

MITCHELDEAN PARISH COUNCIL

Minutes of the meeting held on Monday 11th April 2022 at 7.00pm at The Lamb Skittle Alley

Present:

Parish Councillors: Janet Keene (Chair), Jackie Baber, David Thomson, Steph Boocock, Shaun Stammers, Phil Didcote, Kay Wozencroft and Nicola Willett

Also present: April Seabrook (Clerk)
District Councillor Thom Forrester
2 Members of the public

1. To note apologies for absence

Cllr Andre Edwards and Bill Waddell, District Councillors Jackie Fraser and Andrew Gardiner, County Councillor Philip Robinson and PCSOs Tracy Martin and Natalie Kettlety

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

A local resident informed Council that he would like to set up a Community Kitchen Garden using the land at the top of Glebe Close and part of the Sheep Field and the Dirt Jump Field. He stated that the project would cost the Council nothing and would have a zero carbon impact and that there were already 30 volunteers willing to carry out the work along with offers to donate some of the machinery required to work the land, and a local business had offered to supply 20 fruit trees. His initial idea is that each resident who wants to participate in the scheme would be allocated 50 square metres of land. There would be a management committee with a maximum of 12 members. He was informed that this item was on the agenda and would be discussed further later in the meeting.

The other member of the public asked about the current policy regarding the Town Hall and the Xerox Museum, and was informed that there was active consideration taking place regarding moving the museum to a new home which would be more accessible for the public.

3. Declarations of Interests

None

4. Requests for Dispensations

None

5. Minutes of the Meeting held on 14th March 2022

It was resolved to accept the minutes of the meeting which was held on 14th March 2022 as an accurate record of the meeting, and was signed by the Chair.

6. Planning matters

- a) P0285/22/FUL – The Paddocks, Lea Bailey - Change of use of land to tourism and stationing of horse box with decking. No objections
- b) P0296/22/FUL – Herguest Cottage, Wigpool Common, Mitcheldean – Conversion of multi-functional room above the garage (ancillary to the main house) into self contained holiday let. No objection to change of use of room above garage to dwelling, but would prefer it not to be a holiday let.

- c) P0429/22/TCA – Old Court House, Townsend, Mitcheldean – Fell 1 x Lawson Cypress from rear garden of the property. The work is necessary to make the tree safe following damage caused by Storm Arwen in November 2021. No objections to felling of Cypress tree subject to an Arborologist Report and that a replacement tree is planted in the garden.
7. **Complaints Policy**
Council reviewed and re-adopted the Complaints Policy. **Action: Clerk**
8. **Standing Orders**
Council reviewed and re-adopted the Standing Orders. **Action: Clerk**
9. **Code of Conduct**
Council having been informed that Dispensations must be requested in writing, reviewed and re-adopted the Code of Conduct. **Action: Clerk**
10. **Mitcheldean Early Learners Donation Request**
Council agreed to give a donation of £250 to Mitcheldean Early Learners for some small fruit trees for their outside space, as well as an outside storage facility. Also, further information regarding funding for their outside space will be forwarded to them.
Action: Clerk & Cllr Willett
11. **Community Kitchen Garden Project**
Council agreed in principle to the concept of the Community Kitchen Garden Project, however no decision has yet been agreed on the location of land to be used. The Council would like further information regarding this project before a decision can be reached and therefore further questions will be sent to the lead resident and he will attend the next Parks and Recreation Committee Meeting to discuss this matter further.
Action: Parks and Recreation Committee & Cllr Thomson
12. **Armed Forces Covenant**
Council agreed to the signing of the Armed Forces Covenant by Cllrs Keene, Stammers, Thomson and Willet. This document had to be signed by 8th April, and therefore was signed before the meeting and has now been forwarded to Gloucestershire County Council.
13. **Insurance Cover**
Council were informed that the Council's insurance company had confirmed that as we had a tree survey carried out regularly, the public liability insurance covers any damage to property or personal injury caused by one of the Council's tree. Also, that the insurers were now aware that the computer equipment was situated in the Clerk's home and this had been updated on the Insurance Schedule, along with the removal of the bus shelter that had been removed from Plump Hill. The Council agreed that the insurance cover was now sufficient.

14. Internal Audit

Council received the Internal Audit Report and noted the following comments, it is recommended that the Asset Register is published on the Council's website, that the setting of the Precept is listed as a separate item on the agenda rather than linked to the approval of the budget and the dates for the period of the Exercise of Public Rights are also reported to Council and minuted. **Action: Clerk**

15. Risk Management Schedule

Council reviewed and agreed the new Ground Staff Activity Risk Assessment, and with the change of location of meetings, plus a record of any complaints or issues regarding the condition of the play equipment to be kept in a book, have been added to the Risk Management Schedule, Council reviewed and re-adopted the updated Schedule. **Action: Clerk**

16. Lone Worker Guidance

Council reviewed and re-adopted the Lone Worker Guidance. It was also agreed that Cllr Thomson carry out further research on pagers and that costings would be looked into for an occupational health check. **Action: Cllr Thomson & Clerk**

17. Councillor Reports

Cllr Stammers reported that he has completed a County Council grant form which has been sent to Cllr Philip Robinson, and that the Parks and Recreation Committee would like to have electronic GIS mapping of all the land that the Parish Council own, and are looking into getting plans drawn up for the refurbishment of the Pavilion.

Cllr Boocock reported that the Media Committee had almost completed the Newsletter which would be going to the printers on 15th April and that the Newsletters would be put in the butchers, library etc for residents to pick up.

Cllr Keene reported that the first village litter pick, took place on Saturday 9th April, which went very well. Cllr Stammers and 2 local residents joined her and she stated that the village is very tidy and hardly any litter was collected. She is going to continue with the village litter picks on the 2nd Saturday of every month, and that different areas of the Parish would be covered.

18. County & District Councillor Reports

District Councillor Thom Forrester reported to Council that the Spring and Wells Project was going well and the Borden will soon be completely restored.

19. Clerk's Report

Appendix A

20. Accounts/Finance

a) Council agreed the following payments and receipts:

PAYMENTS AND RECEIPTS TO BE AGREED AT MEETING HELD ON 11TH APRIL 2022

Payments made since last meeting

No	Payee	Details	Method	Amount	Power	Budget
238	Ecotricity	Electric @ Pavilion	DD (18/03/22)	£115.72	LGA 1972 s111	Pavilion
239	Ecotricity	Electric @ Town Hall	DD (18/03/22)	£16.03	LGA 1972 s111	General Admin
240	Ecotricity	Gas @ Pavilion	DD (21/03/22)	£131.96	LGA 1972 s111	Pavilion
241	Ecotricity	Gas @ Town Hall	DD (22/03/22)	£53.58	LGA 1972 s111	General Admin
242	XLN	Broadband & Telephone	DD (22/03/22)	£80.33	LGA 1972 s111	General Admin
243	Cash	Petty cash	CHQ (29/03/22)	£150.00	LGA 1972 s111	General Admin
244	Salaries	March payroll	BACS (31/03/22)	£3,984.75	LGA 1972 s112(2)	Staff Costs
245	Mowtech	Marking out football pitches	BACS (31/03/22)	£432.00	LGA 1892 s8 (1)(i)	Playing Field
246	Thomas Doe	Demolition/removal of wall of bus stop	BACS (31/03/22)	£650.00	LGA 1892 s8 (1)(i)	Playing Field
247	GAPTC	Councillor training	BACS (31/03/22)	£70.00	LGA 1972 s111	General Admin
	Waterplus	Water @ Pavilion	DD (01/04/22)	£82.37	LGA 1972 s111	Pavilion
1	99 Web	Website maintenance	BACS (07/04/22)	£50.00	LGA 1972 s111	Communications
			TOTAL	£5,816.74		

Payments to be agreed at meeting

No	Payee	Details	Method	Amount	Power	Budget
2	Magenta	End of contract fees	BACS (12/04/22)	£420.00	LGA 1972 s111	General Admin
3	Community Heartbeat	Defib battery	BACS (12/04/22)	£318.00	LGA 1892 s8 (1)(i)	Contingency
4	HMRC	PAYE & NI for March payroll	BACS (12/04/22)	£638.52	LGA 1972 s112(2)	Staff Costs
5	PATA	Payroll Services	BACS (12/04/22)	£47.15	LGA 1972 s111	Staff Costs

6	Mowtech	Grass cutting	BACS (12/04/22)	£168.00	HA 1980 s96	Playing Field
7	FODDC	Rates for Town Hall	BACS (12/04/22)	£217.06	LGA 1972 s111	General Admin
8	Peter Lawrence	Petrol	BACS (12/04/22)	£80.00	LGA 1972 s111	Playing Field
9	April Seabrook	Computer screen & keyboard	BACS (12/04/22)	£219.79	LGA 1972 s111	Contingency
10	Toolite	Padlock, visor, etc	BACS (12/04/22)	£117.89	LGA 1972 s111	General Admin
11	GAPTC	Annual subscription	BACS (12/04/22)	£726.42	LGA 1972 s143	General Admin
			TOTAL	£2,952.83		

Receipts

09/03/22 Interest	£0.15
09/03/22 Interest	£0.24
18/03/22 Credit Note payment from Npower	£482.60
21/03/22 Mitcheldean Surgery flower bed sponsor	£165.00
04/04/22 Bell Homes Lining Wood Children's Play Area	£20,000.00
07/07/22 Football Club invoice payment	£216.00
07/04/22 Football Club invoice payment	£98.97
07/04/22 Football Club invoice payment	£86.79
07/04/22 Football Club invoice payment	£73.37

- b) Council approved the petty cash figures for March 2022
- c) Council received the bank reconciliation for March 2022
- d) Council received the budget versus spend report up to 8th April 2022
- e) Cllr Thomson carried out the monthly financial checks of the Council's accounts on 11th April 2022
- f) Council approved the end of year figures for 2021/22
- g) Council approved the Annual Governance Statement for 2021/22
- h) Council approved the Account Statement for 2021/22

There being no further business, the meeting closed at 9.00pm

SIGNED:

DATE:

Clerk's Report for April Meeting

The damaged bus shelter on Plump Hill has now been demolished and the rubble removed.

The uneven pavement on the High Street, running from the Church to Churchill Way, has been reported to the County Council Highways Department, which has been inspected and report there was no fault found.

Cllrs Steph Boocock and Nicola Willett have attended the Councillor Toolkit Training Webinar.

The broken immersion heaters in the Pavilion have both been fixed and the gas boiler in the Town Hall has been replumbed so that there is now hot water in the building.

It has been reported to Gloucestershire County Council, that the markings on the road for the zebra crossing, located on the High Street, need repainting.

The Parish Council have taken over ownership of Lining Wood Children's Play Area on 31st March 2022. The area will be given a thorough clean by the Ground Staff Team and the cleaner as the area is currently looking a little neglected, it has been arranged with the contractor to cut the grass surrounding the play area on a regular basis, a new litter bin will be purchased, as the litter bin in situ has rotted away at the base, the trees will be surveyed and any works required carried out. The Council's insurance company have been informed, and have added the play equipment to the insurance schedule, which will increase the annual premium by an extra £115, a member of the Ground Staff Team will inspect the play equipment weekly, and the annual play equipment inspectors have been informed about the additional items that the Council now own.