

# MITCHELDEAN PARISH COUNCIL

## MINUTES

OF A MEETING HELD ON MONDAY 11<sup>th</sup> November 2013 AT 7PM IN THE TOWN HALL,  
AFTER DUE NOTICE HAD BEEN GIVEN.

### **Present**

**Parish Councillors:** Mr D M Scott (Chairman)  
Mrs J. Fraser  
Mrs S F Henschley  
Mr A Edwards  
Mr A Maliphant  
Ms K A Wozencroft  
Mr Huw Baker

### **District Councillors:**

Mr B. Robinson (arrived 7.45pm)  
Ian Whitburn  
Mrs J Fraser

**County Councillor:** Norman Stephens

**Clerk:** Mrs Sandra Schwanethal

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

**Agenda Item 1 To Note Apologies for absence:** Mrs K A Baker

**Agenda Item 2 Members of the Public issues:** None

**Agenda Item 3 Code of Conduct – Declaration of Interests:** None

**Agenda Item 4 To Confirm the Minutes of the Monthly Meeting of Mitcheldean Parish Council held on the 14<sup>th</sup> October 2013.**

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

**Agenda Item 5. Sub Committees:**

**Communications:-No report**

### **Planning:**

*The following applications were considered;*

#### **P1525/13/FUL**

West View, Wigpool

Erection of a single storey rear extension & construction of external decking

**Decision: No objections**

#### **P1564/13/LBC**

May Lawn. New St.

LBC to install replacement timber windows. Internal alterations to first floor bathroom to form new en-suites.

**Decision: No objections**

P1656/13/TCA

Fell 2 Leylandii trees

**Decision: No objections**

### **Freemans Development**

Rob Delius (Architect, Stride Treglown and Lauren Cook (Town Planning consultant, Stride Treglown) attended a closed meeting with Mitcheldean Parish Council on behalf of Freeman's Gloucester Road Development, at 6pm, in the Town Hall.

Rob & Lauren explained that that under a new proposal, two or possibly three sites had been removed from the original back row, in order to give more spacing between properties.

There would now be a maximum of 12 similarly styled houses.

The Coleridge alternative proposal 2 was favoured by the councillors.

The councillors other comments, to be passed on to the Planning Officer, Tony Pope, were over concerns that the play areas had been reduced and that the site has no provision for affordable housing. It was felt the size of the properties (4 beds) may not cater for the needs of the local people.

However, the councillors do appreciate the time Mr Freeman has put into trying to alleviate the concerns of the Parish Council weighed against the economic constraints of the site.

Should the alternative proposal 2 Coleridge style houses be acceptable to the planning committee there would be no further objections from the Parish Council on this point.

### **Playing Fields-**

To **approve** additional funding from the PC for the extension to the bark covered enclosure. Approval given.

To **decide** on the best location for the winter salt store.

The salt had already been delivered to the garage behind the pavilion. As the Parish Council does not own a vehicle moving it would be difficult.

## **Agenda Item 6 Parish Councillors –‘Information Sharing’**

Cllr Henchley informed the members that the car parking charges in the car park to the rear of the library were being lifted on Saturday 16<sup>th</sup> November 2013 to accommodate the Christmas Fayre.

Cllr H Baker had had no further correspondence from the Sports Club. He would contact them again as a matter of urgency.

Cllr Wozencroft had given the clerk photographic evidence that the bins along Baynham Road were replaced tidily after collections. No further action would be taken following a complaint about the bins from another resident. Potholes had now appeared in Abenhall and on the Stenders Road-precise locations would be given to the clerk to report later in the week.

Cllr Wozencroft had received a complaint about people parking on the pavements.

Cllr Wozencroft had also taken several photographs of the blocked drains along the Stenders Road with water cascading into the High Street. County Councillor Norman Stephens said he could possibly help get the drains fixed. The clerk would pass the photos on to CC Stephens.

Cllr Maliphant reminded the Members that there would be a Christmas Fayre at the Library on Saturday 16<sup>th</sup> November.

Computer classes would be restarting at the Library on the 6<sup>th</sup> January.

Cllr Maliphant was hopeful that more residents would attend a second meeting to try to launch a committee to undertake a Neighbourhood Plan.

Cllr Edwards asked C.Cllr Stephens when he anticipated the work on the closed road would be finished as the diversion was having a negative impact on the roads around Mitcheldean.

C Cllr Stephens thought the road would be open again in January.

Cllr Edwards also asked if the entrance/exit to the playing fields could have restricted parking lines placed there as drivers vision was being severely restricted with a camper van parked there constantly. The clerk would contact Highways.

## Agenda Item 7 **County/District Councillors Reports**

District Cllr Fraser told the Members that the application for three million pounds of funding from the Heritage Lottery had failed. The next meeting would be in early December.

The Forestry Commission had reported that Chestnut Woods has chronic oak decline.

A call had been made for an impact assessment to be done following the badger cull as to the cost to the police.

County Cllr Stephens could report that the overgrowth obscuring the speed indicator sign on the Gloucester Road had now been cut back. He would also look into the overgrowth problem mentioned by Cllr Henchley along Plump Hill and liaise with Highways.

C. Cllr Stephens would be willing to speak with a couple of local farmers to see if they would be willing to help the village with snow clearance.

C.Cllr Stephens reminded the members that he had access to a small budget of about £2000 that could be spent on a small project within the village.

It was agreed that another pavement survey would be carried out by Cllr Edwards.

County Cllr Stephens, District Cllrs Whitburn & Robinson left the meeting at 7.50pm.

## Agenda Item 8 **Standing Orders**

The new model standing orders were found to need some editing and modifications before the council would adopt them. Cllr Maliphant would make the alterations and return them for approval at the December meeting.

## Agenda Item 9: **Clerk's report -Correspondence & enquiries**

**To approve quote from ABC for purchase of a Christmas Tree**

**Not approved. A cheaper alternative to be sourced.**

To give **approval** to restructure Agenda & Minutes in line with GAPTC guidelines

**Approved on a three month trial basis.**

To **agree/approve** the need for formal Agreements between all parties using the Pavilion & wording required on any lease.

**Approved**

Each councillor had been supplied with a copy of the Clerk's Report at the start of the Meeting. Letters and some Emails received and sent were placed in a folder on the table. Emails sent and received from the councillors themselves are not included.

Only the items requiring a response or decision from the council were read out.

# Clerk's Report November 2013

## Communications received:

Emails x 8 from Martin Jordan SSE about Christmas Dec. Meeting.  
Email from GAPTC re Scrap dealers-NALC Policy Consultation-New Standing Orders  
Email x 2 from David Fleming re meeting 29<sup>th</sup> Oct-he thought it was to discuss the Solar Park proposal not Neighbourhood Plan.  
Email from Douglas Scott re LAG funding  
Email from Sue in response to DS  
Email from Neil Batt re LAG funding reclaim arrangements  
Email from Heather Freeman at Kompan re installation date  
Email from Katie Spencer at Rural Play Ranger Team-Report Card for Summer Play Sessions and Poster for Oct half term session  
Email from Neil Batt-re installation of play equipment date  
Email x 2 from Neil Batt explaining problem with delivery date of play equipment  
Email confirmation for GAPTC course 22 Oct.  
Leaflet from Local Action Group  
Email from Simon Rugman re quote to complete works on the ditch.  
MDS-rejection of [sackettsontherock@gmail.com](mailto:sackettsontherock@gmail.com) email address  
Letter-TIC acknowledgement of cheque receipt  
Letter from Mr Taylor re tree on Eastern Ave-passed to Two Rivers  
Gloss CC Clocks go back check smoke alarms  
Email from Graham Adams asking for money (hacked account)  
Email from Citizen Advice Bureau with Annual Report  
Email from British Gas-quotes for dual fuel supply paid by DD  
Email from Clare Scrivens asking for permission to set up a table to sell mulled wine & mince pies for Help for Heroes charity-Sat.21 Dec or Tues 24<sup>th</sup> Dec-Passed to AM  
Email-posters CrossRoads Care X2  
Email NHS Glos-Call 111 Poster  
Rural Services Network Survey  
Email from Scouts-wish to proceed with use of Pavilion  
Email from Neil Batt re quotes for extending bark area  
Email from Lydney Town council re NDP  
Email from Sue H re planning application decision P/1525  
Email from Keith Jones-re Play Rangers on playing field same day as Skylight event  
Email from Glos Public Health with report attached.  
Email from Glos lighting re Christmas lights  
Email from Brockworth Parish Council re contribution to library by PC-fwd to AM  
Email from FOD Health Forum with Agenda for November meeting  
Email from GRCC re Road Safety issues survey  
Email from Steve Jones re Access to field for Skylight event  
Email from Western Power re Christmas lights  
Letter from Young Gloucestershire  
Email re street lighting outside KCL  
Email quote from SSE to rewire columns, mount & dismount Xmas Decs + T'C's  
Email from Npower re un-metered connection agreement  
Email from Tim ODonovan Mon CC re quote for Bark extension  
Email from Liz re access to playing fields query  
Email from Chris-Highways re gully clearance again  
Email from Wayne Highways re delivery of salt/grit  
Emails from Andrew, Sue and Sara re snow warden

Email from Brian Watkins re update on moving signs to make room for Xmas Decs  
Email from Glebe Contractors re Tree maintenance contract  
Rural Opportunities Bulletin-November-on table

## **Information:**

Community Payback-Glos Probation Trust  
Email from Glos.CC Highways re new waiting restrictions within the FOD area-MDean Eastern Ave.  
Gloucestershire Public Health Briefing-copy of report on table  
Letter from Post Office re move to Co-Op  
Email from FODDC-legal dept re adoption of the provisions of the Sustainable Communities Act 2007  
Email from Derek Broom re Precept-letter on table  
Gloucestershire Playing Fields Assc. Newsletter on table  
Glebe Contractors do snow clearance & rock salt spreading  
The fire extinguishers have been serviced.  
Portable appliance testing has been done.

## Communications sent

### **Payments sent to:**

Fenland playground equipment  
Magenta-photocopiers  
Toolite  
Hales of Drybrook  
WyeValley Stores  
Linkline  
TechPro IT  
Forest Equipment  
M& P Plumbing  
TIC  
GAPTC

### **Emails sent;**

FODDC Supplier info for LAG funding  
MPC for decision on Skylight event  
MPC-decision on S. Rugman quote for drainage works  
D.Tipp Scouts-use of Pavilion  
Dean Heritage Museum-Xerox Museum  
Keith Jones reply to Skylight event  
Steve Jones-use of MPC logo  
Simon Rugman-confirmation of approval of works  
Bridget Strong, Owen McCarthy, Glenda & David-confirming library as venue for meeting on the 29<sup>th</sup>.  
Dan Tipp-use of Pavilion  
Liz Lewitt X 2 re quotes  
2 Online submissions to Highways re- potholes and overgrowth  
Western Power re Christmas lighting  
Sue H –overgrowth footway  
Andrew-police

MDC- re budget setting  
Sue & Huw re planning application  
Glos CC lighting re Xmas lights  
MDC re Xmas Tree quote  
Forestgate church  
Andrew re Stall  
MDC- model standing Orders  
Glos CC lighting re light Stenders  
Western Power- unmetered supply x 2  
Dean Heritage re Museum  
Football club- electricity bill  
Highways re blocked drains x 2  
MDC re Freemans presentation  
Highways re Grit bins x 2  
Glebe Tree works  
Sue re Grit bins  
Highways re grit delivery  
Two Rivers Housing re Tree Eastern Ave  
MDC Agenda + Minutes  
Mon CC quote for bark  
Liz Lewit- withdrawal of offer  
FODDC- collection of leaves  
Andre- Pavilion  
Workwear re cheque  
Martin Jordan re Xmas lights x 4  
Andy Corban re decs on Co Op x2  
Marc Potter re Pavilion doors  
PC World re credit account  
Sara Re CC meeting  
Glebe contractors re Salt spreading

### **General Information**

Regular, routine emails received from;  
Rural Opportunities Bulletin  
SLCC-Practitioners Conference 28<sup>th</sup> February-1<sup>st</sup> March  
GRCC  
Plus Net  
Gloucestershire Punchline  
Rural Services Network  
GAPTC-Training  
Facebook  
Business Advisor  
Action for Market Towns  
Panel Warehouse  
Health Today  
Forest Housing  
WWYC-updates  
Historic Towns Forum  
Plus JUNK

## ONGOING PROJECTS

Christmas Decorations-To be completed by 29<sup>th</sup> November.

Christmas/lunch club-Quote for transport received.

Drain /Ditch Glebe close-work authorised-To be completed by 29<sup>th</sup> November

Overgrowth Hollywell Road-awaiting quote from Adams FOD to remove foliage-no start date

Clearance work at School-No further contact

Community Centre Management Committee issues/ownership of building- CC meeting 11 Nov. + letter from Francis Law

Gardening club Agreement-awaiting signatures

Sports Club lease of Pavilion-HB

Use of Pavilion by Scouts and Guides-Agreement written up needs approval & signatures

Repairs to Memorial Bench-no further action

Re-housing Museum- Dean Heritage to arrange visit

Health & Safety-Risk Assessments-No further forward

Lone workers Policy-No further forward

First aid refresher course-not found yet

Email from Francis Law Solicitors concerning ownership of Community Centre  
**Parish Council to remove the Community Centre from its insurance schedule.**

Email from Newland Parish council-asking each local authority/parish to challenge the FODDC's legality of its right to amend the basis in which the precept is paid.

**Decision made not to respond.**

Email from GAPTC re Ordnance Survey offer Free Training days on web mapping services that are free to PC's.

St Michael's Xmas tree Festival sponsorship £25 or £30.

**Decision made not to respond.**

Forest Sensory Services invitation Buffet Lunch 28<sup>th</sup> Nov 11.45-2pm-on table

Email from Dean Heritage re Museum-Need Councillor to lead an action group

**Cllrs Scott and Fraser may be willing to take this project forward.**

Quote from Michael's Travel from Shirley Jones re MDean Old Folks party.

**Approval to pay the transport costs given in an earlier meeting.**

## Agenda Item 10: Accounts

### IN COMMITTEE

*To Agree payments in accordance with the budget as listed in the attached schedule.*

To approve irregular working hours for staff & contractual implications.

*Approved, but will be reviewed shortly*

SS Time sheets approval to pay additional hours worked.

*Approved Time in Lieu may be taken.*

To approve the cancellation of the insurance cover to the Community Centre

*Approved*

To Approve a £25 donation to the British Legion

*Approved*

To approve/decline sponsorship of £25 to St. Michael's Christmas Tree Festival

*Declined*

Business was concluded by 9.45pm.

**Dated this day 9<sup>th</sup> December 2013**

**Signed**

*D. Scott*

**CHAIRMAN-Douglas Scott**