



Hinton Parish Council **Full Meeting** held on
Tuesday 21st May 2024 at 7.15 pm in the Parish office, St Andrews Church, Sharpness.

MINUTES

In Attendance – Parish Councillors

- M Fryer
 - S Brown
 - D Beard
 - R Reynolds
 - A Mills
 - A Phillips
 - F Birnie
 - N Cooke
 - L Yeomans Jenkins-Clerk
- District- Cllr Green & Cllr Tuffin
County – B Tipper
- 0 Members of the public

OPEN FORUM- Cllr Green mentioned that planning applications are taking longer than they should be, even the straight forward applications, and to inform her if we get any issues, CRT are having issues with the cost of emptying the bins. The Robin bus is launching 17th June, and will not be going to areas that already have a bus route, the cost will be £2.00, have to phone to book. Cllr Tipper-Also mentioned the Robin bus and there should be a press release shortly, the 62 bus is now back in Sharpness, and County have their meeting tomorrow. Cllr Tuffin introduced himself. Cllr Turner could not attend due to a personal matter. It was also mentioned that SDC have had approval for a budget of up to £100k, for Junction 14 of the M5 for design and costings to allow the Draft local plan examination to continue. [Stroud Council Minutes April 25th 2024](#) .HPC to make agenda item for next month.

The Chair of the council welcomed new Councillor, Mr Nick Cooke.

- 1. To Elect a Chair-** Cllr Martin Fryer was duly elected as Chair for Hinton Parish Council. Cllr Brown proposed, Cllr Mills second, all agreed.
The declaration of acceptance of office was signed by the chair.
- 2. To Elect a Vice chair-** Cllr Andrew Mills was duly elect as vice Chair for Hinton Parish Council.
Cllr Brown proposed, Cllr Reynolds 2nd, all agreed.
The Declaration of acceptance of office was signed by the vice chair.
- 3. Apologies-** Received from Cllr Jenkins- The Chair read out Cllr Jenkins letter relating to the committee and outside bodies he would like to stay on, if voted on.
- 4. Declarations of interest & consider request for dispensations-** None received
- 5. Minutes of the last meeting held on April 16th 2024 were** taken as read, Cllr Mills proposed Cllr Jenkins amendment, the Chair 2nd this. **it was resolved** the minutes were then a true account, and were then signed by the Chair.

- 6. Minutes from the Annual Parsh meeting-** It was resolved that the minutes from the Annual Parish Meeting were a true account.
- 7. Committee meetings –** The minutes from the Planning & Finance meeting held on April 23rd 2024 were noted by all.
- 8. Internal Audit 2023/24 -**The Audit report was received; The Internal Audit Report and recommendations were duly noted.
- 9. Hinton Parish council Accounts (AGAR) 2023/24**
 - A) The statement of accounts was received and approved by all
 - B) The Annual Government Statement Section 1 on the annual return was approved by all.
 - C) The Accounting statement Section 2 on the annual return was approved by all
 - D) The period of exercise of public rights Monday 3rd June to Friday 12th July 2024 was noted by all.

10. Committees & Representatives to outside bodies.

Planning & Finance Committee- Cllr Jenkins requested to stay on committee, Cllr Brown proposed Cllr Mills & Reynolds are also on the committee, Cllr Fryer 2nd this **All agreed.**

Staffing Committee-Cllr Brown proposed all three members, Cllr Fryer, Mills & Beard, stay on committee., Cllr Reynolds 2nd this. **All agreed**

Berkeley Burial Committee- **It was resolved** by all that Cllr Fryer & Beard remain as representatives on this body.

Berkeley Grammer School- **It was resolved** by all that Cllr Beard stays on this body.

Berkeley Parochial trust- **It was resolved** by all that Cllr Birnie is the new representative on this body.

Community Policing Group- **It was resolved** by all that Cllr Phillips remain as representative on this body.

Community Wind Turbine-**It was resolved** that Cllr Beard continues with this body

Councillor Advocacy Scheme- **It was resolved** that Cllrs Brown & Reynolds remain on this outside body

Emergency Plan- **It was resolved** by all that Cllr Mills carries on with this.

NDA – It was resolved by all that Cllr Birnie is the new representative for this body

Severn Voice- **It was resolved** by all the Cllr Mills & Jenkins remain the representatives on this body.

Severn Estuary Defence- **It was resolved** by all that Cllr Birnie is the new representative on this body.

Tourism- Still vacant-Clerk to check what is happening with this group.

Weekly Park check/report- **it was resolved** that Cllr Cooke carries out the weekly reports/checks.

Water & Snow Warden- **It was resolved** that the Clerk & Cllr Phillips liaise work together in this role.

11. It was noted by all members that the following documents have been updated in 2023 and will be reviewed in 2025

Code of Conduct March 2023
HPC Grievance Policy April 2023
HPC Complaints Policy April 2023
HPC Equality & Diversity March 2023
HPC Social Media Policy March 2023
HPC Retention policy June 2023
HPC Risk Management & Strategy Sept 2023

12. It was noted by all that the following documents will be reviewed and updated this this year.

HPC Co Option Policy
HPC Bullying and dignity at work
HPC Disciplinary policy
HPC Vexatious Policy
HPC Eye test & glasses policy
HPC Grants Policy

13. Standing Orders – The Standing orders have been reviewed and there was no new legislation to add. All noted & agreed.

14. Financial regulations- It was noted by all that new financial regulations have been received from NALC; the Clerk is hoping to have them ready for the June meeting.

15. Asset Register- It was noted that the rugby post had been submitted twice on the register. Clerk will remove this, leaving a £500.00 decrease in the register amount. It was then confirmed by all to be an accurate register and fit for purpose. Clerk also mentioned that the Vindi monument will be added once the lease is signed.

16. Insurance- It was noted that the Council are entering their second year with Clear councils (BHIB)

17. Direct Debits- It was received and noted that there are five direct debits set up in the Current Account.

18. Bank Mandates- The bank mandates were received and noted who is the signatory on the accounts. It was mentioned that Cllr Beard is no longer on the finance committee so we may need to add another signatory.

19. To consider and resolve to adopt the General Power of Competence **It was confirmed** that the Council meets the requirements under statute to exercise the General Power of Competence (power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general power of competence, Localism Act 1972, ss.1-8):

- a) The number of members of the council that have been declared to be elected is equal to or greater than two-thirds of the total number of members of the council
- b) The clerk to the council holds the Certificate in Local Council Administration
- b) **It was resolved to adopt** the General Power of Competence.

20. To receive and note the park report for W/C 13/05/2024- The park report was duly **noted by all.**

21. Clerks Report- No report received.

22. Date of next meeting was **noted by all as June 18th 2024** at St Andrews Church, Sharpness (Agenda items by noon 5th June 2024)

Planning & Finance June 4th (Agenda items by noon 28th May)

23. To resolve that the public and press will be excluded from this item to progress a **confidential matter.** The Council received an update regarding the Burial committee from Councillor Fryer. It was resolved to pay the contribution of £2189.24 for financial year 2024-25.

Meeting closed at 8.45pm