

## STAUNTON COLEFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING  
HELD IN STAUNTON VILLAGE HALL ON 3 OCTOBER 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    **GCCRoW** GCC Rights of Way  
**HLS** Higher Level Stewardship scheme    **HMRC** Her Majesty's Revenue & Customs  
**LAHM** Local Area Highways Manager    **NALC** National Association of Local Councils  
**RPA** Rural Payments Agency

### PRESENT

Cllrs Woodhouse (Chairman), Barter, Mobbs-Morgan, & Richards. Cllr Rees following co-option.  
Clerk – Mr Crighton. 1 member of the public.

### 3139 APOLOGIES

Cllr Astley

### 3140 DECLARATIONS OF INTEREST

Councillor	Minute	Type	Reason
Richards	3150.1.1	Other	Contractor for the proposed work

### 3141 DISPENSATION REQUESTS None

### 3142 MINUTES OF PREVIOUS MEETING HELD 1 AUGUST 2022

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

### 3143 CASUAL VACANCIES

It was **resolved** to co-opt Ms Rees to the Council; she completed her Declaration of Acceptance of Office and Register of Members Interests and took her place on the council. There remained one unfilled vacancy on the Council.

### 3144 CLERKS REPORT

3144.1 re minute 3130.2.1 - it was reported that no action had been taken with regard to acquiring ownership of Brindsey's Well, the Clerk would research the process and costs involved.

### 3145 MATTERS ARISING

3145.1 re minute 3127 – it was reported that cleaning of the White Horse Car Park notice board and the two interpretation boards on The Meend was in progress

3145.2 re minute 3128.3 – it was agreed to produce an emergency plan leaflet, based on the one produced by GCC, for distribution throughout the parish

**3146 PUBLIC QUESTIONS** None

**3147 REPORT FROM COUNTY COUNCILLOR ALLAWAY-MARTIN** No report

**3148 REPORT FROM DISTRICT COUNCILLOR WHEELER** No report

**3149 REPORTS FROM PARISH COUNCILLORS AND COUNCIL REPRESENTATIVES**

3149.1 **Litter picking and footpath group.** Cllr Woodhouse reported little progress other than attending a volunteer course run by GCCRoW

3149.2 **Local Plan Engagement Forum.** No report

3149.3 **Village Hall Committee.** Cllr Mobbs-Morgan reported a meeting of the committee on 28/9/22 – the next event was the Christmas Social evening of 16/12/22. A query had been raised as to who was responsible for the maintenance of the car park – Clerk to refer to the lease.

In reply to questions the meeting was advised that hirings to outside bodies was the primary source of income; the committee was low on numbers and did not have the resources to organize many events themselves.

3149.4 **Coleford Area Partnership.** Contact yet to be made

3149.5 **Councillors Road Safety Networking.** Cllr Woodhouse will forward information from GAPTC on The Older Drivers Toolkit

**3150 PLANNING**

3150.1 FODDC APPLICATIONS SUBMITTED – response submitted.

	<b>Ref No / applicants</b>	<b>Location</b>	<b>Proposal</b>	<b>Response</b>
3150.1.1	P1179/22/FUL Mrs B Fox	Staunton: Cedar Slade	Replacement of existing rear extension and internal alterations	No objection.
3150.1.2	P1078/22/FUL Mr & Mrs B Schiller	Staunton: land at White Horse Inn	Variation of condition 12(approved plans), 05 (roofing) and external facing materials samples) and 12 (windows / doors opening and eaves overhand details) to planning permission P1873/14/FUL to allow for the re-design of the dwelling and alterations to external materials	No comment (response date passed)

NB Re 3150.1.1 Cllr Richards explained the detail of the proposal but did not take part in, or vote, on the response.

3150.2 FOREST OF DEAN DISTRICT COUNCIL DECISION NOTIFIED

	<b>Location</b>	<b>Proposal</b>	<b>Decision</b>
3150.2.1	Staunton: Mawingo	Replacement of exterior cladding and installation of solar panels to main roof with associated works. Installation of air source heat pump to rear flat roof	Permitted 13/7/22 – 3 conditions
3150.2.2	Staunton: land opposite All Saints Church (A4136)	Reduce canopy of Copper Beech tree by 2.5m	No objection 9/8/22

**3151 FINANCE**

3151.1 ACCOUNTS FOR PAYMENT: it was **resolved** to make the following payments under the authority of the Localism Act 2001 s.1. To be authorised at the bank by Cllrs Mobbs-Morgan & Woodhouse

BACS ref	Payee	Purpose	Amount	VAT	Payment value
22/25	John Barnby	Installation of fencing – Frogsmouth	1200.00	240.00	1440.00
22/26	R S Crighton	Net salary	1056.30		
22/27		Travel	27.00		
22/29		Broadband & telephone	39.21		
22/28		Allowance	78.00		
22/30		Reimburse renewal of anti-virus	64.99		
22/31		Flowers	20.00		
22/32					1285.50
22/33	HMRC	PAYE	264.00		264.00
22/34	Chapel Tree Services	Work on Coper Beech tree opp church	1200.00	240.00	1440.00
22/35	N Sargent	Grass cutting September	100.00		100.00
		<b>TOTALS</b>	<b>4049.50</b>	<b>480.00</b>	<b>4529.50</b>

3151.2 FUNDS RECEIVED TO DATE - **£15505** (increase £7500 – 2<sup>nd</sup> tranche of precept)

3151.3 QUARTERLY FINANCE REVIEW

To review was noted and accepted.

3151.4 BUDGET 2023/24

The first draft budget was discussed and would be refined over the next couple of months. It was currently proposed that there should be no increase in the precept

3151.5 UNITY TRUST BANK

It was **resolved** to add Ms Rees as a “View and Authorize” signatory.

**3152 ASSETS INSPECTION**

Councillors were allocated assets to inspect.

**3153 HIGHWAYS AND RIGHTS OF WAY**

3153.1 It was reported that Cllr Allaway-Martin had advised that GH had resubmitted the application to the

Improvements Team who in turn had advised that it may be necessary to undertake a new traffic survey for more current data. Councillors expressed their utter frustration of how this request was being handled.

3153.2 It was noted that 6 replacement salt bins were required; if they could not be supplied by GH then the Parish Council would purchase them.

3153.3 It was suggested that an EV charging point could be installed in the Village Hall car park; the matter would be discussed at the next committee meeting on 15/11/22.

### **3154 STAUNTON MEEND**

3154.1 It was reported that most gates had been upgraded / repaired; the Clerk would look at the condition applied to the planning permission to establish exactly what was required.

3154.2 It was reported that there were boar on The Meend – the boundary fence would need to be repaired and then the animals removed. It was understood that materials could be supplied at cost; there would be labour costs in installing the new fencing. Cllr Richard to establish quantities required. Winter was the ideal time to undertake the work and remove the boar.

3154.3 It was reported that a tall Silver Birch was presenting a danger of falling in high winds and needed to be reduced in height. Clerk to establish if planning consent is required for the work. If permitted, Cllr Richards volunteered to undertake the work at no cost to the Council, in return for retention of the timber.

### **3155 OTHER PARISH LAND**

#### **3155.1 FROGSMOUTH SAFETY MEASURES**

It was reported that the fencing had been installed, appropriate signage would now be obtained.

### **3156 JUBILEE ORCHARD**

It was reported that there had been no progress.

### **3157 GRASS CUTTING IN VILLAGE**

It was reported that a meeting between Cllrs Mobbs-Morgan and Woodhouse with Fran Sargent would be arranged after the Parish Council's requirements had been established. 'No mow' areas to be considered.

### **3158 MILLENNIUM PROJECT - VILLAGE PUMP**

It was agreed to have the display 'printed' on to an A2 aluminum sheet at a cost of £44 +VAT and that the timber frame and stand could be constructed by volunteers with the materials bought by the Parish Council. Final design to be approved shortly.

### **3159 MEMORIAL TO THE LATE QUEEN ELIZABETH II**

The concept of this was discussed in broad terms and it was concluded that any such memorial could be linked to the jubilee orchard

### **3160 TRAINING**

The Clerk emphasised the need for formal training of all Councillors and they were urged to look at the GAPTC website and request any course they felt appropriate.

**3161 CORRESPONDENCE** None

**3162 MINOR MATTERS**

- 3162.1 Cllr Richard reported having receive a request from a resident to place a bench on the Meend – members agreed subject to approving the design and location.
- 3162.2 Cllr Woodhouse commented on potholes RSB11 (Restricted Byway) by Jubilee Cottage, GH would be responsible for repairs.

**3163 PUBLIC COMMENT**

3163.1 Mr Barter asked if Councillors could have the password for Parish On-Line.

**3164 ITEMS FOR FUTURE MEETINGS**

- Nov – 2<sup>nd</sup> draft budget
- Jan – quarterly finance review
- Jan – Final draft budget, set precept
- Apr - arrange assets inspection

**3165 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>
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>			
15 May <sup>#</sup>	1900	Annual Parish Meeting	Village hall	9 May* / 11 May **
15 May <sup>#</sup>	1930	Annual Parish Council Meeting	Village hall	9 May* / 11 May **
5 Jun	1930	Monthly Council meeting	Village hall	27 May* / 1 Jun **
3 Jul	1930	Monthly Council meeting	Village hall	23 Jun* / 30 Jun**
7 Aug	1930	Monthly Council meeting	Village hall	31 Jul* / 3 Aug **
2 Oct	1930	Monthly Council meeting	Village hall	24 Sep* / 29 Sep **
6 Nov	1930	Monthly Council meeting	Village hall	28 Oct* / 2 Nov**

# 1st meeting of new Council to be held within 14 days of the Day on which Councillors take office, which is 8<sup>th</sup> May

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

**November** Cllrs Mobbs-Morgan & Astley

**2023**

**March** Cllrs Richards & AN Other

**July** tba

**Nov** tba

The meeting closed at 2147