**STAUNTON COLEFORD PARISH COUNCIL**

**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING**

**HELD ON 10th NOVEMBER 2020 AT 19:30.**

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

[The meeting started at 19:45 due to connection issues]

**PRESENT**

Cllrs Mobbs-Morgan (Chair), Elsmore, Richards and Sadler.

County Cllr Allaway-Martin. Locum Clerk Mr Crighton. 1 member of the public

Cllr Dyson and District Cllr Wheeler were unable to join the meeting due to Wifi connection issues

**2718 CHAIRMAN FOR THE MEETING**

 It was **resolved** that Cllr Mobbs-Morgan act as Chairman

**2719 APOLOGIES** None (see note above re absences)

**2720 DECLARATIONS OF INTEREST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cllr** | **Minute** | **Type** | **Reason** |
| Richards | 2731.1 | Disclosable Pecuniary | Payment beneficiary |
| Mobbs-Morgan | 2731.1 | Disclosable Pecuniary | Payment beneficiary |
| Richards | 2732.22734 | Disclosable PecuniaryDisclosable Pecuniary | LandownerLandowner |

2721 DISPENSATION REQUESTS None, but see minute 2731.1

2722 MINUTES OF PREVIOUS MEETING HELD 13 OCTOBER 2020

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

2723 CASUAL VACANCY

 This item was deferred to the next meeting as no confirmation had been received from FODDC that there had been no call for an election.

2724 CLERK REPORTS

 2724.1 It was established that a Meend Management Committee had been established in 2019 but had never met because it was felt that the Council did not have the capacity to manage the area. The intention was for a new Clerk to have responsibility for project management of the land. It was felt that COVID had contributed significantly to the situation and it was agreed that the committee would be suspended until such time as COVID restrictions were lifted to enable a public meeting to be held with a view to forming a workable committee.

 2724.2 It was agreed that the asset register (which had not been updated since 2017) would be circulated to members for their advice as to any deletions, additions or amendments.

2725 MATTERS ARISING

 2725.1 re minute 2711.2: it was reported that the fact that the GCC Enforcement Officer was willing to visit to experience quarry blasts had been published.

2726 REPORT FROM COUNTY COUNCILLOR CAROLE ALLAWAY-MARTIN

 Cllr Allaway-Martin reported:

* GCC operating as normally as possible
* Rising numbers of COVID cases (currently 125 per 100,000 population)
* Issues with Ash die-back on highways with 2300 trees to be felled and plans to plant 1 million trees
* Additional funding for Care Homes
* Oak Quarry recycling centre open (by appointment), libraries closed
* The Fire & Rescue Service assisting SW Ambulance Service
* Public Health report highlighting vulnerability of BAME groups

Cllr Allaway-Martin confirmed she would forward to the Clerk a list of groups who may be able to assist with the Parish Council’s Ash die-back problem.

2727 REPORT FROM DISTRICT COUNCILLOR DAVID WHEELER

 Cllr Wheeler was unable to present his report due to connection issues.

2728 REPORTS FROM PARISH COUNCILLORS AND COUNCIL REPRESENTATIVES None

2729 PUBLIC QUESTIONS

 Mrs Smart advised that the arrangements at the Oak Quarry recycling centre were working very well (prior booking online or by telephone was mandatory).

2730 PLANNING There were no new applications or decisions.

**2731 FINANCE**

2731.1 ACCOUNTS FOR PAYMENT: the following accounts were approved for payment. (Cllr Richards was not present for this item, Cllr Mobbs-Morgan was granted dispensation to vote otherwise the meeting would have been inquorate), to be authorised by Cllr Sadler.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BACS ref | Payee | Purpose | Authority(LGA 1972, or) | Amount | VAT | Payment value |
| 20/28 | AK Contracting Services Ltd | Meend maintenance | OSA 1910 s.10 | 250.00 |  | 250.00 |
| 20/29 | C J Davies | September salaryTravelAllowance | s.111LG(FP)A 1963 s.5LG(FP)A 1963 s.5 | 224.5419.8017.30 |  | 261.64 |
| 20/30 | R S Crighton | Salary to 20/10/20Travel | s.111LG(FP)A 1963 s.5 | 567.1530.60 |  | 597.75 |
| 20/31 | A K Contracting Services Ltd | Meend tree work | OSA 1910 s.10 | 180.00 |  | 180.00 |
| 20/32  | Mobbs-Morgan Tree Care | Meend tree work | OSA 1910 s.10 | 180.00 |  | 180.00 |
| 20/33 | N T Sargent | November grass contract | HA 1980 s.96 | 100.00 |  | 100.00 |
|  |  | **TOTALS** |  | **1569.39**  |  | **1569.39** |

2731.2 INCOME RECEIVED To note: £8596 (no change)

2731.3 BUDGET 2021/22

 The first draft budget was discussed and amendments suggested to certain items of expenditure. A revised draft would be compiled and circulated to members with a request for any further amendments to be notified before the end of December, for consideration at the January meeting.

2731.4 IN-HOUSE FINANCIAL CHECKS

 Members were reminded that they have overall responsibility for the management of public money and advised of the process by which these checks would be undertaken. Cllrs Sadler & Mobbs-Morgan would be asked to undertake checks prior to January meeting.

2731.5 UNITY TRUST BANK MANDATE

 It was **resolved** to make the following changes:

 Remove James Langdon Down and Jessica Horler as signatories

 Remove Clare Davis as “View and Submit” (VS)

 Add Cllrs Mobbs-Morgan, Dyson and Smart (when co-opted) as signatories (VA)

 Add the locum Clerk as “View and submit” (VS)

 Alter the mandate such that all payments require 2 authorisers.

**2732 HIGHWAYS AND RIGHTS OF WAY**

2732.1 It was reported that 2 of 3 quotes had been received for work to Parish Council owned roads

 2732.2 In respect of Rookery Lane it was agreed that there needs to be a fact finding exercise to

include: relevant land ownership, responsibilities of GCC and others, what all interested

parties want

 2732.3 It was reported that no reply had been received from Brian Watkins regarding the VAS and

improved road markings on A413, or what s.106 funds remained unspent.

**2733 QUARRYING ISSUES**

2733.1 It was reported that a Liaison Group meeting had been called for 4 December.

 2733.2 It was agreed that the Parish Council’s representatives on the Liaison Group were Cllrs

Richards, Mobbs-Morgan with Cllr Dyson as reserve, although the company has indicated any number of Parish Councillors may attend meetings.

**2734 THE MEEND**

2734.1It was reported that 2 dangerous trees had been felled and that there was no other work

outstanding.

 2734.2 Cllr Richards was given authority to undertake any emergency work – to a maximum value

of £250 – which became necessary before the next Council meeting, without reference to

the Council.

 2734.3 It was noted that the planning consent for fencing which was for a 10 year period was due

for review.

**2735 PARISH COUNCIL OWNED LAND**

It was reported that the site-specific risk assessments were last undertaken in November 2019. Members would be sent copies of the last assessments and asked to update them.

**2736 TREE WORKS**

2736.1 It was **resolved** that Cllr Mobbs-Morgan instruct Jerry Ross to proceed with a condition

report of trees on Castle Ditch already quoted for (“around £520”), plus 2 further trees on

the Meend which were threatening buildings.

 2736.2 It was reported that Forestry England had been requested to visit to give an opinion on Ash

die back; that request to be followed up.

**2737 CORRESPONDENCE**

2737.1 Coleford Area Partnership: seeking representative on Climate Change working party.

*Cllr Dyson volunteered.*

 2737.2 Forest of Dean NHS: consultation on new hospital at [http://www.fodhealth.nhs.uk](http://www.fodhealth.nhs.uk/)

*Members to respond as individuals if they wish.*

**2738 MINOR MATTERS**

2738.1 It was agreed that Cllr Sadler would chair the next meeting.

**2739 ITEMS FOR FUTURE MEETINGS**

Jan – finalise budget and agree precept

 Jan – to review Governance documents

 Jan – review Meend planning application

**2740 DATES OF FUTURE MEETINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date\*** | **Time** | **Meeting** | **Venue** |
| 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**

Cllrs Sadler & Mobbs-Morgan before the January 2021 meeting

Cllrs Elsmore & Dyson before the March 2021 meeting

The meeting closed at 2115.