

STAUNTON COLEFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING
HELD IN STAUNTON VILLAGE HALL ON 3 APRIL 2023 AT 19:00

[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	GCCR o	WGCC Rights of Way
HLS Higher Level Stewardship scheme	HMRC His Majesty's Revenue & Customs		
LAHM Local Area Highways Manager	NALC National Association of Local Councils		
RPA Rural Payments Agency	WVA ONB	Wye Valley	AONB

PRESENT

Cllrs Woodhouse (Chairman), Barter, Mobbs-Morgan & Richards.
Clerk – Mr Martin. 4 members of the public.

3284 APOLOGIES No apologies were received at the meeting, however Cllr Rees had emailed the Clerk the following day to express these.

3285 DECLARATIONS OF INTEREST None.

3286 DISPENSATION REQUESTS None.

3287 MINUTES OF PREVIOUS MEETING HELD 6 MARCH 2023

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

3288 MATTERS ARISING

3288.1 The Clerk would chase up the council being consulted on the application of the s.106 monies in relation to infrastructure investment by developers.

3289 CLERK'S REPORT

3289.1 re minute 3262.1.

This is covered above.

3289.2 re minute 3270.

The Clerk reported that highways had responded to the inquiry, stating that they do own the land in question. Highways would need to be questioned further as to whether they would be agreeable to selling the land for the purposes of converting it into a car park. The Clerk would need to confer with them on this and add this as an item to the next parish meeting.

3290 PUBLIC QUESTIONS

3290.1

A member of the public suggested that the potential land purchase could be used to build housing that the council would own and presumably rent or lease out.

3291 APPOINTMENT OF NEW CLERK AND RFO

3291.1

To note the appointment of Mr Jonathan Martin as Clerk & RFO wef 1 April 2023, subject to signing of contract. It was **resolved**. The Contract was signed.

3291.2

To authorise the Chairman, retrospectively, to sign the contract of employment. It was **resolved**. The Contract was signed.

3291.3

To authorise MrCrighton, retrospectively, to pass over all relevant material to Mr Martin, including all physical assets, passwords etc. This was **resolved**.

3291.4

To authorise MrCrighton / Mr Martin to remove MrCrighton from the account with Unity Trust Bank and to substitute Mr Martin with 'View and Set Up' (VS) authority. This was **resolved**.

3292 REPORTS FROM PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

3292.1

Litter picking & footpath group. **Cllr Woodhouse**. New rubbish bags and 2 new litter pickers have been delivered and received.

3292.2

Village Hall Committee. **Cllr Mobbs-Morgan**. The Village Hall Committee reported that their Coronation party has the closing date for tickets on April 9th. The event will be held at Buckstone house. The details of the event remain to be arranged. The details of the event had not been advertised yet. The Parish council would likely be approached to provide grant money for this and would be thanked accordingly.

3292.3

Forest Climate Network meeting **Cllr Barter**. None.

3293 PLANNING

3293.1 FOREST OF DEAN DISTRICT COUNCIL APPLICATIONS SUBMITTED – none

3293.2 FOREST OF DEAN DISTRICT COUNCIL DECISION NOTIFIED – none

3294 FINANCE

3294.1

ACCOUNTS FOR PAYMENT: to approve the following accounts for payment (Authority: Localism Act 2001 s.1). It was **resolved** to approve these payments.

BACS ref	Payee	Purpose	Amount	VAT	Payment value
23.01	GAPTC	Annual subscription	79.69		79.69

23.02	R S Crighton	Net salary (Jan-Mar)	1128.30		
23.03		Travel	38.25		
23.04		Home working allowance	78.00		
23.05		Broadband / IT	42.08		
23.06					
23.07	HMRC	PAYE	282.00		282.00
23.08	Staunton Village Hall	Grant	300.00		300.00
		TOTALS	1948.32		1948.32

3294.2 FUNDS RECEIVED TO DATE - £Nil

3294.3 YEAR END ACCOUNTS

3294.3.1 To note final accounts for 2022/23 (attached)

3294.3.2 To note Annual Internal Audit Report (attached)

It was noted that the HLS money was now ring fenced. Also, the fee for the recent audit would need to be processed.

3295 HIGHWAYS & RIGHTS OF WAY

3295.1

It was reported that Highways had confirmed that the repair of drains on Brindsey lane had now been budgeted for, but there remained no date as to when this would take place.

3296 STAUNTON MEEND

3297.1 To note receipt of HLS grant for 2022 (£3516).

It was confirmed that the grant of £3,516 had been received and would be ring fenced.

3297.2 To note claim for HLS grant 2023 sent to Helena Ronicle for completion, or not.

There was concern that the grant monies for this project could not be gained as the agreement required work to be evidence. This is critical as the agreement stipulated a time limit of the end of April. It was felt however, that enough substantial labour had been done to achieve this.

3297 OTHER PARISH LAND

To note 2 further quotes for repairing the wall between the Pound and Elmlea awaited. There had been no new quotes received, however a 'silent' quote could be regarded as one, rendering 3 quotes having been received in total. To progress this project, this issue would be added to the next parish meeting's agenda.

3298 ASSETS

To arrange asset inspection (pro forma attached). Councillors volunteered for the inspections and would report back to the Clerk on their findings.

3299 PARISH EMERGENCY PLAN

To report any progress. None

3300 STAUNTON VILLAGE HALL

To discuss issues raised by the Village Hall committee at the last meeting and subsequently and to review the 2nd draft agreement (attached). The new contract between the Parish Council and the Village Hall was reviewed. A clause of note was that the Village Hall should begin to build up a reserve of £10,000. The Clerk would forward this draft on to the Village Hall committee and after their additions, it would need formal drafting by a solicitors firm.

3301 MILLENNIUM PROJECT – VILLAGE PUMP

To receive a report on progress. (Cllr Woodhouse) This is now ready to reinstate.

3302 JUBILEE ORCHARD

To receive a report on progress. It was suggested that the site could be developed with 8 fruit trees planted at 6-8ft separations. This planting would need to be done at winter at an approximate cost of £40 per tree. Each tree would need a guard around it to protect it from predation. The Jubilee Garden would be better dedicated to the community rather than a single or group of individuals. An item discussing the funding for this would be added to the next agenda.

3303 CORRESPONDENCE

The Clerk reported that there had been a complaint as to why one of the VAS machines was not working. The reason for this was due to a battery failure which would be corrected soon. The Clerk would inform the resident of this. The Clerk was also instructed to post a comment on the Council's facebook, requesting more volunteers to come forward to help in the running of the VAS scheme.

3304 MINOR MATTERS

None.

3305 PUBLIC COMMENT

To allow members of the public to comment on what has been said during the meeting. A member of the public asked the Council to clarify the ownership and status of a 'ransom strip' section of land within the elms estate owned by the Council. The Clerk would check the various records and report back on this.

The Chairman thanked the previous Clerk, Mr Richard Crighton, for his services to Staunton Parish Council and its parishioners.

3306 ITEMS FOR FUTURE MEETINGS

The VAS scheme could continue, as would the change of the bank mandate with Unity bank to accommodate the new Clerk would be undertaken.

3307 DATES OF FUTURE MEETINGS

Date 2023	Time	Meeting	Venue
4 May	Elections		
9 May	New Councillors take office		
15 May [#]	1900	Annual Parish Council Meeting	Village hall
15 May	Following Annual Parish Council Meeting	Annual Parish Meeting	Village hall
5 Jun	1900	Monthly Council meeting	Village hall
3 Jul	1900	Monthly Council meeting	Village hall
7 Aug	1900	Monthly Council meeting	Village hall
2 Oct	1900	Monthly Council meeting	Village hall
6 Nov	1900	Monthly Council meeting	Village hall

1st meeting of new Council to be held within 14 days of the Day on which Councilors take office.

Clarification was given as to how many seats the Council is currently permitted, that being 7, however only 4 people had applied for seats in the upcoming elections.

NB Final dates for next agenda:

1. Proposed major amendments to minutes – 10 days before the next meeting
2. Agenda items – 8 days before the next meeting
3. Request for dispensations – 3 days before the next meeting

Rota for undertaking in-house checks prior to these meetings, please arrive by 1830.

(provisional from here, subject to May election):

June Cllrs Rees & Mobbs Morgan
October Cllrs Woodhouse & Richards
2024
January Cllrs Barter & Rees

The meeting closed at 20:10