

Minutes of The Annual Meeting of Haresfield Parish Council held on Monday, 30th May 2022 at

7:30pm in Haresfield Village Hall

1. **Appointment of temporary Chair of the meeting:** To nominate and elect a temporary Chair. Cllr Nicky Ford was nominated temporary Chair. Proposed by Cllr John Hunt, seconded Cllr Charlotte Tilsley - Cllr Ford took the Chair
2. **Elect a Chair of the Council:** Decision taken to nominate a chair for each meeting, as no councillor standing for Chair
3. **Elect a Vice Chair of the Council:** Cllr Nicky Ford was nominated by Cllr Hunt, seconded by Cllr Tilsley
4. **Declaration of Acceptance of Office:** Cllr Nicky Ford swore her declaration of acceptance of office
5. **Apologies:** None Received
6. **Report from District Councillor** There has been some progress on Symmetry Park – responses to comments have been reported. PC to look at website and consider any further response to these. Hunts Grove Farmhouse Triangle development: Hunts Grove PC are broadly favourable to this plan. Facilities that were promised by Crest Nicholson development have not eventuated and Stroud DC has decided not to enforce this element of planning. The new proposal brings back some community facilities. There are concerns about whether the developers would be held to their promises again in this new proposal, especially in the pending difficult financial climate. PC rep to attend the consultation meeting on 7 June to discuss the planning application.
7. **Report from County Councillor:** Cllr Davies: Ukraine refugees 627 guests hosted in 248 homes in Glos. Secondary school places – all last year got first or second choice places. This year a few did not – capacity planning for long term under way – likely that another secondary school may be needed. Primary provision deemed adequate. Additional funds for schools and other services have been provided. CC launched a new speed watch road safety programme. Funds are available for approaches such as wheelie bin stickers, or vehicle -activated cameras. These can be moved to different location to optimise awareness.
Programme regarding quiet lanes (reducing rural roads to 20mph) – could be in place by Sept. This could be a good idea for Haresfield. Clerk to research options.
8. **Register of Members' Interests:** Councillors each completed their Register of Interests (DPI forms) as requested by SDC - clerk to upload to the website and forward to SDC as is required
9. **Code of Conduct:** Councillors checked and confirmed the Code of Conduct. GAPTC (Gloucestershire Assoc. of Parish and Town Councils) guidance is always used and any complaints received or issues raised are managed in consultation with GAPTC advisers and in relation to the specific standards identified.
10. **Position of Clerk / RFO:** clerk to remain on salary scale as determined by SLCC

- 11.** In accordance with Standing Order 5j the Council considered the following business:
- 12.** Review of delegation arrangements to committees, sub committees, staff and other local authorities.
None in place.
- 13.** Review and approval of the terms of reference for committees. HPC currently has no committees
- 14.** Appointments of members to committees. HPC currently has no committees
- 15.** Appointment of any new committees. It was unanimously resolved that no committees be created
- 16.** Review and adoption of Standing Orders. Reviewed, no changes.
- 17.** Review and Adoption of Financial Regulations. Reviewed, no changes.
- 18.** Review of arrangements with other local authorities None.
- 19.** Review of representation on or work with other external bodies and arrangements for reporting back.
None.
- 20.** Review of inventory of land and assets including buildings and equipment. This was reviewed as part of the recently completed annual return and audited
- 21.** Confirmation of Insurance Cover in respect of all insured risks. In accordance with the agreement made at the 2018 annual parish council meeting, the insurance was reviewed in 2018 and the policy was taken for a three year period, to be reviewed in 2022. Clerk to obtain three quotes for renewal at October 22
Review and approval of subscriptions to other bodies. Subscriptions, payable by standing order, were agreed to GAPTC, CPRE and the Gloucestershire Wildlife Trust. Councillors agreed to make a donation to the Stroud branch of the Citizens Advice Bureau.
- 22.** Review and approval of the Council's complaints procedure. It was noted that the council did not have a complaints procedure, but should a complaint be received, it will be dealt with by the chair or vice chair. If a complaint is received regarding the chair or vice chair, it will be dealt with by the clerk in accordance with advice from GAPTC. Clerk has been contacted by SDC in relation to the Code of conduct. No breach of any aspect of the code of conduct was identified. Code of conduct complaints are dealt with by SDC.
- 23.** Review and approval of the Council's procedure for handling requests under the freedom of information Act 2000. It was noted that the council did not have a procedure, but should a request be received it be dealt with by the clerk with reference to chair or vice chair
- 24.** Review and approval of the Council's procedure for handling requests under the Data Protection Act 2018. Any request received to be dealt with by the Chair or vice chair
- 25.** Review and approval of the Council's policy for dealing with the press / media. It was noted that the council did not have a policy, but correspondence to be dealt with by the chair or vice chair
- 26.** Any likely bias or conflict of interests regarding 22-26 above, advice to be sought from GAPTC
- 27.** Review and approve the time and place of Ordinary meetings of the Council up to and including the next annual meeting of the Council. It was agreed that meetings will take place on the last Monday of the month, with the exception of bank holidays. No meeting to be held in August or December. Meeting dates were determined thus and to be published on the parish council website and the PC notice board

28. Declaration of general power of competence. The council resolved that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk and councillors agreed to declare the general power of competence, such power to be reviewed following each election

29. ANNUAL GOVERNANCE AND ACCOUNTABILITY:

- i. Review and approval of Annual Governance Statement completed.
- ii. Review and approval of Accounting Statements completed.

30. Correspondence: Cllr Tilsley as existing chair has given formal notification of stepping down, but remains as a councillor. PC is very grateful for her contribution over the last 4 years and her continued support until additional councillors can be found.

The resignation of Cllr Jenny Knight has been received in writing; Jenny is warmly thanked for her contributions to the role of councillor. SDC has been notified and the parish and SDC websites to be amended

Ursula Jeakins has been co-opted as a councillor. Nominated by Cllr John Hunt. Seconded by Cllr Nicky Ford. Ursula is warmly welcomed as a councillor.

31. cheque payments were agreed and authorised by councillors

M J King

Madeleine J King, CiLCA. Clerk/RFO to Haresfield Parish Council

The meeting closed at 9.25 pm