

STAUNTON COLEFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING
HELD IN STAUNTON VILLAGE HALL ON 4 APRIL 2022 AT 19:30

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



ABBREVIATIONS USED

FODDC Forest of Dean District Council **GAPTC** Gloucestershire Association of Parish & Town Councils
GCC Gloucestershire County Council **GH** Gloucestershire Highways **GCCR0W** GCC Rights of Way
HLS Higher Level Stewardship scheme **HMRC** Her Majesty's Revenue & Customs
NALC National Association of Local Councils **RPA** Rural Payments Agency

PRESENT

Cllrs Sadler (Chairman), Astley, Mobbs-Morgan, Richards & Smart.
Clerk – Mr Crighton. 1 member of the public

3019 APOLOGIES

Cllrs Dyson & Woodhouse

3020 DECLARATIONS OF INTEREST None.

3021 DISPENSATION REQUESTS None

3022 MINUTES OF PREVIOUS MEETING HELD 7 MARCH 2022

It was **resolved** to approve the minutes of the meeting; they were signed by the Chairman.

3023 CLERKS REPORT

It was reported that an invitation had been received from Tarmac on 22/3/22 to view a quarry blast two days later but that there was not sufficient time to advise those wishing to attend.

3024 MATTERS ARISING

3024.1 re minute 3016.1: it was reported that 'heavy' quarry blast on 4/3/22 was within permitted limits.

3025 PUBLIC QUESTIONS None

3026 REPORT FROM COUNTY COUNCILLOR ALLAWAY-MARTIN No report

3027 REPORT FROM DISTRICT COUNCILLOR WHEELER No report

3028 REPORTS FROM PARISH COUNCILLORS AND COUNCIL REPRESENTATIVES

3028.1 **Litter picking and footpath group.** Cllr Woodhouse reported a joint meeting with Newland Parish Councillors and the next litter picking exercise on the evening of 7/3/22. The litter picking group

was independent of the Parish Council thus no responsibility lay with the Parish Council; nevertheless it was recommended that the group did consider a risk assessment, to include the wearing of hi-viz jackets.

3028.2 **Local Plan Engagement Forum.** Cllr Astley reported there had been no further meetings.

3028.3 **Village Hall Committee.** Cllr Mobbs-Morgan reported a meeting on 29/3/22 when I was agreed to proceed with the Jubilee Tea Party. At the request of the committee the Parish Council agreed to two hanging baskets to be placed at the entrance to the hall. The question of the drainage gully cover at the entrance to the car park was raised.

3028.4 **FOD Health Forum.** Cllr Smart would attend the next meeting on 5/4/22, report back to the Parish Council who would, at the next meeting, decide whether or not to continue sending a representative to their meetings.

3029 PLANNING

3029.1 FODDC APPLICATIONS SUBMITTED – none.

3029.2 FODDC APPLICATIONS DETERMINED

	Ref No / applicant	Location	Proposal	Decision
3029.2.1	P0175/22/F UL Mr M Etheridge	Newland: The Bowery	Installation of ground level PV array panels and alterations to first floor window (part retrospective)	Permitted 14/3/22 – 2 conditions

3030 FINANCE

3030.1 ACCOUNTS FOR PAYMENT: the following accounts were approved for payment (Authority: Localism Act 2001 s.1). To be authorised at the bank by Cllrs Astley & Sadler

BACS ref	Payee	Purpose	Amount	VAT	Payment value
22/01	GAPTC	Annual subscription	77.46		77.46
22/02	R S Crighton	Net salary (incl back-dated pay award to April 2021)	1110.40		
to		Travel	51.30		
		Home use allowance (incl back-dated allowance to April 2021)	156.00		
		Broadband / IT	50.40		
22/06		Reimburse Land Registry fee	17.94		1386.04
22/07	HMRC	PAYE	277.40		277.40
22/08	J Sadler	Reimbursement bouquet	35.00		35.00
22/09	Town & Parish Council Websites	Website hosting – 1 year	200.00		200.00
TOTALS			1975.90		1975.90

3030.2 YEAR END FINANCIAL STATEMENT 2021/22

It was **resolved** to approve the statement

3030.3 EXTERNAL AUDIT

3030.3.1 Council verified that during the financial year 2021/22 the higher of the authority's gross

income for the year or gross expenditure for the year did not exceed £25000.
3030.3.2 It was **resolved** to approve the Annual Governance Statement
3030.3.3 It was **resolved** to approve the Accounting Statement
3030.3.4 The dates for the exercise of public rights (30/5/22 to 15/7/22) were noted

3030.4 FINANCIAL REGULATIONS RE OBTAINING QUOTATIONS

It was agreed to review the various levels of quotations required in Regulation 11.g

3031 HIGHWAYS AND RIGHTS OF WAY

3031.1 VEHICLE ACTIVATED SIGNS

It was reported that Gloucestershire Highways had been asked to order 2 x VAS to be funded from the s.106 fund held by GCC but that it appeared there may be some 'difficulty' with this. It was hoped that the Parish Council could attend the proposed meeting between GH and GCC, as well as Cllr Allaway-Martin, if she was available.

3031.2 ROOKERY LANE

3030.2.1 It was reported that an additional small sign ("pedestrians, slow") had been fixed by GH
3030.2.2 It was reported that pot hole filling was continuing on an ad hoc basis.

3031.3 REPAIRS TO STILES AND GATES

It was reported that repairs had been made to several stiles and gates by the GCCRoW Officer and that a new kissing gate would be installed near The Frogsmouth when funding was available..

3031.4 DOG FOULING SIGNS

It was **resolved** to contact Cllr Woodhouse and arrange for the signs to be ordered.

3031.5 LIAISON WITH GH

Members were dissatisfied with the lack of response from the Local Area Highways Manager to any telephone calls or emails; Cllr Allaway-Martin to be asked to make appropriate representations.

3032 STAUNTON MEEND

3032.1 HLS PAYMENT

It was reported that the reminder to apply for the 2021 grant had been sent to the wrong email address; the RPA had been advised and they had confirmed they now had the correct contact details. The question of payment of the grant remained outstanding.

3032.2 EXTENSION OF HLS SCHEME

It was reported that the RPA would re-send the invitation to extend the scheme (that also having been sent to the wrong postal address).

3032.3 JAMIE'S FARM

It was reported that a full reply would be sent from the manager of the farm in due course.

3032.4 MANAGEMENT OF THE MEEND

There was a discussion as to the way the land might be managed in the future. The view was expressed that the Council lacked the expertise or time to properly manage the land and that consideration should be given to exploring the appointment of a Land Manager (or company) to advise the Parish Council on all aspects of management of the area. The Clerk was asked to make further enquiries to see if such an arrangement was desirable, possible and financially manageable.

3033 OTHER PARISH LAND

3033.1 TREE WORK

It was agreed to obtain a quotation for felling (or partially felling) 6 Ash trees in Castle Ditch as these presented a high risk to the adjacent property.

It was reported that quotation of £880 had been received to remove one limb of the Beech tree opposite the church, but it was felt further information was required re this work possibly destabilizing the tree and creating a wound which could become diseased.

3033.2 THE POUND

It was agreed to obtain a quotation for repointing the stonework, both with sand & cement, and lime Mortar.

3033.3 INSURANCE RE VOLUNTEERS

The Council's insurers have amended the terms of the policy thus: "We will not cover claims caused by or arising out of the ownership, lease or occupation of the area known as "The Frogsmouth".

Furthermore, cover is provided for volunteers for various risks so long as the Council has control of volunteers' duties and therefore accepts responsibility for their actions, but subject to an assessment of each task and the volunteer's ability to safely undertake it. It was thus **resolved** that for the time being no work may take place by volunteers under the authority of the Parish Council.

Should volunteers undertake work on their own initiative the Parish Council accepts no responsibility whatsoever.

Advice would be sought as to what signage / fencing was required to deter access to The Frogsmouth from Rookery Lane.

3034 MILLENNIUM PROJECT - VILLAGE PUMP

It was reported that there had been no progress. It was felt that the proposed new wording would require too large a plaque; consideration would be given to installing an interpretation board instead. Local contacts may be able to help with the design; the AONB may provide financial assistance.

3035 QUEENS PLATINUM JUBILEE

It was agreed, in principle, for each child in the village to plant a tree (probably in the Autumn) and the verge along the lower Meend road was suggested as a possible site. Variety of trees, cost and numbers to be established.

3036 GRANTS POLICY

It was **resolved** to adopt the drafted Grants Policy.

3037 CORRESPONDENCE

3036.1 FODDC: Parish & Town Councils meeting 25/4/22. *Agenda items required by 11/4/22.*
 3036.2 NALC: General briefing – Ukraine. *Noted*

3038 MINOR MATTERS None

3039 PUBLIC COMMENT

Mr Davies said it was interesting to see what the Parish Council was doing and commented that not many people appreciated the amount of work done by volunteers (Councillors and public).

3040 DATES OF FUTURE MEETINGS

Date 2022	Time	Meeting	Venue	Final date for agenda items* / written report*** / dispensation requests***
9 May	1900	Annual Parish Meeting (APM)	Village hall	1 May* / 5 May** / 6 May***
9 May	Following APM	Annual Parish Council meeting	Village hall	1 May* / 5 May** / 6 May***
6 Jun	1930	Monthly Council meeting	Village hall	29 May* / 2 Jun** / 3 Jun***
4 Jul	1930	Monthly Council meeting	Village hall	26 Jun* / 30 Jun** / 1 Jul***
1 Aug	1930	Monthly Council meeting	Village hall	15 Jul* / 28 Jul** / 29 Jul***
3 Oct	1930	Monthly Council meeting	Village hall	25 Sep* / 28 Sep** / 29 Sep***
7 Nov	1930	Monthly Council meeting	Village hall	31 Oct* / 3 Nov** / 4 Nov***

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

Cllrs Woodhouse & Dyson before the **July** meeting
 Cllrs Mobbs-Morgan & Astley before **November** meeting
2023
 Cllrs Richards & Dyson before the **March** meeting

The meeting closed at 2115.