

MITCHELDEAN PARISH COUNCIL

Minutes of the meeting held on Monday 10th October 2022 at 7.00pm at Mitcheldean Sports Pavilion

Present:

Parish Councillors: Janet Keene (Chair), Shaun Stammers, Phil Didcote, Bill Waddell, Andre Edwards, Kay Wozencroft and Nicola Willett

Also present: April Seabrook (Clerk)
County Councillor Philip Robinson
4 members of the public

1. To note apologies for absence

Cllr David Thomson and Jackie Baber, District Councillors Jackie Fraser, Andrew Gardiner and Thom Forrester

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

Nigel Gibbons from the District Council gave Council a presentation regarding the Second preferred Option Strategy Consultation. He informed Council that the District Councillors wanted to rethink the Local Plan which was agreed two years ago and that the District Council have to build 7,400 houses in the next 20 years and so are now starting to look at the larger villages such as Mitcheldean for some of this new development. Cllr Keene informed him that Mitcheldean Parish Council would send in their comments regarding this.

A resident asked if the bus shelter on Plump Hill, that was knocked when a van collided with it, was going to be replaced. He was informed that there were no plans to do so at the moment but the Council would give this some consideration.

A resident complained that when Cross Gardens was being redesigned no consideration was given to disabled people who would like to attend the Remembrance Service in November. She was informed that some consideration had been given to people with disabilities and that the Remembrance was only one day of the year, however, Council would review the number of benches in this area.

Council received a short presentation from Tracey Cruickshank and Matthew Brownsell-Dalton regarding their applications to become a Parish Councillor.

3. Declarations of Interests

None

4. Requests for Dispensations

None

5. Minutes of the Meeting held on 8th August 2022

It was resolved to accept the minutes of the meeting which was held on 8th August 2022 as an accurate record of the meeting, and was signed by the Chair.

6. Planning matters

- a) P1049/22/FUL – Maytree Cottage, The Rocks, Plump Hill, Mitcheldean – Erection of a two storey extension with associated works. No objections
- b) P0886/22/FUL – 4 & 5 Tusculum Way, Mitcheldean – Erection of a detached dwelling with associated parking, landscaping and works. Creation of vehicular access. No objections
- c) P1125/22/FUL – 31 Churchill Way, Mitcheldean – Installation of external wall insulation with finishing render. No objections to this planning application although there are concerns regarding the fact that the rest of the houses on the estate have exterior walls which are of red brick finish and therefore any rendering would be a change to the originally approved plans, and also how will it affect the neighbouring property.
- d) P1335/22/FUL – 4 Ross Road, Mitcheldean – Alteration to existing garage roof and construction of single storey link to rear elevation to create additional room and store (Retrospective). Removal of existing porch and construction of new porch. No objections, however, the retaining wall needs to be checked to ascertain if it belongs to the applicant, and there are concerns regarding the Council receiving another retrospective planning application.

7. Review of Financial Regulations

Council reviewed and re-adopted the Financial Regulations. **Action: Clerk**

8. Resident's Request to Purchase a Piece of Council Land for Disable Access

Council agreed that they would not sell the piece of land at Churchill Way, but are still happy to for the resident to accept the offer that the Council made in October 2021, which was that a path could be erected on Parish Council land to allow for disability access to their home, on the understand that they will remove the path when it is no longer required and that they pay the Council's legal fees for the Easement that would need to be put in place. **Action: Clerk**

9. Media Policy

Council reviewed and re-adopted Media Policy. **Action: Clerk**

10. Annual Report and Maintenance of Outdoor Gym Equipment

Council noted that the annual report and maintenance of the outdoor gym equipment had been received and there were no issues to report.

11. Mitcheldean Community Website

Council agreed that this matter would be postponed until Cllr Baber was feeling better and could discuss this with Council, as it was her proposal.

12. Resignation of Stephanie Boocock

Council noted the resignation of Stephanie Boocock and that the District Council had been notified. A vote of thanks was given by the Council for all Steph's hard work while she was on the Council, and it was agreed a letter of thanks would be sent to her.

Action: Cllr Keene and Clerk

13. Review of Asset Register

Council reviewed and agreed Asset Register.

14. Quote for new noticeboard

Council agreed the quote for a new noticeboard of £1206.00 plus VAT. **Action: Clerk**

15. Replacement Cradle Swings

Council agreed to the quote of £1,083.39 plus VAT for two replacement cradle swings with chains. **Action: Clerk**

16. Review of Member of Working Groups

Council agreed to differ this matter until the November meeting as there will be a new Parish Councillor attending that meeting. **Action: Clerk**

17. Quote for Installation and Removal of Christmas Lights

Council agreed to the quote of ££3,745.00 excluding VAT for the installation and removal of the Christmas lights. **Action: Clerk**

18. Coronation Event

Council agreed that this would be differed until the date of the coronation was set.
Action: Clerk

19. Hedge on Border of Dirt Jump Field and Hollywell Road

Council agreed the quote for £850 to cut back the hedge and trees on the border of the Dirt Jump Field and Hollywell Road. **Action: Clerk**

19. Working Group Reports

Xerox Working Group

Cllr Keene informed Council that the Lease for the room and Vantage Point, which has wifi and wheelchair access, had been signed and the next stage would be to ask the Friends of the Xerox Museum if they would like to assist when the exhibits are moved by a removal firm.

Parks and Recreation Ground Working Group.

Cllr Stammers informed Council that the plan of the Pavilion is with the Football Club and consideration is being given to whether all the works that were being planned were required and that perhaps the Pavilion could be split between the Football Club and a public area.

20. Councillor Reports

Cllr Keene reported that several Councillors and the Clerk had attended an Anti-Social Behaviour Meeting with the Police and youth workers, to consider the issues that Mitcheldean is having at the moment with some of the youth. The Police stated at the meeting that local residents must report all incidents regarding ASB to the Police, and that there is going to be another meeting held in a few weeks.

There were several suggestions made at the meeting about how to involve the youth in activities that would encourage them not to gather on the streets. The Council will hold a Workshop to consider some of these ideas.

21. County & District Councillor Reports

County Councillor Philip Robinson reported that Stagecoach were struggling to recruit enough drivers, and therefore have announced that they are going to return 12 contracts back to the County Council, and some of these routes will be in the Forest of Dean. They are also pulling drivers from the rural routes to the urban routes. Cllr Robinson stated that the County Council are trying really hard to find a bus company to take these routes over.

22. Clerk's Report

Appendix A

23. Accounts/Finance

a) Council agreed the following payments and receipts:

Payments made since last meeting

No	Payee	Details	Method	Amount	Power	Budget
96	NEST	Pension contributions	DD (12/08/22)	£234.90	LGA 1972 s112(2)	Staff Costs
97	Ecotricity	Electric @ Town Hall	DD (22/08/22)	£21.00	LGA 1972 s111	General Admin
98	Ecotricity	Electric @ Pavilion	DD (22/08/22)	£96.18	LGA 1972 s111	Pavilion
99	Ecotricity	Gas @ Pavilion	DD (22/08/22)	£19.53	LGA 1972 s111	Pavilion
100	XLN	Broadband & Telephone	DD (22/08/22)	£88.62	LGA 1972 s111	General Admin
101	Salaries	August payroll	BACS (31/08/22)	£4,375.73	LGA 1972 s112(2)	Staff Costs
102	EE	Mobile Phone	DD (31/08/22)	£26.40	LGA 1972 s111	General Admin
	Waterplus	Water @ Pavilion	DD (01/09/22)	£113.72	LGA 1972 s111	Pavilion
103	99 Web	Monthly website maintenance	DD (07/09/22)	£60.00	LGA 1972 s111	Communications
104	Janet Keene	Reimbursement for Queen's Canopy plaque	BACS (13/09/22)	£103.20	LGA 1972 s137	Contingency
105	Caloo	Annual inspection & maint. of outdoor gym	BACS (13/09/22)	£534.00	LGA 1892 s8 (1)(i)	Play Area Inspection
106	Toolite	Secateurs, cable ties etc	BACS (13/09/22)	£34.45	LGA 1972 s111	Playing Field
107	PATA	Payroll Services	BACS (13/09/22)	£42.15	LGA 1972 s111	Staff Costs
108	HMRC	PAYE & NI for August payroll	BACS (13/09/22)	£758.15	LGA 1972 s112(2)	Staff Costs
109	Pillowell Silver Band	Attending Village Fete	BACS (13/09/22)	£200.00	LGA 1972 s137	Village Fete
110	Playdale	Two replacement cradle swings with chains	BACS (13/09/22)	£1,213.60	LGA 1892 s8 (1)(i)	Parks & Recreation

111	Mowtech	Football pitch maintenance	BACS (13/09/22)	£783.00	LGA 1892 s8 (1)(i)	Playing Field
112	Community Heartbeat	Replacement battery and pads for defib	BACS (13/09/22)	£504.00	LGA 1892 s8 (1)(i)	Contingency
113	Peter Lawrence	Reimbursement for petrol	BACS (13/09/22)	£147.56	LGA 1972 s111	Playing Field
114	NEST	Pension contributions	DD (13/09/22)	£233.16	LGA 1972 s112(2)	Staff Costs
115	Ecotricity	Gas @ Pavilion	DD (20/09/22)	£19.53	LGA 1972 s111	Pavilion
116	Ecotricity	Electric @ Pavilion	DD (20/09/22)	£119.28	LGA 1972 s111	Pavilion
117	Ecotricity	Electric @ Town Hall	DD (20/09/22)	£28.76	LGA 1972 s111	General Admin
118	XLN	Telephone & Broadband	DD (22/09/22)	£88.62	LGA 1972 s111	General Admin
119	Salaries	September payroll	BACS (30/09/22)	£4,370.33	LGA 1972 s112(2)	Staff Costs
120	Toolite	Black bags, bungees etc	BACS (30/09/22)	£124.23	LGA 1972 s111	Playing Field
121	Mowtech	Marking out football pitches	BACS (30/09/22)	£630.00	LGA 1892 s8 (1)(i)	Playing Field
122	EE	Mobile Phone	DD (01/10/22)	£26.40	LGA 1972 s111	General Admin
	Waterplus	Water @ Pavilion	DD (01/10/22)	£113.72	LGA 1972 s111	Pavilion
123	99 Web	Monthly website maintenance	SO (07/10/22)	£60.00	LGA 1972 s111	Communications
			TOTAL	£15,170.22		

Payments to be agreed at meeting

No	Payee	Details	Method	Amount	Power	Budget
124	Mitcheldean MOT Centre	Kawasaki Mule annual MOT	BACS (11/10/22)	£45.00	LGA 1892 s8 (1)(i)	Playing Field
125	PATA	Payroll Services	BACS (11/10/22)	£42.15	LGA 1972 s111	Staff Costs
126	HMRC	PAYE & NI for September payroll	BACS (11/10/22)	£753.89	LGA 1972 s112(2)	Staff Costs
127	Zurich	Insurance for Kawasaki Mule	BACS (11/10/22)	£420.92	LGA 1972 s111	General Admin
128	James Smith	Replacement doors for garage	BACS (11/10/22)	£1,635.00	LGA 1892 s8 (1)(i)	Contingency
129	Mowtech	Cutting grass on Playing Field	BACS (11/10/22)	£558.00	HA 1980 s96	Playing Field
130	Hales	Brushcutter etc	BACS (11/10/22)	£448.58	LGA 1972 s111	Playing Field
			TOTAL	£3,903.54		

Receipts

09/08/22 Interest	£0.67
09/08/22 Interest	£1.02
15/08/22 Football Club invoices payment	£147.08
09/09/22 Interest	£0.85
09/09/22 Interest	£1.31
23/09/22 Precept payment	£47,633.50

- b) Council approved the petty cash figures for August & September 2022
- c) Council received the bank reconciliation for September 2022
- d) Council received the budget versus spend report up to 7th October 2022
- e) Cllr Stammers carried out the monthly financial checks of the Council's accounts on 10th October 2022

24. 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) Council noted the updated hours for the cleaner and a member of the Ground Staff Team.
- b) After some discussion Council agreed to ask Matthew Brownsell-Dalton to become a Parish Councillor.

There being no further business, the meeting closed at 9.15pm

SIGNED:

DATE:

Clerk's Report for the October Meeting

Contacted the County Council Highways Department requesting that the potholes in Dockins Hill Way, which had been reported as the repair of the potholes had been completed, although they are still not filled in. These have now been repaired.

Collected the deployed defibrillator which was located at the Smithy Stores from the Ambulance Station at Staverton and order new pads and new battery.

Reported the fly tipping by the garages in Eastern Avenue to the District Council.

Ordered two replacement baby swings for the children's play park in the recreation ground.

Kawasaki Mule has had an MOT and taxed for the coming year.

The wooden garage doors have been erected.

The PAT testing at the Town Hall and Pavilion has been carried.

The Asbestos Survey has been carried out at the Pavilion