**STAUNTON COLEFORD PARISH COUNCIL**

**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING**

**HELD ON 13th OCTOBER 2020 AT 19:30.**

*[N.B. These minutes remain in draft form until approved at a subsequent meeting of the Council]*

[The meting started at 19:45 due to technical issues]

**PRESENT**

Cllrs Elsmore (Chair), Dyson (from 20:15), Mobbs-Morgan, Richard and Sadler.

Locum Clerk Mr Crighton. 1 member of the public

**2697 CHAIRMAN FOR THE MEETING**

It was **resolved** that Cllr Elsmore act as Chairman

**2698 APOLOGIES**

Apologies were received from County Councillor Carole Allaway-Martin

**2699 DECLARATIONS OF INTEREST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cllr** | **Minute** | **Type** | **Reason** |
| Richards | 2712 | Disclosable Pecuniary | Contractor for the Parish Council |

2700 DISPENSATION REQUESTS None

2701 MINUTES OF PREVIOUS MEETINGS

2701.1 MEETING HELD 5 AUGUST 2020

It was resolved to amend those present to read “Cllrs Sadler (Chairman), Elsmore, Langdon-

Down and Moggs-Morgan” and to delete minute 2672

2701.2 MEETING HELD 15 SEPTEMBER 2020

It was resolved to approve the minutes of the meeting, arrangements would be made for them to

be signed by the Chairman.

2702 CLERK REPORTS

2702.1 To report the resignation from the Parish Council of Mr J Langdon-Down

2702.2 To report the resignation from the Parish Council of Mr M Parker

2702.3 To report that the locum clerk has registered for PAYE with the Parish Council’s payroll agency

2702.4 To report that no VAT return had been made since 2016/17. A submission would be made before

the financial year end (amount due to date £1190.78)

2702.5 To note that the Parish Council does not appear to have been undertaking internal financial checks.

2702.6 To note that anti-virus protection on the laptop had expired and has been renewed.

2702.7 To note the contract for the recently acquired mobile phone will be terminated as it is not required.

2702.8 To note that the minute book copies of previous meetings have not been signed once approved.

2703 MATTERS ARISING

2703.1 re minute 2682: it was reported that the invoice for the removal of timber (£150) had been issued.

2704 REPORT FROM COUNTY COUNCILLOR CAROLE ALLAWAY-MARTIN No report

2705 REPORT FROM DISTRICT COUNCILLOR DAVID WHEELER

Cllr Wheeler reported:

* FODDC meeting virtually, but life generally very difficult
* He had been appointed Chairman of the FODDC Planning committee
* Concern over alleged unauthorized development / use at Kiln Cottage, Staunton. (Those with concerns should write to him at FODDC)

2706 REPORTS FROM PARISH COUNCILLORS AND COUNCIL REPRESENTATIVES None

2707 PUBLIC QUESTIONS None

2708 PLANNING

2708.1 FOREST OF DEAN DISTRICT COUNCIL APPLICATIONS RECEIVED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **LPA Ref** / **applicant** | **Location** | **Proposal** | **Response** |
| 2708.1.1 | P1511/20/FUL  Mrs M James | Staunton: Bartridge’s Barn | Change of use of traditional barn to self-contained holiday accommodation and block barn to rural skills workshop | No objection to use as holiday accommodation but request a condition to prohibit obtrusive external lighting. **Objection** to rural skills workshop on the grounds of excessive traffic volume on narrow access roads. |

[Cllr Dyson joined the meeting at 20:15]

**2709 FINANCE**

2709.1 ACCOUNTS FOR PAYMENT: the following accounts were approved for payment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BACS ref | Payee | Purpose | Authority  (LGA 1972, or) | Amount | VAT | Payment value |
| 21 | Parish Council Websites | 7 emails storage | s.142 | 98.00 |  | 98.00 |
| 24 | N T Sargent | October contract | HA 1980 s.96 | 100.00 |  | 100.00 |
| 25 | C J Davies | Back pay (net) | s.111 | 36.04 |  | 36.04 |
| 26  27 | R S Crighton | Zoom sub – 1 month  Norton anti-virus – 2 years | s.111  s.111 | 14.39  69.99 |  | 84.38 |
|  |  | **TOTALS** |  | **318.42** |  | **318.42** |

2709.2 INCOME RECEIVED: £8596 (no change)

2709.3 AUDIT 2019/20

It was reported that an incorrect form had been submitted to the External Auditor which contained an incorrect figure for income. The correct form (Certificate of Exemption – AGAR part 2) with the figure had been prepared and it was **resolved** that it be signed by the Chairman and Locum Clerk and submitted to the auditor.

2709.4 BANKING

2709.4.1 It was **resolved** to remove of Clare Davies from the Unity Trust Bank mandate

2709.4.2 It was **resolved** to approve the registration of Richard Crighton with Unity Trust Bank

with “View and Submit” (VS) authority

2709.4.3 It was **resolved** to add Cllrs Dyson and Moggs-Morgan to the bank mandate with “View

and Authorise” (VA) authority

2709.5 BUDGET 2021/22

It was reported that the first draft budget would need to be considered at the November meeting.

Members were asked to advise the locum clerk by the end of October of any projects they wanted

to be considered (together with cost estimates)

**2710 HIGHWAYS AND RIGHTS OF WAY**

2710.1 PARISH COUNCIL OWNED ROADS

It was reported that Cllr Richards was obtaining 3 quotes for the work – to be forwarded to the

locum clerk. It was suggested that Tarmac and Severn Trent Water may be prepared to contribute

(finance or materials).

2710.2 ROAD OUTSIDE BUCKSTONE HOUSE

It was reported that before GCC would consider adopting the road it would need to be

brought up to standard by the current landowners. It was understood that landowners on

either side of the unadopted road were responsible for its maintenance to the centre point

of the road. Costs for this upgrade would need to be established

County Cllr Allaway-Martin would be approached to see if she could allocate any funds.

2710.3 ROAD SAFETY

A response from Brain Watkins was awaited on the VAS and other issues and a reminder would

sent, with Cllr Allaway-Martin copied in.

**2711 QUARRYING ISSUES**

2711.1 The locum clerk was asked to contact the quarry manager regrading holding virtual liaison group

Meetings.

2711.2 It was reported that the GCC Enforcement Officer had offered to visit to experience blast vibrations.

**2712 THE MEEND**

2712.1 It was reported that Cllr Richards had undertaken several tasks as requested by the Parish Council.

2712.2 It was reported that approximately 70 trees were suffering from Ash die-back and it was agreed to

contact Forestry England to request a site visit and seek advice on felling.

**2713 PARISH COUNCIL OWNED LAND**

2713.1 It was reported that the contractor was applying for planning permission for the work on the trees

on The Butts

2713.2 It was reported that quote in the sum of “around £520” had been received from Jerry Ross for a

“walkaround survey” for a condition report on trees on Castle Ditch. It was agreed to request an

amended quote to include a report on the Ash trees on the Meend.

**2714 PARISH COUNCIL CLERK**

2714.1It was reported that Clare Davies’ last day of service was 1 October 2020

2714.2 It was **resolved** to confirm the appointment of Richard Crighton as locum clerk and to authorise

Cllr Sadler to sign the contract of employment on behalf of the Parish Council.

2714.3 The locum clerk would maintain a record of hours worked, submit this to members on 20th

monthly for payment on the second Monday of the following month.

2714.4 It was agreed to postponed advertising for a new Clerk until January.

**2715 CORRESPONDENCE** None

**2716 ITEMS FOR FUTURE MEETINGS**

Nov – prepare draft budget

Nov – trees condition report

Nov – highways response from GH

Nov – 3 quotes for road work

Jan – finalise budget and agree precept

**2717 DATES OF FUTURE MEETINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date\*** | **Time** | **Meeting** | **Venue** |
| 10 Nov | 1930 | Monthly Council meeting | Virtual |
| 12 Jan | 1930 | Monthly Council meeting | # Virtual |
| 9 Feb | 1930 | Monthly Council meeting | # Virtual |
| 9 Mar | 1930 | Monthly Council meeting | # Virtual |
| 13 Apr | 1930 | Monthly Council meeting (provisional) | # Virtual |
| 11 May | 1900 | Annual Parish meeting | # Virtual |
| 11 May | 1930 | Annual Council meeting | # Virtual |

\* Last date for submission of:

* agenda items – 8 days before meeting (Monday of previous week)
* written reports – 5 days before meeting (Thursday of previous week)
* written dispensation requests – 3 days before meeting (Friday of previous week)

**Rota for undertaking in-house checks prior to these meetings, please arrive by 1900:**

November – Sadler and Moggs-Morgan (these can be undertaken virtually, prior to the meeting date)

The meeting closed at 2121.