

HARESCOMBE PARISH COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 SEPTEMBER 2019 IN HARESCOMBE VILLAGE HALL AT 8.00PM

Present: Cllrs Andrew Buckmaster (Chair), Mike Hyett, Linda Pike, Kath Pritchard and Caroline Ractliffe

In attendance: Steph Pike (Clerk)

1. Public question time – limited to 15 minutes

None.

2. To receive apologies for absence

Cllr Mossman sent his apologies.

3. To approve minutes of the meeting held on 17 July 2019

The minutes of the meeting were unanimously approved by the Cllrs and signed by the Chair.

4. Matters Arising from the Minutes not covered on the Agenda

The Clerk gave the Chair copies of the draft Clerk employment contract and relevant employment policies that she had prepared.

Action: Cllr Buckmaster to review and sign off employment contract and policies.

5. Member's declaration to items on the agenda

Cllr Pike declared an interest in relation to the Clerk and so did not wish to partake in the approval of the Clerk's pay.

6. Planning applications to be discussed by the Cllrs (to include any other applications submitted prior to the date of the meeting that are not listed below)

Reference number	Address	Description	Status
S.19/1548/FUL	Hilles House, Edge Lane, Edge, Stroud.	Erection of a yurt, use of house for social functions and retention of toilet block	Respond by 5 September

The Cllrs discussed the application and none of the Cllrs had any comments.

7. Report on roads, ditches and footpaths in the village

Stroud District Road Safety Group (SDRDG)

Cllr Buckmaster advised that Brian Stanley is interested in representing the village at SDRDG meetings and in relation to other road matters.

ANB

Cllr Pritchard raised that there were certain requirements relating to the VAS signs which may mean it is difficult to use them in the village and therefore would the Parish be getting anything in return for its donation. The Cllrs agreed that further information would need to be sought from SDRSG.

Action: Cllr Buckmaster to speak to Mr Stanley again to confirm whether Mr Stanley is prepared to be the representative for the village and discuss how to progress with SDRSG.

Naas Lane bend

Cllr Buckmaster advised this issue had been discussed previously by the Parish Council. The bend is not within the Harescombe Parish (it is within Brookthorpe).

Cllr Ractliffe said she did report to the Council after a recent accident on the bend. The Council advised that the white lines (in the middle of the road) should be repainted but it will not be done until the road painting is scheduled.

The Cllrs discussed that there are existing signs advising of the double bend in the road but they are placed too far away from the Naas Lane bend.

Gruntas Lane drainage

Cllr Buckmaster advised that the relevant landowners have started clearing the ditches but more work needs to be done.

There is a meeting scheduled on 24 September between landowners and a Highways surveyor to discuss a pipe under road which is blocked.

Cllr Ractliffe advised she and/or Martyn Ractliffe may attend the meeting.

Grit bins

Cllr Pike advised that new grit bins had appeared on Pound of Candles and the existing bins had been filled.

Action: Cllr Buckmaster to contact Pam Joshua (who had previously asked for an additional grit bin) to check whether the grit bins are now satisfactory.

Signage for single-track roads

Cllr Pritchard highlighted the on-going issue with people not being able to reverse on the single-track roads in the village and asked whether signage might be appropriate. The Cllrs discussed the issue and agreed that it was unlikely that the Council would provide signage but it may be something that could be raised with SDRSG (although it was acknowledged that SDRSG's focus is on speed related matters).

Culverts on Church Lane

There has been a recent query from Parishioner, David Rowson, about ditches on Church Lane potentially being blocked by vegetation.

Action: Cllr Hyett will monitor the ditches and Cllr Buckmaster to email Mr Rowson to advise that the issue is being monitored.

Road cleaning

It was noted that the roads in the village are getting dirty again.

ANB

Action: Clerk to liaise with Stroud District Council about road cleaning before 11 October to cover the village including Styles Lane. If SDC unable to clean the roads, Clerk to look at private road clean.

7.b) Review Financial Regulations

The Clerk had reviewed, updated and sent the Financial Regulations to the Cllrs ahead of the meeting.

The Cllrs agreed that the Financial Regulations were approved.

8. Finance

a. Presentation of finance report year to date and approval of bank reconciliation

Cllr Pike signed the latest reconciliation and the latest cashbook was presented to the Cllrs.

b. To authorise payments and sign cheques for Council affairs

i. **Clerk salary and expenses from July 2019 – September 2019 - approved**

ii. **Retrospective approval of donation to Stroud District Road Safety**

Group - £250 – approved

iii. **Shelley Signs – new cheque to include VAT for notice board (previously missed off) - £1,218 – approved**

9. Councillors information exchange & correspondence

The Cllrs thanked Cllr Hyett for putting up the new notice board. They discussed that there were only two keys to open the notice board and agreed that more keys may be required.

Action: Cllr Pritchard to obtain more keys for the notice board and purchase a key safe.

Cllr Pike gave written notice of her resignation from the Parish Council. The Cllrs thanked her for all her work during her time as a councillor.

The remaining Cllrs agreed that Cllr Ractliffe would be appointed as internal controls auditor and Cllr Pritchard would assist the Clerk in putting up agendas and notices on the notice board.

Action: Clerk to research the process for advertising a Casual Vacancy for a new councillor and report back to the Cllrs.

10. Agenda items and agree new date for the November 2019 meeting

The date for the next meeting is Wednesday 27 November.

Meeting closed: 21.15


27/11/19.