



# Harescombe Parish Council

## Minutes of Parish Council Meeting

Monday 25<sup>th</sup> September 2023

Meeting commenced at 7.30pm – Harescombe Village Hall.

Present; Cllr. Ractliffe, Cllr. Richards, Cllr. Pritchard, Cllr. Leeper and Cllr. Perkins

Parish Clerk; Mr. Simon Hale

**01/09.23 Public question time – limited to 15 minutes.**

No members of the public were in attendance.

**02/09.23 To receive apologies for absence.**

County Cllr. Susan Williams apologies were received. The Councillor's report was circulated to councillors along with her apologies prior to the meeting.

**03/09.23 Member's declaration of interest to items on the agenda.**

Councillor Pritchard declared an interest in matters relating to the church grounds maintenance, and Queen Elizabeth II memorial matters on the agenda. Council resolved to grant Cllr. Pritchard a dispensation on both matters for the meeting. Clerk to seek advice from the Monitoring Officer regarding Cllr. Pritchard having a dispensation for matters of the church as she is a member of the Parochial Church Council.

**04/09.23. Approve Minutes from 11<sup>th</sup> July and 1<sup>st</sup> August 2023**

Minutes were approved for the Parish Council Meeting on 11<sup>th</sup> July and the Planning Meeting on 1<sup>st</sup> August.

**05/09.23. Finance**

**05/09.23.01** The following cleared transactions since the last full meeting on 11<sup>th</sup> July 2023 were ratified.

Previous clerk's salary	Salary June	bacs	██████
HMRC	PAYE June	bacs	██████
PATA payroll services	Payroll Services	bacs	£25.80
Passion First Aid Ltd	Defib Training	bacs	£144.00
ICO Registration Fees	Registration fees	DD	£35.00
GAPTC	Audit Fees - minute 14/03.24	bacs	£180.00
New clerk's salary	Salary - Jul & Aug	bacs	██████
HMRC	PAYE Income tax	bacs	██████

**05/09.23.02** Council accepted the bank reconciliation.

*C.A. Ractliffe*  
*20/09/23*



# Harescombe Parish Council

## CASHBOOK

Balance b/f 1 <sup>st</sup> April 2023	£16,198.31
Receipts	£2,706.15
Payments	£166.19
Balance as of 18 <sup>th</sup> Sept' 2023	£17,243.27

## BANK ACCOUNT

Balance as of 18 <sup>th</sup> Sept' 2023	£17,243.27
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### 05/09.23.03 Consider half yearly budget review document

The half yearly budget was discussed at some length. The Clerk will bring some 'reserves' proposals for the next meeting.

### 05/09.23.04 Banking Mandate Review

The following signatories were removed from the Lloyds account.

- Neil Boddington, Sheila Murray, Linda Pike, Brian Stanley, Penny Luscombe

The following councillors will be added to the bank account.

- Cllr. Tom Leeper – Full authorising signatory
- Cllr. Richards and Cllr. Perkins – Delegate, view only access

### 05/09.23.05 - Clerks salary

Council resolved that the Clerk's salary could be paid quarterly which gives a small saving on outsourced payroll fees. The Clerk will now be paid quarterly on 1<sup>st</sup> April, July, October and January for the preceding quarter.

### 05/09.23.06 - Clerk's Home Working Allowance

Council resolved that the clerk should receive a home working allowance, and that is at an agreed pro-rata rate of £5 per calendar month.

### 05/09.23.07 Clerk's SLCC Membership

Council noted that the Clerk had their FiLCA qualification (just successfully completed) funded by Kingscote Parish Council, and that Didmarton Parish Council will fund the Clerk through the CiLCA full qualification. Council resolved to fund the Clerk's first year membership of the Society of Local Clerks to match the investment made in the Clerk's training by the other Parish Councils. Cost £156.00. The Clerk explained some of the benefits of having a fully qualified clerk and the clerk agreed to circulate to councillors, details of the General Power of Competence.

### 05/09/23.08 Internal Controls Procedure

Council agreed to adopt the proposed Internal Controls process as proposed by the Clerk. Cllr. Ractliffe, Cllr. Pritchard and Cllr. Leeper will perform the roles of authorised signatories and Cllr. Richards and Cllr. Perkins will undertake Internal Controls as per the agreed process. The Clerk shall publish details of the process on the website alongside the other policies and procedures.

06/09.23 The following planning matters were noted;

CA Ractliffe  
20/9/23



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S.23/1441/P3R

Application Received Mon 17 Jul 2023

Application Validated Mon 17 Jul 2023

Address Hayes Farm Harescombe Gloucester Gloucestershire GL4 0XD

Proposal Change of use for the Dutch barn to café / restaurant (Class E)

APPLICATION WITHDRAWN

S.23/1671/FUL

Location: Withyrows Farm, Haresfield Lane, Brookthorpe, Gloucester.

Application Type: Full Planning Application

Description: Change of use of farm building to 1 dwelling with associated

Operational development

AWAITING DECISION

S.23/1696/HHOLD

Location: Church Farm, Harescombe, Gloucester, Gloucestershire.

Application Type: Householder Application

Description: Erection of a summer house. (Retrospective).

AWAITING DECISION

S.23/1805/HHOLD

Location: The Orchard, Styles Lane, Harescombe, Gloucester.

Application Type: Householder Application

Description: Two storey rear extension to house a disabled lift

Respond by date: 03.10.2023

## 07/09.23 Winter Plan

Council considered and resolved to adopt the Winter Plan as proposed by the Clerk, once details of the primary and secondary gritting routes within the parish have been received from GCC Highways and added to the plan. Cllr. Ractliffe will remain as the Snow Warden and Cllr. Richards will fulfil the role of Deputy Snow Warden on behalf of the parish. A contingency supply of salt for the parish will be delivered **for use on the public highway** if any particular salt bin becomes empty over the winter period. A local Snow Plough Operator has been appointed

## 08/09.23 Highways matters

### 08/08.23.01 Telegraph pole relocation

Council delegated to the Clerk, the matter of trying to get the carriageway sited telegraph pole relocated to a safe area, out of the carriageway.

### 08/09.23.01 GCC Highways, hedge-cutting A4173 & Brook Lane.

#### 08/09.23.01.1

The poor and over-grown state of the A4173 between Brook Lane and Styles Lane was reported to GCC Highways. Their response was not satisfactory in that they stated specific areas (i.e., individual and specific tree / hedge locations) needed to be reported rather than a length of overgrowth, otherwise the contractors would not

*C A Ractliffe*  
*20/9/23*





## Harescombe Parish Council

check it. Some minor trimming has been done but the pavement remains in a state of neglect and the council believes further hedgerow trimming back needs to be completed. Clerk to contact the District Councillor to intervene on behalf of the parish.

### **08/09.23.01.2**

Brook Lane overgrowth onto the Highway was also reported and a job number of job number of 11431871 was given but as of the date of this meeting (25.09.23) no cut-back had taken place. Councillor Williams to be asked to look into this matter.

### **08/08.23.01.3**

Gruntus Lane flooding and subsequent mud on the carriageway has previously been previously reported. However, during the recent spell of heavy rain, the same problems were evident so the problem has not been rectified. Pictures have been previously been sent to Highways showing flood water coming down the bridlepath and then down Gruntus Lane.

Clerk to contact the District Councillor to request that she intervene on behalf of the parish regarding these County Council Highways matters.

### **09/09.23 Street-name signs within the parish**

Councillors considered this matter and resolved that Bluebell Lane should be signed at either end, on the south-side on the junction, with the sign facing north towards the direction from which most traffic will approach its junction.

The highway gradient sign at the top of Gruntas Lane is reported as being in a state of disrepair. Clerk to investigate and report as necessary to Highways. Clerk to consider whether an 'unsuitable for large vehicles' sign may be appropriate at the same location and request for Highways consideration.

### **10/09.23 Consider contributions for churchyard maintenance.**

Further to previous debate on this matter in July, further discussions took place at some length. The clerk advised regarding the 1894 legislation prohibiting assistance to the church, and the grey area caused by newer legislation was discussed. A National Association of Local Councils Legal Topic Note regarding councils providing assistance to the church had been circulated as part of the meeting supporting papers.

Clarification on this issue is being considered as an amendment to the Localism Act and is currently with the House of Lords. The Clerk advised that the Parish Council was able to support events planned by the church when their intention was as a community event rather than solely as a religious one. A harvest celebration was given as an example. The Clerk was tasked to obtain details of how the Parish Council could lawfully support any events arranged by the church and circulate amongst councillors. In the meantime, Council resolved to await the outcome of the Localism Act amendment when hopefully the matter of support will be clearer.

### **11/09.23 Online GAPTC event - 20mph speed limit in villages.**

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20/9/23



## Harescombe Parish Council

Council received an update from Cllr. Perkins. The speed of vehicles in the parish was discussed and Council resolved there was insufficient justification to take any action.

### **12/09.23 Whaddon Fields development.**

Update from Cllr. Leeper & Cllr. Perkins. There appears to be a good local communication network regarding this matter and any invitations from other parish councils to meetings regarding this will be circulated to councillors to consider attendance.

### **13/09.23 Queen Elizabeth II memorial project.**

Following a request to the local community for ideas to commemorate the life of Queen Elizabeth II, Cllr. Pritchard brought some details of an armillary and explained that prices ranged between approximately £475.00 and £2,500.00.

The following suggestions were also discussed,

A sundial, a stone planter, a substantial tree, or a copse of trees on a patch of unused land at a local farm. In the absence of any parish council owned land, the church yard was suggested as a possible site for a memorial. The church is considering an area for the internment of ashes and siting of commemorative plaques. The proposed memorial could feature as part of that.

All options are up for consideration and if the community has any strong views, they should email them to the parish clerk.

Cllr. Pritchard will speak with a local farmer about the availability of a small piece of land should a tree planting memorial be pursued and the matter will be on the next agenda to consider a budget for the project and to narrow down options to be considered.

### **14/09.23 Training**

GAPTC regularly advertise training courses. Council resolved to finance Cllr. Leeper and Cllr. Perkins to take part in the 'New Councillor's Toolkit' training events. Cost £35.00 per councillor.

### **15/09.23 Matters arising**

Clerk to contact Highways to see with what frequency they commit to sweep the roads and clear drains in Harescombe as it is a low-lying rural community which suffers from localised flooding due to blocked drains and muddy roads

### **16/09.23 Next meeting – 7.30pm Monday 20<sup>th</sup> November, Harescombe Village Hall.**

Meeting concluded at 9.30pm

Minutes compiled by Mr. Simon Hale

Clerk to Harescombe Parish Council

*C A Pritchard*  
*20/9/23*