

# HARESCOMBE PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON WEDNESDAY 17 JULY 2019 IN HARESCOMBE VILLAGE HALL AT 8.00PM

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

**In attendance:** Steph Pike (Clerk), Iain Dunbar (Stroud District Road Safety Group); Brian Stanley (Parishioner)

### 1. Public question time – limited to 15 minutes

Parishioner Brian Stanley raised two issues to the Cllrs:

- whether “20 is plenty” signs could be put back up in the village (and at the entrance to the village at the Milkstand) to help remind drivers to slow down. Mr Stanley mentioned that tractors in particular were driving too fast round the lanes. Mr Stanley offered to help put up the signs if required and advised that they could be collected from the police station in Quedgeley; and
- whether a report could be put in each Parish magazine to update residents that may not be able to access the website to see the latest updates from the Parish meetings.

**Actions:** Cllr Buckmaster agreed to provide more frequent updates for inclusion in the Parish magazine, although he advised that there was not always much to report.

The Cllrs discussed the road safety and speeding issues later on in the meeting with Iain Dunbar from the Stroud District Road Safety Group.

Mr Stanley left the meeting.

### 2. To receive apologies for absence

Cllr Pritchard and Cllr Mossman.

### 3. To approve minutes of the meeting held on 15 May 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

None.

### 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. Introduction and update from Matt Jones, Neighbourhood Warden

Matt gave his apologies in advance of the meeting and confirmed that he would be happy to attend a meeting in the future if the Cllrs required.

### 7. Introduction and update from Iain Dunbar, Stroud District Road Safety Group (SDRSG)

AMB

Iain Dunbar introduced himself and gave an explanation of the work that the SDRSG do and the group's aims. He explained that the group is autonomous and independent, represents 52 parishes in the Stroud District and has the support of the police and Gloucestershire County Council.

Attendance has been strong at the four meetings held so far and all towns and parish councils are encouraged to have a representative who attends the group's meetings. So far there have been approximately 40 sites identified where a reduction in the speed limit is required.

Iain explained that the group have two mobile VAS signs. Such signs have proved successful to date with results showing that the use of the signs can lead to a speed reduction of between 25-30% when in use. The signs also collect data and flash the driver's speed. This kind of data is required for a traffic regulation order (TRO) and so is very useful for councils trying to obtain a TRO.

**Associate membership of SDRSG:** local councils within the Stroud District are able to join the SDRSG via an associate membership whereby the PC makes a donation of £250 and in return has access to mobile VAS signs (so far there are two VAS signs which will be shared between 17 councils). The group insures the VAS signs and so the individual councils do not have to insure them.

Iain confirmed that the costs of a TRO are circa. £15-20k. The SDRSG's proposal is to get a rural multisite TRO to cover the entire area which would be much cheaper per site (approx. £5k).

Iain advised the Cllrs of some alternative/additional measures that could be used to help reduce speeds:

- ask Highways to paint signs on the road (free of charge);
- automatic number plate recognition (ANPR) - cannot prosecute but can take person's car away – cost approx. 11K;
- RedHand – local company developing own version of ANPR - cost in the region of £4-5k;
- AutoSpeed watch – only works in daylight. Collects data of people speeding – cost - £299.

**Police contacts:** Iain noted two useful police contacts in relation to speeding issues: 1) David Hawker - Head of the criminal justice department for Gloucestershire police; and 2) Inspector Sarah Blake (Stroud police).

**Action:** The Cllrs unanimously agreed to make a £250 donation to the SDRSG and the Clerk will send the cheque to Iain Dunbar.

## 8. District Councillor's report

Cllr Mossman was unable to attend the meeting but sent the Clerk a written report by email in advance of the meeting (summarised below). The report has been read by the Cllrs.

- General Governance review - will go to council on 18th July for acceptance and there after the recommended actions will be put in place.
- The emerging strategy for Stroud up to 2040 is continuing and the next public consultation will be in autumn this year.
- The development at Whaddon is still moving forward from the developer's point of view, and the JCS is still trying to get it counted for Gloucester City housing needs, but the battle continues.
- Brookthorpe with Whaddon P.C. are having an information evening on 6 August for their residents.

ANB



**9. 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.19/1123/AGR	Styles Farm, Styles Lane, Harescombe, Gloucester.	Agricultural unit to store farm machinery and hay/straw	Awaiting decision

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

**10. Report on roads, ditches and footpaths in the village**

1. Gruntas Lane drainage: Cllr Buckmaster advised that he had spoken to Richard Wren and Bill Stewart about the drainage issue on Gruntas Lane but it had not yet been sorted. **Action:** Cllr Buckmaster will follow up with Mr Wren and Mr Stewart.

2. Cllr Pike advised that an HGV had become stuck on Gruntas lane. Cllr Ractliffe has reported to company (Encon Bristol). The Cllrs discussed whether there were any solutions to prevent this happening again in future, particularly given that there were already signs in place at the bottom of the hill advising the road is unsuitable for HGVs. No conclusion was reached. **Action:** Cllr Buckmaster to follow up with an email to the company on behalf of the Parish Council.

3. Naas Lane: Cllr Ractliffe – bend near Naas lane. Need to check whether existing sign there. Could paint sign on road. **Action:** Cllr Pike to check signs and report back. If not enough signage Clerk to report to Highways and ask for sign to be painted on road.

4. Girt bins: the Clerk advised that she had not yet carried out her action from the previous minutes in relation to obtaining an additional grit bin. **Action:** Clerk to contact Daniel Tiffney (copying in Cllr Rippington) for additional grit bin and advise that Harescombe PC are willing to buy a new one but ask if Highways can fit it. .

5. Horse signs: Dee Prout has asked whether she can go ahead and put the safety signs up. The Cllrs agreed that she could. **Action:** Cllr Hyett to confirm to Dee Prout that she can put the signs up.

**11. Update on Parish notice board**

The Clerk advised that she had recently been in contact with Shelley Signs and that the new notice board should be ready for delivery imminently.

**Actions:** Clerk to liaise with Cllr Hyett and Shelley Signs to arrange a suitable time for delivery. Cllr Hyett has agreed to install the notice board in the new position outside the village hall.

**12. Discuss Clerk employment contract and relevant employment policies**

The internal audit report highlighted that the Council need to put a suitable employment contract in place for the Clerk. The Cllrs discussed whether the NALC template should be used and it was agreed that this was too comprehensive for the role of the Clerk at Harescombe Parish Council.

ANB

The Clerk explained that a s1 statement of terms is required legally, along with certain policies, such as disciplinary and grievance policies.

The Clerk said she was happy to prepare the draft documents but expressed concerns of a conflict of interest. The Cllrs agreed that they were happy for the Clerk to draft the documents but Cllr Buckmaster would sign them off to reduce risk of conflict.

**Action:** Clerk to prepare a draft employment contract/s1 statement of terms and relevant policies. Cllr Pike will review and Cllr Buckmaster will sign off.

### 13. Finance

#### a. Feedback from internal audit

The Cllrs discussed the feedback from the internal audit report and agreed on the following actions:

- Cllr Pike will carry out internal control checks and review annually. Cllr Pike advised that the form was missing from the auditor.  
**Action:** Clerk to email auditor to ask for form.
- Clerk to add legal spending power against each entry in cashbook.
- Clerk to change name of Financial Risk Assessment to Risk Management Schedule.

#### b. 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.

#### c. To authorise payments and sign cheques for Council affairs

- i. Clerk salary and expenses from May 2019 – July 2019 - approved
- ii. Donation to Cotswolds Wardens - £250 - approved
- iii. GAPTC invoice for internal audit - £113.40 - approved
- iv. PATA payroll invoice - £12.75 - approved
- v. ICO - £40 payment – approved - (this payment was added for approval due to the registration fee reminder being sent out after the agenda had been published) - the Cllrs agreed that the Clerk could set up a direct debit for the annual ICO payment.

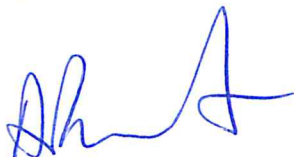
### 14. Councillors information exchange & correspondence

None.

### 15. Agenda items for the September 2019 meeting

- Review Financial Regulations (Clerk to send latest version to the Cllrs in advance of the meeting).
- Retrospective approval of £250 donation to SDRSG.

Meeting closed: 21.40

  
18/Sept/19.