

## MITCHELDEAN PARISH COUNCIL

### Minutes of the meeting held on Monday 14<sup>th</sup> March 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 Councillor Doug Scott, District & County Councillor Brian Robinson  
Mrs J Shirley (Locum Clerk)

#### 1. To note Apologies for absence

Andre Edwards.

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

None.

#### 3. Declarations of Interest

None.

#### 4. To approve the Minutes of the Meetings held on 8<sup>th</sup> February 2016

It was resolved to accept the Minutes of the meeting held on 8<sup>th</sup> February 2016 as an accurate record of the meetings and were signed by the Chairman.

#### 5. Planning matters

P0321/16/FUL – 10 Wintles Close – erection of a dormer window to create loft conversion – No objections.

#### 6. Items and Discussion and Approval

- a) The Council confirmed the annual play area inspection to be carried out by John Hicks & Associates during May and to include risk assessment of the equipment. **Action: Clerk.**
- b) The Council agreed to carry out playing field drainage improvements with Mowtech at a total cost of £4,800. **Action: Clerk.**
- c) The Council agreed to carry out a deep clean of the sports pavilion during the first week of July with Premier Finish Property Support at a cost of £890. Council will discuss ongoing cleaning arrangements before July. **Action: Clerk.**
- d) The Council agreed the clerk advertising and recruitment recommendations including advertising the vacancy in The Review, with the SLCC and GAPTC; deadline for applications is 8<sup>th</sup> April. **Action: Clerk.**
- e) The Council reviewed Standing Orders and agreed the amendments as drafted and also requested the Clerk to query standing order 1f with NALC. **Action: Clerk.**
- f) The Council reviewed Financial Regulations and agreed the amendments as drafted. **Action: Clerk.**
- g) The Council confirmed the date of the Annual Parish Meeting to be Monday 25<sup>th</sup> April 7pm in the Library is available. The Council also confirmed that meetings will continue to be held on the 2<sup>nd</sup> Monday of each calendar month including August.
- h) The Council agreed interim grass cutting arrangements with PJ & JD Adams Ltd at a total cost of £2063.90 to the end of May 2016 whilst the tender process is conducted. **Action: Clerk.**
- i) The Council reviewed the grass cutting tender specification for 2016/17 and removed Mitcheldean churchyard from the specification as this will be managed by the Parish Council. The Clerk is also to query the cutting on behalf of Two Rivers land at Churchill

Way. The Clerk was authorised to place a notice in The Review to invite tenders for a one and two year contract. **Action: Clerk.**

- j) The Council authorised the Clerk to bring in a computer company to carry out a health-check of the office computer and laptop. **Action: Clerk.**
- k) The Council agreed to support Mitcheldean WI's request.
- l) The Council confirmed that its policy for advertising material in the parish council noticeboards is limited to parish and not-for-profit events; no commercial advertising will be permitted at this time. **Action: Clerk.**
- m) The Council agreed a £1000 budget for the Gardening Club to continue for 2016/17.
- n) The Council decided to leave the piles of cut bracken at the Sheep Field as it currently is and not remove or burn the bracken. It was agreed to provide a reference for the firm that carried out the field clearance. **Action: Chair.**

#### 7. County and District Councillors Reports

District and County Councillor Brian Robinson reported that the County Council has confirmed the council tax increase for 2016/17 as 1.99% plus 2% for adult social care. Additional funding has been secured for rural communities which meant £2million was added to the Highways budget for 2016/17. The County Councillors have been allocated an increased budget for highways matters to £30k, for Cllr Robinson this is shared amongst 10 parishes. A Lengthsman scheme has been piloted in areas of Gloucestershire and this is now being rolled-out across the County. There is a consultation on different ways to support children with a proposal to have fewer children's centres. The office at the Mitcheldean children's centre will be moved to Cinderford under the proposals but children's activities would be retained in Mitcheldean. There was a public meeting in Wigpool regarding the Common; Gloucestershire Wildlife Trust has erected fencing to create a secure grazing area but residents have concerns about the use of barbed wire. GWT is reconsidering the use of barbed wire.

District Councillor Doug Scott reported that there were street lights not working on Eastern Avenue. He had also received a complaint about the increase in Mitcheldean's precept for 2016/17. The area behind The George is becoming a dumping ground for rubbish and the building is insecure with people gaining access to the cellar; this has been reported to Building Control on a number of occasions and the Police have also visited the site. Cllr Scott has received requests for a bus shelter to be provided on Gloucester Road, and also a litter bin at the bus stop. The Clerk will contact Public Transport at GCC about the possibility of a bus shelter, and will also find out prices for a litter bin for Council to consider. **Action: Clerk.**

District Councillor Jackie Fraser also spoke about the public meeting at Wigpool Common. Cllr Fraser reported carpet that had been dumped at the Fairplay ponds area, street wardens have cleared the area. There are changes to recycling collections. Cllr Fraser has received a letter regarding a substantial crack in the Barn and concerns that the building will become lost over time, it was agreed that the Clerk will write to the two landowners to make them aware. **Action: Clerk.**

Cllr Scott left the meeting.

#### 8. Clerk's report

The Council received the Clerk's report and noted the electric vehicle the Clerk had identified as a potential van for the groundstaff. The Chair will share the details with the groundstaff and feedback comments to Council. The Clerk outlined details of an online petition for parish councils to have right of appeal on planning decisions; to be added to the April agenda for consideration. The Council also briefly discussed the transfer of land and requested the Clerk to query the restrictions placed on the use of the lamppost in the transfer. **Action: Clerk.**

9. It was noted that the Parish Council can proceed to fill the Casual Vacancy through co-option as there were no requests to hold an election; the Clerk has advertised the vacancy with a view to co-opt at the April council meeting.

Cllr Robinson left the meeting.

10. Accounts and Finance

a) The payment schedule totalling £6476.73 was approved as follows:

Payee	Details	Chq No	Amount	Budget
Salaries	February 2016 Payroll for 3 staff (including arrears)	BACS (26/02/16)	£1583.90	Salary/Wages
Forest of Dean Health Forum	Grant agreed Feb 2016	4354	£100	Donations/S137
Teens in Crisis	Grant agreed Feb 2016	4355	£250	Donations/S137
Forest Upcycling Project	Sheep Field clearance	4352	£1100	Playing Fields
GAPTC	Mediation services £132.40 Annual Subscription £692.99	4350	£825.39	General Admin
Getters Ltd	March 2016 Goat printing £510) NDP Leaflets (£154)	4341	£664	General Admin NDP
PATA (UK)	Payroll services Feb 2016	4353	£22.50	Salary/Wages
J.Shirley	Locum Clerk Services – February	4342	£555.49	Salary/Wages
Magenta	Photocopier usage	4343	£18.00	General Admin
Forest of Dean DC	Garden waste licence	4351	£28.00	Playing Fields
Glebe	Hedgecutting	4348	£570	Playing Fields
Officestar Group Ltd	Paper, envelopes, white tac	4347	£31.94	General Admin
Community Centre	Hire of room for Fracking meeting	4346	£11.25	General Admin
Forest of Dean DC	Rates 2016/17	4349	£210.54	General Admin
David Fleming	NDP printing	4345	£105.47	NDP
Tom Mockford	NDP printing	4344	£24.80	NDP
CNG	Utilities – gas @ Town Hall	DD (20/02/16)	£227.39	General Admin
nPower	Utilities – electric @ Town Hall	DD (01/03/16)	£31.00	General Admin
Opus	Utilities – electric @ Pavilion	DD (04/03/16)	£64.29	Playing Fields
XLN	Broadband & telephone	DD (24/03/16)	£45.46	General Admin
Opus	Utilities – gas @ Pavilion	DD (17/03/16)	£7.31	Playing Fields
		<b>TOTAL</b>	<b>£6476.73</b>	

The Council also noted the following receipts:

Forest Bee	£25	Goat Ad
Forest of Dean District Council	£2100	Street Clean

- b) The Council received the Bank Reconciliation for December 2015 and January 2016 and also the budget versus spend report up to 31 December 2015.
- c) The Council approved Iain Selkirk to carry out the independent audit of 2015/16 year end accounts at a cost of £140+VAT. **Action: Clerk.**

- d) The Council finalised the budget for 2016/17 including the following earmarked reserves from unspent budgets in 2015/16:
- Play Area reserve £6000
  - Playing field drainage £5000
  - Vehicle for Handymen £7000
  - Sheep field fence £10,000
  - Christmas Lights £5,000
  - Total £33,000

#### 11. Councillor Information Sharing

Cllr Fraser gave an update on the NDP and requested volunteers to help deliver The Goat and NDP leaflet.

Cllr Wozencroft passed on the request from a local vet that people keep cats in at night. There has recently been a house burglary and 3 cars broken into recently.

Cllr Henchley reported that the next Fete meeting is taking place on 23 March at 7.30pm in the Town Hall.

Cllr James reported that the next Folk festival meeting is taking place on 5<sup>th</sup> April at 7.30pm. Cllr James also raised concerns again about the amount of broken glass on the lanes around the village and requested this to be an agenda item for the next Council meeting.

Cllr Gates noted that more teams are needed for the tug-o-war event at the Fete.

There being no further business the meeting closed 9.50pm.

SIGNED: