

MITCHELDEAN PARISH COUNCIL

Minutes of the meeting held on Monday 11th April 2016 at 7pm in Mitcheldean Town Hall

Present:

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

Also present: District & County Councillor Brian Robinson
Mrs J Keene, Mr D Parker
Mrs J Shirley (Locum Clerk)

1. To note Apologies for absence

Cllr Andre Edwards and District Councillor Doug Scott.

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

Two members of public were present interested in joining the parish council to fill the two councillor vacancies. Mrs Keene introduced herself and outlined her background and experience. Mr Parker addressed the meeting; he has previously served on the parish council and would like to re-join the council.

3. Declarations of Interest

None.

4. To approve the Minutes of the Meetings held on 14th March 2016

It was resolved to accept the Minutes of the meeting held on 14th March 2016 as an accurate record of the meetings and were signed by the Chairman.

5. Planning matters

- P0304/16/LBC – The Rectory, Stenders Road – Listed Building Consent for removal of small section of wall and roof to re-open light well infilled under P1461/11/LBC – No objection.
- P0026/16/FUL – Dene Magna School – Discharge of conditions (04), (05) and (06) to permission P1296/15/FUL – No objection
- P0025/16/FUL – Nags Head Barn, The Rocks – Discharge of conditions (04), (05), (06) and (07) to permission P1228/14/FUL – No objection.
- P0288/16/FUL – Old Court House, Townsend – erection of conservatory to rear of dwelling – No objection.
- P0424/16/FUL - Land to the North East of Colchester Close – erection of 4 dwellings – No objection.

6. Items and Discussion and Approval

- a) To consider options for regular cleaning of the sports pavilion following the deep clean in July. The pavilion would need to be cleaned on Mondays. **Action: Clerk** to look at option of direct employment of a cleaner and also contract cleaners.
- b) The Council adopted Standing Orders as amended.
- c) The Council adopted Financial Regulations as amended.
- d) The Council approved the cost of providing St John Ambulance at the annual fete Saturday 16th July 12pm-4pm; **Action: Clerk** to book St John Ambulance, if it doesn't cost anymore than £60 request them to arrive at 10.30am to support the Slimming World race for life event.
- e) The Council agreed to cover the cost of community centre hire for the annual fete for the whole event and request monies from WI for their stall if they make a profit. Concerns

were also raised about the use of the “Action in Mitcheldean” account for the folk festival and it was thought this was originally a Parish Council account that may need including in the annual audit. **Action: Clerk** to write to Andrew Maliphant regarding the Action in Mitcheldean account.

- f) The Council approved the following Council Policies:
- Absence Management
 - Communications
 - Community Engagement
 - Complaints
 - Data Protection
 - Dignity at Work
 - Disciplinary Procedure
 - Equality
 - Expenses
 - Grievance
 - Health & Safety
 - Publication Scheme
 - Staff Appraisal
 - Training.
- g) The Council reviewed the draft Information Security policy and suggested amendments. **Action: Clerk** to update the policy and bring to the next meeting for adoption.
- h) The Council discussed the issue of broken glass on the footpaths around the village and agreed to raise with the local PCSO, and also to buy a lidded bucket for the groundstaff to clear up the glass in future.
- i) The Council considered utility vehicles options and authorised the hire of an electric van, eg Goupil, for a period of four weeks to assess the suitability of the vehicle. **Action: Clerk.**
- j) The Council considered the purchase of a petrol-powered multi-function hedge trimmer and decided to look into the matter further. **Action: Clerk** to look at similar tools available at Toolite and Screwfix and the training required to operate.
- k) The Council agreed to sign the petition lobbying for Parish Councils to have right of appeal on planning applications. **Action: Clerk.**

7. County and District Councillors Reports

District and County Councillor Brian Robinson reported that the District Council has been requested to take on the future maintenance of the leisure centre buildings that house the swimming pool in the joint use agreement with Forest High School (£844k over a 10 year period); a decision will be made by full council. District Council is also discussing taking Syrian refugees into the Forest of Dean (5-10 families); the cost is met by the UK Government. Devolution is still moving forward, looking at the implications of an elected mayor.

The Active Together grant scheme is now finished; the Children’s Activity Fund has a further £5000 available this year. The Lengthsman Scheme has been piloted and now being rolled out across the County, Cllr Robinson has been allocated 3 weeks of the scheme to fix anything within his ward. The Parish Council was encouraged to put together a list of small tasks that could be addressed through the Lengthsman Scheme.

Update regarding Wigpool Common – Gloucestershire Wildlife Trust has agreed to remove the top strand of barbed wire on two sides of the enclosure.

District Councillor Jackie Fraser reiterated that there would be a maximum of 10 Syrian families accommodated in the Forest of Dean over a period of 10 years, they would be housed in private

rented not the social housing. Cllr Fraser felt this was an important thing to do to help these refugees.

Cllr Fraser also commented on the potential loss of the swimming pool at Cinderford which was built using public subscription and should be supported by the local Government, otherwise there is a risk that the pool will be closed to the public.

The Fracking Group have a meeting with South Western Energy Ltd who have the licence to carry out the trial fracking in the Forest of Dean, Cllr Fraser will update next month.

8. Clerk's report

The Council received the Clerk's report and the Clerk read out updates. Council would like to look at projects and grant funding at the next councillor workshop. **Action: Clerk.**

9. Accounts and Finance

- a) The payment schedule totalling £4396.04 was approved as follows:

Payee	Details	Amount	Budget
Salaries	March 2016 Payroll for 2 staff	£1002.70	Salary/Wages
HMRC	PAYE & NI for March 2016	£24.40	Salary/Wages
PATA (UK)	Payroll services March 2016	£15.00	Salary/Wages
J.Shirley	Locum Clerk Services – March	£847.92	Salary/Wages
SLCC	Clerk job advert	£318.00	General Admin
Getters Ltd	Parish Council web and email hosting	£150.00	General Admin
Forest of Dean DC	Linkline (lone worker monitoring)	£77.48	General Admin
Forest of Dean Fasteners	Various	£27.17	Playing Field
Toolite	Various maintenance supplies	£18.95	Playing Field
David Fleming	NDP photograph printing	£45.10	NDP
GL17 Community Hub Ltd	Hire of Library facilities March 2016	£150.00	NDP
Forest of Dean and Wye Valley Review	Clerk job advert and grass cutting tender notice	£300.00	General Admin
CNG	Utilities – gas @ Town Hall	£215.87	General Admin
nPower	Utilities – electric @ Town Hall	£31.00	General Admin
Opus	Utilities – electric @ Pavilion	£46.99	Playing Fields
XLN	Broadband & telephone	£45.46	General Admin
GRCC	NDP Work	£1080.00	NDP
	Total	£4396.04	

Council did not agree to pay Mowtech invoice as the work has not yet been carried out, and requested that the company invoice as each piece of work is completed.

- b) The Council received the Bank Reconciliation for February 2016.
 c) The Council noted that one of the fixed term deposits will mature on 29th April and the funds will return to the current account.

10. Councillor Information Sharing

Cllr Fraser reported that the NDP event was well attended and very successful. A stolen motorcycle was found in Jubilee Road. A washing machine has been discharging soapy water on a path and the Neighbourhood Warden is looking into the matter. The bus shelter at Plump Hill has been repaired.

Cllr Henchley requested a Fete agenda item each month until July. There are still problems with car parking at Jubilee Road; the Clerk was requested to contact Gloucestershire Highways to look at the possibility of restricted parking.

Cllr Waddell reported that the pavement surface on the High Street needs addressing to remove the trip hazards. **Action: Clerk** will report to Glos Highways.

It was noted that the meeting time had reached 2.5 hours and agreed to continue.

Cllr Wozencroft reported that there is a deep hole in the footway at Folly Pitch; Clerk to report to Gloucestershire Highways. There is another hole on Baynham Road on the corner of Colchester Close near the BT cover.

Cllr James reported that the issue of litter and tipping is continuing behind the George; action is progressing within the District Council. Cllr James also reminded Council that it was going to look at a litter bin for the bus stop. **Action: Clerk.**

Cllr Gates reported that the park was vandalised several nights over the Easter holidays; there was a discussion about setting up a youth council and this will be explored further at the next councillor workshop.

11. Co-option

The Council considered the two candidates that expressed a wish to join the Parish Council. It was agreed to co-opt Mrs Keene and Mr Parker onto the Council. **Action: Clerk.**

12) 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 reviewed the job applications received for the Clerk vacancy and shortlisted for interview. It was agreed to conduct interviews on Tuesday 19th April in the afternoon. The interview panel were delegated authority to offer the position at the terms and conditions already agreed by Council. The interview candidates will be asked to bring with them a 500 word article entitled "the day in the life of a parish clerk", and a prioritising task will be set at the interview. Cllr Henchley will put together interview questions.

There being no further business, the meeting closed at 10.30pm.

SIGNED: