

MITCHELDEAN PARISH COUNCIL

Minutes of the meeting held on Monday 13th June 2016 at 7pm in Mitcheldean Town Hall

Present:

Parish Councillors: Sara Gates (Chair), Jackie Fraser (Vice-Chair), Sue Henchley, Adrian James, Bill Waddell, Dale Parker, Janet Keene (8.45pm onwards item 6m),
Also present: District & County Councillor Brian Robinson (from 7.50pm until 9.10pm)
Mrs J Shirley (Locum Clerk)

1. To note Apologies for absence

Cllrs Wozencroft, Edwards, Blackmore and District Councillor Doug Scott.

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

No members of public present.

3. Declarations of Interest

Cllr Fraser sits on the Planning Committee at District Council so will remain in the room whilst planning discussed but will not vote. Cllrs Gates and Parker declared an interest in the Community Centre due to sitting on the Management Committee.

4. To approve the Minutes of the Meeting held on 9th May 2016

It was resolved to accept the Minutes of the meeting held on 9th May 2016 as an accurate record of the meetings and were signed by the Chairman.

5. Planning matters

The Land at Colchester Close application has been called in to be considered by the Development Control Committee. The change of use application for Building 6 at Vantage Point Business Village has been permitted.

6. Items and Discussion and Approval

- a) The Council considered the draft Sports Club Lease and discussed the draft amendments; one further clause was agreed along with lease duration of 30 years. **Action: Clerk** to forward the lease to the Sports Club.
- b) Ten Parish/Town Councils had responded to the email inviting Gloucestershire councils to be involved in an anti-vandalism meeting with interested parish councils; two meeting dates were suggested (13th and 27th July). **Action: Clerk** to invite the Councils that responded.
- c) The Council agreed to maintain the George Read Memorial Bench at a cost of £350+VAT. **Action: Clerk** to raise purchase order.
- d) The Council discussed adoption of a “bee friendly” approach in dealing with weeds on parish council land. Cllr Henchley proposed the Council adopts a “bee friendly” code of practice which also reserves the right to use weed-killer on kerbsides on the highways. After further discussion, the Clerk was instructed to find out more information in terms of training / equipment needed to continue the use of weed killer, and Cllr Fraser will investigate other options for dealing with the weeds. **Action: Clerk/Cllr Fraser.**
- e) The Council considered the installation of cycle racks at the community centre, and noted that there was some funding available from Highways from unspent section 106 funds. Cllr Parker has also registered interest in a free cycle rack scheme. Item deferred pending further information. **Action: Clerk.**
- f) The Council considered the options of providing recycling bins on the High Street. Cllr

Parker proposed purchasing 2 bins (mixed recycling waste and general waste) at a cost of £391+VAT each, to be positioned in the community garden, and also to review waste collection contract to include recycling collection. Majority in favour, motion carried.

Action: Clerk.

- g) It was agreed to form a working group consisting of Cllr Gates and Cllr James to take forward a Village Calendar project for 2017 including postcards and greetings cards; the working group to research the options and present recommendations including budget requirement to Full Council. **Action: Cllrs Gates/James.**
- h) It was agreed to set-up a Youth Council and to form a working group consisting of Cllr Parker, Cllr Gates and Cllr James to progress the initiative. **Action: Cllrs Parker/Gates/James.**
- i) The Council noted that Highways have declined consent for the Parish Council to install a litter bin at the Gloucester Road bus stop due to restrictions on weight on the lamp-post. It was agreed to review the need for a litter bin in this location in six months time.
- j) It was noted that it has not been possible to hire a vehicle on a short-term agreement for the groundstaff, Council decided not to pursue provision of a vehicle.
- k) The Council received a summary of the annual play inspection report and considered each of the recommendations. **Action: Cllr Parker** will look at the Adventure Trail and Stilt Slide and report back to Full Council.
- l) The Council decided against attendance at the Rural Conference 6 & 7th September at a cost of £285 each.
- m) The Council discussed installation of CCTV at the play park; it was agreed to accept the quote from Redhand which includes laying electricity cable, installation of cameras and recording equipment at the Town Hall. The reserve set aside for the ground staff vehicle will be utilised for the CCTV. **Action: Clerk.**
- n) The Council discussed installation of drop-bollards at the garage to prevent car parking in front of the de-fib unit and garage at the community centre. It was agreed to purchase four “no parking” signs at £6+VAT each, and may install bollards at a future date if needed. **Action: Clerk.**
- o) The Council received the updated Asset Register.

7. County and District Councillors Reports

Cllr Robinson gave an update regarding Cinderford pool which will continue to be open to the public, some longer term decisions are awaiting the outcome of Gloucestershire College's plans. Service delivery is moving towards a Council-owned company between the four councils. New Highways Manager Rhodri Grey has taken over from Brian Watkins for Mitcheldean. The Highways Manager and County Councillor are meeting with Cllr Waddell on 23rd June to look at issues with the pavements. The Activity Fund is still available; the Council's plans for a Youth Council would meet the criteria.

Cllr Robinson left the meeting.

8. Clerk's report

The Council received the Clerk's report circulated prior to the meeting. The Council discussed the proposed Vantage Point Business Village sign that Highways have suggested; it was agreed to support the sign to see if it discourages HGV lorries through the village.

Correspondence: Cllr Gates read out a letter from Mr Meek regarding precept and other matters relating to Abenhall. Cllr Gates suggested that Council meet with Mr Meek along with the County Councillor Colin Guyton. **Action: Clerk** to arrange.

Cllr Gates read out two letters from Mr Tandy regarding the War Memorial. Cllr Keene volunteered to investigate the matter and liaise with Mr Tandy and the Church. Cllr Gates will write to Mr Tandy.
Action: Cllrs Gates/Keene.

9. Accounts and Finance

a) The payment schedule totalling £3877.24 was approved as follows:

Payee	Details	Amount	Budget
Salaries	May 2016 Payroll for 2 staff	£1103.52	Salary/Wages
HMRC	PAYE & NI for May 2016	£85.80	Salary/Wages
Toolite	Drill bits, stimmer cord, work boots, trousers, etc	£122.54	Playing Fields
J.Shirley	Locum Clerk Services – May	£860.36	Salary/Wages
John Hicks	Annual Inspection of play areas	£240.00	Playing Fields
Iain Selkirk	Annual Internal Audit 2015/16	£140.00	General Admin
PATA (UK)	May 2016 Payroll services	£15.00	General Admin
Hale & Co (Drybrook) Ltd	Timber, Chippings, Plywood	£106.92	Playing Fields
Information Commissioner's Office	Annual Data Protection	£35.00	General Admin
Forest of Dean District Council	Treatment for Moles July 2015 – March 2016	£399.00	Playing Fields
Magenta	Photocopier usage	£91.03	General Admin
Toolite	Multi garden tool	£197.94	Playing Fields
Land Registry	Voluntary registration of Town Hall and Glebe Close	£60.00	General Admin
Severn Trent Water	Water supply, used water and surface water drainage services at recreation ground	£119.73	Playing Fields
CNG	Utilities – gas @ Town Hall	£115.52	General Admin
nPower	Utilities – electric @ Town Hall	£82.00	General Admin
Opus	Utilities – electric @ Pavilion	£48.06	Playing Fields
Opus	Utilities – gas @ Pavilion	£7.56	Playing Fields
XLN	Broadband & telephone	£47.26	General Admin
		£3877.24	

Receipts:

HMRC VAT Refund £2970.50

- b) The Council received the bank reconciliation for April and May 2016 and also the budget versus spend up to 31st May 2016.
- c) The Council approved the Annual Governance Statement for 2015/16.
- d) The Council approved the year end accounts for 2015/16.

- e) The Council received the internal audit report for 2015/16 and noted there were no matters to address.
- f) The Council agreed a donation of £100 to the Pied Piper Appeal to have the Storm Troopers appear at the summer fete.

10. Councillor Information Sharing

Cllr James gave feedback from a Communities Approaches to Reducing Speed event attended that outlined various ways that communities can reduce speed of vehicles, this ranged from an automatic number plate recognition camera (such as the one in Rodborough) to village gateways, sculptures, planting schemes, parked cars etc. GRCC will be publishing a Toolkit that will be available to communities.

Cllr Keene reported that the Church collects used stamps for the James Hopkins Trust. Cllr Keene also mentioned the issue of burial space and that a letter from Fr David Gill will be re-sent to the Council.

Cllr Henchley noted that an overgrown tree is covering the roundabout sign, Clerk to report to Highways. The cone covering the broken drain has been damaged.

Cllr Fraser noted the overgrown condition of grass at Dunstone Place, Clerk to report to Two Rivers. Highways have confirmed that Stoney Lane is Public Rights of Way responsibility and have referred repairs to PROW to resolve. Abenhall Church Flower Festival was a success and raised £416. NDP will be reconvening after last public event, and hope to commence consultation by end of the year. Cllr Fraser has been working with FODDC road safety committee and the local wildlife group on introducing new road gateway signs with painted animal eyes to raise awareness that drivers are entering a wildlife area.

Cllr Gates, with the Clerk, inspected the Sheep Field fence and found a section that had been deliberately cut, plus several places in the overgrown section where the boar may have got through. Quotes have been requested to repair the fence.

Cllr James asked for an update on the problem of fly tipping behind the George; Cllr Fraser is following this up with the District Council officers.

11. Cllr Henchley gave an update on the Fete and it was agreed to provide a donation of £25 for the loan of the tannoy system. The Council approved the cost of printing leaflets for the fete at a cost of £65.

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:

- a) The Council approved the revised advert for the Clerk vacancy and agreed locations for the advert, closing date and interview date, subject to meeting a new locum who may be suitable for a short term contract.
- b) The Council shortlisted the applications for the Cleaner vacancy and agreed an interview date of 28th June. **Action: Clerk** to advise the applicants and prepare some questions.
- c) The Council considered the quote received for the grass cutting of St Michael's & All Angels Churchyard, which is currently cut by the groundstaff. The Council requested the Clerk to seek a second quote.

- d) The Council agreed the groundstaff attendance at brush cutter and strimmer operation training at Royal Agricultural University at a cost of £150 per attendee.

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

SIGNED:

DATE: