

Hartpury Parish Council

Minutes of the Annual Meeting of Hartpury Parish Council held on Monday 4th May 2026 at 7.00pm at Hartpury Village Hall

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

1 Election of Chair

Nominations were sought for the Chair for 2026-27. 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 2026-27. 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

Apologies for absence were received from Cllr C Davies (CD), Cllr R Hunt (RH).
Apologies were received from District Cllr Clayton Williams. And District Cllr P Burford.

4 Declarations of Interest

Cllr K Freeman declared an interest in the Bakers Lane planning application.
Cllr Freeman left the room whilst discussions took place and decisions on comments were made in relation to this application.

5 Minutes of Previous Meeting(s)

It was resolved by all Cllrs present that the minutes of the Ordinary Meeting held on the 2nd March 2025 and the Extra Ordinary Meeting held on the 24th March 2026 be accepted as a true record.

6 Public consultation

The email received regarding the speed limits through the Village was discussed and the Parish Council will raise this with the County Councillor regarding a crossing and reduction of the speed limit especially at school times.
The WI are to be advised that the Parish Council do not have any objections to the splitting of the snowdrops around the tree at Broad Street.
There were no other matters to discuss.

7 Reports

7.1 District Councillor Philip Burford was not in attendance.

7.2 District Councillor Clayton Williams was not in attendance.

7.3 County Councillor Stuart Graham attended the meeting and gave a report to the Council including the appeal at Moat Farm, the Biosphere, the full Council meeting.

Cllr Graham also enquired if the Parish Council would like the C67 issues raised to the next level, the Parish Council will discuss later in the meeting and the Clerk will advise Cllr Graham following the 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

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

10 Financial Regulations

Cllrs reviewed the 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 continue to undertake the duties as the Village Hall representative, this was agreed by all Cllrs present.

13 Council Policies

The policies in place for Biodiversity, Complaints, Data Protection, Document Retention and Record Management, FoI, Grant Awarding, Health & Safety Internal Checks, IT, Press and Media, Privacy Policy (General), Privacy Policy (Staff and Volunteers), Reserves, Risk Management, Schemes of Delegation, Social Media 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 at the annual village walkabout.

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
P0409/26/FUL	Land Adjacent to The Old Canning, Gloucester Road	Erection of a self build dwelling and associated works	Hartpury Parish Council have considered the above planning application for Land Adjacent to the Old Canning, Gloucester Road and object to the planning application for the following reasons: • The black cladding on the proposed property is not in keeping with the character of the surrounding area especially next door to a Grade II Listed Building. Other properties in the area are brick built or rendered and painted white or cream. • The proposed application is outside the Settlement Boundary. • 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.
P0383/26/FUL	Land at, Woodbine Cottage, Gloucester Road	Variation of condition 2 (Approved Plans) relating to P0755/24/FUL to allow for the alteration of the design	Hartpury Parish Council have considered the above planning application for Land at, Woodbine Cottage, Gloucester Road and object to the planning application for the following reasons: • The conifer hedge should be a native species. • It is not clear who actually owns the hatched area on the plan and this could potentially cause right of way issues in the future. • Why have Velux windows been installed in the roof as the property has not been extended up a level in height. • The original orchard should be maintained and not damaged by the driveway or garage
P0389/26/OUT	Land West of Pears Cottage, Corsend Road	Outline planning permission for the erection of 1 self-build dwelling with all matters reserved except for access	Hartpury Parish Council have considered the above planning application for Land West of, Pears Cottage, Corsend Road and have the following comments to make: • Pears Cottage is one of a number of thatched cottages in Hartpury which reflect the heritage of the Village and its character and setting will be overwhelmed by the proposed property. The property is in front of the building line and is too high in contrast to the existing, the building materials including the steel roof are not suitable and are not in keeping with surrounding properties. The Parish Council notes that there is no street scene image included with the application. • There is a known issue of flooding on the proposed site and in the surrounding vicinity which has caused the surrounding properties to flood. The flood risk assessment has highlighted

			the issue with the soil conditions at this site. • The Parish Council fully agree with the Gloucestershire Wildlife Trust comments made on the previous application for this site (P1016/25/FUL). The Parish Council would note that the site has been cleared over the past two years prior to the application being made and are of the belief that this includes the removal/covering over of an original pond which is now buried under a shed/garage resulting in previous disturbance to wildlife in the area. • The previous planning application for one property to the left of the Cottage (P8166/89/FUL) was refused due to flooding, the subsequent appeal (AP0031/89/REF) was also refused. • The Parish Council would ask that comments are sought from the Archaeological Dept at Gloucestershire County Council as they believe that this is an archaeologically sensitive area. Along Corsend Road there are portions of the ditch and interior of a medieval moated settlement as quoted in the letter from the Senior Archaeological Officer, GCC concerning a previous planning application P0511/13/FUL. We would also note that there is an Archaeological Evaluation that took place in March 2001.
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P0390/26/FUL	Land East of Pears Cottage, Corsend Road	Erection of 1 self-build dwelling with associated parking, landscaping and associated works	Hartpury Parish Council considered the above planning application for Land East of, Pears Cottage, Corsend Road at their recent meeting and have the following comments to make: • Pears Cottage is one of a number of thatched cottages in Hartpury which reflect the heritage of the Village and its character and setting will be overwhelmed by the proposed property. The property is in front of the building line and is too high in contrast to the existing, the building materials including the steel roof are not suitable and are not in keeping with surrounding properties. The Parish Council notes that there is no street scene image included with the application. • There is a known issue of flooding on the proposed site and in the surrounding vicinity which has caused the surrounding properties to flood. The flood risk assessment has highlighted the issue with the soil conditions at this site. • The Parish Council fully agree with the Gloucestershire Wildlife Trust comments made on the previous application for this site (P1016/25/FUL). The Parish Council would note that the site has been cleared over the past two years prior to the application being made and are of the belief that this includes the removal/covering over of an original pond which is now buried under a shed/garage resulting in previous disturbance to wildlife in the area. • The previous planning application for one property to the left of the Cottage (P8166/89/FUL) was refused due to flooding, the subsequent appeal (AP0031/89/REF) was also refused. • The Parish Council would ask that comments are sought from the Archaeological Dept at Gloucestershire County Council as they believe that this is an archaeologically sensitive area. Along Corsend Road there are portions of the ditch and interior of a medieval moated settlement as quoted in the letter from the Senior Archaeological Officer, GCC concerning a previous planning application P0511/13/FUL. We would also note that there is an Archaeological Evaluation that took place in March 2001.
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P0209/26/FUL	2 Bakers Lane	Erection of a single storey front extension with associated works. (revised plans)	Hartpury Parish Council have considered the above planning application for 2 Bakers Lane, Hartpury and would like to submit the following comments: The Parish Council are pleased to see the reduction in size and that the single storey front extension will now be in line with the existing building, however, the original comments the Parish Council submitted regarding the window overlooking the neighbouring property still stand
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19 Financial Matters

19.1 Accounts for payments – May 2026

It was resolved by all Cllrs present to the income, expenditure, bank re-conciliation and budget against expenditure as of May 2026.

Income

Source	Supplies	Total Amount
No income has been received yet		

Payments

Payee	Details	Total Amount
Clerk & RFO	Salary & Home Working April	£276.96
HMRC	PAYE/NI April	£62.60
Charlotte Matthews	Internal Audit 25-26	£180.00
Viking Office UK Ltd	Printer paper	£29.29
GALC	LGR & Deveolution Training - R Pett	£50.00
GALC	Membership Subscriptions 26-27	£282.97
Wingnut Websites	Domain Migration Costs including support	£95.00
Cartridge Save Co Ltd	Ink for PC Printer	£54.42

19.2 Financial statements - May 2026

It was resolved by all Cllrs present to approve the income, expenditure, bank re-conciliation and budget against expenditure as of May 2026

19.3 Standing Orders/Direct Debits and Salary Payments

The salary payments for the Clerk/RFO were agreed to be paid as per salary for 2025/26 as per the November 2025 Meeting and within budget discussions until the agreed increase has been received.

19.4 End of Year Figures – 2025/26

It was resolved by all Cllrs present that the receipts & payments to 31st March 2026, the bank reconciliation as of 31st March 2026, the whole year-end accounts as of 31st March 2026 and the summary of reserves as of 31st March 2026 be agreed as a true record.

19.5 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 until the transfer to Natwest is completed, the bank mandate is currently under review.

19.6 Internal Audit 2025-26

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.

19.7 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

The increase in the grass cutting was noted and discussed and after discussion it was resolved by all Cllrs present that the grass cutting should continue in the areas and at the intervals as previously agreed.

20. Annual Governance and Accountability Return 2025-2026

20.1 Annual Return – Governance Statements 2025-2026

The Annual Governance Statements for year ending 31st March 2026 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 2025-2026

The Accounting Statements for year ending 31st March 2026 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 2025-2026

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 Wednesday 4th June 2026 to Tuesday 14th July 2026, the dates will be added to the website and posted in the noticeboard.

21. Highways

21.1 Highways Matters

It was resolved by all Cllrs present to discuss the Highways matters at the July meeting.

21.2 Footpaths

RP provided an update on footpaths and advised that he had met with the footpaths officer again, MC will join RP on some of the future walks.

22. Police Matters

There were no matters to discuss.

23. Area of Land for Community Led Project

After discussion it was resolved that the Parish Council would ask for a plan of intention for the area to include a map of the intended area and the plants to be used.

Highways are also to be asked to cut back the hedge in this area that is under their responsibility.

24. Local Government Reorganisation

Following the recent preparedness training that was attended it was agreed that the Parish Council would compile a list of responsibilities throughout the Parish whilst on the walkabout for discussion at the September meeting. This can then be used to begin discussions with the District and County Councils.

25. Other Items for Information Only/Future Agenda Items

- The report of the accident on the bend near the new development is to be sought.

24. Date of next Meeting

Monday 7th July 2025

The meeting closed at 10.00pm