

STAUNTON COLEFORD PARISH COUNCIL

MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING
HELD ON 12th APRIL 2021 AT 19:30

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

PRESENT

Cllrs Smart (Chairman), Dyson, Elsmore, Mobbs-Morgan, Richards, & Sadler.
County Cllr Allaway-Martin. Clerk Mr Crighton

The Chairman paid tribute to His Royal Highness
The Prince Philip, Duke of Edinburgh who passed away 9 April 2021.
Those present observed one minute silence in his memory.

2819 APOLOGIES

District Cllr Wheeler

2820 DECLARATIONS OF INTEREST

Cllr	Minute	Interest	Reason
Richards	2830.5.2	Disclosable pecuniary	Supplier of quotation

2821 DISPENSATION REQUESTS None

2822 MINUTES OF PREVIOUS MEETING HELD 1 MARCH 2021

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

2823 CLERKS REPORT

2823.1 It was reported that the wayleave agreement with Openreach for a cabinet opposite Coach House Cottage had been signed.

2823.2 It was reported that current COVID regulations which permit virtual meetings expires on 6 May; thereafter the government had indicated that all meeting must be physical (in direct contravention of their own COVID regulations). The current 'road map' for the lifting of restrictions indicates no return to physical meetings before 21 June. It was **resolved** to amend the dates of the following meetings thus:

- Annual Parish Meeting and Annual Parish Council meeting brought forward from 10 May to 5 May, to be held virtually,
- Monthly meeting 7 June – cancelled
- Monthly meeting 5 July – no change (physical meeting if COVID regulations allow)

2824 MATTERS ARISING

2824.1 re minute 2799.1: it was noted that the redundant laptop has been passed to a Staunton resident.

2824.2 re minute 2800.2: it was reported that one of the two owners of land from which vegetation was

encroaching the A4136 footway had dealt with it; a letter of thanks to be sent. The other had responded that they would deal it. It was noted that there was vegetation overhanging the highway on A4136 out Kenersley – property owner to be advised.

2824.3 re minute 2806.1: it was noted that the work to which invoice 20/057 related had been completed and the account paid.

2824.4 re minute 2813: the response from Coleford police re the visibility of the PCSO in the village was noted.

2825 REPORT FROM COUNTY COUNCILLOR ALLAWAY-MARTIN

The Chairman offered thanks to Cllr Allaway-Martin for attending Parish Council meetings during an extremely busy time through the COVID pandemic.

Cllr Allaway-Martin thanked the Chairman and reported:

- The importance of continuing to observe the COVID regulations as they were relaxed
- FODDC holds details of s.106 funds resulting from general planning conditions and that it would worthwhile contacting FODDC to see if there were any funds available to the parish
- No response from Brian Watkins re s.106 funds from Stowfield Quarry; Cllr Allaway-Martin to contact County Cllrs Vernon Smith and Nigel Moor.

2826 REPORT FROM DISTRICT COUNCILLOR DAVID WHEELER No report

2827 REPORTS FROM PARISH COUNCILLORS AND COUNCIL REPRESENTATIVES

2827.1 Cllr Mobbs-Morgan advised that the village hall barbeque had been arranged for 17 July, subject to COVID regulations.

2828 PUBLIC QUESTIONS No public present

2829 PLANNING

2829.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED - None

2829.2 FOREST OF DEAN DISTRICT COUNCIL – DECISIONS NOTIFIED

	Location	Proposal	Decision
2829.2.1	Staunton: The Steps	Reduce 1 x Prunus, 1 x Beech, 1 x Walnut & 1 x Maple each by one third.	Permitted 8/3/21
2829.2.2	Staunton: Woodlands	Erection of a replacement dwelling with associated works	Permitted 1/4/21 – 12 conditions

2830 FINANCE

2830.1 ACCOUNTS FOR PAYMENT: the following accounts were approved for payment (Authority: Localism Act 2001 s.1). To be authorised at the bank by Cllrs Dyson and Sadler

BACS ref	Payee	Purpose	Amount	VAT	Payment value
20/058 ¹	PATA	Payroll admin to March	23.85		23.85
20/059 ¹	R S Crighton	Net salary – March Travel Allowance – Feb & Mar	346.00 7.20 34.68		387.88
20/060 ¹	HMRC	PAYE – final quarter	329.00		329.00

20/061	GAPTC	Internal audit	175.00		
		Credit note re training	-150.00		25.00
		Sub total 2020/21	765.73		765.73
21/001	N T Sargent	Grass cutting March 2021	100.00		100.00
21/002	GAPTC	Annual subscription	80.75		80.75
		TOTALS	946.48		946.48

¹ paid 25/3/21

2830.2 INCOME RECEIVED: 2020/21: £13830.24 (no change). 2021/22: Nil

2830.3 INTERNAL AUDIT 2020/21

The Internal Audit Report was noted and it was agreed to take appropriate action where recommended.

2830.4 EXTERNAL AUDIT

2830.4.1 The summary final accounts were noted.

2830.4.2 It was **resolved** to certify that during the financial year 2020/21, the higher of the authority's gross income, or gross expenditure did not exceed £25000 and consequently the Certificate of Exemption be signed.

2830.4.3 It was **resolved** to approve the Annual Governance Statement and explanation for a "No" answer.

2830.4.4 It was **resolved** to approve the Accounting Statement.

2830.4.5 It was **resolved** to approve the period for the exercise of public rights from Wednesday 2 June to Thursday 15 July inclusive (30 working days).

2830.4.6 It was **resolved** to authorise the Clerk to submit the papers to the External Auditor

2830.4.7 The reserves analysis and bank reconciliation statement were noted and approved.

2830.5 QUOTATIONS FOR WORKS

2830.5.1 It was resolved to accept the quote from Chapel Tree Services to fell 7 x Larch trees – £450+VAT. Work to be delayed until the autumn

2830.5.2 It was resolved to accept the quote from AK Contracting Services Ltd for work on Brindsey Well - £120

2831 HIGHWAYS AND RIGHTS OF WAY

2831.1 It was reported that a reply was still awaited from Tarmac to the Council's request for the supply of material for road repairs; a further reminder to be sent after 1 week

2831.2 It was reported that Severn Trent Water had declined any contribution to road maintenance on The Meend or to enter into wayleave agreements.

2831.3 It was agreed to contact Gloucestershire Highways for advice on a composite sign at end of Rookery Lane – to include 'No Parking', 'Restricted Byway – no access' and '15 mph'

2831.4 It was agreed that there was insufficient time to seek funding from the Levelling Up fund for improvements to pedestrian safety on A4136; neither would that scheme fit with the funding criteria. It was agreed that improvements were required and Gloucestershire Highways would be asked to draft a basic safety scheme for consideration.

2831.5 It was reported that the Rights of Way Officer would visit the requested location for a barrier on the footpath from Wellmeadow to A4136

2831.6 The issue of dog waste was discussed including the possible provision of bins but initially FODDC would be asked to paint stencils on the footways to see if that had an effect. The costs of bins starts at around £45 + fitting; emptying under contract was in the region of £4.50 per bin per empty.

2831.7 It was noted that two drains were still blocked – Gloucestershire Highways to be requested, again, to clear them.

2831.8 It was reported that there had been no response for a request for s.106 funds for 2 x VAS

2831.9 It was reported that there was concern in the village about traffic speeds and until the VAS were installed Coleford police would be asked to place a camera van in the village from time to time.

The Community Speed Watch team would be asked if speed gun training was still available.

2831.10 It was reported that GCC were seeking information about unregistered Rights of Way.

2832 THE MEEND

It was agreed to form a Working Group comprising Cllrs Sadler, Elsmore and Richards and the Clerk (Chairman) to progress the planning application. First meeting 21 April at 19:00.

2833 RISK ASSESSMENTS

The following actions were noted:

2833.1 BRINDSEY WELL

Cllr Richards had the minor repair in hand.

2833.2 THE MEEND

2833.2.1 Trees – above Assisi part fallen – quite accepted, work delayed until the autumn.

2833.2.2 Fencing – general repairs required. Work postponed pending submission of new planning application

2833.3 CASTLE DITCH / THE POUND

Trees – summer inspection diarised

2834 QUARRY ISSUES

It was reported that a recent blast was “very severe” and shook several properties in the village. The quarry had since installed blast monitors outside a couple of properties. The public were invited to witness a blast in the quarry – requests to the Clerk please.

2835 ALLOTMENT LAND

It was reported that Cllr Dyson had met Charley Scotford, looked at the site which was small, sloping and considered suitable and that the Almshouses Trust were content to manage the project; there would be no Parish Council involvement. The group would be urged to discuss the project with FODDC planning and environmental officers.

2836 ANNUAL PARISH MEETING

(See also minute 2824.2) The meeting was re-scheduled for 5 May – to be held virtually. Cllr Sadler to present the Chairman’s report. Parishioners’ questions to be sought by email in advance of the meeting.

2837 CORRESPONDENCE

2837.1 FODDC: seeking expressions of interest in bulk purchase of flood prevention equipment.
No demand in the parish.

2838 PUBLIC COMMENT None

2839 MINOR MATTERS

- 2839.1 – it was agreed that Silver Birch trees at the Searchlight area could be pruned
- 2839.2 – it was agreed that volunteers could clean the village gateways, but the question of planting wild flowers around them required further detailed consideration with regards to soil preparation, grass cutting etc.
- 2839.3 – it was commented that it would be desirable to have the current vacancy on the Council filled by someone with ideas for enhancing the village.

2840 ITEMS FOR FUTURE MEETINGS

- May – review asset register / insurance renewal
- May – arrange tree inspection at Castle Ditch / The Pound
- Oct – 6 monthly reminder re Rights of Way definitive map amendments (until Oct 2025)

2841 DATES OF FUTURE MEETINGS

Date*	Time	Meeting	Venue
5 May	1900	Annual Parish meeting	Virtual
5 May	1930	Annual Council meeting	Virtual
5 Jul	1930	Monthly Council meeting	Village hall#
2 Aug	1930	Monthly Council meeting	Village hall#
4 Oct	1930	Monthly Council meeting	Village hall#
1 Nov	1930	Monthly Council meeting	Village hall#

assuming COVID restrictions permit

* 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 Smart & Sadler before the July meeting
Cllrs Mobbs-Morgan & Richards before the October meeting
Cllrs Dyson & Smart before the March 2022 meeting

The meeting closed at 2126.