**STAUNTON COLEFORD PARISH COUNCIL**

**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING**

**HELD ON 12th JANUARY 2021 AT 19:30.**

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

**PRESENT**

Cllrs Sadler (Chairman), Dyson, Elsmore, Richards, Sadler & Smart following co-option.

County Cllr Allaway-Martin, District Cllr Wheeler. Locum Clerk Mr Crighton

**2741 APOLOGIES** None

**2742 DECLARATIONS OF INTEREST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cllr** | **Minute** | **Type** | **Reason** |
| Richards | 2753.1  2753.3 | Disclosable Pecuniary  Disclosable Pecuniary | Payment beneficiary  Professional connection to company quoting |

2743 DISPENSATION REQUESTS None

2744 MINUTES OF PREVIOUS MEETING HELD 10 NOVEMBER 2020

It was resolved to approve the minutes of the meeting; arrangements would be made for them to be signed by the Chairman.

2745 CASUAL VACANCY

2745.1 It was reported that as there had been no call for an election to fill the casual vacancy it could now

be filled by co-option.

2745.2 It was resolved to co-opt Mrs Marrilyn Smart to fill the vacancy. Cllr Smart’s Declaration of

Acceptance of Office and Register of Members’ Interests had been completed.

2746 CLERK REPORTS

2746.1 It was reported that the asset register update was virtually complete; that the risk assessments had

all been completed and that a copy of the insurance policy had been obtained.

2746.2 It was reported that the Clerk had been in discussion with HMRC to resolve the issue of the VAT

reclaim

2746.3 It was agreed, in principle, to issue a newsletter in April, subject to COVID restriction affecting

deliveries.

2746.4 It was reported that 5 residents had signed up to receive email notifications.

2747 MATTERS ARISING

2747.1 re minute 2736.2: it was reported that there had been no response from Forestry England to a

request to inspect trees on Council owned land.

2748 REPORT FROM DISTRICT COUNCILLOR DAVID WHEELER

Cllr Wheeler reported:

* FODDC trying to continue to deliver services despite many staff working from home
* Dealing with planning issues in the parish
* The FODDC housing plans with the preferred option of new housing around Lydney and Sedbury and a controversial new settlement in the Churcham area
* Applications being permitted on appeal due to there being no 5 year housing plan
* Effects on the homeless of COVID

In answer to a question the meeting was advised that a 200 house development in the Newent area had been permitted on appeal.

2749 REPORT FROM COUNTY COUNCILLOR CAROLE ALLAWAY-MARTIN

Cllr Allaway-Martin reported:

* Similar difficulties to those experienced by District with service delivery
* GCC budget out for consultation (closes 15/1/21): <https://gloucestershire-consult.objective.co.uk/public/council/budget202122/budget2021-22>
* Some doubt over GCC and Police & Crime Commissioner elections due 6/5/21 because of COVID
* COVID vaccinations – all Care Homes staff and residents completed by 15/1/21 and over 80 age group by mid February. Vaccinations currently provided in Cinderford but later planned at GP surgeries
* An offer to contact the GCC Officer dealing with Ash die-back for advice.

2750 REPORTS FROM PARISH COUNCILLORS AND COUNCIL REPRESENTATIVES

2750.1 Cllr Smart reported attending the Coleford Area Partnership AGM on 23/11/20 (report circulated

prior to meeting). Cllr Smart agreed to represent the Parish Council on the Coleford Area

Partnership. It was intended to create a Heritage Exhibition in Staunton church subject to the

installation of facilities, such as toilets.

2751 PUBLIC QUESTIONS There were no members of the public present

2752 PLANNING

2752.1 FOREST OF DEAN DISTRICT COUNCIL APPLICATION SUBMITTED.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **LPA Ref** / **applicant** | **Location** | **Proposal** | **Response (summary)** |
| 2752.1.1 | P1894/20/FUL  Mike Etheridge Construction | Staunton: land adjacent to The Elms | Erection of 4 terraced dwellings & associated works. Demolition of existing redundant building | No objection but support comments made by Conservation Officer re materials to be used; concern over effects of noise, dust & working hours on residential home; HGV traffic through minor roads in village, asbestos in property to be demolished; knotweed on adjacent property. |
| 2752.1.2 | P1900/20/FUL  Mr & Mrs Moss | Staunton: Moss Cottage | Erection of a single-storey flat roof orangery extension. | No objection |
| 2752.1.3 | P2172/20/FUL  Mr Edmunds & Ms Lindberg | Staunton: Woodlands | Erection of a replacement dwelling with associated works | No objection but concern over proposed exterior cladding – timber preferred; building too tall and therefore prominent on the sky line; boundary planting scheme to soften impact; provision of nesting for House Martins and timing of demolition with regard to nesting of birds and hibernation of bats. |

2752.2FOREST OF DEAN DISTRICT COUNCIL – DECISIONS NOTIFIED: to note the following decisions:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LPA Ref** / **location** | **Proposal** | **Decision** |
| 2752.2.1 | P/20/TCA  Staunton: The Butts | Fell 3 x Ash trees, 4 x Sycamore trees & 1 x Hawthorn tree | Permitted 30/11/20 |

**2753 FINANCE**

2753.1 ACCOUNTS FOR PAYMENT: to approve the following accounts for payment (Authority: Localism

Act 2001 s.1).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BACS ref | Payee | Purpose | Amount | VAT | Payment value |
| 34  41  42  43 | R S Crighton | Net salary 26/10-14/12/20  Travel  Stamps purchased  Zoom 8/11-7/12/2020  Zoom 8/12 –7/1/2021 | 560.85  18.00  16.92  14.39  14.39 |  | 624.55 |
| 35 | HMRC | PAYE. NIC | 291.20 |  | 291.20 |
| 36 | PATA | Payroll Oct - Dec | 25.70 |  | 25.70 |
| 37 | J P Rees | Trees survey | 555.00 |  | 555.00 |
| 38 | Viking Direct | Stationery | 82.96 | 16.59 | 99.55 |
| 39\* | Chapel Trees Services Ltd | Work on the Butts | 4065.00 | 813.00 | 4878.00 |
| 40 | Newland Parish Council | 40% share of joint subscription to SLCC  50% share 12 month Zoom sub | 74.00  55.46 |  | 129.46 |
| 44 | A K Contracting Ltd | Grit bin filling | 50.00 |  | 50.00 |
|  |  | **TOTALS** | **5823.87** | **829.59** | **6653.46** |

\* Payment of item 39 to be withheld pending completion of the work.

2753.2 INCOME RECEIVED: £12112 (increase of £3596 – RPA annual grant received)

2753.3 CONSIDERATION OF QUOTATION FOR WORK TO ROADS

It was reported that 3 quotations had been received, two of which were consider suitable for consideration. Further details of these two would be sought from the contractors and then third party contributions (either materials or financial) sought before deciding which quotation to accept. A maximum sum of £7000 would be budgeted for the work.

2753.4 BUDGET AND PRECEPT 2021/22

2753.4.1 It was **resolved** to adopt the third draft budget (subject to a reduction of £1000 in

expenditure), which indicated total expenditure of £24726 and a precept of £12000. A

summary budget is attached to the signed copy of these minutes

2753.4.2 It was **resolved** to authorise the Clerk to issue the precept in the sum of £12000

2753.5 IN-HOUSE FINANCIAL CHECKS

It was confirmed that these were undertaken by Cllrs Mobbs-Morgan and Sadler on 5/1/21 and all

found in order.

2753.6 UNITY TRUST BANK

To note the mandate has been amended such that:

All payments require two members to authorise

Cllrs Sadler, Dyson, Elsmore, Mobbs-Morgan and Smart may now authorise payments

Mr Crighton may set up payments

2753.7 INTERNAL AUDITOR

It was **resolved** to appoint GAPTC as Internal Auditor for 2020/21

2753.8 VILLAGE HALL RENT (£5 PER ANNUM)

It was reported that rent has not been received since 2016/17 and it was resolved to suggest to

the hall committee that they make a one-off payment of £100 and the two parties would enter in

to an agreement that no further rent would be due.

**2754 HIGHWAYS AND RIGHTS OF WAY**

2754.1 It was reported that Cllr Richards had effected repairs to potholes on the Meend road but that these

were only of a temporary nature. Plans were in hand for permanent repairs to the upper part of the

road (see minute 2753.3 above)

2754.2 It was reported that there had been correspondence with the owner of Buckstone House regarding

possible measures to slow traffic on Rookery Lane (a Restricted Byway) and to repair the surface.

It was agreed to arrange a site meeting with the property owner, Cllr Richards and the GCC Rights

of Way Officer to establish what was legally permissible and who was responsible.

2754.3 It was reported that there were several outstanding highways issues which need to be resolved

with Brian Watkins:

* Renewal of white lines on A4136 (due to be done in the Spring)
* Dragons teeth and rumble strips to be renewed
* Repairs or otherwise to the VAS
* S.106 funds – believed to be c.£22000; what use can these be put to? New solar powered VAS?

It was agreed to invite Brian Watkins to attend the next regular Parish Council meeting.

**2755 QUARRYING ISSUES**

It was reported that Cllr Dyson attended the Liaison Group meeting on 4/12/20 (minutes circulated

previously). Concern had been raised about the speed of some Tarmac lorries trough the village and the quarry manager has indicated that he had a camera which the Council could have use of to identify offenders – Cllr Dyson to contact him.

The quarry were planning to upgrade the boundary fencing once a tree felling license (which has

been applied for) was issued. It was pointed out that relationships between the quarry and the Parish Council had always been very good.

**2756 THE MEEND**

This item was deferred to the next (additional) meeting on 21/1/21

**2757 TREE WORKS**

2757.1 It was reported that the Tree Condition Report by Jerry Ross Arboricultural Consultancy had been

received and that there was no immediate danger from trees; however an inspection by Councillors

was recommended in the summer when trees were in full leaf, and a professional inspection should

be undertaken every three years. A copy of the report would be placed in the Village Hall.

2757.2 It was hoped to discus Ash die-back issues with the GCC officer responsible (see minute 2749, final

bullet point above)

**2758 GOVERNANCE DOCUMENTS**

It was resolved to adopt draft Governance Documents “A” to “O” en bloc. Hard copies would be provide to each member.

**2759 GENERAL POWER OF COMPETENCE**

It was **resolved** to certify that the Parish Council qualified for the General Power of Competence

**2760 CORRESPONDENCE** None

**2761 MINOR MATTERS**

2761.1 It was agreed that Cllr Sadler would chair the additional meeting on 21/1/21 and Cllr Mobbs-

Morgan the next routine meeting on 1/2/21

2761.2 It was agreed to consider a request from Newland Parish Council to identify land suitable for

allotments.

2761.3 It was resolved to dispense with the services of PATA for payroll preparation from 1/4/21, there

was no dissatisfaction with the service but the Clerk would operate the system through HMRC

software, saving £52 / year.

**2762 ITEMS FOR FUTURE MEETINGS**

Feb – allotment land

Feb – work on Rookery Lane

Feb – defibrillator

Feb – footway alongside A4136 between The Elms and the White Horse.

Jun – arrange tree inspection

**2763 CONFIDENTIAL BUSINESS**

It was r**esolved** to appoint Mr Richard Crighton to the permanent post of Clerk and Responsible Financial Officer, wef 1/2/21 on the terms in the draft contract. Cllr Sadler was authorised to sign the contract on behalf of the Parish Council. The Locum Clerk contract would be terminated on 31/1/21

**2764 DATES OF FUTURE MEETINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date\*** | **Time** | **Meeting** | **Venue** |
| 21 Jan | 1930 | Monthly Council meeting | Virtual |
| 1 Feb | 1930 | Monthly Council meeting | Virtual |
| 1 Mar | 1930 | Monthly Council meeting | Virtual |
| 12 Apr | 1930 | Monthly Council meeting (provisional) | Virtual |
| 10 May | 1900 | Annual Parish meeting | Virtual |
| 10 May | 1930 | Annual Council meeting | Virtual |
| 7 Jun | 1930 | Monthly Council meeting | Virtual |
| 5 Jul | 1930 | Monthly Council meeting | Virtual |
| 2 Aug | 1930 | Monthly Council meeting | Virtual |
| 4 Oct | 1930 | Monthly Council meeting | Virtual |
| 1 Nov | 1930 | Monthly Council meeting | Virtual |

\* Last date for submission of:

* agenda items – 8 days before meeting (Friday two weeks earlier)
* written reports – 5 days before meeting (Wednesday of previous week)
* written dispensation requests – 3 days before meeting (Friday of previous week)

**Rota for undertaking in-house checks prior to these meetings**

Cllrs Elsmore & Dyson before the March meeting

Cllrs Smart & Sadler before the June meeting

Cllrs Mobbs-Morgan & Richards before the October meeting

Cllrs Dyson & Smart before the March 2022 meeting

The meeting closed at 2207.