

06th June 2024

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: 10th June 2024 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 May 2024.

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.
- c) Potential new Councillors to attend

5. GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update – Report from Cllr Meecham/Cllr Thorne
- b) Update on provision of iPads & security access for new Councilors - Clerk

9. DEVELOPMENT SITE UPDATES

- Cllr Meecham - parking on Hunts Grove Drive and maintenance of phase one and bins
 - a) To receive an update from Crest Nicholson.
 - b) To receive an update on Crest's review of drainage and paths on the POS & tree work across HG.
 - c) To receive an update regarding the management company - Preim
 - d) To receive an update on the community building
 - e) To receive an update on the Travel Plan.
 - f) To receive an update regarding the parish council's adoption of Phase 1
 - g) To consider the council's position on HG extension
 - h) To receive an update on extension plans - Crest and Priem on the task of bringing the site up to adoption standard
 - i) To receive an update on Water Management - POS Drainage issues
 - j) To receive an update regarding Phase One house sales
 - k) To receive an update on the pitches/allotments and comms position with SDC
 - l) To receive an update on the A38 junction
 - m) Council to receive an update on Willow Edge lights
 - n) To receive an update on flooding on Brambling Way
 - o) To receive an update on the Play area adjacent to Bellway
 - p) To receive an update on the Phase 1 properties – are resident details still held on Preim database
 - q) To receive an update on the resident 'land grab' at Bellway

10. PLANNING

- a) To consider planning applications received since publication of the agenda.
- b) To receive an update on the HGPC letter regarding the breaches in Crest delivery of amenities

11. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY

- a) To receive an update on any incidents/issues in HG advised by the PCSO's.

12. RECRUITMENT

- a) Review post-election co-option efforts and adjust plans and update co-option policy as may be required/beneficial – Cllr Thorne

13. FINANCE AND PROCEDURES

- a) To receive the bank reconciliation and budget comparison reports for the last period.

- b) To approve the schedule of payments.
- c) AGAR 2023-2024 – Internal Audit
- d) CIL Strategic Infrastructure Funding Scheme - 2024 Funding round

14. YOUTH PROVISION

- a) Update on sponsorship for two school holiday play schemes – Cllr Meecham

15. TO RECEIVE THE CLERK REPORT

- a) To receive Clerk's report

16. TO RECEIVE REPORTS FROM PARISH COUNCILLORS

17. COMMUNICATION

- a) Noticeboards. Cllr Thorne to request funds to purchase some accessories
- b) Mailing list
- a) Street naming proposals & ideas

10. NEIGHBOURHOOD WATCH

- a) Revisit this further to discussions that have taken place - Cllr Turner-Wilkes

RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED

11. DEVELOPMENT SITE UPDATES

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

12. VILLAGE MAINTENANCE

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

13. PARKS & OPEN SPACES UPDATE

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

14. ENERGY FROM WASTE

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

15. 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.

16.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.

17.CORRESPONDENCE.

18.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: Annual Hunts Grove Parish Council Meeting
Date and time: 13th May 2024 at 7.30pm
Venue: Hunts Grove Primary Academy

Present:

District Cllr Demelza Turner-Wilkes (Vice Chair)
Cllr Adam Hampson (Chair)
Cllr Kevin Thorne
Cllr Sandra Meecham
Cllr Nimo Hussein
Cllr Tracy Cooper
Mrs S Bodmer (Clerk)

Also In Attendance:

District Cllr Gill Oxley (remote)

626/24 APOLOGIES FOR ABSENCE

County Cllr Stephen Davies
Sam Gould (Preim)
Ms L Brailsford, Crest Nicholson representative

627/24 DECLARATIONS OF INTEREST

There were none.

628/4 PUBLIC PARTICIPATION

No members of the public attended.

629/24 COUNCIL TO APPOINT OFFICERS AND REPRESENTATIVES TO COMMITTEES

Council proceeded to Elect a Chair and Vice Chair
Cllr Hampson was nominated by Cllr Turner-Wilkes as Chair.
Seconded by Cllr Cooper – Council voted to approve Cllr Hampson as the new Chair.

Cllr Turner-Wilkes has confirmed her new role as the District County Cllr.
Cllr Hampson has nominated Cllr Turner-Wilkes as Vice Chair.

Signed:

Date:

Seconded by Cllr Meecham

Committees/working groups/Annual Review of standing orders, financial regulations, asset register, risk register

Existing Groups

Finance/Safety Inspections – play area/ROSPA /sports group champion/business liaison – Currently Cllr Turner-Wilkes

Trees/Ecology, footpaths, right of way/open spaces/neighborhood warden – Currently Cllr Hampson

New working groups proposed (shown below in bold) – update provided HG is part of top 30 areas identified with anti-social behaviour issues & will benefit from receiving additional funds to tackle these issues.

Community Services will be the new name of the working group looking at anti- social behaviour - Cllr Turner-Wilkes, Cllr Thorne and Cllr Hussein. The group will look at litter/police/youth and the neighbourhood warden.

Communications – to include noticeboards/youth strategy/websites – Cllr Thorne

Planning & Highways - Planning Lead & Highways Liaison working group – Cllr Hussein/Cllr Thorne

Road Safety - green spaces /grit bins/sustainable transport/active travel – Cllr Thorne

Finance - community group champion/events co-ordinator/Sportily – Cllr Cooper & Cllr Meecham

Council reviewed the Asset List – 6 folding tables, 12 folding chairs, 3 hot water containers and the storage unit on Huntsgrove rise POS – to be added to existing asset list.

Council received the Risk Register – ACTION separate meeting to review risk ratings.

Council received and approved Standing Orders

Council received and approved Financial Regs to be adopted.

630/24 MINUTES

Minutes approved from 15 April 2024.

631/24 DEVELOPMENT SITE UPDATES

Report received from Lucie Brailsford – Crest

Signed:

Date:

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- The works site has been largely tidied up today
- Crest technical manager (Morgan) is meeting the contractors on site tomorrow at the request of Mark Foyle. I hope that this will be an end to toilets in the road etc
- The resurfacing up to Marconi is going to be done in three phases and will be complete by second week of July
- They will then move onto various remedials on Hunts Grove Drive

On drains it seems that Bellway have sent someone out. They couldn't find any blockages in the main Bellway area but resolved some on the divide between Bellway and Harrier Way (I believe they were there for a few days). I'm hoping this means things have improved? Please let me know if not and I will have Morgan send someone out again.

Smells/drainage issue – Cllr Turner-Wilkes now has a Bellway contact – awaiting update

ACTION Clerk to contact Lucie to confirm that the smell issues and toilets and sinks for residents backing up was still an issue.

Big lorries along HG drive – flagged by Cllr Meacham – **ACTION Clerk refer to Lucie** Sandra's email to Lucie (Sandra sent a video)

Lucie Brailsford Report

1. Maintenance

- Maintenance of the areas marked on the attached plan has moved over to PREIM's contractors undertaking work on behalf of Crest with a view to adoption by the ManCo at the turn of the year. Sam is concurrently undertaking checks to identify remedials required prior to that adoption. Some of those remedial works are included in the lists below. Any maintenance issues or defects in these areas can be reported by residents or the PC to the PREIM helpdesk helpdesk@preim.co.uk We will add some signage to this effect or roll it into the new signage being discussed
- Maintenance of Phase 1 will continue to be undertaken by FSL on behalf of Crest. Any maintenance issues or defects in the phase 1 area can be reported to me

2. Planning

- Community building: has been discussed with SDC and CFL. Awaiting final sign off between Crest and CFL.
- Pitches: has been discussed with SDC and plans are being prepared to go in with the community building
- Allotments: a revised spec has been prepared and work will start this summer (on the larger footprint area)
- Village centre: nothing to report at the moment

3. Phase 4 Crest development

- Show homes expected to be open around 1 June. Signage will go up and is likely to utilise some of the existing signage infrastructure eg by the Acorn
- The portion of phase 3 POS directly by the show homes will be finished at that point and work will then continue along the POS area

4. Items on the Crest action list

POS and paths general

- Main POS drainage

- Repair paths across estate
- Sandra's path check drainage and make good area
- Replace dead trees
- Tree/hedge survey and remediation
- Knee rail installation by land grab (zip play park) and remove dumped waste
- Cut big hedge at end nesting season
- Signage throughout (per discussion with Kevin)
- POS completion items – waymarkers etc

Roads/infrastructure

- Harrier Way completion (this is top of Crest's list, and I have requested a full update so I can give you an outline schedule for Monday)
- Hunts Grove Drive completion
- A38 GCC have asked more questions. Responses will be back with GCC early next year. Crest still pushing to be on site in the summer but need GCC tech approval
- Remove T sign at Hunts Grove Drive junction to Harrier Way near bus turning circle

Play areas

- Damaged bolts at bark park – have been inspected (are not unsafe). We have contacted a specialist contractor for parts
- Broken swing at Lime Tree
- Remove hard standing and make good around container area zip park
- Pine Marten play area - change gate; install correct signage; install gate at the other end per plans; review safety for small children
- Zip wire play area - cycle chicane needs fixing so the gates can shut; check unlock code; add lock to double wrought iron gates to stop kids swinging on them
- Hen house play park - fix black strap hanging off equipment

Other

- Skip on Siskin Way needs removing
- Replace lamp post Tawny Close
- Vistry resident (Niblett Close) land grab - resident has blocked the path through the incidental POS with a fence (see pictures below). We have notified Vistry
- Vistry resident land grab - resident has built a wall. We have notified Vistry
- Add no construction traffic sign at beginning of Marconi
- Football request. PREIM has been contacted by someone called Kieran asking if the POS can be used for football. Crest are minded to say yes but need more info as to scale of plans
- Poster frames on bins – confirmed that Crest is happy for this to happen. PC to supply and PREIM to site
- Request for resident email on drain adoption. Lucie is chasing

Council noted Lucie's contact list and map provided – dependant on Phase/area of HG will depend on referral contact.

Phase 4 - Show homes expected 1/6/24

ACTION Clerk to Email County Cllr Stephen Davies re the Concerns raised re Highways issue we want to escalate this - A38 GCC asked more questions responses available early 2025.

Council received Priem report from Sam Gould

632/24 GROUPS/EVENTS/PROJECTS

Litter picks held on weekend of 11th & 12th May

Music Festival plans – 24/8/24 - Assault course booked/stage and bands booked.

Cheer leading team – open the festival with a display - Cllr Meecham is looking to arrange.

2 Parts to the Music Festival

Music Festival 1pm-5pm

6pm – 8pm Youth Festival – Cllr Hussein to help get together a team of youths along with Tim from Sportily – age range 11 -17

Cllr Meacham will apply for a Grant for the festival.

Drain Adoption letters – Cllr Meecham has contacted Lucie Brailsford for a declaration from Crest – Water board are stating don't know about this.

Damage to Play areas – Priem Update on graffiti on bins included on Priem tracker update.

633/24 PLANNING

Anticipate CFL plans, Farm House Triangle & Community building.

634/24 GLOUCESTER CONSTABULARY UPDATES

Update from Cllr Turner-Wilkes - Chris Nelson re-elected as Police commissioner – plan to escalate HGPC on the anti-social issues experienced.

Escalated issues to Diane Blandford Case Officer – meeting to be held 13/5/24 with PCSO's – allocated a share of 1 million allocated to increase policing /cameras.

Resident concerns re drug dealing and lack of police response despite repeated contact to raise concerns. Cllr Turner-Wilkes to provide a District Councillor update on these issues at the June meeting.

Cllr Thorne received a message from PCSO Beth re bike coding Saturday 25/5 @ 1-3 pm. Restart regular PCSO contact - Cllr Meacham/Cllr Thorne to attend

PCC office – Cllr Thorne to message to receive updates on the Quarterly meetings.

Postcards printing to use at that get together re PC.

Parish Council working group meeting – planned for Monday 20/5/24 – 6pm

Invite District Councillor Mark Ryder

635/24 PLANNING

No concerns raised.

636/24 HGPC POSITION ON EXTENSION

No update

637/24 RECRUITMENT

No update

638/24 PARISH VILLAGE RANGER

No update review after Elections

639/24 FINANCE AND PROCEDURES

a) Council approved the bank reconciliation and budget analysis for the period ending 30th April 2024.

PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
31/05/24	Clerk Salary	£417.21	0	£514.80
01/05/24	CloudyIT	£55.90	£11.18	£67.08
31/5/24	Pensions (D/D)	£97.81	0	£97.81
01/05/24	Space Centre Self Storage D/D	£73.13	£14.62	£87.75
19/04/24	Major Entertainment (stage/speakers 24 August event) INV-7315 – Deposit – (already paid)	£609.90	0	£609.90
13/5/24	Cllr Sandra Meecham Expenses (Easter litter pick food/drinks/Easter eggs)	£136.79	0	£136.79
03/10/23	SLCC - Job Vacancy Advertising - Silver Package 1 week – not paid in October 2023	£108.00	£21.60	£129.60
30/4/24	PATA – Oct 2023 – Mar2024 – Payroll costs	£118.05	0	£118.05
	TOTALS	£1616.79	£47.40	£1761.78

640/24 YOUTH PROVISION

No update pending review of council provision later in 2024.

641/24 COUNCIL NOTED THE CLERK’S REPORT

No further updates

642/24 PARISH COUNCILLOR REPORTS

Cllr Thorne Report

Crest happy to have frames on bins – revisit prices/options ahead of June meeting.

Harrier Way Works – missed deadlines letter drafted by Cllr Thorne – Council agreed this should be sent.

Complaints from residents re damage to vehicles.

Letter re the Drainage design & not built to plan - drafted to Mark Foyle – Council agreed this should be sent. Letter requesting a pause on the handover to Priem in view of this issue.

ACTION: Clerk contact SDC to understand position on advertising Councillor role

609/24 RECURRING ITEMS TO NOTE

None

NEXT MEETING

- a) Next Meeting of the Parish Council will take place on 10 June 2024 at 6.30pm.

CLlr Oxley left the meeting @ 8.30pm
Full Council meeting closed at 9.10pm

DRAFT

Hunts Grove 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	Split decision for Consent and Refusal
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	No objection
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	Awaiting Decision
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	Approved
10/01/2023	S.23/0001/FUL	Unit 4A Gateway 12 Business Park Davy Way	Installation of extraction ductwork	Support 13/02/23	Permitted

24/03/2023	2023/0130/EIAS	Land South Of, Haresfield Lane	Environmental Impact Assessment	Missed deadline	EIA Required
26/04/2023	S.23/0764/OUT	Land At Quadrant Distribution Centre, Quadrant Way	Outline application for up to 27,871sqm of unit space (up to 19 units) under the use classes B2, B8, Eg(ii) and Eg(iii) with associated office spaces, parking, services and landscaping - all matters reserved except for access	Comments submitted	Permitted
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	Awaiting Decision
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	Permitted
06/11/2023	S.23/2167/HHOLD	5 Tawney Close	Single storey rear extension	No objection - 13/11/23	Permitted
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)		Permitted
12/01/2024	S.24/0078/FUL	Unit 3 & 4 The Perry Centre Davy Way Hardwicke Gloucester Gloucestershire GL2 2AD	Erection of a single storey extension to the east of building 4 and a single storey extension to the west of building 3		Permitted
02/01/2024	S.24/0017/CPL	Springfield Bath Road Hardwicke Gloucester Gloucestershire GL2 2RG	Erection of a single storey side extension.		Permitted
31/01/2024	S.24/0203/P14J	Unit Q1 (MG Markey Group Ltd) Quadrant Distribution Centre Quadrant Way Hardwicke Gloucester Gloucestershire GL2 2RN	Installation of 325kWp of additional solar panels		Prior Approval Granted
25/01/2024	S.24/0163/FUL	Elm Farm Bristol Road Hardwicke Gloucester Gloucestershire GL2 4RF	Increase height to front boundary wall		Permitted
02/01/2024	S.24/0017/CPL	Springfield Bath Road Hardwicke Gloucester Gloucestershire GL2 2RG	Erection of a single storey side extension		Permitted

09/04/ 2024	S.24/0225/FUL	24 Knotgrass Way Hardwicke Gloucester Gloucestershire GL2 4DY	Change of use of land in the applicant's ownership from public open space to residential use and erection of fencing.		Awaiting decision
09/05/2024	S.24/0558/MINAM	Parcel R2, R6, R8 And R10B Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Minor Amendment to permitted Reserved matters S.19/2622/REM (for 138 dwellings (Phase 4) from S.15/1498/VAR) - Substitution of approved plans identified on Condition 1 to substitute housetypes, minor adjustments to siting of houses, garages and parking, minor adjustments to landscaping and site boundaries.		Application Approved
23/05/2024	S.24/0225/FUL	24 Knotgrass Way Hardwicke Gloucester Gloucestershire GL2 4DY	(Retrospective) Change of use of land in the applicant's ownership from public open space to residential use and erection of close boarded fencing.		Refusal

HUNTS GROVE PARISH COUNCIL
BUDGET COMPARISON REPORT 2024-25

£

INCOME	2024-25 Budget	Received as at 31/05/24	2024/25 Balance	Notes
Precept	54000	27000	27000.00	
VAT reclaim	0	0	0.00	
Event Grants	0	75	75.00	Refund of overpaid School Hire Fees
Other Grants	0	0.00	0.00	
CIL	0	0	0.00	
Interest	0	0	0.00	
Total Income	54000	27075		

EXPENDITURE	2024/25 Budget	Spend as at 31/05/24	2024/25 Balance
Staff costs (net / paye / pension)	10000.00	1527.20	8472.80
Chairman's Allowance	250.00	0.00	250.00
General Admin/expenses	3000.00	731.85	2268.15
Subscriptions	700.00	667.70	32.30
Insurance	900.00	0.00	900.00
Donations	500.00	0.00	500.00
Training	900.00	0.00	900.00
IT / Website / Newsletter	2000.00	211.20	1788.80
New equipment	3000.00	0.00	3000.00
Community Events	10000.00	609.90	9390.10
Professional fees	2000.00	0.00	2000.00
Youth projects	8000.00	0.00	8000.00
Earmarked Reserves contribution	12750.00	0.00	12750.00
Total Expenditure	54000	3747.85	50252.15

EARMARKED RESERVES	£
Community events	3990.01
CIL	17044.01
Professional Fees	8450.00
Maintenance contingency	32750.00
Grants/donations	1500.00
Youth projects	8000.00
TOTAL EMR	63734.02

BANK BALANCES 31 MAY 2024	
Unity Trust Bank	£122,853.68
Unity Trust Savings	£35,018.50
TOTAL MONIES IN BANK	£157,872.18
LESS OUTSTANDING PAYMENTS	
TOTAL OUTSTANDING PAYMENTS	£0.00
TRUE BALANCE AT 31/05/24	£157,872.18
Opening Balance at 01/04/24	£134,758.58
Receipts year to date	£27,075.00
Sub-total	£161,833.58
Expenditure year to date	£3,961.40
TRUE BALANCE AT 31/05/24	£157,872.18

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name

Report

Clerk Sarah Bodmer

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 10th June 2024 at 6.30pm

SUMMARY

To provide Council with the list of accounts for payment.

MATTERS FOR VOTING

To approve the payment schedule.

1. PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
30.06.2024	Clerk Salary	£417.21	0	£514.80
01.06.2024	CloudyIT	£55.90	£11.18	£67.08
30.06.2024	Pensions (D/D)	£97.81	0	£97.81
01.06.2024	Space Centre Self Storage D/D	£73.13	£14.62	£87.75
03.06.2024	Cloudy IT – set up & purchase of iPads for new Councillors (already paid)	£1233.99	£246.80	£1480.79
10.06.2024	HMRC – Tax – Jan – Apr - 2024	£432.56	0	£432.56
10.06.2024	HMRC – Tax – May – Jul 2024	£308.80	0	£308.80
04.06.2024	PATA payroll Services – Jan -Mar - 2024	£39.95	0	£39.95
10.06.2024	GAPTC – Internal Audit	£245.00	0	£245.00
10.06.2024	Clerk's Expense – printing / stationary	£28.94	0	£28.94
	TOTALS	£2933.29	£272.60	£3303.48

Report

Clerk

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 10th June 2024 at 6.30pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

- Predominantly this month's contact from residents has been primary around Harrier Way works & drainage smells

OTHER MATTERS

- Dealing with Cloudy IT to arrange the purchase of new Councillor iPads and accessories along with the technical set up to provide access to required systems with necessary security in place. These iPads are due to be released week commencing 10th June and will be sent direct to the new Councillors home addresses.
- AGAR return – Internal Audit for Council – dealing with GAPTC to provide necessary information for the internal report, Deadline for external audit is 1st July
- Unity Banks / Lloyds Debit cards – successfully achieved, following work with Unity Banks, for Clerk to become Programmed Administrator to allow the authorisation of cards & the obtaining of information on the accounts. Next stage will be the cancellation of outgoing Councillor Mark Ryder & Project Clerks Julie Shirley's cards and removal of signatories who should no longer have access
- Lloyds Card – the new card, in the clerk's name, has been dispatched & should be received by the Clerk early next week. The clerk will then be the only holder of a debit card, which will need to be addressed