



Wednesday 3rd May 2023

*Members of Hamfallow Parish Council
are hereby summoned to attend for the purpose of transacting the business as set out below.
On Wednesday 10thth May 2023 at 7.00 pm
At Guide Hut, Sanigar Lane*

Clerk to Hamfallow Parish Council

AGENDA

All residents of the Hamfallow Parish are welcome to attend and a period of 20 minutes is set aside for members of the public to raise questions

Wild Acres to do a presentation to Hamfallow Parish Council

1. Opening of Meeting
2. Apologies
3. Election of Chair
4. Election of Vice Chair and Outside Committee Representatives:
5. Declarations of Interest - Councillors will have the opportunity to declare any interest relating to items on the agenda.
6. Approval of Minutes of previous meeting – see attached
7. Planning Decisions – see attached
8. Clerk/Committee Reports – see attached
9. Finance/Budget Review – see attached
10. To agree payment of 6 x noticeboards and labour costs up to £3000.00
11. To note that a check of the quarterly accounts and internal controls has been undertaken.
12. To retrospectively agree to having a NatWest Debit Card and agree to the Debit Card Limit. To agree to adopt a Debit Card policy.
13. To review and approve Bank Signatories
14. To review and approve List Regular Payments under Delegated Authority – see attached
15. To review and approve List of Assets 2023 – see attached
16. To note 2023/24 Planters and Bench Maintenance – see attached
17. To note Highways/Public Rights of Way/Bridleways Reports
18. GCC Highways
To retrospectively agree to the contract with GCC Highways for the year 2023/2024
19. Severn Voice Verge Cutting
To retrospectively agree to the contract with Mr D Davies Contractor for year 2023/2024

20. Audit and Accounts 2022/22 – see attached

Section 1 - Annual Governance Statement 2022/2023 – see attached

Section 2 - Accounting Statements 2022/23 - see attached

- Certificate of Exemption – see attached
- Approval of Accounts for 31st March 2023 – see attached

21. To note that the dates for the 'period of exercise of public rights' in 2023 is Monday 12th June to Friday 21st July 2022

22. Internal Auditor Report – see attached

23. Internal Auditor GAPTC - Jeni Marshall

To approve payment to GAPTC of £180.00 for the Internal Audit

24. Berkeley Parochial Trust Representative

25. Defib Renewal

26. Grass Cutting

27. Correspondence

Tracey Hemming – Daffodils at Breadstone Corner

Wild Acres – see attached

Berkeley Books – see attached

28. Items for next meeting/Any other Business

Next meeting of Hamfallow Parish Council is Thursday 6th July 2023 at 7.00pm at Guide Hut, Sanigar Lane

Minutes of
Hamfallow Parish Council Meeting
Thursday 10th May 2023 at
Guide Hut, Sanigar Lane
At 7.00 pm

Present: Cllrs: Heather Priestley
Steve Chandler
Phil King
John McStea
Liz Lane
Bill Payne
Jim Wright
Ben Keene
District Cllr Jones

Caroline Child (Clerk)

All residents of the Hamfallow Parish are welcome to attend and a period of 20 minutes is set aside for members of the public to raise questions.

Frank Birnie attended to observe the meeting.

Resident Julie Clements attended the meeting and spoke to councillors regarding the Bridleway/Footpath which runs between Howmead Berkeley and the Redrow Development and then on into the Hamfallow Parish

1. Opening of Meeting:

Cllr Priestley (Chair) welcomed everyone to the meeting.

2. Apologies: Cllr Fowler, District Cllrs Craig and Green gave their apologies

3. Election of Chair:

Cllr Priestley was duly elected as Chairman of the Hamfallow Parish Council
To accept the declaration of acceptance of office for the Chairman
The declaration of acceptance of office for the Chairman was duly accepted.

4. Election of Vice Chair and Outside Committee Representatives:

Vice Chair: Cllr Fowler
Berkeley Burial Committee Reps: Cllrs McStea and Keene
Parochial Trust Rep: Cllr Priestley
Berkeley Grammar School Rep: Cllr Chandler
Snow Warden: Cllr McStea and Cllr King
Magnox SSG Rep: Cllr Chandler
Public Rights of Way Rep: Cllrs Payne and McStea
Tree Warden: Cllr Payne
Highways/Road Safety Rep: Cllrs Fowler and Keene
Community Safety Officer: Cllrs Wright and Fowler
Rural Heath Rep: Cllr Priestley
Rural Transport: Cllr King
GDPR Officer: Cllr Fowler
Neighbourhood Plan Reps: Cllrs Chandler, Priestley, Keene and Fowler
Website/Social Media Co-ordinators – Cllrs Lane and Keene
Website Committee: Cllrs Lane, Priestley, Keene and Wright
Planning Committee: Cllrs Priestley, Fowler, Keene and Lane
Finance Committee: Cllrs King (Chairman), McStea, Priestley, Keene and Fowler

5. Declarations of Interest:

There were no declarations of interest.

6. Minutes of previous meeting:

Minutes of the previous meeting held on the 2nd March 2023 were read and verified by Cllr Priestley (Chair).

7. Planning:

- a) Planning Decisions - noted.
- b) Any declarations of Interest - none
- c) New Applications – none.

8. Committee Reports/Clerks Report: – noted.

BBC – Cllrs Keene attended.
BPT – Cllr Priestley attended.
SSG – Cllr Chandler attended.

9. Finance/Budget Review: - noted.

Councillors reviewed the budget vs spend report for 2022-2023 and agreed it is running in line with the budget.
agreed.

- 10.** To agree payment of 6 x noticeboards and labour costs up to £3000.00
The council agreed to pay Avon Displays £2066.40 inc VAT for the noticeboards and Martyn Gorman £933.60 inc VAT for the removal and disposal of old noticeboards and associated works and materials needed in positioning and erecting the new noticeboards.

- 11.** To note that a check of the quarterly accounts and internal controls has been undertaken- noted

- 12.** To retrospectively agree to having a NatWest Debit Card and agree to the Debit Card Limit.
The council agreed retrospectively to having a NatWest Debit Card and agreed a Debit Card Limit of £5000
To agree to adopt a Debit Card policy.
The council agreed to adopting a Debit Card Policy which would be adopted at their July meeting.

- 13. To review and approve Bank Signatories: noted**

- 14. To review and approve and List of Regular Payments under Delegated Authority: - noted**

15. To approve List of Assets 2023

The council agreed to adjust the planter and bus shelters replacement cost. It was agreed the clerk would contact the insurance company and amend the insurance policy accordingly.

- 16. To note 2023/24 Planters and Bench Maintenance: – noted**

- 17. Highways/Public Rights of Way/Bridleways Reports: - noted.**

Replacement Footpath Gate – Halmore Lane – community funding grant successful

18. GCC Highways:

To retrospectively agree to the contract with GCC Highways for the year 2023/2024
The council retrospectively agreed to the contract with GCC Highways for the year 2023/2024

19. Severn Voice Verge Cutting:

To retrospectively agree to the contract with Mr D Davies Contractor for year 2023/2024
The council retrospectively agreed to the contract with Mr D Davies Contractor for year 2023/2024

20. Audit and Accounts 2022/23: – see attached.

- a. Section 1 - To approve the Statement of accounts for Hamfallow Parish Council 2022/2023
It was agreed to approve the Statement of Accounts for Hamfallow Parish Council 2022/2023
- b. Section 2 - To approve the Annual Governance Statement for Hamfallow Pariah Council 2022/2023
It was agreed to approve the Annual Governance Statement for Hamfallow Parish Council 2022/2023
 - o Certificate of Exemption
The council agreed to a Certificate of Exemption
 - o Approval of Accounts for 31st March 2023
It was agreed to approve the accounts to 31st March 2023

21. To note that the dates for the 'period of exercise of public rights' in 2023 is Monday 12th June to Friday 21st July 2022 – noted.

22. Internal Auditor Report: -

The report from the Internal Auditor was duly noted and it was agreed to action the summary of recommendations.

23. Internal Auditor GAPTC: - Jeni Marshall

The council agreed to the payment to GAPTC of £180.00 for the Internal Audit

24. Berkeley Parochial Trust Representative:

Cllr Priestley was nominated to carry on as the representative for the Berkeley Parochial Trust

25. Defib Renewal:

The council had a lengthy discussion regarding the renewal of the defibrillator at Wanswell. The council asked for this to be deferred for further discussion at the July meeting. The clerk was instructed to speak with the representative at NHS and invite them to the meeting in July to have a Q and A time regarding the renewal of the defibrillator.

26. Grass Cutting:

The council discussed at length the cutting of the large corners after some social media interest. The council agreed the chair Cllr Priestley would write a statement from the council regarding their position on cutting the large corners in the parish.

27. Correspondence:

The council agreed to defer the applications for grant money for Tracey Hemming and Berkeley Books until the July Agenda
The council instructed the clerk to contact Wild Acres to arrange a visit to their facility.

28. Items for next meeting/Any other Business

Next meeting of Hamfallow Parish Council is Thursday 6th July 2023 at 7.00pm at Guide Hut, Sanigar Lane

The chair Cllr Heather Priestley formally closed the meeting at 21.15 pm.

Signed:..... **Dated**.....