

**MINUTES OF A PITCHCOMBE PARISH COUNCIL MEETING HELD IN THE
VILLAGE HALL ON
THURSDAY 27TH MARCH 2025 AT 7.30 PM**

Present: Cllr Philippa James Chairman
Cllr Beverly Gorton
Cllr Michael Parsons
Cllr Nigel Shaw
Cllr Paul Swadling

In Attendance: County Cllr Susan Williams and District Cllr Gary Luff.
Tim Gwilliam on behalf of Rural Housing.

0 Members of the Public.

PUBLIC QUESTIONS

There were no members of the public, therefore no public questions.

1. Apologies (To receive apologies for absence).

There were no apologies to note.

2. Declaration of Interest (Members are requested to declare any interest they may have in the business set out on the Agenda to which the approved Code of Practice appears.)

There were none (with exception to items 7a and 7b on the agenda – please refer to the item directly)

3. Approval of the Minutes of the Parish Council Meeting held on Thursday 28th November 2024

The minutes were accepted as an accurate record of the meeting.

4. Tim Gwilliam (from Rural Housing) to present the Pitchcombe Housing needs survey results and answer questions.

Tim Gwilliam's report was circulated to the members prior to the meeting however Tim explained the findings to the meeting attendees. It was concluded that Pitchcombe Parish Housing needs were already primarily addressed with no significant need for change. Tim did however draw attention to the idea of 'Community Led Housing' particularly highlighting those older residents who may want to stay in the Parish and want to downsize. The Parish Clerk confirmed that the idea was interesting and something to think about in the future, however at present probably not something that would be pursued.

Initials & date:

5. a. To receive a report from County Councillor.

The County Councillor's report can be found on the following link:

[Microsoft Word - County Council report February 2025](#)

In addition to the report County Cllr Susan Williams informed members that there would be a survey completed to assess the local roads in terms of accessibility for fire engines and not to be concerned if fire vehicles are noted in the Parish. Additionally there was a discussion on the current TRO developments with the District Cllr Gary Luff confirming his involvement with the speed survey, requesting a greater area be monitored on the A4173. The County Cllr emphasised that the newly proposed changes and cameras on the A46 were as a result of many years of the Parish and herself pushing for changes. Other discussion points were a requested bend warning sign at Halfway Cottage at the junction on the A46 still not in place and other safety issues and concerns.

b. To receive a report from the District Councillor.

The District Councillor's report can be found on the following link:

[Microsoft Word - 2025 February](#)

[Microsoft Word - 2025 March 2](#)

Cllr Gary Luff provided an overview of his recent reports including noting that Lurks Lane residents will now benefit from their garden waste being collected. Additionally he indicated vacancies for tellers at the GCC Elections on 1st May Polling Day.

c. To receive updates from the Council Chairman.

The Chair approached the need for a proper bus stop near the junction for No. 92 buses going to Gloucester, after being requested by a local resident. Some members were uncertain if this was required however the discussion was closed with the Clerk suggesting it could be put on the next meeting agenda if required.

d. To receive updates from the Clerk.

The Clerk provided an update on matters since the last meeting. It was confirmed that at present the accounts should be closing more positively than last year and that much of the last few months has been spent trying to get the Parish banking online.

Initials & date:

6. To discuss the following updates (if relevant):
a. PROW - MP17

County Cllr Sue William's discussed the information passed to the Clerk, indicating the guidelines for animals being kept in the same field as a bridleway. Whilst no progress had been made on the subject, options were discussed after the meeting.

b. Footpaths in general within the parish.

There was a general discussion on footpaths within the Parish, with the County Cllr confirming that she had contacted the Highways Stakeholder to see if she could cut some areas of concern (particularly the footpaths alongside the A46 and A4173). It was concluded that she could not cut vegetation on the Highway however the Clerk confirmed that she could discuss possible areas of concern with the Cotswold Wardens. It was generally agreed that at present it was best not to look into the matter in great detail due to the summer months approaching and vegetation growing at a much faster rate. The item would remain on the agenda for the next meeting to allow for review.

c. Dog fouling in the Parish

Once again it was concluded that dog fouling (particularly the abandonment of waste bags) had improved however a review would stay on the May Agenda with the assumption that the concern may return over the summer months.

d. TRO 5227/42 and Highways

Updates on this were discussed earlier as part of the County Cllr update where it was confirmed that cameras should be in place this year, hopefully the installation will begin in Spring 2025.

7. Planning matters requiring decisions: Items received with a minimum of 48 hours notice prior to the meeting date, in addition to:

7a. S.25/0491/TCA: Mill Orchard: Reduce to 3m two yew trees & shape (T5 and 6). Reduce the hawthorne situated between them by approximately 2m. Trim the hawthorne trees by 2m each (T1-4)

Cllr Nigel Shaw confirmed his indirect interest in this application therefore was not included in the decision. The remaining members voted to support the application.

7b. S.25/0496/TCA: Pitchcombe Mill: Field Maple (1) - Coppice to ground level.

Cllr Beverly Gorton confirmed her indirect interest in this application therefore was not included in the decision. The remaining members voted to support the application.

8. To adopt the revised 2018 standing orders with 2024 amendments included.

The edited version by Cllr Nigel Shaw was circulated prior to the meeting with the Cllrs confirming adoption of the document.

9. To adopt the revised Financial Regulations.

The edited version by Cllr Nigel Shaw was circulated prior to the meeting with the Cllrs confirming adoption of the document.

10. To adopt the standard Code of Conduct

With two potential versions of the document circulated prior to the meeting, it was decided to adopt the Stroud District Council version acquired.

11. To approve the 'Standing Orders and Legislation Note' written by Cllr Shaw.

The explanatory note written by Cllr Nigel Shaw was circulated prior to the meeting with the Cllrs confirming adoption of the document.

12. To ratify the decision in January 2025 to donate £50 to the Central Wardens for their help with hedge maintenance in Autumn/ Winter 2024.

The previous decision was noted.

**13. Accounts:
a. To approve the Accounts for Payment as per the list circulated prior to the meeting.**

Accounts for payment:		For meeting 27th March 2025	
Payee	Chq Number	Amount	Reason
T Slator	507	£184.69	Dec salary:£158.69 exp:£26
HMRC	508	£39.60	Dec PAYE tax
T Slator	509	£184.69	Jan salary: £184.69 exp: £26
HMRC	510	£39.60	Jan PAYE tax
Central Wardens	511	£50.00	Donation for hedge work carried out
T Slator	513	£405.15	Feb salary: £379.15 exp: £26
HMRC	514	£94.80	Feb PAYE tax
PATA Payroll	512	£16.00	Payroll admin adjustment cost

Initials & date:

T Slator	515	£210.80	March Salary: £178.55 exp: £32.25
HMRC	516	£44.80	March PAYE tax
<i>GAPTC Annual Renewal - Agenda item 13b March 2025; pending meeting approval.</i>	517	£88.82	<i>Annual Subscription payment 2024/25</i>
Total		£1,358.95	

The Council agreed that the accounts be accepted for payment. The Clerk confirmed that the increased payment for February was in respect to item 16 on the agenda and discussed in email conversation at the beginning of 2025.

b. To approve the annual renewal of the GAPTC subscription.

The renewal was confirmed.

c. To acknowledge the pending annual renewal of PATA services.

The pending renewal was noted.

14. To confirm the date of the Annual Parish Meeting and Annual Parish Council Meeting: Thursday 22nd May; Annual Parish Meeting Start 7pm. Annual Parish Council Meeting start 7.30pm.

The date of the meetings was confirmed with a change in time discussed. The Annual Parish Meeting starting at 7.30pm and the Annual Parish Council meeting starting at 8pm.

The meeting then continued in private discussion.

15. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature if the business to be transacted.

16. To note a correction in the Clerk's employment details.

The pay scale correction was noted as per the April 2024 contract and the LGS 2024 pay scale.

Initials & date:

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.58 PM**

Signature: _____

Date: _____

Signature: _____

Date: _____

Initials & date: