

# Harescombe Parish Council

harescombe@gmail.com  
www.harescombe-pc.gov.uk

## Draft Minutes

### Combined Harescombe Annual Parish Meeting (APM) and Annual Meeting of the Parish Council (AGM).

**7.00pm, Monday 12<sup>th</sup> May 2025 at Harescombe Village Hall.**

Meeting commenced 7.00pm

Present, Councillors. T. Leeper, P. Richards, C. Ractliffe, B. Perkins, G. Williams (co-opted during the meeting), Clerk Mr. S. Hale, District Councillor Turner-Wilkes

25.29 Public participation to fulfil the requirements of the APM – 20 minutes at the discretion of the Chairman. Five members of the public were in attendance  
Issues raised,

- A positive comment was received regarding the installation of the Church and Village Hall sign at Mayo's Farm.
- Harescombe lay-by sign potential relocation was raised and discussed.
- Ash-dieback is a concern and was discussed.
- The potential Whaddon housing estate was discussed.

25.30 The minutes of the APM, 13<sup>th</sup> May 2024 were approved.

25.31 The chairman gave an address for the APM of the council's achievements over the past year.

25.32 The casual councillor vacancy was considered as part of the APM. Mr. Gary Williams expressed an interest.

25.33 Council commenced the business of the Annual Meeting of the Parish Council. Two members of the public remained. Cllr. Turner-Wilkes joined the meeting.

25.34 Council resolved to re-elect Tom Leeper as chairman.

25.35 Council resolved to re-elect Paul Richards as vice-chairman.

25.36 Council considered the fifth councillor position which has remained vacant for some time, despite being advertised. Council resolved to co-opt Gary Williams to the position. He was welcomed to the council and signed the Declaration of Acceptance of Office.

25.37 Apologies for absence were received from County Councillor John Patient.

25.38 No member's declaration of interest to items on the agenda.

25.39 Council resolved to approve the minutes for the meeting of 10<sup>th</sup> March 2025.

25.40 Report received from District Councillor.

There is a by-election for the Severn Ward at Stroud. Stroud Local Plan has experienced some recent challenge but all information is on SDC website

SDC has commenced a battery and vape recycling collection service. Details to be sent to the clerk for circulation.

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Re item 25.61 Cllr Turner-Wilkes, along with SDC has surveyed the site entrances from public land. The area appears to be known as Brookthorpe Springs Farm. SDC Planning are aware of activities at the site and are yet to give an update.

25.41 No report received from the new County Councillor.

## Finance

25.42 Council resolved to accept the year end bank reconciliation.

25.43 Council resolved to approve the year-end summary of accounts and explanation of variances

25.44 Council reviewed the Fixed Assets Register.

25.45 AGAR - Council resolved to certify that it is exempt from a limited assurance review under s9 Local Audit (Smaller Authorities) Regulations 2015.

25.46 Council resolved to note and accept the findings of the detailed Internal Auditors Report. It was a very thorough and positive report.

Recommendations – Minute that annual insurance cover has been reviewed. Review data policies in line with GDPR.

25.47 AGAR - Council resolved to accept the AGAR internal audit report.

25.48 AGAR – Council resolved to approve the Annual Governance Statement

25.49 AGAR – Council noted the £2 error by the clerk in boxes 7 and 8 of the circulated draft document, and resolved to approve the correctly presented Accounting Statements.

25.50 Council resolved to adopt from, Tuesday 3 June to Monday 14th July 2025 inclusive, for the exercise of public rights.

25.51 Council reviewed and resolved to approve the following regular payments,

Payee	Frequency	Method
ICO	Annual	DD
HugoFox Webhosting & Domain Name	Annual	DD
GAPTC Membership Fee	Annual	BACS
25% of Clerks SLCC Subscription	Annual	BACS
Parish Hall Hire for Meetings	Annual	BACS
Clerk Quarterly Salary	Quarterly	BACS
Home Working Allowance	Quarterly	BACS
HMRC PAYE	Quarterly	BACS
Clerk Mileage as Authorised.	Quarterly	BACS
PATA Quarterly Payroll	Quarterly	BACS
Lloyds Banking Charges	Monthly	BACS

25.52 Council reviewed the banking mandate arrangements and made no changes.

25.53 Council noted the clerk has submitted a VAT reclaim to HMRC for £32.68.

25.54 Insurance - council noted that the clerk has reviewed the insurance cover, and we have now entered the 3<sup>rd</sup> and final year of a long-term agreement.

25.55 Defibrillator – Council noted an accessory pack has been purchased and installed in the cabinet by the clerk. The device is regularly checked by the clerk,

25.56 Council resolved to note and ratify the following receipts and payments

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## Receipts

10/03/2025	Gross interest	£8.49
09/04/2025	Gross interest	£9.10
28/04/2025	1st precept instalment	£2,860.00

## Payments

		Net	VAT	Gross
13/03/2025	Reimburse clerk for domain name renewal	£12.99	£2.60	£15.59
	Reimburse clerk for defib accessory kit	£13.92	£2.79	£16.71
18/03/2025	Bank Charges	£4.25	£0.00	£4.25
02/04/2025	PATA Payroll	£20.25	£0.00	£20.25
	Mrs. I. Litton - Internal Audit	£200.00	£0.00	£200.00
	Clerk's Q4 salary			
07/04/2025	HMRC PAYE Q4			
15/05/2025	Bank charges	£4.25	£0.00	£4.25

25.57

Council noted the result of the internal controls, and bank reconciliation process. Councillors had sight of all documentation prior to the meeting.

OPENING BALANCE: 01/04/2025 £17,026.96

INCOME TO DATE £2,869.10

LESS TOTAL EXPENDITURE TO DATE £1,180.68

FUND BALANCE: 05/05/2025 £18,715.38

REPRESENTED BY: 05/05/2025

LLOYDS TREASURERS ACCOUNT BALANCE £7,632.95

LLOYDS SAVINGS ACCOUNT BALANCE £11,082.43

BALANCE £18,715.38

## Planning Matters

25.58

Reference S.23/2414/LBC

Application validated 6<sup>th</sup> December 2023

Horsepools House, Sevenleaze Lane, Edge, Stroud. GL6 6NJ

Window alterations & replacement.

Status Awaiting decision

25.59

Reference S.23/2428/OUT

A full objection to this application has been submitted by the parish council.

Land At Whaddon Gloucester Gloucestershire

Outline application for up to 2,550 new dwellings, etc ...

Status Awaiting decision

25.60

Reference S.25/0668/P3R

Application Validated Fri 04 Apr 2025

Land At Haresfield Lane Edge Stroud Gloucestershire

Change of use of from agricultural to dog exercise.

Status Awaiting decision

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- 25.61 Local Planning Matter of Concern – Council noted the update from District Councillor Turner-Wilkes at item 25.40.

## Policies and Procedures

- 25.62 Council reviewed and resolved to readopt Standing Orders based on NALC 03/2025.  
25.63 Council reviewed and resolved to readopt Financial Regulations based on NALC 03/2025.  
25.64 Council noted the councillor vacancy was recirculated through the website news broadcast facility. Cllr. Gary Williams has been co-opted.  
25.65 Council resolved to reaffirm its eligibility and right to use the General Power of Competence in its decision-making processes.

## Highways

- 25.66 **Church Lane Resurfacing / Patching** – Council noted the work has been completed.  
25.67 **Church Lane Drain** – Council noted the drain has been cleared.  
25.68 **Village Hall & Church Sign** – Council noted the sign has been installed by Mr. Mayo on his wall.  
25.69 **Pound-of-Candles passing place** – Council considered the significant costs of around £7,500 to the parish and decided, it was not viable to pursue this matter at this time. Council resolved to take no further action.  
25.70 **Village Road Surfaces** – Council noted the clerk has received a resurfacing costs assessment from Highways for Gruntas Lane (£260k) and Pound-of-Candles Lane (£406k). Highways will speak with the new County Councillor to ascertain their priorities. Clerk to make contact with the new County Councillor to ask for due consideration to be given to the state of Harescombe's roads  
25.71 **Harescombe Village Sign** – Council resolved to request to Highways that the sign is relocated to a more prominent location, to be confirmed by the clerk by what3words as a location.  
25.72 **Grit bin** - As requested, Highways have provided a new yellow grit bit at the junction of Bluebell Lane and Gruntas Lane. Council considered that 2 parishioners have made adverse comment about the colour. Council resolved to take no further action.  
25.73 **Matters arising (no decisions can be made on such matters).**  
25.73.01 Council noted the 3-way fingerposts at Edge have been installed by Highways.  
25.73.02 A parishioner requested that the council consider arranging some defibrillator training.  
25.73.03 Councillor Ractliffe to give a what3words location to the clerk for a stile in a poor state of repair and ask the Cotswold Wardens if they can assess in the first instance.  
25.74 **Meeting Dates.** Council resolved to agree the following meeting dates for the next year. Meetings to commence at 7.30pm at Harescombe Village Hall unless detailed otherwise.  
**2025** – 7<sup>th</sup> July, 8<sup>th</sup> September, 10<sup>th</sup> November,  
**2026** – 12<sup>th</sup> January, 9<sup>th</sup> March, 7.00pm 11<sup>th</sup> May - combined Annual Parish Meeting (APM) and Annual Meeting of the Parish Council (AGM).

Meeting concluded at 8.30pm