

## STAUNTON COLEFORD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD IN STAUNTON VILLAGE HALL ON 9 MAY 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 Dyson (Chairman), Mobbs-Morgan, Richards, Sadler & Woodhouse.  
Clerk – Mr Crighton. District Cllr Wheeler and 2 members of the public

### 3041 CHAIRMAN'S ANNOUNCEMENT

The Chairman announced that she had received Cllr Smart's resignation from the Council; Cllr Smart was thanked for her service to the Council and the community.

### 3042 APOLOGIES

Cllr Astley, County Cllr Allaway-Martin

### 3043 ELECTION OF CHAIRMAN

Cllr Dyson was elected as Chairman unopposed; she signed her Declaration of Acceptance of Office.

### 3044 ELECTION OF VICE CHAIRMAN

Cllr Woodhouse was elected as Vice Chairman unopposed; he signed his Declaration of Acceptance of Office.

### 3045 APPOINTMENT OF COUNCIL REPRESENTATIVES

The following appointments were made:

- 3045.1 Litter picking & footpath group - Cllr Woodhouse
- 3045.2 FODDC Local Plan Engagement Forum – Cllr Astley
- 3045.3 Village Hall committee – Cllr Mobbs-Morgan
- 3045.4 FOD Health Forum – representation terminated
- 3045.5 FODDC Sheep Liaison group – representation terminated
- 3045.6 Coleford Area Partnership – provisionally Cllr Woodhouse
- 3044.7 Stowfield Quarry Liaison Group – Cllrs Dyson, Mobbs-Morgan & Richards
- 3044.8 FODDC Parish & Town Councils Forum – the Clerk

**3046 COUNCILLORS' REGISTER OF MEMBERS INTERESTS**

It was reported that all Councillors had either confirmed there were no changes to their current register, or undertook to complete a new one within 28 days.

**3047 DECLARATIONS OF INTEREST** None.

**3048 DISPENSATION REQUESTS** None

**3049 MINUTES OF PREVIOUS MEETING HELD 4 APRIL 2022**

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

**3050 CLERKS REPORT**

Nothing to report not already on the agenda.

**3051 MATTERS ARISING** None

**3052 PUBLIC QUESTIONS**

Mrs Smart thanked the Chairman for her kind words on her resignation adding that she needed more time for fun, family and holidays.

**3053 REPORT FROM COUNTY COUNCILLOR ALLAWAY-MARTIN** None

**3054 REPORT FROM DISTRICT COUNCILLOR WHEELER**

Cllr Wheeler's report is attached to the signed copy of these minutes.

In response to questions Cllr Wheeler advised that the FODDC Funding Officer may be able to offer advice to Councils re sources of funding.

In response to a question Cllr Wheeler would advise if there had been any reduction in pre-application advice requests following the introduction of a charge for that service.

**3055 REPORTS FROM PARISH COUNCILLORS AND COUNCIL REPRESENTATIVES**

3055.1 **Litter picking and footpath group.** Cllr Woodhouse reported little activity recently; more notice to be given to members of the group of events. The group would concentrate on those footpaths becoming overgrown.

3055.2 **Local Plan Engagement Forum.** Cllr Astley – no report

3055.3 **Village Hall Committee.** Cllr Mobbs-Morgan reported arrangements for the Tea Party on 2/6/22 were progressing, and that there may an opportunity to view local beacons from the Meend.

3055.4 **FOD Health Forum.** Cllr Smart had circulated a report of the meeting on 3/5/22.

3055.5 **FODDC Parish & Town Councils Forum.** The Clerk reported that FODDC staff were not all working from the office and that "agile working" was likely to continue.

**3056 FINANCIAL REGULATIONS AND STANDING ORDERS**

3056.1 It was **resolved** to amend Financial Regulation clause 11.1.g thus:

Where it is intended to enter into a contract for the supply of goods or services the following rules will apply:

- i. Delete “£500” and insert “£2500”
- ii. Delete “£2500” and insert “£5000”
- iii. Delete “£5000” and insert “£10000”

3056.2 It was **resolved** to amend Standing Order 18 in accordance with NALC guidance:

to read “Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details” ,and to delete clause 18g

**3057 PLANNING**

3057.1 FODDC APPLICATIONS SUBMITTED – response(s) were agreed for the following applications.

	<b>Ref No / applicant</b>	<b>Location</b>	<b>Proposal</b>	<b>Response</b>
3057.1.1	P0387/22/FUL Mr R Llewellyn	Staunton: 4 Forest Close	Conversion of 4 x residential flats to one dwelling with associated works.	No objection

3057.2 FODDC APPLICATIONS DETERMINED - the following decisions were noted

	<b>Ref No</b>	<b>Location</b>	<b>Proposal</b>	<b>Decision</b>
3057.2.1	P2118/21/FUL	Staunton: Birchenwood, Brindsey Lane	Erection of a two storey rear extension with associated works	Refused 13/4/22

**3058 FINANCE**

3058.1 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 & Woodhouse

BACS ref	Payee	Purpose	Amount	VAT	Payment value
22/10	Brissco	Dog waste signs (paid 13/4/22)	191.66	38.33	229.99
22/11	Viking	Paper	63.86	12.77	76.63
22/12	N Sargent	April grass contract	100.00		100.00
<b>TOTALS</b>			<b>355.52</b>	<b>51.10</b>	<b>406.62</b>

3058.2 INCOME RECEIVED TO DATE: **£7500** (50% precept)

**3059 HIGHWAYS AND RIGHTS OF WAY**

3059.1 VEHICLE ACTIVATED SIGNS

It was reported that the application for the replacement VASs had been submitted to GH.

3059.2 DOG FOULING SIGNS

It was reported that the signs has been ordered. .

### 3060 STAUNTON MEEND

#### 3060.1 HLS SCHEME EXTENSION

It was reported that the acceptance of the two year extension of the scheme had been submitted (this covers the calendar years 2022 and 2023)

#### 3060.2 HLS 2021 PAYMENT

It was reported that correspondence with the RPA continued to try and recover the 2021 grant.

#### 3060.3 LAND AGENT

It was reported that an initial enquiry had been made of Carver Knowles (Land Agents) and that a reply was awaited.

#### 3060.4 JAMIE'S FARM

It was reported that there had been no further contact and that until the result of the planning application was known the future was uncertain.

### 3061 OTHER PARISH LAND

#### 3061.1 TREE WORK

3061.1.1 It was agreed to obtain the opinion of the FODDC Tree Officer regarding the need to remove a large limb from the Beech tree opposite the church.

3061.1.2 It was **resolved** to accept the quote of £1850 + VAT for felling 6 Ash trees

#### 3061.2 LEGAL ADVICE RECEIVED RE PARISH COUNCIL'S LIABILITY FOR LAND IN ITS OWNERSHIP

On consideration of the advice received it was agreed that a deterrent to access to the Frogsmouth would be by way of fencing and a warning notice. Quotes for fencing to be obtained by Cllrs Richards & Woodhouse.

### 3062 MILLENNIUM PROJECT - VILLAGE PUMP

It was agreed that a form of wording would need to be approved (Cllr Woodhouse) and then enquiries made as to the preparation of an interpretation board.

### 3063 QUEENS PLATINUM JUBILEE

The location of the trees to be planted in the autumn needed to be agreed, and the number of children (and therefore, trees) ascertained (Cllr Astley)

### 3064 CORRESPONDENCE None

### 3065 MINOR MATTERS

3065.1 Cllr Woodhouse – informal agreement by Parish Council to placing a flower tub at each side of the bus shelter, to be maintained by residents.

3065.2 Cllr Woodhouse – reported some damage to dry stone walls

3065.3 Cllr Woodhouse suggested compiling a database of residents willing to offer support to fellow residents. Suggested an article on Facebook inviting those willing to be on the list to email the Clerk.

3065.4 Cllr Richards suggested that lime mortar was unnecessary for re-pointing The Pound – he would

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SIGNED (Chairman).....9/5/2022

obtain quotes for mortar filling.

3065.5 Nick Sargent to be asked to monitor bramble growth on The Pound and report to the Council.  
 (This raised the issue of the need for regular inspections and reports of all Council assets).

**3066 PUBLIC COMMENT**

Mr Barter asked for copies of the Land Registry documents relating to the Frogsmouth and the grass triangle opposite the church.

**3067 DATES OF FUTURE MEETINGS**

<b>Date 2022</b>	<b>Time</b>	<b>Meeting</b>	<b>Venue</b>	<b>Final date for agenda items* / written reports** &amp; dispensation requests**</b>
6 Jun	1930	Monthly Council meeting	Village hall	29 May* / 2 Jun**
4 Jul	1930	Monthly Council meeting	Village hall	26 Jun* / 30 Jun**
1 Aug	1930	Monthly Council meeting	Village hall	15 Jul* / 28 Jul**
3 Oct	1930	Monthly Council meeting	Village hall	25 Sep* / 28 Sep**
7 Nov	1930	Monthly Council meeting	Village hall	31 Oct* / 3 Nov**
<b>2023</b>				
9 Jan	1930	Monthly Council meeting	Village hall	1 Jan* / 5 Jan**
6 Feb	1930	Monthly Council meeting	Village hall	29 Jan* / 2 Feb**
6 Mar	1930	Monthly Council meeting	Village hall	27 Feb* / 2 Mar **
3 Apr	1930	Monthly Council meeting	Village hall	24 Mar* / 31 Mar**
<b>4 May</b>	<b>Parish Council election</b>			
8 May	1900	Annual Parish Meeting	Village hall	1 May* / 4 May **
8 May	1930	Annual Parish Council Meeting	Village hall	1 May* / 4 May **

**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 21:00.

AFTER EVENT. Cllr Sadler tendered her resignation from the Parish Council