

MITCHELDEAN PARISH COUNCIL

MINUTES

OF **THE ANNUAL MEETING** HELD ON MONDAY 12TH MAY 2014 AT 7pm IN THE TOWN HALL, AFTER DUE NOTICE HAD BEEN GIVEN.

Present

Parish Councillors:

Mr Douglas Scott (Chair)
Mrs J. Fraser
Mrs S F Henschley
Mr A Maliphant
Ms K A Wozencroft
Mrs K Baker,
Mrs S Gates
Mr D Parker
Mr A Edwards

District Councillors:

Mrs J Fraser
Mr Ian Whitburn

Clerk: Mrs Sandra Schwanethal

[Mr B Waddell, Mrs Bailey & Mrs Smith attended the meeting as electors]

Agenda Item 1 Election of Chairman

- a) & b) The Clerk had received several nominations for Cllr Scott to remain as Chair for a final year and for Cllr Fraser to remain as Vice Chair. The vote was unanimous.
The Clerk accepted the written declaration of acceptance of office.

Agenda Item 2

To Note Apologies for absence: Huw Baker-CCllr N Stephens

Agenda Item 3 Members of the Public issues:

Mr Waddell spoke about the petition he had started about the reduction in bus services from Stagecoach. He asked the council to support him in his actions. The petition was given to Cllr Fraser.

Andrew Maliphant updated the Council about recent decisions of the District Authority on car parking charges in Mitcheldean. He asked the Council to maintain pressure on the District Authority to remove all charges. District Councillor Ian Whitburn explained what may happen as to repainting and reallocation of spaces within the car park and ticket and maintenance proposals.

An email had been received from Brian Watkins-Glos. Highways, over a problem with parking along Platts Row that he asked for comments from the PC. The Council felt there was very little they could do.

Mrs Smith raised the issue of rubbish outside the Chinese take away. The Council agreed that the area was neglected but rubbish had been removed and there was little more they could do.

Agenda Item 4 Code of Conduct – Declaration of Interests:

Cllr Henchley re Forest Sensory Centre. Cllr Scott re G.Read Memorial bench.

Agenda Item 5 To Approve the Minutes of the Monthly Meeting of Mitcheldean Parish Council held on the 10th March 2014.

The minutes were deemed to be an accurate and true reflection of the Meeting, approved by Council and duly signed by the Vice Chairman.

(AM + SH)

Agenda Item 6 Review of Delegation arrangements to committees

Finance: Cllrs Scott, K Baker, Henchley

Property/Assets/PlayArea: Cllrs Edwards, H Baker, K Baker, Parker

Planning: Cllrs.Henchley, H Baker, Parker

Staffing: CllrsMaliphant, K Baker, Henchley

Communications/Media: Cllrs Henchley,Gates, Wozencroft

PROW/Footpaths: Cllrs Wozencroft, Fraser

Neighbourhood Plan: Cllr Fraser

Church Liaison: Cllr Scott

Community Centre Liaison: Cllr Gates

Parish Plan: Cllr Maliphant

Youth Forum: Cllr K Baker

- a) Review of terms of reference

At present only the planning committee has formal terms of reference.

The point was made that Minutes must be taken at all committee meetings, an Agenda must be posted and members of the public may attend.

Agenda Item 7 Review councillor training policy-Health & Safety mandatory as an employer

Cllr Edwards appointed as Health & Safety officer for the PC

Agenda Item 8 Planning-

- a) Approve delegated powers for two councillors and the clerk to return the council's comments on applications received.

Declined. The planning committee will return their views and comments on applications received to council and a decision will be made by the full council. Delegated powers for two councillors and the clerk to return the council's comments on applications received only to be used when no full council meeting scheduled.

No planning applications had been received

Agenda Item 9

Properties/Asset:

- a) Review of inventory of land and assets including office equipment
The Clerk supplied an asset register for each councillor.
- b) Review and approval of arrangements for Insurance cover in respect of all insured risks

Power delegated to the Clerk to review insurance renewal premiums and select the best value and most appropriate policy. (AM +SH)

- c) Approve quote for refurbishment of Rainbow unit
Estimate not available
- d) Approve contractors for George Read Memorial Bench
Following a discussion about the work involved and length of time to rebuild the bench the work was awarded to J Davies Joiners, with a narrow majority.
- e) Approval for WI plans to negotiate re-siting Museum and use of Town Hall
The Council unanimously agreed to allow the WI to investigate the possibility of re siting the Xerox Museum to the Dean Heritage Centre.
- f) Approval for Pony rides to take place on the playing fields on the 19th July 2014
Agreed.

Agenda Item 10 County/ District Councillors Reports (5mins each)

Cllr Fraser updated the Council of the issue of the lost footpath along Baby Lane. The PROW officer had been in touch with the landowner who stated he would be placing 'kissing' gates and signs along the route.

Residents along Jubilee Road had made a complaint to the Forestry Commission about 'War Games' being held at the old Plump Hill School. Cllr Fraser would be looking into the planning application. The Forestry Commission had informed the present owners that it was in breach of their lease to hold such activities. As a Neighbourhood Watch committee member Cllr Fraser had heard that petrol had been stolen in the area.

District Cllr Whitburn reiterated his comments about the new car parking proposals and stated he would continue to fight for the removal of all charges in Mitcheldean. He also informed the PC that he would be moving back into Mitcheldean shortly.

Agenda Item 11 Chairman's Report-as given at Parish Meeting.

The Chairman commented on how well he thought the Annual Parish Meeting had gone and the change of venue to the Library was well received by all who attended.

Agenda Item 12 Report from Clerk –Matters arising, correspondence & enquiries

Public phone box-BT to clean within 6-8 weeks re-paint hopefully by end of summer
Simon Rugman-Skate park-confirmation of start date-meeting with Katherine-Declaration about position of any cables or pipes required. **Cllr K Baker was unsure if any funding would be required to install the equipment. This was separate and in addition to the work being done by Rugmans.**

Letters to residents delivered. Work area to be fenced off. **Cllr Scott asked if the top gate to the basketball court could be opened while work goes on. The Clerk will liaise with the Caretaker about this.**

Dale pricing up parts for Rainbow unit

Kompan bolts for climbing wall holds Climbing wall now open

FODDC –community grants scheme fwd15.04

Adrian to go on Play equipment training course 3rd July

Car parking-Community Impact assessment results-Peter Hibbard

Missing road signs at Baynham Road & Norse Place-**reported**

Crumbling road side at Dean Common & weight restriction on Ross Rd query-**reported.**

Pam Read has invited Douglas to be her guest at this year's FODDC Pride of Forest Awards on the 16th May at Whitmead Forest Park.

Gate post has been welded

Town Hall Water leak.-old galvanised pipe-Ref No. 200165 8008 Severn Trent 14 May

Parking issue at Platts Row-Brian Watkins would like PC's comments- see **public session**

Uneven pavements outside kebab shop maybe within normal construction tolerances so would not meet the intervention criteria.

Cigarette ends outside Nail bar/beauty salon complaint-**Chairman to speak to Salon owner**

All MPC litter bins need numbering for asset register **Clerk to source metal tags and purchase.**

Lloyds bank change of account from Treasures to a Business Account (turnover in excess of £50000 annually) will incur charges. **Clerk asked to see if a suitable alternative is available.**

GAPTC/NALC pensions update-financial regulations new draft

Dog Show 16 August on the Playing Fields-Eleanor Stamford

Church council turned down War Memorial design.

Play Rangers sessions in July/August

The County Council's Targeted Support Team in the Forest of Dean is able to fund some more work this year. Sadly not as much, however enough that we would like to deliver 3 afternoon sessions during the school summer holidays; Thursdays 1.30-4pm on 24th & 31st July and 7th August. If you are happy for this to go ahead, we will get some advertising together. **Council Agreed**

Zebra crossing repainting-**work to be scheduled by Amey.** Cllr Gates queried the effectiveness of the crossing a wondered if a more effective type of crossing was possible.

Communications received (excludes those received from all councillors)

Post

Bank statements

Invoices etc.

LCR magazine

Caring Matters Magazine

LV insurance-Memorial bench £4000 pay out

European Parliamentary Election for the south West Region-Candidates Nominated

CAB newsletter-on table

Blood Donation service notice

Poster for next Lunch club meeting

BBC Flog it coming to Glos. Cathedral 22 May-leaflet on table

Solstice Walk 20 June-poster

Emails in

GAPTC

Planning-new legislation fwd 16.04

FOD Health Forum Agenda 6th May

GAPTC-Training dates fwd 28.04

Thank you received from HOOF

Gardening Club-Colin Simmons has had operation-out of action for 6 weeks

Helen Roberts village Agent- Cinderford Evergreen Club

Roger Gilson-PROW Baby Lane fwd Jackie 9 May

Play Rangers re sessions in July/August

Grant Thornton auditors

Steve Jones-lunch club

HMRC-PAYE

Homeseker newsletter

Glos Playing fields

'Phone/Text

Pam Read

Bill Waddell

Zurich Insurance

AON Insurance

Mainstream Digital

Personal visits

Chairman

Cllr Baker

Cllr Gates

Carol Stanford

Pat Britton WI members

Genealogy Club

Communications sent (0)

Emails & letters to (excludes those sent to all councillors & payments to contractors)

GAPTC
Rugman
Linda Kibble
Kevin George
Lloyds Bank
Bill Waddell (Minutes & Agenda)
Iain Selkirk
Glos CC x 6
FODDC

Playing Fields Assc
Carol Stanford
Davies Joiners
Brian Watkins
Mainstream Digital
LV insurance
Severn Trent Water

(Cllr Edwards left the meeting)

Agenda Item 13 IN COMMITTEE

Accounts/Finance-

- a) Approve amendment to Standing Orders and Financial Regulations
Declined. Will wait for further information regarding the filming and recording of the meetings by the public when NALC provide a template for a policy.
- b) Approve Year End Accounts
The Clerk presented the Accounts in Draft form as the Auditor would not be in till the 4 June to Audit the accounts. Yearly spending was within budget. The level of Reserves was discussed as it now exceeds the recommended levels. Cllr Maliphant asked all the members to carefully consider how the excess may be best utilised and suggested it was discussed further at the next Finance meeting.
- c) Approve Charity Accounts
Declined. Cllrs Henchley and K Baker to get further information.
- d) Approval for Direct Debits to be paid
Approved
- e) Review of Council's bankers and cheque signatories
The Clerk had been asked earlier in the meeting to search for an alternative suitable account without charges. All signatories remain the same.
- f) Review of arrangements with other local authorities including Service level agreements
No changes to be made.
- g) Review of the Council's and /or employees memberships of bodies.
- h) **No changes to be made.**
- i) Review Council's complaints procedures
No changes to be made to the policy. The Chairman to be the first point of contact for all complaints.
- j) Review council's procedures for handling Freedom of Information Act requests and Data Protection Act 1998
No changes to be made.
- k) Review Council's policy on donations
- l) **No changes to be made.**

To approve payment schedule

Cllr Henchley asked if the invoice for the hire of the library could be included.
The Clerk issued the cheque for £12.
The Clerk informed Council that the Statutory Notice of Appointment of Date for the Exercise of Electors rights to view the year end accounts had been posted.

Approve donation to Forest Sensory Centre

Cllr Henchley left the room. The letter was read and the Members unanimously decide to donate £200.

A cheque was written and signed immediately. Cllr Henchley returned.

Approve funding for notice board at Library via WI

Declined. More information needed.

Agenda Item 14 Councillors Information Sharing

Cllr Henchley informed the Members that a Market Fayre was being held at the Library on Saturday 17th May.

Cllr Wozencroft reported more complaints about dog fouling and pot holes near KCL hairdressers. She had also been asked who to contact about an aggressive dog.

Cllr Maliphant gave a brief update on the organisation of the Fete stating that the Forestgate Church will underwrite any shortfall from the revenue from renting stalls against the cost of hiring the Community Centre and arranging St John's Ambulance cover. He asked for Risk Assessments for the Fete to be on the June Agenda. Cllr Maliphant reiterated that he felt the PC should continue to fight for all car parking charges to be removed in Mitcheldean.

Cllr Gates said there was nothing to report from the Community Centre and she had not had a reply from the police about PCSO Neil Evans.

Cllr Parker said a further meeting was planned with the Sports club where he hoped the new lease would be signed. He asked for approval to attend a training course on the 24th June.

Agreed.

Cllr Scott updated the Members on progress on the new War Memorial- The Church Diocese had rejected the design submitted.

He had received several complaints about the grass not being cut around the Two River properties. Cllr Scott had heard that there could be progress on the Wilderness Centre sale. He also confirmed that no appeal had been received on the application to site solar panels at Breakhart Hill. Cllr Scott had been asked several times why the Town Hall was called the Town Hall if Mitcheldean was a village. He agreed the matter should be addressed and suggested the Hall be renamed the Market Hall.

Publicity material needs to be purchased to publicise the LAG funding received for new play equipment. The Communications Committee to source signage.

One of the Balance Beams had become loose at the park- The Clerk to get the Caretaker to fix or remove, if necessary.

Meeting finished at 10pm.

Dated this day 9th Day of June 2014

Signed

D. Scott

CHAIRMAN-Douglas Scott