

**STAUNTON COLEFORD PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 09<sup>th</sup> October 2018 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 JS, James Langdon-Down JLD, Jessica Horler JH, Michael Parker MP Cath Elsmore CE,

In attendance: Clerk: Clare Davies,

**2303 TO ELECT A CHAIR FOR THE MEETING**

JS Vice Chair confirmed that when she was present she would chair the meeting as stated in Staunton Coleford Parish Council Standing Orders.

**2304 APOLOGIES**

None

**2305 DECLARATIONS OF INTEREST**

None

**2306 REQUEST FOR DISPENSATION**

None.

**2307 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 11 SEPT 2018**

It was resolved to confirm the minutes as an accurate record.

JS noted that Marian Flynn had stood down from Council since the last meeting and Council thanked her for her work.

**2308 PARISH CLERKS REPORT**

**Action**

**Clerk to email John and Marian to ask whether they are happy to receive the bank statements while the bank is being changed over.**

**Clerk to contact FODDC to ask them to update their website with the right contact details for the clerk**

**Clerk to ask for help from JS to change the details for Barclays Bank if necessary**

**Clerk to contact GAPTC to ask for training Being a Better Councillor at Staunton Coleford-during a half term**

**2309 TO DISCUSS THE CLERK HAVING A NEW PHONE**

Council resolved that the clerk use her own phone now that a clear voicemail has been set up.

2310      **REPORT FROM COUNTY & DISTRICT COUNCILLORS**  
**Staunton Parish Council Report**  
**District Councillor Report**

**Chalets at Kiln Cottage.**

In response to my enquiry about Kiln Cottage, I have now had a response from Stephen Colegate, Principal Planning Officer. The owner of this property has now had discussions with the Duty Planning Officer. A pre-application has been made which is being considered and a response from the Officer is due to be made by the end of play this week 12 October.

Please note that pre-application submissions and the Councils response are confidential and not for public information, so therefore will not be disclosed.

**Charity Cream Tea on Dean Forest Railway**

I am sure that you will be pleased to hear (if you have not already seen it in the Press or on Facebook!) that the event for my chosen charity, Forest Mental Health Carers Group was a resounding success. Despite torrential rain on the day, we were 60 on the Train and we were looked after by the Volunteers, who served us a delicious cream Tea. I am also pleased to report that over £500 was raised for the Charity.

I am a great fan of the Railway. It is a wonderful tourist attraction run by volunteers and there are plans to extend the railway from Parkend to Cinderford. This may not happen for several years, but I wish them well, particularly with the engineering difficulties they will encounter with extending the line.

**Bells Field**

Bells Field recreation ground, the former Bells Grammer School on Lords Hill in Coleford was officially opened on the 29 September. It is a 1.2m project by Coleford Town Council to regenerate the area from Section 106 money.

It includes a skate park, bike pump track, a multigames area for children, a wildlife garden, an amphitheatre, a World War One Memorial, fitness exercise points and a large green area for picnics and recreational use.

It is an excellent example of Section 106 money being used for this type of project which will benefit the whole community

**New College at Cinderford**

The new College is now open and by all accounts is wonderful. I have not been over it yet but hope to do so in due course

**Councillor Marilyn Smart OBE**  
**District Councillor**  
**Christchurch & English Bicknor.**

**2311 PUBLIC PARTICIPATION**

For members of the public to ask questions and make comments.

- a. For the Chairman to direct whether public comments or questions shall be responded to and how.

None

**2312 FINANCE**

- a. The cheques as listed were agreed and signed

<b>To</b>	<b>Purpose</b>	<b>Power</b>	<b>Value of cheque (£)</b>
Clare Davies	Salary/Expenses September £212.12 (includes Mileage and home allowance)	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£212.12
HMRC	PAYE on clerks salary	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£131.20
N. T Sargent	Grass Cutting August and treatment of knotweed at village hall and reservoir at Staunton Meend	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£220
N. T Sargent	Grass cutting October	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£136
Cheryl Hockey	Managing ponies for the 3 month period and Horse feed and salt licks	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£644
GAPTC	Clerks Training	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£35
Jessica Horler	Reimbursement for bulbs	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£57.40
John Richards	Repairing and refurbishing parish notice board	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£54.00
		<b>Total</b>	<b>£1489.72</b>

**1.1. To approve a financial statement and cash re-conciliation to date**

Approved

**1.2. To sign an exemption for the audit**

Approved

Signed Chairman.....date:

11/09/2018  
Page 3 of 6

**2313 TO DISCUSS THE BUDGET**  
Council proposed the following figures as a starting point

**2019/2020**

Staff salaries	3000
Staff salaries (additional hours)	500
Staff pensions	
Staff home working allowance	208
Staff travel	
Printing	50
Postage	60
Telephone	0
Room Hire	210
IT	500
Insurance	1200
Audit	150
Professional subs	
Training	
Clrs expenses	170
Election expenses	0
Sundry administration	300
Staunton Meend Management	6000
Grass cutting	1200
Other estate management	550
Wells Improvement project	1000
Capital expenditure	0
Road safety strategy	1500
Grants and donations	0
s 137 payments	0
Contingencies	
GDPR professional services	
welcome pack	100
	16698

**2314 STAUNTON MEEND**  
GAPTC has advised that that it is not appropriate to manage the Meend with a working party,

since the Meend is an asset and Council would be held responsible if anything goes wrong as Council is not in control through a working party.  
Council resolved that they would manage the Meend directly and would not set up a committee. Council encourages the continued use of volunteers on the Meend for maintenance and thanked all the villagers for the work that they had carried out on the Meend. Council thanked John Flynn in particular for all the hard work that he has put into the Meend management over the years.

**Action**

**Clerk to find out if our insurance covers the volunteers on the Meend**

**Council to carry out a proper risk assessment of the Meend and prioritise maintenance works**

**Clerk to check Horse Managers' contract**

**2315 ROAD SAFETY**

**Action**

**Clerk to contact John to find out who is on the VAS team**

**CE to do a door drop to encourage participation in the road safety campaign**

**Clerk to find out the minimum number of volunteers needed for the speed gun**

**Clerk to contact Brian Watkins find out when the paint work on the road is going to be refreshed, when the Highways team are going to do a wire count and the availability of the monies from the Sec 106.**

**2316 WINTER PLANNING-TO RECEIVE AN UPDATE**

2 pallets of salt have been ordered

**2317 QUARTERLY RISK ASSESSMENT**

**Action**

**Councillors to carry out risk assessments for next meeting**

**2318 TO RECEIVE QUOTATIONS TO MAKE THE WEBSITE MORE USER FRIENDLY**

Council approved to use Ethical Internet to tidy up the existing website

**2319 MINOR MATTERS**

Church Update

CE reported that a committee has been formed to look into the interests of the church and that they will prioritise running water and toilets

MP reported that his students are willing to carry out minor repairs.

Village Hall

JH to act as the representative on the committee

**Action**

**Clerk to inform Ray Hedges**

Next Quarry meeting 22<sup>nd</sup> November

2320 **PLANNING**  
None

2321 **TO MAKE OBSERVATIONS ON A CLAIM FOR ADVERSE POSSESSION GR424645.**  
Not council land-no comment

2322 **REPORTS FROM COUNCIL REPRESENTATIVES**  
None

2323 **THE DEBRILLATOR-TO RECEIVE AN UPDATE**  
To add to next months' agenda

2324 **TO APPROVE DATES FOR 2019/2020 COUNCIL MEETINGS**

Tue 8th Jan., Tue 12th Feb., Tue 19th Mar. (Tue 12th Mar requested but unavailable)  
Tue 7th May, Tue 21st May (Annual Parish Meeting)  
Tue 11th Jun, Tue 9th Jul., Tue 10th Sept, Tue 8th Oct. Tue 12th Nov.

Council approved the dates but 21<sup>st</sup> May is not needed as there will be no Annual Parish Meeting this year.

2325 **REPORTS FROM COUNCIL REPRESENTATIVES**  
None

2326 **TO RECEIVE PUBLIC QUESTIONS AND COMMENTS**  
None

2327 **CONTRACTURAL QUERY**  
An invoice for a contract was queried at the September meeting and approved at this meeting.

2328 **CONTRACTURAL QUERY**  
A quote for work in the village was discussed and approved.

2329 **EASEMENT QUERY**  
Council discussed an easement query and have formulated a plan of action.

2330 **TO CONSIDER ANY OTHER ITEMS FOR INFORMATION OR ITEMS FOR FUTURE MEETINGS**

Quarry update, Defibrillator, Meend, Road Safety, Risk Assessments, finalise Budget

2331 **DATE OF NEXT COUNCIL MEETING**  
To note that the date of the next Parish Council meeting is 13th November 2018  
No further business and the meeting ended at 9:45pm