

**STAUNTON COLEFORD PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 13<sup>th</sup> NOVEMBER 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: District Councillor-Marilyn Smart Clerk: Clare Davies, 10 members of the public

**2332 APOLOGIES**  
None

**2333 DECLARATIONS OF INTEREST**  
None

**2334 REQUEST FOR DISPENSATION**  
None.

**2335 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9<sup>th</sup> October 2018**  
It was resolved to confirm the minutes as an accurate record.

**2336 THE COOPTION OF MEMBERS**  
It was resolved to hold an election since three members of the public stood for the remaining seats on the Council.  
Council held an election and the two successful candidates were Andy Richards and Fran Sargent.

**2337 PARISH CLERKS REPORT**

**Action: Clerk to resolve the issues with Unity Trust Bank  
Clerk to prioritize updating the Parish Council website with Councillors contact details  
Clerk to provide Council with Christmas holiday dates**

**2338 REPORT FROM COUNTY & DISTRICT COUNCILLORS**  
**Staunton Parish Council Report**  
**District Councillor Report**

**Staunton Parish Council Report**  
**District Councillor Report 13 November 2018**

Not a great deal to report to you this month but I will just give you a couple of updates.

**Future of Five Acres College Site**

It was an unanimous decision at the Full Council Meeting on 18 October that Homes England have agreed to sell The College Site to the District Council for £1. It was a long and at times bad tempered debate. The public

gallery was full with FANS supporters. (Five Acres Not For Sale). It will however cost the Council £150,000 to complete essential surveys and planning work. £1.25 million to level the site. Developing the 12 acre site as a leisure based destination centre with a 60 bed hotel, it is estimated will cost around £9m. The swimming pool closed at the end of October.

The playing fields have already been handed over to West Dean Parish Council. Berry Hill Rugby Club and Broadwell Football Club now have joint ownership of the facility and will press ahead with plans to create junior sections for both clubs.

There are of course a number of risks relating to the acquisition and redevelopment of the Five Acres site for a project of this scale. Risk Management will be controlled by establishing a new Project Team who will establish a Project Risk Register and project progress will be monitored at Project meetings and reported to the Council's Asset Management Cabinet Support Group and Cabinet as required.

### **Parking on Forest Close**

This continues to be a problem despite the extra spaces that have now been created within the grounds of the Care Home. Visitors and work people are still parking on the road which has caused difficulty to one of the Residents who emailed me with the request for double yellow lines to be installed opposite her drive.

Last week I met with the resident and Brian Watkins from Gloucestershire Highways who explained the options. Installing double yellow lines can take 12 – 18 months to implement, is very costly due to the legal process - £10,000 per order and given the location enforcement would be infrequent.

Other options are that Gloucestershire Police could visit the site and give a view on whether the vehicle is causing an obstruction and if it is; they could issue a fine or talk to the owner. Or if the site is suitable for Access Protection Parking which would have to be funded by the property owner. Approximate cost would be £80.00.

We discussed all options in detail and Brian agreed to write to the Care Home requesting that they use the spaces at the home to full capacity. However since this meeting I have had another email from the Resident informing me that within an hour of our meeting a car was parked opposite her drive for the rest of the day and all night. She has now requested the Access Protection Parking Option which I have forwarded to Brian Watkins.

### **Stowfield Liaison Meeting**

Please note that the Stowfield liaison Meeting due to take place on Thursday 15 November has been postponed until February 21 2019 at 2.0pm

### **Council Carol Service Wednesday 12 December at 6.0pm**

On a lighter note the Council Carol Service will be held on Wednesday 12 December at 6.0pm. St Johns School and the Baptist Church Choir will be taking part. The collection will be split between the Baptist Church and my Charity “Forest Mental Health Carers Support Group” and we will be serving mulled wine and mince pies after the Service.

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

**2339 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

**2340 FINANCE**

- a. The cheques as listed were agreed and signed

To	Purpose	Power	Value of cheque (£)
Clare Davies	Salary/Expenses September £212.12 plus 3 hours overtime in September (includes Mileage and home allowance)	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£236.19
Clare Davies	Salary/Expenses September £212.12 Printer cartridge £32.20 (includes Mileage and home allowance) Paid a month early as no Council in December	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£244.32
Jessica Horler	Reimbursement for bulbs	Public Health Act 1875 s 164 Highways Act 1980 s. 96	£32.95
HMRC	For PAYE Oct, Nov, Dec Paid a month early as no Council in December	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£93.60
PKF Littlejohn	Administration for audit	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£48.00
Came and Co Insurance	Public Liability Insurance. The original cheque sent in June was not received by Came and Co	LGA 1972 s.112(2) & LG(FP)A 1963 s.5	£1,099.15.
		Total	£1754.21

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

**2341 TO DISCUSS THE BUDGET**

**It was resolved for submit the following as the budget for 2019/2020.**  
**2019/2020**

Staff salaries	3000
Staff salaries (additional hours)	500
Staff pensions	
Staff home working allowance	208
Staff travel	
Printing	150
Postage	60
Telephone	0
Room Hire	210
IT	500
Insurance	1200
Audit	150
Professional subs	
Training	1000
Clrs expenses	200
Election expenses	200
Sundry administration	300
Staunton Meend Management	6000
Grass cutting	1200
Other estatement management	550
Wells Improvement project	1000
Capital expenditure	0
Road safety strategy	1500
Grants and donations	0
s 137 payments	0
Contingencies	
VAT recoverable	
GDPR professional services	
Winter safety	1000
welcome pack	100
	19028

**2342 STAUNTON MEEND**

**Council resolved to review the grazing policy over the coming months and resolved to keep the Exmoors until March 2019.**

**Council highlighted that there is a risk on the Meend with trees leaning on the stone wall on the path behind Buckstone House.**

**Council resolved to set up a new management committee in January for the Meend and to consider the commoners rights.**

Action: Clerk to sign papers for Expression of Interest for Natural England

Clerk to check the tendering process with GAPTC and advertise tender for maintenance contractor accordingly.

JH to draft a scope of work and circulate

**2343 ROAD SAFETY**

**Action: Council to write and circulate a road safety questionnaire around the parish**

**Clerk to invite Brian Watkins to January meeting and chase the results of the wire count.**

**Clerk to get a copy of the electoral register**

**2344 Quarterly Risk Assessments**

**The Pound-No change**

**Castle Ditch-No change**

**Brindsley Well- Wobbly stones**

**Meend-Risk Trees** Two tress from Forestry land leaning onto dry stone wall and across path behind Buckstone House John Flynn contacted Forestry Commission 24 Oct 2018 and John Flynn and Ray Hedges have cleared smaller tress. Consideration for changing straight gate latches to 'D' latches to, Bench near the Buckstone with a wobbly leg fixed by John Richards Oct 2018

**The Butts-** 'Trees overhanging neighbouring property potential to damage garage roof' action to obtained quotes for local tree surgeon in June 2018. Ref The Butts risk assessment overhanging trees dealt with in July 2018 by tree surgeon.

Bench legs loose fixed Oct 2018

**2345 TO DECIDE WHETHER TO ORGANISE ONE DAY TRAINING FOR STAUNTON PARISH COUNCILLORS**

It was resolved to proceed with bespoke training for Staunton PC now that there is a full council

Action: Clerk to obtain dates in February half term

**2346 The Quarry**

JS stated that she had a contact who has offered to assist with technical advice regarding impact of blasts on the village

Action: JS to invite contact to the next meeting

**2347 Planning**

None

**2348 REPORTS FROM COUNCIL REPRESENTATIVES**

None

**2349 THE DEFIBRILLATOR-TO RECEIVE AN UPDATE**

It was resolved to ask the walking group to take responsibility for testing the Defibrillator.

Action: JS to discuss with Ray Hedges.

**2350 MINOR MATTERS**

**1) Request to comment on chalet development at Kiln Cottage**

**Council responded as follows;**

Update received from Forest of Dean District Council Planning Enforcement Ref EN/0289/18

This is still under investigation and FoD Enforcement are in discussion with the developer to regularise the situation. The Parish Council will have the opportunity to comment when a planning application has been received.

**2) Request to consider digging a trench across the Village Hall land**

**Steve Gouch Estate Agents are due to provide more information about the situation.**

**Action: Clerk to inform the Village Hall Committee**

**3)Wayleave contract Buckstone Lodge**

**JS reported that Western Power had been in contact and explained the process.**

**Action: Clerk to contact Western Power to arrange to sign the documents on behalf of Parish Council.**

**2351 TO RECEIVE PUBLIC QUESTIONS AND COMMENTS**

**Staunton Meend Committee-Jenny Hockey requested to sit on the management committee**

**Kiln Cottage-A planning application will be submitted and Council invited to view the development**

**The Stowfield Liaison Committee is on 21<sup>st</sup> February 2018**

**CE requested that the Parish Council work more closely with the Church Committee and introduced John Richards as chair of the committee.**

**2352 TO CONSIDER ANY OTHER ITEMS FOR INFORMATION OR ITEMS FOR FUTURE MEETINGS**

Road Safety Brian Watkins, Meend Management Committee,

**2353 LAND MANAGEMENT**  
It was resolved to write to the affected party to request more information

**2354 CONTRACT MANAGEMENT**  
Clerk to send a copy of the contract and request for it to be signed

**2355 DATE OF NEXT COUNCIL MEETING**  
To note that the date of the next Parish Council meeting is 8<sup>th</sup> January 2018  
No further business and the meeting ended at 9:35pm