7.

MITCHELDEAN PARISH COUNCIL

Minutes of the meeting held on Monday 13th December at 7.00pm at The Lamb Skittle Alley

Present:

Parish Councillors: Janet Keene (Chair), Shaun Stammers, Andre Edwards, Jackie Baber, Bill Waddell, David Thomson and Phil Didcote

Also present: April Seabrook (Clerk)
County Councillor Philip Robinson
District Councillor Andrew Gardiner
District Councillor Thom Forrester
4 members of the public

1. To note apologies for absence

Cllr Kay Wozencroft and District Councillor Jackie Fraser.

2. Members of the public issues (15 minutes Standing Orders suspended

A resident informed Council that he had attended the Forest of Dean District Council Planning Forum, where he discussed The George site and was informed that the planning permission on the site had expired. He also mentioned that he had reported the parking opposite the Co-Op to the County Council Highways Department. He was informed by the Clerk that the Highways Department had been contacted several times about this issue and that the Area Highways Manager had stated that the parked cars on the single yellow line were seen as traffic calming.

Council received a short presentation from Anne Maliphant, which was read out by her husband as she was at work, Nicola Willett and Steph Boocock regarding their applications to become a Parish Councillor.

3. Declarations of Interests

Cllr Edwards declared an interest in the Sports Club, Cllr Keene declared an interest in the Village Fete as she is on the committee and Cllr Stammers declared an interest as he is the District Councillor for Cinderford East.

4. Requests for Dispensations

The Clerk has agreed to give six months dispensation for Cllr Keene to discuss and vote on any issues regarding the Village Fete as this is in the interests of the residents of Mitcheldean.

5. Minutes of the Extraordinary Meeting held on 22nd November 2021

It was resolved to accept the minutes of the Extraordinary meeting which was held on 22nd November 2021 as an accurate record of the meeting, and was signed by the Chair.

6. Planning matters

a) P0129/21/DISCON – The Roost, Jubilee Road, Mitcheldean – Discharge of condition 04 (lighting details) and 08 (cycle storage) relating to planning permission P0715/21/FUL. No objections.

7. Review of Staff Appraisal Policy

Council reviewed and re-adopted the Staff Appraisal Policy once the new Appraisal Form had been added. **Action: Clerk**

8. **<u>Fitness Class requesting permission to use the Playing Field</u>**

Council agreed for the Fitness Class to use the playing field for an initial six months, after which time Council may consider if a charge should be made for using this facility.
Action: Clerk

9. **<u>The Annual Asbestos Re-Inspection Survey for the Pavilion</u>**

Council received the Annual Re-Inspection Survey for the Pavilion and noted that overall risks were low.

10. **<u>Village Fete</u>**

Council agreed that the Village Fete would be brought under the auspices of the Parish Council and that the Fete should be held when there was a two-hour break in the activities of the Mitcheldean Folk Festival, if this couldn't be agreed then the Fete would be moved to a different weekend. Also, it was agreed that Council would like to have sight of the expenditure and income from the Fete. **Action: Cllr Keene**

11. **<u>Mitcheldean Charities</u>**

Cllr Thomson informed Council that there were three different charities in the Charitable Trust, one was to give financial assistance to residents in need, although funds shouldn't be given for items that are covered by the benefits system, and the second one was to assist young people into work.
He also stated that the Council should appoint four Trustees to the charity and suggested that this should be discussed and Trustees agreed at the Council's January meeting when there would be a full council. This was agreed. **Action: Clerk**

12. **<u>Youth Engagement Strategy</u>**

Cllr Stammers informed Council that he had met with members of Staff from Dene Magna School and they stated that they would like twelve students to get involved in a long-term project and therefore the aim is to hold two meetings during each school term, which would be an excellent way to get the young people of Mitcheldean to engage with the Parish Council. Council agreed to a budget of £2,000 during the next financial year to help facilitate this.
Action: Cllr Stammers

13. **<u>Fire Risk Assessment for Town Hall</u>**

Council received the Fire Risk Assessment for the Town Hall and it was agreed that at the present time the Town Hall should not be used, as it does not have the correct fire safety procedures in place. It was agreed that a Fire Safety Policy needed to adopted by the Council, weekly fire checks need to be carried out, staff needed to receive fire extinguisher training and that the locks to the Town Hall needed to be changed to make sure that no unauthorised person entered the building, as a safety precaution. **Action: Clerk**

14. **<u>2022/23 Budget</u>**

Council agreed the 2022/23 budget (Appendix A), with a precept of £95,267, which is an increase of 5%. **Action: Clerk**

15. Photocopier Contract

Council agreed to terminate the contract for the rental of the Council's two photocopiers.

Action: Clerk

16. County & District Councillor Reports

District Councillor Thom Forrester informed Council that he had liaised with a local quarry to have the spout at Borden Well replaced.

District Councillor Andrew Gardiner stated that the enquiry regarding Northern Quarter Development at Cinderford was ongoing.

County Councillor Philip Robinson informed Council that Gloucestershire had reached the final five locations to be considered for a nuclear fusion power station in 2040, if the county did win this bid there would be a thousand new jobs in the area.
He also stated that the Build Back Better Fund had awarded grants in Mitcheldean, to Goals Beyond Grass and Mitcheldean Early Learners.
The Council discussed with Cllr Robinson the concerns regarding the upcoming road closure of Carisbrook Road while resurfacing takes place and he stated he had already been in discussion with the Area Highways Manager to see if there was another option to all of the road being closed for eight working days.

17. Clerk's Report

Appendix B

18. Accounts/Finance

a) Council agreed the following payments and receipts:

Payments made since last meeting

No	Payee	Details	Method	Amount	Power	Budget
151	NEST	Pension Contributions	DD (12/11/21)	£113.70	LGA 1972 s112(2)	Staff Costs
152	XLN	Broadband & Telephone	DD (22/11/21	£68.33	LP(FP)A 1963 s5	General Admin
153	Ecotricity	Gas @ Pavilion	DD (24/11/21)	£12.68	LGA 1972 s111	Pavilion
154	Ecotricity	Electric @ Pavilion	DD (26/11/21)	£81.78	LGA 1972 s111	Pavilion
155	Ecotricity	Electric @ Town Hall	DD (26/11/21)	£2.18	LGA 1972 s111	General Admin
156	Mowtech	Grass Cutting	BACS (30/11/21)	£336.00	HA 1980 s96	Playing Field
157	Salaries	November Payroll	BACS (30/11/21)	£3,758.32	LGA 1972 s112(2)	Staff Costs
	Waterplus	Water rates	DD (01/12/21)	£82.37	LGA 1972 s111	Pavilion
158	Mitcheldean & Abenhall PCC	Christmas Tree Festival	CHQ (06/12/21)	£20.00	LGA 1972 s137	General Admin

159	99 Web	Monthly website maintenance	SO (07/12/21)	£50.00	LGA 1972 s111	Communications
160	NEST	Pension contributions	DD (13/12/21)	£103.63	LGA 1972 s112(2)	Staff Costs
			TOTAL	**£4,628.99**		

Payments to be agreed at meeting

No	Payee	Details	Method	Amount	Power	Budget
161	Forest Tree and Fencing	Making tidy Cross Gardens	BACS (14/12/21)	£850.00	LGA 1892 s8 (1)(i)	War Memorial
162	Wybone	Dog Bags	BACS (14/12/21)	£336.72	LGA 1972 s111	Playing Field
163	Hereford Fire Protection	Fire Extinguisher Inspection	BACS (14/12/21)	£103.80	LGA 1972 s111	General Admin
164	HMRC	PAYE & NI for November Payroll	BACS (14/12/21)	£476.90	LGA 1972 s112(2)	Staff Costs
165	PATA	Payroll Services	BACS (14/12/21)	£42.15	LGA 1972 s111	General Admin
166	Mowtech	Marking out football pitches	BACS (14/12/21)	£432.00	LGA 1892 s8 (1)(i)	Playing Field
167	OfficeStar	Stationery	BACS (14/12/21)	£68.01	LGA 1972 s111	General Admin
168	A & E Fire & Security	Fire Risk Assessment	BACS (14/12/21)	£960.00	LGA 1972 s111	General Admin
169	Magenta	Photocopier usage	BACS (14/12/21)	£69.14	LGA 1972 s111	General Admin
170	K J Passey Heating	Gas boiler service at Pavilion	BACS (14/12/21)	£66.00	LGA 1892 s8 (1)(i)	Pavilion
171	Toolite	Black bags & gloves	BACS (14/12/21)	£63.68	LGA 1972 s111	Playing Field
			TOTAL	**£3,468.40**		

Receipts

09/11/21 Interest	£0.16
09/11/21 Interest	£0.25
22/11/21 Hire of photocopier	£50.00

b) Council approved the petty cash figures for November 2021

c) Council received the bank reconciliation for November 2021

d) Council received the budget versus spend report up to 10th December 2021

e) Cllr Thomson carried out the monthly financial checks of the Council's accounts on 13th December 2021

19. 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:

a) After some discussion Council voted by a majority decision to ask Steph Boocock and Nicola Willett to become Parish Councillors.
b) Council agreed to give each member of staff an extra six hours overtime for all the extra task that they carried out in their own time during 2021.

There being no further business, the meeting closed at 9.30

SIGNED:

DATE:

APPENDIX A

BUDGET	2021/22	Expenditure to 31-10-21	Projected Expenditure to Year End	Proposed Budget 2022/23	NOTES
Mule Service	£ 400.00	£ 520.43	£ 520.43	£ 700.00	Increased to allow for age of Mule adding to maintenance cost
Football Pitch Maintenance	£ 4,000.00	£ 2,812.50	£ 4,821.43	£ 5,000.00	Increased to allow for expected extra costs - contribution from clubs to be discussed
Litter Bins	£ 500.00			£ 500.00	Maintained to allow for vandalism / replacement
Trees	£ 1,000.00	£ 480.00	£ 822.86	£ 1,000.00	General maintenance of existing trees which fall under our responsibility
Dog Bags & Dispensers	£ 950.00	£ 237.16	£ 406.56	£ 500.00	Reduced to reflect agreed change in policy
Grass Cutting	£ 13,500.00	£ 840.00	£ 12,744.30	£ 15,000.00	Increased to allow for up to 11% rise in cost
Mole Control	£ 300.00			NIL	Removed from budget following zero spend in
Petrol	£ 450.00	£ 250.20	£ 428.91	£ 600.00	Increased to allow for new chipper and expected fuel cost rises
PPE & Tools	£ 2,500.00	£ 1,589.24	£ 2,724.41	£ 2,500.00	Reduced to reflect loss of one member of staff
TOTAL PLAYING FIELD COSTS	**£ 23,600.00**	**£ 6,729.53**	**£ 22,468.90**	**£ 25,800.00**	**9.3% Increase**
Pavilion Utilities	£ 3,000.00	£ 1,193.08	£ 2,045.28	£ 3,000.00	Maintained to allow for increased usage post Covid
Pavilion Repairs	£ 500.00	£ 155.74	£ 4,896.24	£ 500.00	General maintenance only - large repairs to come from contingency budget in future
Annual Inspections	£ 100.00		£ 340.00	£ 1,000.00	Increased to cope with expected increase in compliance requirements
TOTAL PAVILION RUNNING COSTS	**£ 3,600.00**	**£ 1,348.82**	**£ 7,281.52**	**£ 4,500.00**	**25% Increase**
Inspections of Play Equipment	£ 750.00	£ 695.00	£ 695.00	£ 1,000.00	Increased to allow for acquisition of Lining Wood
TOTAL PLAY AREA COSTS	**£ 750.00**	**£ 750.00**	**£ 750.00**	**£ 1,000.00**	**33% Rise to allow for Lining Wood and general cost increases**
Town Hall and Sundry Utilities	£ 2,000.00	£ 769.92	£ 1,319.86	£ 2,000.00	Allows for greater use of the Town Hall than in 2021/22
Photocopier & Printing Costs	£ 1,700.00	£ 854.10	£ 1,464.17	£ 1,000.00	Reduced to allow for termination of photocopier contract
CCTV	£ 1,200.00	nil	£ 889.80	£ 1,200.00	Covers maintenance and repair
Stationery	£ 150.00	£ 87.26	£ 149.59	£ 250.00	Increased to allow for more paper use once photocopier contract ends
Cleaning Bus Shelter	£ 150.00	£ 70.92	£ 121.58	£ 150.00	No significant cost increase expected
Servicing and Inspections	£ 500.00	£ 870.00	£ 870.00	£ 1,000.00	Increased to allow for ageing of equipment
Subscriptions	£ 1,100.00	£ 963.90	£ 963.90	£ 1,100.00	No significant cost increase expected
Audit	£ 700.00	£ 665.00	£ 665.00	£ 800.00	Increased to allow for expected cost increases
Insurance	£ 2,500.00	£ 2,183.69	£ 2,183.69	£ 2,500.00	No significant cost increase expected
Hanging Baskets / Plants	£ 300.00	£ 76.80	£ 76.80	NIL	Item removed to projects budget
TOTAL GENERAL COSTS	**£ 10,300.00**	**£ 6,541.59**	**£ 8,704.39**	**£ 10,000.00**	**3% Overall reduction due to removal of hanging basket / plants costs to project budget**
HMRC	£ 5,000.00	£ 3,298.79	£ 5,655.07	£ 6,500.00	Increased to allow for expected tax increases
Pension Contributions	£ 1,500.00	£ 699.95	£ 1,199.91	£ 1,500.00	No change
Salaries	£ 45,000.00	£ 25,704.75	£ 44,065.29	£ 50,000.00	Increased to allow for wage rises
Staff Training	£ 500.00	nil	£ 45.00	£ 750.00	Increased to allow for re-certifications due (strimmer), new training for chipper and CPD
Payroll Administration	£ 700.00	£ 387.60	£ 664.46	£ 750.00	To allow for general increase in costs
TOTAL STAFF COSTS	**£ 52,700.00**	**£ 30,091.09**	**£ 51,629.73**	**£ 59,500.00**	**13% Increase**
Donations	£ 2,500.00	£ 700.00	1200	£ 3,000.00	20% increase in budget
TOTAL FOR GRANTS AND DONATIONS	**£ 2,500.00**	**£ 2,500.00**	**£ 2,500.00**	**£ 3,000.00**	**20% Increase**
Website and Email Hosting	£ 700.00	£ 350.00	£ 600.00	£ 750.00	Raised to allow for expected cost inflation
TOTAL FOR COMMUNICATIONS	**£ 700.00**	**£ 350.00**	**£ 600.00**	**£ 750.00**	**7% Increase**
Town Hall Maintenance and Upgrade	£ 19,147.00	£ 322.04	£ 3,496.94	NIL	Item transferred to projects budget
TOTAL FOR TOWN HALL	**£ 19,147.00**	**£ 322.04**	**£ 3,496.94**	**£ -**	**Removed from main budget**
Christmas Tree	£ 300.00		£ 300.00	£ 400.00	Increased by 33% to allow for expected cost increases
Electricity Cost	£ 450.00		£ 450.00	£ 500.00	Increased to allow for expected rises in energy costs
Installation, removal and storage of lights	£ 3,500.00		£ 4,420.14	£ 4,500.00	Increased following 2021 quotations
TOTAL COST FOR CHRISTMAS LIGHTS	**£ 4,250.00**		**£ 5,170.14**	**£ 5,400.00**	**27% Increase**
CCTV Cameras	**£ 5,000.00**	**£ 3,967.95**	**£ 4,363.95**	**NIL**	**Item moved to Projects budget**
War Memorial	**£ 10,000.00**	**£ 9,163.23**	**£ 9,163.23**	**NIL**	**Project Complete**
Contingency				**£ 5,000.00**	**Unforeseen costs**
GRAND TOTALS	**£ 132,547.00**	**£ 48,633.07**	**£ 102,601.62**	**£ 114,950.00**	**Overall 17% reduction - mostly due to removal of budget for Town Hall Refurbishment and completion of War Memorial project**
		Unspent Total	£ 53,968.55		Carried over to sheet 2: ' Income and Expenditure'

INCOME AND EXPENDITURE		
Current Account Balance at 31-10-2021	£ 97,199.40	
Savings Account Balance at 31-10-2021	£ 20,071.17	
Wintle Account Balance at 31-01-2021	£ 30,900.78	
Petty Cash at 31-10-2021	£ 113.49	
Total Cash Assets at 31-10-21	**£ 148,284.84**	
Expected spend to year end	£ 53,968.55	Taken from Sheet 1: 'Main Budget'
Projected Cash Assets at Year End	**£ 94,316.29**	
Projected VAT Refund	£ 4,500.00	
Precept	£ 95,267.00	DIVIDED BY TAX BASE £873.89 = £109.01
Fee for taking on Lining Wood	£ 20,000.00	
Football Club Lease	£ 4,000.00	
TOTAL EXPECTED INCOME 2021/22	**£ 123,767.00**	
PROJECTED TOTAL CASH AVAILABLE FOR 2021/22	**£ 218,083.29**	**Adding total expected income to projected cash assets**
Main Budget total cost	£ 114,950.00	Taken from Sheet 1: 'Main Budget'
Mandatory Maintained Reserve	**£ 57,475.00**	**Half of Main Budget total cost to allow for six months reserve funds**
Useable' funding	£ 45,658.29	Clarification: This is the absolute maximum which may be spent on projects and which will leave us with only the mandatory maintained reserve.

PROJECTS BUDGET					
			Community Engagement		
Pavilion	£	15,000.00		Hanging Baskets and Dis	£	3,000.00
Parks and Recreation	£	5,000.00		Fete	£	2,000.00
Reserves Retained	£	5,000.00		Cross Gardens	£	2,000.00
RX Museum	£	1,500.00		Youth Engagement	£	2,000.00
Contingency	£	3,500.00		Community Safety	£	2,500.00
SUB TOTAL	**£**	**30,000.00**		**SUB TOTAL**	**£**	**11,500.00**
GRAND TOTAL	**£**	**41,500.00**				
Useable funding	£	45,658.29	From Sheet 2			
Budget under-spend	£	4,158.29	Carried over to 2023/2024 budget along with mandatory reserve fund			

Clerk's Report for December Meeting

Reported to the County Council Highways Department that there was overgrown vegetation at the sides of the pavements on Plump Hill, which was making the pavements very narrow for residents to walk along adjacent to a very busy road.

The County Council Highways Department have repaired the stile In Baby Lane.

As requested, the County Council Highways Department have cut back the vegetation on the footpath going up Plump Hill.

As requested, the County Council Highways Department have again fixed the fence that runs along the side of the pavement on Abenhall Road.