



Thursday 28th April 2022

*You are hereby summoned to attend a Meeting of
Hamfallow Parish Council
On Thursday 5th May 2022 at 7.00 pm
At Slimbridge Village Hall*

Clerk to Hamfallow Parish Council

AGENDA

Public Discussion – 20 minutes

1. Opening of Meeting
2. Apologies
3. Declarations of Interest - Councillors will have the opportunity to declare any interest relating to items on the agenda
4. Election of Chair
5. Election of Vice Chair and Outside Committee Representatives – see attached
6. Approval of Minutes of previous meeting – see attached
7. Planning:
 - a. Planning Decisions – see attached
 - b. Any declarations of Interest
 - c. New Applications
8. Clerk/Committee Reports – see attached
9. Expenditure/Budget Review/Bank Reconciliation – see attached
10. To Approve List Regular Payments – see attached
11. To Approve List of Assets 2022
12. To note 2022/23 Planters and Bench Maintenance – see attached
13. To agree clerk has delegated authority to order and book events for Platinum Jubilee Celebrations on Sunday 5th June 2022 from the £1500.00 agreed at the March meeting.
14. QPJ Celebrations update
 - Tree planting for the Jubilee
 - Oak Trees and Daffodil planting on Breadstone Corner
15. Window Cleaning
16. Correspondence
 - Ironmongers Lane Bench
17. To note Highways/Public Rights of Way/Bridleways Reports
18. GAPTC salary increase 2021/2022
19. Parish Verge Cutting
 - Severn Voice Verge Cutting – see attached

20. Audit and Accounts 2021/22 to be distributed at the meeting

Section 1 - Annual Governance Statement 2021/2022 – see attached

Section 2 - Accounting Statements 2021/22 -see attached

- Certificate of Exemption – see attached
- Approval of Accounts for 31st March 2022 – see attached

21. To note that the dates for the 'period of exercise of public rights' in 2022 is Monday 13th June to Friday 22nd July 2022

22. Internal Auditor Report – to be distributed at the meeting

23. Internal Auditor GAPTC Sally Jones

To approve payment to GAPTC of £175.00 for the Internal Audit

24. Risk Assessment review

25. Items for next meeting/Any other Business

26. Next meeting of Hamfallow Parish Council is Thursday 7th July 2022 at 7.00pm.

Hamfallow Parish Council

Mrs C Child

clerk@hamfallow-pc.gov.uk

07712341577

Minutes of
Hamfallow Parish Council Meeting
Thursday 5th May 2022 at
Slimbridge Village Hall, Slimbridge
At 7.00 pm

Present: Cllrs: Heather Priestley (Chair)
Steve Chandler
Phil King
Ben Keene
Bill Payne
Jim Wright
Liz Lane (via Zoom)

District Cllr Green

Caroline Child (Clerk)

Public Discussion – 20 minutes

*Jane Robertson from Berkeley Vale Climate Action Network
spoke to councillors regarding the council response to climate change
Raising awareness of how the carbon footprint of households, whole communities and businesses can be reduced.*

1. Opening of Meeting:

Cllr Priestley (Chair) welcomed everyone to the meeting

2. Apologies:

Apologies were received from Cllr Fowler, Cllr McStea and District Cllrs Jones and Craig

3. Declarations of Interest:

There were no declarations of interest

4. 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

5. 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 McStea, King, Priestley, Keene and Fowler

6. Minutes of previous meeting:

Minutes of the previous meeting held on the 3rd March 2022 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 – Cllr Keene and Mcstea attended

Cllr Keene reported to councillors Berkeley Burial Committee had agreed to a proposal that all contributing councils to work together to ascertain who owns Berkeley Cemetery. It was agreed that Hamfallow Parish Council would work with the other contributing councils to ascertain whom owns Berkeley Cemetery.

Berkeley Parochial Trust – Cllr Priestley reported she was about to attend a meeting

SCG – Cllr Chandler attended

Severn Voice – not attended due to representative having Covid

District Cllr Green exchanged information with councillors

9. Expenditure/Budget Review/Bank Reconciliation: - noted

10. To approve and review Bank Signatories and List of Regular Payments under Delegated Authority: - noted

11. To approve List of Assets 2022

The council agreed to add the new bench at Slimbridge Lane to the Asset List. It was agreed the clerk would contact the insurance company and amend the insurance accordingly.

12. To note 2022/23 Planters and Bench Maintenance: – noted

13. To agree clerk has delegated authority to order and book events for Platinum Jubilee Celebrations on Sunday 5th June 2022 from the £1500.00 agreed at the March meeting.

It was agreed for the clerk to have delegated authority to order and book events for the Platinum Jubilee Celebrations.

14. QPJ Celebrations update:

Tree planting for the Jubilee – Cllr Priestley will contact Ernest Cook Trust

Oak Trees and Daffodils at Breadstone Corner – Cllr Priestley reported a meeting had taken place on Breadstone Corner with the grasscutter and a resident to discuss the positioning of the daffodils and trees.

15. Window Cleaning:

It was agreed to change the Window Cleaner to Thornbury Windows for the year 2022-2023

16. Correspondence: - noted

17. To note highways/Public Rights of Way/Bridleways Reports – noted

18. GAPTC salary increase 2021/2022:

It was agreed to increase the clerk's wages in accordance to NALC National Salary Awards 2021/22 backdated to April 2021.

19. Parish Verge Cutting 2022/23

Severn Voice Verge Cutting – noted

The council agreed retrospectively to the contract with GCC Highways and Mr D Davies Contractor for year 2022/23

20. Audit and Accounts 2021/22:

- a. Section 1 - To approve the Statement of accounts for Hamfallow Parish Council
It was agreed to approve the Statement of Accounts for Hamfallow Parish Council

- b. Section 2 - To approve the Annual Governance Statement for Hamfallow Pariah Council
It was agreed to approve the Annual Governance Statement for Hamfallow Parish Council
 - o Certificate of Exemption
The council agreed to a Certificate of Exemption

 - o Approval of Accounts for 31st March 2022
It was agreed to approve the accounts to 31st March 2022

21. To note that the dates for the “period of exercise of public rights” in 2022 is Monday 13th June to Friday 22nd 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: – Sally Jones

The council agreed to the payment to GAPTC of £175.00 for the Internal Audit

24. Risk Assessment:

This item was deferred to the July meeting.

25. Items for next meeting\Any other business:

Meeting Dates
Solar Panels for phone box in Halmore
Jubilee Trees
Noticeboards

26. The next meeting of Annual Meeting of Hamfallow Parish Council is Thursday 7th July 2022 at 7pm, to be held at Oldlands Cricket Club

The chair Cllr Heather Priestley formally closed the meeting at 21.10 pm.

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