

MITCHELDEAN PARISH COUNCIL

Minutes of the meeting held on Monday 8th February 2016 at 7pm in Mitcheldean Town Hall

Present:

Parish Councillors: Sara Gates (Chair), Jackie Fraser (Vice-Chair), Sue Henchley, Andre Edwards, Kay Wozencroft, Deb Blackmore, Adrian James, Bill Waddell

Also present: Andrew Maliphant – Folk Festival organiser
District Councillor Doug Scott, District & County Councillor Brian Robinson
Mrs J Shirley (Locum Clerk)

1. To note Apologies for absence

None.

2. Members of the Public Issues (15 minutes Standing Orders suspended)

Mr Maliphant outlined progress with organising this year's folk festival and the decision to combine it with fete and dog show. The Sports Club have been invited to participate with a fun event (eg tug-of-war) as well as providing the BBQ. Councillors felt that the Folk & Fete Festival shouldn't be held on the same day as the School Fete at Dean Magna; Cllr Henchley will approach Dean Magna to see if they can move their date. Council will discuss further at the Council Workshop on 22nd February.

3. Declarations of Interest

None.

4. To approve the Minutes of the Meetings held on 11th and 25th January 2016

It was resolved to accept the Minutes of meetings held on 11th and 25th January 2016 as an accurate record of the meetings and were signed by the Chairman.

5. Planning matters

None.

6. Items and Discussion and Approval

- a) The Council reviewed the draft Volunteering Policy and after suggesting minor amendments to the Appendix A Risk Assessment Checksheet, it was agreed to adopt the Volunteering Policy. **Action: Clerk** to amend the Checksheet.
- b) It was decided to defer approval of the Volunteer Risk Assessment at this time and consider alongside all the Risk Assessments that are due to review. **Action: Clerk.**
- c) The Council agreed to the purchase of binders to house the "Vision" magazines in the Town Museum up to a cost of £100. **Action: Clerk.**
- d) The Council reviewed the price comparison for electricity supply at the Town Hall and agreed to enter a 3-year contract with nPower at an estimated annual cost of £350.88. **Action: Clerk.**
- e) The Council noted that the pension auto-enrolment date for the Council is 1st February 2017, and considered the available options. It was RESOLVED to become a member of the NEST pension scheme. The contribution percentages will be agreed prior to auto-enrolment.
- f) The Council discussed training requirements for the ground staff in the use of weedkiller and other chemicals. Council will discuss the matter further at the Councillor Workshop on 22nd February; in the meantime the ground staff will be instructed not to use any chemicals. **Action: Chair.**

- g) The Council discussed the vehicle options for the ground staff and all councillors will research options for further discussion at the Councillor Workshop. **Action: All.**

7. County and District Councillors Reports

District Councillor Doug Scott reported that he had been to a “Frack Off” meeting at Drybrook which was well attended. Cllr Scott noted that he may have access to copies of the Vision Magazines if there are any gaps in the Museum collection. He also reported that the drains in street are overflowing; Radio Gloucestershire have been in Mitcheldean all this week; and that Goat parish magazines is not being delivered at Eastern Avenue.

District and County Councillor Brian Robinson reported that there is limit on council tax increases of 1.99% and that Gloucestershire County Council is taking the opportunity to request an additional 2% ring-fenced for adult care, which means a total 3.99% increase in Council Tax at GCC. The consultation FOD health services delivery is underway and the Library is running an event on 24th February around health issues. The waste incinerator has been fully signed off and approved for the site at junction 12 of the M5.

District Councillor Jackie Fraser reported that there is a Fracking information meeting on 10th February at Mitcheldean community centre at 7.30pm. The WI are providing the refreshments. Cllr Fraser also noted that lots of deer are getting killed on FOD roads recently, and has a meeting with the Local Highways Manager, hoping for additional signage or other measures that will help reduce incidents.

8. Clerk’s report

The Council received the Clerk’s report and noted that the insurer has selected a contractor for the bus shelter repairs. Two quotes have been received for the pavilion deep clean however one contractor hadn’t viewed the interior so it was decided they should be invited to view the pavilion before considering the quotes further. Council will need to consider how the cleaning will be managed following the deep clean. Action: Clerk to add to March agenda.

The Clerk will provide a demonstration of the Google shared calendar at the Councillor Workshop.

Cllr Scott and Cllr Robinson left the meeting.

9. Accounts and Finance

- a) The payment schedule totalling £4606.18 was approved as follows:

Payee	Details	Chq No	Amount	Budget
Salaries	January 2016 Payroll for 3 staff (including December arrears)	BACS (28/01/16)	£2319.70	Salary/Wages
Forest Equipment Services Ltd	Cleaning bus shelters Oct-Dec 2015	4334	£22.50	General Admin
Getters Ltd	Web design for NDP site & 12 months hosting	4335	£360.00	NDP
Officestar Group Ltd	Filing cabinet, wall planner, files etc	4336	£170.06	General Admin
Officestar Group Ltd	Display Board	4337	£478.80	NDP
PATA (UK)	Payroll services Dec & Jan	4338	£52.50	Salary/Wages
J.Shirley	Locum Clerk Services – January	4339	£610.33	Salary/Wages
Magenta	Photocopier usage	4340	£31.16	General Admin
HMRC	PAYE & NI – January 2016	BACS	£323.09	Salary/Wages
CNG	Utilities – gas	DD (20/01/16)	£144.28	General Admin

Opus	Utilities – electric @ Pavilion	DD (04/01/16)	£40.49	Playing Fields
Opus	Utilities – gas @ Pavilion	DD (17/01/16)	£7.81	Playing Fields
XLN	Broadband & telephone	DD (24/01/16)	£45.46	General Admin
		TOTAL	£4606.18	

The following receipts were noted:

Gloucestershire County Council	£283.00	Grasscutting
Forest of Dean District Council	£500	Grant for “Mitcheldean Heartbeat”

- b) Council considered a number of projects for 2016/17 and agreed the following with approximate budget amounts:
- i. Christmas Lights - £5k budget
 - ii. Wildlife Field – seek grant funding
 - iii. Pavilion – rebuild – seek grant funding
 - iv. Sheep field fence. Need to ascertain responsibility. £10k budget.
 - v. Playing field drainage - £5k budget
 - vi. Grit bin replacement programme - £500
 - vii. Van £7k.

It was noted there is likely to be an underspend in the current budget which can be transferred to earmarked reserves for the above projects.

- c) The Council discussed the budget at length and agreed a precept equivalent to a 4% increase on an average Band D Council Tax property. A detailed budget to be approved at the next meeting. **Action: Clerk.**
- d) The Council agreed to donate £100 to the Forest Health Forum.
- e) The Council agreed to donate £250 to Teens in Crisis.

10. SEPARATE BUSINESS

Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the consideration of:

The Council received a letter of resignation from the Clerk and agreed to accept with immediate effect. Action: Locum Clerk to draft letter of response and also to prepare options for advertising and recruiting a replacement clerk.

The Chair reported that one of the ground staff is unable to carry out the churchyard work this coming year.

It was noted that the Living Wage increased in November 2015 which wasn't implemented at Mitcheldean PC; this will be implemented in the February payroll and back dated to 1st November 2015.

11. Councillor Information Sharing

Cllr Fraser gave an update on the NDP; there is an event planned for Saturday 19th March. Cllr Henchley reported that there is a car that parks at the top of Jubilee Road which obstructs the view line at the junction. Cllr Henchley will put a note on the car with her contact details.

Cllr Wozencroft raised concerns about an individual in the town, however Police are aware. The church wall is being worked on by Gloucester College.

Cllr James noted that in bad weather recycling is getting blown about and broken glass ending up in the alleyway. The Chair will ask Grounds staff to check after recycling collected.

Cllr Edwards mentioned the render falling off the Pink Cross House; building control at FODDC has contacted the householder.

There being no further business the meeting closed 10.00pm.

SIGNED: