

STAUNTON COLEFORD PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON 10th SEPT 2019 at 19:30

(N.B These minutes remain in draft form until approved at a subsequent meeting of the Council)

PRESENT

Parish Councillors: Jean Sadler, Jessica Horler, James Langdon-Down, Michael Parker, Cath Elsmore, Paul Mobbs-Morgan

District Councillor David Wheeler, Clare Davies (Clerk)

2495. TO RECEIVE APOLOGIES

Apologies were received from Cllr Andy Richards

2496. DECLARATIONS OF INTEREST

None

2497. REQUESTS FOR DISPENSATION

None

2498. MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 9TH July 2019

It was resolved to confirm the minutes as an accurate record

2499. REPORT FROM COUNTY & DISTRICT COUNCILLORS

Councillor Wheeler provided a verbal update on work relevant to the parish as follows;

Councillor Wheeler sits on the planning committee and if there are any planning applications that come up that are controversial to the parish he would appreciate being notified immediately since he only has 21 days to call in a planning application. Councillor Wheeler also reported that he sits on the audit committee and currently the annual deficit for the District Council is £1.2 million.

2500. PARISH CLERKS REPORT

The deposit account at Unity Trust Bank has now been set up. The Audited Accounts are on the website. The clerk is waiting for the final Barclays bank statements to do a full reconciliation. Reconciliations going forward will be on a monthly basis. Going forward, invoices will not be entered onto the spreadsheet until they have been approved at the subsequent meeting.

Action: Cllr Sadler and Horler to attend Barclays to close the deposit account and transfer the monies into the Unity Trust Bank account.

Clerk to email all regular suppliers to inform them that the cut-off date for invoices to be presented for approval at a meeting, will be 10 days before the meeting.

Cllr Langdon-Down to approve invoices this month

Clerk to send Meend Account to Councillors

2501. I) TO RECEIVE AN UPDATE ON FINANCES

The following payments were agreed to be paid by BACs;

To	Purpose	Power	Value of cheque (£)
Clare Davies	Salary/Expenses July £224.28 (includes Mileage and home allowance plus expenses)	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£224.28
Clare Davies	Salary/Expenses August £224.08 (includes Mileage and home allowance plus expenses plus mileage to collect accounts from Malvern and laptop from Staunton 60.9 miles £27.40)	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£251.48
NT Sargent	Gardening contract August 2019	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£100
C D Hockey	Horse Management Contract 20 th June to 20 th July 2019	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£230
CD Hockey	Horse Management Contract 20 th July to 20 th Aug 2019	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£230
NT Sargent	Gardening contract September 2019	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£100
HMRC	PAYE Clare Davies	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£109.60
Iain Selkirk	Internal audit	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£100
			1,345.36

2502. TO DISCUSS ROAD SAFETY

Councillor Sadler reported that it was anticipated by Brian Watkins Local Highways Manager, Gloucester County Council that speed and safety improvements including ‘narrowing’ the speed limit start point at the Coleford end of the A4136 with additional white lining, refreshment of dragons teeth and red surfaced areas should be carried out by the end of October. Council resolved to approve gates for the entrances to the village on the A4136 with the messages “please drive carefully” and “thank you for driving carefully to be fitted at the same time as the other improvements.

Councillor Horler informed Council that there is a new contact for Road Safety which is Debbie Powell who is the Road Safety and Traffic Management Officer. She has advised that the Bushnell speed radar device is the one that they are recommending if we wish to purchase one for use by volunteers in the village. A resident has offered to pay for a hand held speed tracking device which will cost £220. Council resolved to ensure there were sufficient volunteers trained in its use before it is purchased.

Action: Cllr Sadler to ask Gloucestershire Highways about liability in event of pedestrian injury crossing the road via the proposed dropped pavement locations.

Cllr Sadler to post Speedwatch update on village Facebook page

Cllr Horler to e-mail PCSO Laura Thompson to arrange a further training session.

2503. STAUNTON MEEND-TO RECEIVE AN UPDATE

Cllr Sadler reported that Gloucestershire Wildlife Trust had unexpectedly disbanded its Conservation Management Services and had not produced the Conservation Plan as commissioned, but that Boyd Henderson who would have carried out this task as part of the Conservation Management Services team and was now a freelance consultant was willing to produce the plan as originally commissioned and for the same cost, with delivery sometime in November. Council resolved to commission Boyd Henderson to produce the Conservation Plan. Council to resolved to remove the ponies from the Meend until the summer.

The local Natural England advisor, Chris Wedge, has moved to a new post and his replacement is awaited. There is to be no further extension to the current DEFRA funding agreement. This has been replaced by a new Countryside Stewardship funding scheme which can be applied for through the RPA in February 2020. It will be a competitive

Action: Cllr Sadler to book Boyd Henderson to produce the Conservation Plan
Cllr Parker to look into possibility of Heritage Lottery Funding

Cllr Sadler to make contact with Sarah Sawyer of the AONB regarding volunteers on the Meend
Cllr Sadler to inform Cheryl Hockey that the horses will be removed from the Meend until next Summer
Clerk to inform the anonymous donor that the horses are coming off the Meend for a period of time.

2504. TO RECEIVE AN UPDATE ON MAINTENANCE ITEMS ON THE MEEND
Bracken Bashing has been carried out.

2505. TO RECEIVE AN UPDATE ON COMMONERS RIGHTS AND OBLIGATIONS
To be added to the October agenda

2506. TO DISCUSS A VOLUNTEER RISK ASSESSMENT POLICY FOR VOLUNTEERS WORKING ON
PARISH COUNCIL OWNED LAND
Council resolved to adopt the policy which was drafted by Councillor Horler.

Action: Clerk to double check liability figure with the insurance company

Clerk to email Marian and John Flynn and find out whether any risk assessments were carried out for litter picking, VAS and drystone wall volunteer teams.

2507. TO REVIEW PARISH COUNCIL LAND RISK ASSESSMENTS FOR ANY CHANGES, AGREE DATES FOR COMPLETION AND BY WHOM

Council resolved to carry out the Risk Assessment and report back to the clerk by 8th October
Councillor Elsmore, Mobbs-Morgan and Parker to cover the Meend and Frogs Mouth
Councillor Horler to cover The Butts
Councillor Sadler to cover The Pound
Councillor Langdon-Down Castle Ditch (already completed no change as of 10th September)

2508. TO REVIEW PARISH COUNCIL RISK REGISTER

Action: Clerk to find out what is needed in the risk management strategy and to provide a draft for the next meeting.

2509. TO RECEIVE AN UPDATE ON THE JACK COCKBURN MEMORIAL

Cllr Parker informed Council that the memorial will be fitted soon.

Action: Cllr Parker to liaise with John Richards to find out what the family would like on the plaque.

2510. TO RECEIVE AN UPDATE ON PARISH COUNCIL NOTICEBOARDS

There was some discussion about removing the notice board at the pub because of the problems of it not being water proof. Council resolved to monitor it at present.

Action: Cllr Mobbs-Morgan to discuss the site of the notice board in Whippingtons Corner.

2511. TO DISCUSS ON GOING PROBLEMS WITH THE QUARRY

Cllr Sadler informed Council that there is a liaison meeting planned for 19th September 2019.

2512. TO DISCUSS THE REQUEST TO CUT THE BANK BEHIND BUCKSTONE HOUSE AS PART OF THE GARDENING CONTRACT

Council resolved to cut the bank behind Buckstone House up to 1.5 meters from the road as and when necessary for road safety.

Action: Clerk to inform Nick Sargent and the parishioner who originally raised this issue of this decision.

2513. TO PROVIDE PERMISSION FOR THE ORIENTEERING EVENT ON 18TH JANUARY 2020

Councillors resolved to grant permission for the orienteering event.

Action: Clerk to inform committee.

2514. TO DECIDE ON THE FORMAT FOR THE APM

Council resolved that the APM will take place at 7pm on the same day as the APCM which will start at 7:30pm

2515. TO DISCUSS STAFF AND COUNCILLORS TRAINING

Cllr Sadler provided a list of training sessions that she would like the clerk to attend. The clerk will book as many as possible. Cllrs Mobbs-Morgan and Elsmore are booked onto Being a Better Councillor Course in February 2020.

2516. TO APPROVE THE PURCHASE OF A DEDICATED MOBILE PHONE FOR THE PARISH COUNCIL

The clerk explained that her personal phone broke in July. The clerk has a new phone and would prefer to continue to use her personal phone. Council approved this.

Action: Clerk to record a new voicemail

2517. TO MAKE OBSERVATIONS ON ANY PLANNING APPLICATIONS
P1289/19/TCA 2 STAUNTON HOUSE STAUNTON COLEFORD CROWN REDUCE X 1 MAGNOLIA TREE BY A MAXIMUM OF 2.5M AND REDUCE TREE 2 OF THE APPLICATION TO THE HEIGHT OF THE ADJACENT STONE WALL.

No comment

2518. REPORTS FROM COUNCIL REPRESENTATIVES
Cllr Horler provided an update on the Village Hall as follows;

Planning permission for windows has been approved, the oil tank had been replaced and moved and that the wooden floor was being refurbished.

There was discussion that the car park looks in a poor state of repair. The back of the car park has had knotweed[1] for a number of years it has been treated annually during this time, the council discussed that if the knotweed did not appear in Spring 2020 and appeared to have been cleared what works would we want to be carried out. If the soil was no longer contaminated it could be removed. Council resolve to return this to the agenda early next year.

Actions: Cllr Sadler to contact the quarry to see if they will take the soil
Clerk to find the paperwork from Fran Sargent.

2519. PUBLIC QUESTIONS AND COMMENTS
None

2520. ITEMS FOR FUTURE MEETINGS
Village Hall Car Park
Commoners Rights and Obligations
Parish Council Land Risk assessments
Knotweed
Notice Boards
Risk Register

2521. NOTIFICATION OF LANDOWNERS INTENT TO ACCESS A4136 VIA PARISH LAND
It was resolved to provide a licence to the landowner
Action: Clerk to Offer a licence to the Landowner

2522. DATE OF NEXT COUNCIL MEETING
8TH OCTOBER 2019 – ORDINARY PARISH COUNCIL MEETING
Meeting ended at 9:42