

MITCHELDEAN PARISH COUNCIL

MINUTES

OF A MEETING HELD ON MONDAY 14th October 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
Mrs K A Baker
Mr A Maliphant
Ms K A Wozencroft
Mr Huw Baker

District Councillors:

Mr B. Robinson
Ian Whitburn (arrived 7.40)
Mrs J Fraser (arrived 7.40)

Clerk: Mrs Sandra Schwanethal

[Mr B Waddell attended the meeting as an Elector]

Agenda Item 1 **Apologies for absence:** Sara Gates, Andre Edwards

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

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

Agenda Item 4 Minutes of the Parish Council Monthly Meeting

Cllr Henschley asked for her request to the Parish Council to take on an occasional cut back of the foliage on Plump Hill to be included.

With this inclusion the Minutes from the 9th September meeting were deemed to be an accurate and true reflection of the Meeting and were duly signed by the Chairman.

(Proposed by Cllr Maliphant, seconded by Cllr Baker and approved by all members who were present in September)

Agenda Item 5. Matters arising from the Minutes

Dealt with within the Clerk's Report

Agenda Item 6 Sub Committees

Communications:

There has been no further progress with the bi annual Magazine.

Planning

P1395/13/FUL-28 Dean Meadows-Erection of a two storey side extension P1428/13/FUL-10 Walwyn Close-Erection of a first floor rear extension **No objections, but boundary issue noted.**

P1367/13/LBC-Merrin, listed building consent for the conversion of existing outbuilding. Erection of single storey front extension to form annexed accommodation **No objections**

P1367/13/LBC-Merrin, Conversion of existing outbuilding. Erection of single storey front extension to form annexed accommodation **No objections.**

P1282/13/AG-Agricultural and Forestry Development. Home Farm Jubilee Road. Erection of an agricultural building for storage. **No objections**

The Chairman informed the Council that he had had a communication from Luke Freeman concerning a Conceptual Plan for the Dean Meadows site that Mr Freeman would like the council to consider before the next planning meeting on the 14 December.

Playing Fields:

Cllr Baker had compiled a report on costs and associated activities in relation to the proposed purchase of play equipment and LAG funding application. This breakdown of costs and associated works was circulated to each councillor at the start of the meeting.

The council were asked to approve bankrolling the entire cost of purchasing and installation of several pieces of equipment to a total of £26176.80.

As there is such a strict reclaim procedure Cllr Maliphant asked for assurances to be in place that all parties (FODDC, RDPfE, Kompan & MPC) could each fulfil their part of the contract before approval should be given.

Cllr Baker stated that the residents living adjacent to the play area would be informed.

The proposal with conditions was approved.
(Proposed K Baker, seconded K Wozencroft, all agreed)

Quotes received from Calgoo outdoor gym equipment were not considered as the Forest Youth forum have been awarded funding based on providing this equipment.

Agenda Item 7 Parish Councillors –‘Information Sharing’

Unfortunately, as Cllr Gates did not attend the meeting there was no update on the problems the Community Centre are currently facing.

Cllr Fraser had spoken to Graham Morgan about the possibility of the Dean Heritage Museum re-housing the Xerox Museum and asked the clerk to contact Nicola.

Cllr Baker said several residents had spoken to her over their concerns about the possibility of a Solar Park being built on the edge of the village.

Cllr Henchley asked if Ruspidge PC could borrow the display board. There was no objection. No charge would be made but a deposit may be asked for.

Also, that the overgrowth along Plump Hill was now causing pedestrians to walk in the road and asked for the County Council to be reminded this work needs doing.

The pavement outside KCL is uneven and could result in someone falling. Having a light would not help blind people. The Clerk is to report the problem.

Cllr H Baker had not been able to finalise any agreement with the Sports Club over the lease of the Pavilion. The annual donation from August 2012 has not been received.

Cllr Scott had heard that the Club may be looking for premises elsewhere.

Cllr Maliphant said if the Club needs subsidising then it should ask.

Cllr Wozencroft had been contacted by Mr Sherwood over his concerns about the old bus depot. Potholes had appeared along the Abenhall Road at the junction of Church lane and Poles corner, and another in the Bullring area. The wheelie bin was still being left outside KCL hairdresser's days after collection and this was a hazard. The pothole along St Michael's Close had been repaired.

Several of the drains along the Stenders Road still remain blocked despite them being flushed out. Dog fouling continues to be a problem especially along School Lane.

Cllr Maliphant had spoken to several of the residents who had spoken in the public session in the September meeting expressing their anger over the lack of consultation about the positioning of the skate park. They wished the councillors to know this was not personal, but they did feel that the council should publish their plans locally and in the press.

Cllr K Baker said she would prepare a press release and ask the clerk to forward it to the Forest Review.

Cllr Maliphant has obtained an updated Model Standing Orders document produced by NALC and asked for the councillors to consider adopting them at the next meeting.

There is to be a Christmas Market at the Library on the 16th November.

Cllr Scott informed the Members that the Christmas decorations had arrived and that the Council are still waiting to get a quote from SSE to rewire the poles and erect and remove the decorations.

Agenda Item 8 County/District Councillors Reports

District Cllr Fraser told the Members that a new committee had been formed to look at car parking charges in the Forest.

District Cllr. Whitburn is also on the new committee looking at car parking charges. He too had been contacted by concerned residents over the proposed Solar Park development.

District Cllr. Robinson had received a reply from the Waste team about a complaint of bad language being used in the village. The report was recorded as anonymous and therefore, not pursued, but the team would be told.

Planning applications for several supermarkets had been received in the Forest recently. Tesco's in Coleford. Asda in Cinderford and Sainsbury's in Lydney. The current Planning Policy Framework does not recommend approval for out of town developments.

English Heritage were funding the rebuilding of the old Paper Mill at the edge of the village that is deemed an important heritage site.

Agenda Item 9: Discussion

Approval was given to the quote from Glebe Contractors to carry out tree works in the recreation field area over a three year period in line with a report from J Unwin.

A date for an inaugural meeting about a Neighbourhood Plan was set for the 29th October at 6.30 in the Library. Cllr Maliphant would attend.

Cllr Maliphant said he would attend a workshop organised by the FODDC on the 22nd October about the Allocations Development Plan Document.

The Clerk reminded the Council that there was a need for a member of staff to have First Aid Training and asked if she could find and attend a suitable course. This was **approved**.

The Chairman asked the Council for **approval** to take 'slides', films and other items from the Xerox Museum to a company in Cheltenham that digitises such materials to get a quote.

Agenda Item 10: Clerk's report -Correspondence & enquiries

Each councillor had been supplied with a copy of the Clerk's Report at the start of the Meeting and a listing is included at the end of the Minutes. Letters and Emails received and sent were placed in a folder on the table.

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

Conditional **approval** was given to fund the drainage ditch works along the bottom of the Dirt Jump field bordering Glebe Close. The Clerk was waiting for a more detailed quotation from the contractor to be able to inform the Members exactly what work should be done.

Dan Tipp from the Scout Association had asked if the Scouts could use the Pavilion.

The Council **approved** the request and agreed that a charge of £2.50 per hour should be set. The Clerk to reply to Mr Tipp.

The Clerk had received a complaint from a resident about bins not being returned to their original position after emptying and asked if she should pursue this matter without further evidence. Cllr Wozencroft said she had not heard about this before and would see if she could get photographic evidence before anything further is done.

A letter from TIC had been received asking for a donation. A £200 donation was **approved** and the Clerk wrote the cheque immediately.

An email from Richard Inman from Rural Services Network had been received asking for a Survey to be completed. Cllr Scott **agreed** to complete.

An email from Malcom Vine FODDC Housing manager had been received asking if the Council would estimate how many people were sleeping rough in the area. Cllr Scott **agreed** to complete.

Lydney Town Council had sent a copy of their Neighbourhood Development Plan and asked for a response by the 20th November. The Councillors **agreed** not to respond.

Steve Jones from the Forestgate Church had asked if the PC would like its logo to appear on documentation being circulated about the setting up of a lunch club. The Council **approved** the use of the Town Hall as its logo.

GAPTC were holding a training course on the 22nd October. The Clerk asked if the Council would like her to attend. **Approval** was given to attend; extra working time and travel expenses would be paid. (SH & HB)

IN COMMITTEE

Agenda Item 11 Accounts

The following payment schedule was presented and approved;

A bank reconciliation till the 30 September 2013 was also presented.

3832

At 9.40pm the Clerk was asked to leave the building for the Council to consider matters relating to her contract of employment and salary. There were no members of the public or press present.

Dated this day 11th November 2013

Signed

CHAIRMAN-Douglas Scott

Communications received

Information

Email from Simon Rugman-Skate Park start date-weather dependant

Phone call from Mrs Prosser-re. Solar Park concerns

Email from Healthwatch Glos asking for Board Members

Letter from Mrs Dancey-re Parking top of Jubilee Road-clerk passed on concerns to
Highways

Building Control-Name & address of owner of The Old Cross House

Receipt from Glos Playing Fields Assc. for £50

Email from K Rushworth- FDean GCSX re Water treatment works

Email fwd on Localism and Neighbourhood Planning Conference, 24th October 2013

Annual General Meeting of Forest of Dean Citizens Advice Bureau on Wednesday 2nd
October 2013

Email confirming safe receipt of cheque from Forest Sensory and Artspace

Email from Steve Parslow complaining about grass cuttings being left on path at Community
Centre

Email from Brian Watkins-Glos Highways re Lorry Watch

Letter from FODDC-re community right to bid at wilderness

Email from Glos. Playing Fields Assc. invite to AGM 8th Oct.

Email- bulleting from AMT Towns alive
Email from Lucy Marsh- Working With Your
Council Training-online programme
Email from Parish Online re Maximising Community
Infrastructure Levy Payments
Email from Rob Dickinson about resident allowing their dog to
foul at the playing fields with **photograph-passed on to Dog Warden**
Email from Coleford
Area Partnership with invite to meeting on 12th November in Coleford about Heritage Open
Days

Email from Glos Playing Fields Assc.about Round 5 of the Sports England Inspired Facilities
Fund-applications by the 21st October-fwd to Sports Club

Received single Business Identifier Number from Rural Payment Agency

3833

Received Personal Identifier Numbers for Douglas and Katherine from Rural Payments Agency

Received autumn update from Carers Gloucestershire with invite to AGM on 12th November-on table

Received email posters from Gloucestershire Constabulary for Halloween & Clocks go forward.

Received Email poster from British Legion

Received email poster from Forest Voluntary Action Forum re AGM on 7th Nov.

Received email poster from Forest Youth Forum re event on 20th October

Poster from GRCC re Dementia Information Event on 23 & 30th Oct.

Received Email from Vanessa Morgan re solar Park-asking for MPC support to oppose any plans.

Email from Fr. David Gill re Church wall

Quotes from Caloo for outdoor gym equipment-on table

Received letter from Community Centre re Emergency meeting to find new Chairman & Treasurer

Email from Kate Baugh re Funding opportunities

Email from Steve Jones who held a second meeting about the lunch club 2 Oct.

Email received from FODDC re Training Session for Councillors on the Community Right to Bid-6th November

Emails from Liz Lewitt re LAG funding-urgent response needed.

Email from Ian Whitburn about new group looking at Car Parking Charges

Email from Neil Batt re LAG funding-re project costs

Email from K Baker-Playing Fields Funding-copies for all councillors

General Information

A Cinderford resident –Gerald Cooke plus friends visited Museum on Wednesday 9th Oct.

Gas Boiler in the Town Hall has been serviced

Adrian & Peter cleared behind the co op & Court Farm Lane

Adrian & Peter are currently repainting the play equipment and further red paint has been purchased.

Adrian & Peter will be helping Ian Graves with concreting in the balance beams, possibly on 15th or 16th Oct. Email from IG quoting £85 for materials-agreed Sept. that PC would pay this cost.

Had meeting with Health & Safety consultant-re lone workers policy

Contacted Highways re junction Jubilee Road –Plump Hill

Christmas Decs have arrived. SSE have given quote of £265 per column to rewire, mount & demount decorations.(email)

Seb Adams to clear/cleared area around ditch £120

Area adjacent to Holywell Road quite a big job-need to speak to residents

Written to Gary Ellis at Francis Law for Advice over ownership of Community Centre.

Douglas attended meeting about Solar Park on the 24th Sept.

Also Douglas attended meeting at FODDC on the 24th Sept.

Heritage Days –opened-fewer visitors than last year.

Clerk sought advise over VAT status re bankrolling LAG funding from Chelt. BC

Clerk in negotiations with School over grounds maintenance. PC selling the services of Caretaker & Street cleaner at £10 per hour.emails in correspondence folder.

MPC domain name & Email address was suspended from the 24th Sept to 3 Oct as it had expired and no renewal notification had been received. Clerk paid for renewal with her own credit card.

The PC computer broke down on Tues 1st Oct-Avast anti Virus software was deleting the drivers.

Clerk negotiating with British Gas & NPower re rates for supplies to both Town Hall & Pavilion-rec'd email with prices.

Have registered & applied for credit account with PC World in order to purchase laptop and projector.

Regular, routine emails received from;

SLCC

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

Plus JUNK

ONGOING PROJECTS

Christmas Decorations

Christmas/lunch club

Drain /Ditch Glebe close

Overgrowth Hollywell road

Play equipment Maintenance/Repainting/Postcret Balance Beams

Clearance work at School

Outsourcing of maintenance team-quotes/invoices

Community Centre Management Committee issues/ownership of building

Gardening club Agreement

Sports Club lease of Pavilion

Possible additional use of Pavilion by Scouts-may need lease

Repairs to Memorial Bench

Community Involvement Group-Neighbourhood Plan/solar Park/Vantage Point BP

Newsletter-Monthly

Magazine-Bi Annual

Re-housing Museum/organising visits

Health & Safety-Risk Assessments

Lone workers Policy

First aid refresher course

TRAINING

WWYC

Plus additional courses by GAPTC