerage issues in this area which, at times, are very severe and are currently being investigated by STW. Any development in this area will exacerbate the existing issues. - The proposed development is outside the settlement boundary.

An appeal has been lodged for Land Adjacent to Hartpury C of E School, Gloucester Road and it was resolved to submit the following additional comment:

The previous comments submitted by Hartpury Parish Council regarding the original planning application still stand. However, the Parish Council would ask to add the additional comments below in relation to the appeal. For the avoidance of doubt, it is the understanding of the Parish Council that the Important Open Area status relates to the potential for this site to be available to extend the playing field area of Hartpury Primary School. This is particularly relevant as it appears that there will be significant allocations of extra housing in Hartpury in the District Council's Local Plan, which is currently under review, as well as the existing new housing that has and is taking place in the Parish. This additional housing will lead to an increased demand for Primary School places and the Parish Council feel that it is vitally important that the school is able to extend the Playing Field area.

19 Financial Matters

19.1 Accounts for payments – May 2025

It was resolved by all Cllrs present to the income, expenditure, bank re-conciliation and budget against expenditure as of May 2025.

Income

Source	Supplies	Total Amount
Lloyds	Interest	23.84
FoDDC	1st Half Precept	5673
HMRC	VAT Reclaim 24-25	1059.78

Payments

Payee	Details	VAT	Total Amount
Lloyds	Bank Charges	Nil	£5.25
V Roberts	Salary & Home Working April	Nil	£269.21
HMRC	PAYE/NI April	Nil	£60.60
Hartpury Village Hall	Meeting Room Hire	Nil	£20.25
GAPTC	Annual Subscription	Nil	£247.27
V Roberts	Salary & Home Working May	Nil	£269.01
HMRC	PAYE/NI May	Nil	£60.80

19.2 Financial statements - May 2025

It was resolved by all Cllrs present to the income, expenditure, bank re-conciliation and budget against expenditure as of May 2025.

19.3 End of Year Figures – 2024/25

It was resolved by all Cllrs present that the bank reconciliation as of 31st March 2025, the year-end accounts as of 31st March 2025, the summary of reserves as of 31st March 2025 and the receipts & payments to 31st March 2025 be accepted as a correct record.

19.4 Review of Investments and Bank Accounts

The Parish Council does not have any investments, the Parish Council bank with Lloyds and it was resolved by all Councillors present that all monies were secure and to continue with this banking arrangement.

19.5 Internal Audit 2024-25

The Internal Audit was discussed including the recommended actions. It was resolved by all Cllrs present to undertake all the recommended actions and the Clerk is to ensure that these are completed.

19.6 Bank Mandate

The current bank mandate is up to date and signed by the Parish Council, the Clerk will liaise with Lloyds Bank regarding any further information needed.

19.7 General Power of Competence

The agenda item does not need discussion or agreement and will be included again following the next Parish Council elections.

19.8 Grass Cutting

It was resolved by all Cllrs present that the grass cutting should continue in the areas and at the intervals previously agreed.

20. Annual Governance and Accountability Return 2024-2025

20.1 Annual Return – Governance Statements 2024-2025

The Annual Governance Statements for year ending 31st March 2025 were read out at the meeting, it was agreed by all Cllrs present that the Parish Council had carried out their duties and it was **resolved** by all Councillors present to approve these.

20.2 Annual Return – Accounting Statements 2024-2025

The Accounting Statements for year ending 31st March 2025 were read out at the meeting, it was agreed by all Cllrs present that the Accounting Statements were correct, and it was **resolved** by all Councillors present to approve these.

20.3 Annual Return – Certificate of Exemption 2024-2025

It was resolved by all Cllrs present that the Parish Council has met all the requirements to declare itself exempt, the Certificate of Exemption will be submitted to the External Auditor. The AGAR will be uploaded to the website including explanations of variances and reserves held.

20.4 Dates for the Exercise of Public Rights

The Clerk advised that the dates for the exercise of public rights will be Tuesday 3rd June 2025 to Monday 14th July 2025, the dates will be added to the website and posted in the noticeboard.

21. Highways

21.1 Highways Matters

Highways matters were discussed and it was resolved to advise Highways that the road in the area of Kings Pond had been repaired but that the road surface had been left in a rough condition and to advise that the drain outside the Waters Meet is blocked and that flooding continues at Dell Cottage. An onsite meeting is to be arranged.

The layby and litter bin were discussed as this is creating issues with parked cars, speeding cars and litter even when the bin is empty, it was resolved to begin discussions with Highways regarding the potential removal of this area and bin, the University and College are to be contacted to make them aware and ask for any support they are able to give.

21.2 Footpaths

RP advised that he had met with the footpaths officer and advised the Council of the matters discussed and outcomes.

There is a potential for two stiles to be replaced with pedestrian gates and it was asked if the Parish Council would consider funding at £550 including the installation. It was resolved to add this to the July meeting for discussion.

22. Police Matters

There were no matters to discuss.

23. Other Items for Information Only/Future Agenda Items

- Footpaths are to be added to the July agenda for further discussions.
- The crossing in the area of the dropped kerb on the A417 in the Village is to be added to the July agenda for discussions to begin.
- Any updates for policies will be added to Agendas through the year so that all policies are updated ahead of the annual meeting in May.
- The cannabis use in the Village will be reported to Two Rivers.
- The cleaning of the War Memorial is to be added to the July agenda.

24. Date of next Meeting

Monday 7th July 2025

The meeting closed at 9.50pm