

## MITCHELDEAN PARISH COUNCIL

### Minutes of the meeting held on Monday 9<sup>th</sup> May 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, Andre Edwards, Janet Keene, Dale Parker

Also present: PCSO Tracy Martin  
County Councillor Brian Robinson (from 7.45pm onwards)  
Mrs J Shirley (Locum Clerk)  
7 members of public

#### 1. Elect Chairman for the ensuing year:

Cllr Gates was unanimously elected as Chairman for the ensuing year.

#### 2. Elect Vice-Chairman for the ensuing year:

Cllr Fraser was unanimously elected as Vice-Chairman for the ensuing year.

#### 3. To note Apologies for absence

District Councillor Doug Scott.

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

Members of the Mitcheldean Early Learners were present to highlight concerns on the planning application P0424/16/FUL Land to the north east of Colchester Close.

PCSO Tracy Martin read out the crime statistics from 1<sup>st</sup> April to 8<sup>th</sup> May 2016 (13 crimes reported in this period compared to 6 crimes for the same period last year).

Mr Andrew Maliphant was present to give a report on the Fete & Folk Festival; a press release has gone out. Programme will be on sale soon which will give details of the events. The Parish Council has taken responsibility for the fete stalls, hiring out the community centre, any shortfall is met by the event overall. Prizes for fancy dress competition and a sign "Fete this way" to be hopefully provided by the Parish Council (to be considered later in the meeting). Four or five more volunteers needed on the day.

All members of public left the meeting.

#### 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.

#### 4. To approve the Minutes of the Meetings held on 11<sup>th</sup> April 2016

It was resolved to accept the Minutes of the meeting held on 11<sup>th</sup> April 2016 as an accurate record of the meetings and were signed by the Chairman.

#### 5. Planning matters

- a) Application 16/0025/FDREG3 – Building 6, Vantage Point Business Village – Change of classification of ground floor use from D1 to B1. No objection.
- b) Application P0549/16/FUL – 23 Baynham Road – proposed first floor extension and balcony. No objection.

- c) Application P0579/16/FUL – 9 The Crescent – single storey extension to front of house. No objection.
- d) Application P0424/16/FUL – Land to the north east of Colchester Close – erection of four dwellings. Previously submitted “No objection” regarding this application however the Council recognised the concerns of the Early Learners group. Whilst the Parish Council has no objection to the principle of developing the site, following discussions with the Early Learners’ group would wish to highlight that MPC has concerns of the over-shadowing of the high buildings which may reduce light where children play and to the Early Learners’ building, there is also an area of poor drainage on the land which there are concerns could be made worse by further development. Cllr Fraser abstained from voting on this item.  
**Action: Clerk to submit comments to FODDC.**

#### 6. Items and Discussion and Approval

- a) The Council considered options for regular cleaning of the sports pavilion following the deep clean in the first week of July. Council RESOLVED to advertise a cleaning vacancy for 4 hours per week at a rate of £8.25 per hour (2 hours at the Town Hall and 2 hours at the pavilion).  
**Action: Clerk.**
- b) The Council RESOLVED to purchase a post-mounted litter bin for Gloucester Road bus stop at a cost of £111.88+VAT. **Action: Clerk to order the bin** and also request Highways permission for the installation.
- c) The Council RESOLVED to purchase a multi garden tool for groundstaff at a cost of £299.54+VAT from Toolite. Cllr Edwards was requested to negotiate the price with Toolite.
- d) The Council agreed the cost of conducting a Legionella Risk Assessment at the pavilion at a total of £316. **Action: Clerk.**
- e) The Council approved the Information Security Policy as amended. **Action: Clerk.**
- f) The Council reviewed the Lone Worker Guidance and made several amendments to update the guidance. **Action: Clerk.**
- g) The Council reviewed the inventory of land and assets and updated the inventory. **Action: Clerk to update the inventory** and re-present at the next meeting.
- h) The Council authorised Cllr Gates to sign the Transfers of Land forms on behalf of the Council for Land at Stars Pitch and Land at Mill End Street. **Action: Clerk to return the signed forms to FODDC.**
- i) The Council renewed the annual insurance at a cost of £1589.90 (year 2 of a 3 year long term agreement). **Action: Clerk.**
- j) The next Councillor Workshop to consider projects and grant funding will be held on Monday 23<sup>rd</sup> May at 7pm.

#### 7. County and District Councillors Reports

Cllr Robinson gave details of the Lengthsman scheme work that will commence w/c 16 May for one week in Mitcheldean; Cllr Robinson has secured one week per month of the scheme for his area. Councillors mentioned several issues that need attention from Highways. Cllr Robinson requested a priority list from the Parish.

Cllr Robinson mentioned that there is extra funding put towards improving rural broadband, and he urged people to use the broadband checker online as this highlights areas of needs.

Cllr Fraser gave an update from the District Council; the street wardens have visited the stony lane footpath in Jubilee Road and will highlight dog fouling. The Yorkley Court eviction has been called into Overview & Scrutiny for review. A resident had an accident on the road coming out of Abenhall (just before Dene Magna School) on a bend in the road due to a speeding vehicle; the 30mph limit needs to be more prominent. Cllr Robinson will request Highways to make sure the road signs are

clear of foliage. Cllr Fraser has reported the boarding up of windows of a listed building to Enforcement.

Cllr Robinson and Cllr Edwards left the meeting.

#### 8. Clerk's report

The Council received the Clerk's report and the Clerk read out updates. Cllr James will attend the Hardwicke CARS event on 25<sup>th</sup> May 2016. It was noted that a vehicle for the groundstaff will be hired for a period of 4 weeks at a cost of £200 per week.

Cllrs Waddell and James expressed an interest in attending the Being a good councillor training at Coleford Town Council on 21<sup>st</sup> May. **Action: Clerk.**

#### 9. Accounts and Finance

a) The payment schedule totalling £8212.31 was approved as follows:

Payee	Details	Amount	Budget
Salaries	April 2016 Payroll for 2 staff	£1136.58	Salary/Wages
HMRC	PAYE & NI for April 2016	£24.40	Salary/Wages
J.Shirley	Locum Clerk Services – April	£994.04	Salary/Wages
Ian R Pritchard – Mowtech	Playing field drainage improvements 2016 - payment 1 of 4	£1200.00	Playing Field
Toolite	Batteries	£4.99	Playing Fields
Magenta Technology Ltd	Photocopier Usage	£28.24	General Admin
Groundwork UK	Return of unused NDP grant	£243.00	NDP
nPower	Christmas Illuminations electricity (2 invoices £106.31+£75.12)	£181.43	General Admin
Beard & Tandy Developments Ltd	Bus Shelter Plump Hill repairs (insurance cheque received for £1695 – Council to pay the VAT)	£2034.00	General Admin
Forest Equipment Services	Cleaning bus shelters	£13.50	General Admin
Forest of Dean Fasteners	Misc	£16.84	General Admin
CNG	Utilities – gas @ Town Hall	£532.90	General Admin
nPower	Utilities – electric @ Town Hall	£82.00	General Admin
Opus	Utilities – electric @ Pavilion	£75.42	Playing Fields
Opus	Utilities – gas @ Pavilion	£7.81	Playing Fields
XLN	Broadband & telephone	£47.26	General Admin
Zurich Municipal	Annual Insurance	£1589.90	General Admin
		<b>£8212.31</b>	

**Action: Clerk** to see if the gas contract at the Pavilion can be terminated.

#### Receipts:

Forest of Dean District Council	- Local Council Tax Support Grant	£4780
Zurich Municipal	- Bus shelter insurance claim	£1934
Forest of Dean District Council	- Precept first half	£39,000

- b) To receive an update on 2016/17 accounts – deferred to June meeting as bank statement for April only just received.
- c) To approve the Annual Governance Statement for 2015/16 – deferred to June meeting
- d) To approve the year end accounts for 2015/16 – deferred to June meeting
- e) The Council considered the eight tenders received for the grass cutting contract for 2016

and 2017. The Council RESOLVED to offer the work to Centigen on a 2 year contract with a break-clause at the end of year 1. **Action: Clerk.**

- f) The Council reviewed the list of direct debits.
- g) The Council reviewed the Council's bankers (Lloyds Bank) and noted that all the councillors are signatories apart from Cllrs Waddell, James, Parker and Keene. Mandate forms will be requested to add these councillors as authorised signatories.

#### 10. Councillor Information Sharing

Cllr Wozencroft reported that there are two new potholes in Abenhall Road; there has been a slight improvement in youth behaviour outside the Co-op; there is a prowler in the village; and shoplifters at the Co-op identified. Cllr Wozencroft has received lots of praise about the Parish Council groundstaff for the work they do around the village.

Cllr Keene noted there have been surfacing improvements made to Bradley Court Road.

Cllr Parker noted that an increased number of young people are using the dirt jumps again. There are a number of dog owners not controlling their dogs at the playing field and allowing the dogs to jump up at people.

Cllr James reported that the pathway going up to Dene Magna School is very overgrown. Cllr Gates and Cllr James are going to have monthly Social Media meetings to discuss what to communicate with the followers for that month. More vehicles are speeding along Gloucester Road. PCSO Timmins has agreed to arrange a community speed watch.

11. The Council received an update on the Fete from Cllr Henchley. A tannoy system will be borrowed from Tibberton, however the Council authorised Cllr Henchley to spend up to £100 to hire a tannoy system if the system from Tibberton is not suitable. A sign directing people to the playing field is being made by a local resident at no cost to the Council. It was agreed that Cllr Henchley can spend up to £30 on fancy dress prizes. Cllr Fraser and Cllr Scott were requested to judge the fancy dress competition. Cllr Henchley also requested for volunteers on the day, and also for the loan of marquees / gazebos.

#### **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:*

Council considered the options to fill the Clerk vacancy, and requested the Locum Clerk to stay on whilst the Council re-advertise the vacancy. **Action: Clerk to circulate the job advert for re-wording.**

There being no further business, the meeting closed at 9.50pm.

SIGNED: