

5th December 2023

## NOTICE OF PARISH COUNCIL MEETING

The Members of Hunts Grove Parish Council are hereby summoned to attend the following meeting:

**Meeting:** Hunts Grove Parish Council  
**Date and time:** 11<sup>th</sup> December 2023 at 6.30pm  
**Venue:** Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Sarah Bodmer, Parish Clerk

---

### PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

---

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk.

### 2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

### 3. MINUTES

- a) To accept as a true record the minutes of the meeting held on 13th November 2023.

### 4. PUBLIC PARTICIPATION

- a) To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.
- b) To receive reports from District and County Councillors.

### 5. GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update from Cllr Meecham.

- b) To receive updates on the following community events:
  - Santa Grotto at Hunts Grove Primary Academy held on 9th December
  - Santa Dash to be held 17th December

## **9. DEVELOPMENT SITE UPDATES**

- a) To receive an update from Crest Nicholson.
- b) To consider issues relating to village maintenance.
- c) To receive an update regarding the management company.
- d) To receive an update on the community building – to include assessing the CFL and Crest designs
- e) To receive an update on the Travel Plan.
- f) Update regarding the parish council's adoption of Phase 1
- g) To consider the council's position on HG extension following the crest meeting 5/12/23

## **10. GROUPS, EVENTS & PROJECTS**

- a) To receive an update on the Parish Business Plan.
- b) To receive an update on the Naming Project.

## **11. PLANNING**

- a) To consider planning applications received since publication of the agenda.

## **12. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY**

- a) To note that the date of the Councillor Advocacy Scheme meeting (Gloucester) is 17<sup>th</sup> January at 6.30pm, venue to be confirmed.

## **13. RECRUITMENT**

- a) Clerk Contract to sign following the appointment of Sarah Bodmer as Parish Clerk & RFO.
- b) To consider and approve recruitment of additional staff to support the council.
- c) To consider Cllr recruitment in preparation for May.

## **14. FINANCE AND PROCEDURES**

- a) To receive the bank reconciliation and budget comparison reports for the last period.
- b) Clerk to receive the Parish mobile phone
- c) To consider the draft budget 2024/25.
- d) To approve the schedule of payments.

## **15. YOUTH PROVISION**

- a) Update on the Youth Provision tender

**16. TO RECEIVE THE CLERK REPORT**

**17. TO RECEIVE REPORTS FROM PARISH COUNCILLORS**

**RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED**

**18. DEVELOPMENT SITE UPDATES**

- a) To receive updates from PREIM and discuss matters arising.
- b) Colethrop Farm Ltd (CFL) updates.

**19. VILLAGE MAINTENANCE**

- a) Review updates to the Village Survey Report
- b) Health & Safety Issues (play equipment, old farm cistern)

**20. PARKS & OPEN SPACES UPDATE**

- a) To receive an update from Cllr Turner-Wilkes.

**21. ENERGY FROM WASTE**

- a) To receive an update from the Community Liaison Group (CLG) representatives.

**22. HIGHWAYS UPDATE**

- a) Haresfield Lane works update.
- b) Harrier Way Junction and resurfacing updates.
- c) A38 junction works & construction traffic routing.
- d) To receive an update on "hedgehog highway" campaign.
- e) "20 is plenty" Project.

**23. WEBSITE & COMMUNICATIONS**

- a) To receive the communication report.
- b) To receive an update on the Parish Mailing List.
- c) To receive an update on the Business Directory.

**24. CORRESPONDENCE.**

**25. BOUNDARY CONSULTATION**

- a) To agree response to the Gloucestershire division boundary consultation
- b) To receive an update on the request for support to review the boundary between Hunts Grove and Quedgeley and decide next steps

# MINUTES

**Meeting:** Hunts Grove Parish Council Meeting  
**Date and time:** 13<sup>th</sup> November 2023 at 6.30pm  
**Venue:** Hunts Grove Primary Academy

## **Present:**

Cllr Demelza Turner-Wilkes (Chair)  
Cllr Adam Hampson  
Cllr Kevin Thorne  
Cllr Sandra Meecham

## **Also In Attendance:**

Ms L Brailsford, Crest Nicholson representative (remote attendance)  
County Cllr Stephen Davies (arriving at 7pm)  
PCSO B Carter-Dunn & PCSO M Edwards  
Rev R Martin  
Mrs J Shirley (outgoing Clerk)  
Mrs S Bodmer (incoming Clerk)

## **544/23 APOLOGIES FOR ABSENCE**

Cllr Mark Ryder  
District Cllr Gill Oxley

## **545/23 DECLARATIONS OF INTEREST**

There were none.

## **546/23 MINUTES**

- a) Council **resolved** to approve the Minutes of the Meeting held on 9<sup>th</sup> October 2023.

## **547/23 PUBLIC PARTICIPATION**

Rev Martin thanked for the council for joining the Remembrance Day service at The Acorn which was held mid-week to allow school children attendance, and mentioned the Christmas service which the council are invited to attend.

PCSO Carter-Dunn and PCSO Edwards attended the meeting to meet the council, and plan to regularly come along to council meetings as shift patterns allow.

District Cllr Ryder circulated his report prior to the meeting which was noted.

## 547/23 GROUPS, EVENTS & PROJECTS

- a) Council received a brief update from the Hunts Grove Wombles. The next litter pick is on Saturday 18<sup>th</sup> November.
- b) Council received brief updates on the following community events:
  - Festival of Lights was very successful and came in under budget. Cllr Meecham noted that a van is needed to move all the event equipment from the storage as its too much to move in a car.
  - B Santa Grotto – 9<sup>th</sup> December. The date was brought forward from 16<sup>th</sup> December by the school. Cllr Meecham is making murals to decorates the grotto.
  - Santa Run – 17<sup>th</sup> December. Fourteen entries registered so far. Preim have agreed to bygfund £500 towards the event which will need to be invoiced. **Action: Clerk.**

County Cllr Stephen Davies updated the meeting, two members of county council staff have been nominated for national awards. Holiday Activities and Food Programme opens 2<sup>nd</sup> to 5<sup>th</sup> January 2024. Library activities details to be sent to the Clerk for advertising on the website. Winter gritting will commence soon on adopted roads. A new special education school has been approved to be built on the old Severn View Primary School site.

## 548/23 DEVELOPMENT SITE UPDATES

- a) **Update from Crest Nicholson;** Harrier Way contractors DWG will commence the next phase of Harrier Way resurfacing to the junction with Hunts Grove Drive. A full schedule of works will be sent to the council this week. DWG will also clear the builder's rubbish left at Brambling Way.

**Public Open Space adoption by Preim process** – Crest would like feedback from the parish council regarding overseeing the handover process: ie would the parish council want to fulfil this role or should a resident steering group be formed. Council will consider the matter and respond to Crest. Council expressed concerns about Preim undertaking the remedial works as the process needs to be transparent and the ManCo should not be meeting those costs.

**Phase 4:** Crest have signed the contract for the phase 4 land. Crest will start groundwork in that area w/c 20<sup>th</sup> November. Access will be via the haul road, not from Waterwells roundabout. Lucie will check the build order and confirm. Lucie will also check when the public open space between phases 3 and 4 will be started.

**Community Building:** once the costings are complete the plans will be submitted to Stroud District Council.

**A38 junction works:** agreement in principle has not been received from Gloucestershire County Council so the contractors have been stood down and work will not commence in January 2024 as planned.

**Land South of Haresfield Lane** meeting scheduled for 20<sup>th</sup> November will be postponed until December.

Gritting status of Hunts Grove roads to be checked by Lucie, particularly the bus route. **Action: LB.**

Lucie will share Crest-branded comms for the parish council to share once there is an update on the community building.

The herras safety fencing around the park behind Bellway still needs to be removed; **Action: LB to follow-up with TetraTech.**

- b) Village maintenance: issues around street lights not working and bin emptying have been sent to the relevant organisations.
- c) Council noted that the next meeting with Crest is on 29<sup>th</sup> November regarding the management company and the potential transfer of assets to the parish council.
- d) Council received an update regarding the provision of a community building.
- e) Council noted that the Travel Plan was postponed – meeting to be arranged.

### **549/23 GROUPS, EVENTS & PROJECTS**

- a) Council noted there was no update on the Parish Business Plan, and a meeting with the working group needs to be arranged. **Action: Clerk.**
- b) Council received an update on the Naming Project and agreed the proposals:
  - Name the play areas as per the school's suggestions
  - Include the new names on play area signage
  - Proceed with the project to name five areas of public open spaces
  - Agreed the stages of the naming process.

**Action: Cllr Thorne.**

### **550/23 PLANNING**

- a) Council considered the following planning application:
  - i. S.23/2167/HHOLD – single storey rear extension. No objection.
- b) Council considered the updated plans for S.23/0764/OUT Land at Quadrant Distribution Centre. No objection but comment to be submitted to Planning that the active travel route linking the parish to the distribution centre could be improved to ensure a more direct route for workers. **Action: Clerk.**

### **551/23 BOUNDARY CONSULTATION**

- a) Council agreed a response to the Gloucestershire division boundary consultation that the division including Hunts Grove should include Hunts Grove in the name as one of the larger settlements within that division. **Action: Clerk to submit the response as prepared by Cllr Thorne.**
- b) Council received an update on the request for support to review the boundary between Hunts Grove and Quedgeley and noted that Quedgeley TC did not support the boundary review. Stroud DC won't take forward a boundary review without the support of all affected local councils. It was noted that the review cannot proceed at this time. **Action: Clerk to update all parties.**

**552/23 GLOUCESTERSHIRE CONSTABULARY UPDATES**

The Police gave an update on crime statistics for the area. Information was circulated on digital scam alerts and posters were provided for the notice boards to raise awareness.

Council noted that the date of the Councillor Advocacy Scheme meeting (Gloucester) is 17<sup>th</sup> January at 6.30pm, venue to be confirmed.

**553/23 RECRUITMENT**

- a) Council confirmed the appointment of Sarah Bodmer as Parish Clerk & RFO.
- b) Council considered and approved recruitment of additional staff to support the council:
  - i. Projects Manager – zero hours contract with a maximum of 12 hours per month on a 6-month temporary contract 1<sup>st</sup> Dec-31<sup>st</sup> May 2024, to be offered to Mrs J Shirley.
  - ii. Village Ranger – budget to appoint in 2024/25 to oversee phase 1 areas.
  - iii. Occasional events assistance – agency staff to be used to support events, **Action: Cllr Meecham** to investigate the options for the Santa's Grotto.

**554/23 FINANCE AND PROCEDURES**

- a) Council received the bank reconciliation and budget analysis for the period ending 31<sup>st</sup> October 2023.
- b) Council approved the purchase of mobile telephone for the Parish Clerk. **Action: Clerk.**
- c) Council noted that the NALC pay scales for 2023/24 have been agreed, backdated to 1<sup>st</sup> April 2023.
- d) Council considered the draft budget 2024/25, and noted that it would be approved by council once the taxbase for 2024/25 is known in December. **Action: Clerk.**
- e) Council appointed GAPTC as internal auditor for 2023/24 at a cost of £245. **Action: Clerk.**
- f) Council confirmed meeting dates for 2024. **Action: Clerk** to book the meeting room.
- g) Council **resolved** to approve the payments as below.

Invoice Date	Payee	Net	VAT	Gross
30/11/23	Salaries	£964.18	0	£964.18
01/11/23	CloudyIT	£51.00	£10.20	£61.20
30/11/23	Pensions	£228.04	0	£228.04
30/10/23	Alpha Hire – marquee hire balance payment	£480.96	£96.19	£577.15
09/11/23	S.Meecham – event reimbursement	£403.83	£22.94	£426.77
	<b>TOTALS</b>	<b>£2128.01</b>	<b>£129.33</b>	<b>£2257.34</b>

- g) Council received an update on the parish council's potential adoption of Phase 1 public open spaces, the parish council will submit a request for 36 months to be added to the commuted sums to account for the pause requested by Crest plus an additional amount of money from SDC to achieve total funding for 5 years' worth of maintenance. The parish council recognises that Hunts Grove wood is a financial risk due to the lack of maintenance to date. **Action: Clerk.**

### **555/23 YOUTH PROVISION**

Council approved the youth tender specification to be advertised with a deadline of 4<sup>th</sup> January 2024.

**Action: Clerk** to send to prospective organisations and advertise on the website / social media.

### **556/23 COUNCIL NOTED THE CLERK'S REPORT**

### **557/23 PARISH COUNCILLOR REPORTS**

No further updates.

### **558/23 WEBSITE & COMMUNICATIONS**

Cllr Hampson left the meeting at 9pm.

Council considered amending the social media policy to allow for additional councillor engagement with the community. To be discussed further by the working group.

### **559/23 RECURRING ITEMS TO NOTE - None**

### **NEXT MEETINGS**

- a) Next Meeting of the Parish Council will take place on 11<sup>th</sup> December 2023 at 6.30pm.

Meeting closed at 9.10pm.





## HUNTS GROVE PC BANK RECONCILIATION 2023-2024

<b>BANK BALANCES 30 NOVEMBER 2023</b>	
Unity Trust Bank	£105,486.89
Unity Trust Savings	£34,540.62
<b>TOTAL MONIES IN BANK</b>	<b>£140,027.51</b>
<b>LESS OUTSTANDING PAYMENTS</b>	
<b>TOTAL OUTSTANDING PAYMENTS</b>	<b>£0.00</b>
<b>TRUE BALANCE AT 30/11/23</b>	<b>£140,027.51</b>
Opening Balance at 01/04/23	£76,244.34
Receipts year to date	£91,254.11
Sub-total	£167,498.45
Expenditure year to date	£27,470.94
<b>TRUE BALANCE AT 30/11/23</b>	<b>£140,027.51</b>

Signed Clerk ..... Date.....  
 Name

Signed Chairman ..... Date.....  
 Name

HUNTS GROVE PARISH COUNCIL				
BUDGET COMPARISON REPORT 2023-24				
	£	£	£	
<b>INCOME</b>	<b>Budget</b>	<b>Received 30/11/23</b>	<b>Balance</b>	<b>Notes</b>
Precept	52250	52250	0.00	
VAT reclaim	0	4488.15	0.00	
Event Grants	0	7440	0.00	
Other Grants	0	2500.00	0.00	
CIL	0	22725.34	0.00	Move to Earmarked Funds
Interest	0	350.62	0.00	
Other income	0	1500	0.00	
<b>TOTALS</b>	<b>52250</b>	<b>91254.11</b>		
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spend as at 30/11/23</b>	<b>Balance</b>	<b>Notes</b>
Staff costs	10000.00	5605.98	4394.02	
Chairman's Allowance	250.00	0.00	250.00	
General Admin/expenses	1700.00	2270.87	-570.87	
Subscriptions	1000.00	567.74	432.26	
Insurance	800.00	822.92	-22.92	
Donations	500.00	75.00	425.00	
Training	500.00	25.00	475.00	
IT / Website / Newsletter	2750.00	670.48	2079.52	
New equipment	3000.00	4955.70	-1955.70	£530 to come from Maintenance EMR £1500 from Crest for shed
Community Events	2000.00	7515.81	-5515.81	Earmarked Funds used
Professional fees	7000.00	2196.00	4804.00	
Youth projects	10000.00	516.13	9483.87	
Earmarked Reserves contribution	12750.00	0.00	12750.00	Move to Earmarked Funds
<b>TOTALS</b>	<b>52250.00</b>	<b>25221.63</b>	<b>27028.37</b>	
<b>EARMARKED RESERVES</b>	<b>£</b>			
Community events (£943.43 c/f plus in-year grants)	10383.43	Less total spent to date=	2867.62	
CIL	17044.01			
Professional Fees	6450			
Maintenance contingency	20000			
Grants/donations	1000			
<b>TOTAL EMR</b>	<b>54877.44</b>			

## Report

Clerk

**Meeting:** Full Council

**Agenda Item:** Clerk's Report

**Date and time:** 11<sup>th</sup> December 2023 at 6.30pm

### MATTERS FOR VOTING

Report for information only.

### RESIDENT QUERIES

- Complaint about tyre damage caused by nails on Harrier Way – referred to Lucie
- Resident complaining about vehicles on Harrier Way rather than using the haul road – Response from Lucie advising these vehicles were not Crest's so must belong to Vistry – site Manager has been contacted Craig Doyle by Clerk
- Complaint about the muck left in the road by lorries /we have had a vast amount of lorry's going along Hunts Grove Drive – Vistry site manager contacted as advised by Lucie

### OTHER MATTERS

- Clerk handover is complete although previous clerk is still supporting alongside Project role
- Clerk mobile phone to be picked up at FCM 11/12
- No access to Unity bank account at the time of report writing – this has been requested but still waiting for online logins to be received by post
- December 2023 – Newsletter prepared to circulate ahead of festive PC Events
- Risk assessment and disclaimer prepared ahead of Santa Dash
- Youth Provision Tender prepared alongside JS Project role

### Huntsgrove Planning Applications

Date	Application Number	Address	Application Details	Parish Council Comments	Stroud District Council Planning Decision
16/01/2020	S.20/0103/REM	Hunts Grove Phase 4	Reserved matters community building, grass playing pitches, artificial pitch, tennis courts, local equipped area of play, car parking and associated infrastructure	04/02/20 OBJECT	Awaiting decision
17/01/2020	S.20/0104/REM	Parcels R1 & R3 Hunts Grove Phase 4	Reserved matters for Neighbourhood Centre including 38 dwellings	05/02/20 OBJECT	Awaiting decision
27/02/2020	S.20/0471/DISCON	Public Open Space Hunts Grove Phase 3	Discharge of conditions 6, 12 & 38 of S.19/1925/VAR	Not consulted	Awaiting decision
24/09/2021	S.21/00317/REM	Land Adjoining Naas Lane, Naas Lane, Quedgeley	Reserved matters application for approval of Appearance, Landscaping, Layout and Scale for the erection of 97 dwellings provision of Green Infrastructure including surface water attenuation and play space and other related infrastructure including foul water pumping station (pursuant to outline planning permission ref. 18/01228/OUT)	11/10/21 No objection plus comments	
16/11/2021	S.21/2579/OUT	Javelin Park, Bath Road, Haresfield	Hybrid planning application for employment development for B8 (Storage or Distribution) Uses, ancillary offices, energy centre, landscaping, fitness trail and amenity areas and new access. i) Outline for whole site (with all matters reserved except access) ii) Full application for Units 1, 2 for B8 (Storage or Distribution) Uses and the energy centre (all matters submitted).	13/12/21 Objection	
23/12/2021	S.21/2881/REM	Land At Quedgeley Trading Estate East, Haresfield	Reserved Matters (appearance, layout, landscaping and scale) for the erection of 5 no. industrial units for light industrial (E(g)(iii)) general industrial (B2) & storage & distribution use (B8) with ancillary office & associated infrastructure pursuant to outline planning application (ref. S.16/1724/OUT & S.19/2744/VAR)	17/01/22 No objection	
10/01/2023	S.23/0001/FUL	Unit 4A Gateway 12 Business Park Davy Way	Installation of extraction ductwork	Support 13/02/23	

24/03/2023	2023/0130/EIAS	Land South Of, Haresfield Lane	Environmental Impact Assessment	Missed deadline	
26/04/2023	S.23/0764/OUT	Land At Quadrant Distribution Centre, Quadrant Way	Outline application for upto 27,871sqm of unit space (upto 19 units) under the use classes B2, B8, Eg(ii) and Eg(iii) with associated office spaces, parking, sevicees and landscaping - all matters reserved except for access	Comments submitted	
02/08/2023	S.23/1384/OUT	Land At Green Lane, Hardwicke	Development of up to 1350 dwellings together with a primary school and associated playing fields, a local centre, community uses, highway improvements and associated ancillary uses including open space, green infrastructure and drainage attenuation (outline all matters reserved except access)	Comments submitted	
23/08/2023	S.23/1661/FUL	Elm Farm, Bristol Road, Hardwicke	Change of use from C3 (dwelling) to C2 (residential institution) & minor alterations.	No objection 11/09/23	
06/11/2023	S.23/2167/HHOLD	5 Tawney Close	Single storey rear extension	No objection - 13/11/23	
10/11/2023	S.23/2236/DISCON	Land at Colethrop Farm Bath Rd, Hardwicke, Gloucester, Gloucestershire	Partial discharge of condition 12 Part 17.5 (contamination) - in respect part partial R15 only from application S.19/1925/VAR(variation of condition 10 (noise) from the application S.15/1498/VAR to permit external noise levels above 50 dB(380402-211349)		Awaiting decision