

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Meeting held on Monday, 18 April 2011 in Westbury Parish Hall.

PRESENT: Councillors - N Donlon (partial attendance)
P Ensor
C Evers
A Hyett - Vice-Chairman (partial attendance)
S Phelps
Peter Radley
N Stephens – Chairman
C Sweet
District Councillor D Edwards (partial attendance)
County Councillor S McMillan (partial attendance)
Mrs Fiona Wallbank - Clerk

Parishioners: 2 parishioners

1 APOLOGIES: Councillor Landon. Councillor Donlon would be late. The Chairman welcomed Mark Green and Mark Brill

2 MINUTES OF MEETING

The minutes of the meeting held on Monday, 21 March 2011 were agreed and signed.

3 DECLARATION OF INTEREST: None

4 PUBLIC COMMENT: None

5 PLANNING MATTERS

a) Applications:

P0670/11/FUL Old Ley Court, Chapel Lane, Churcham: Erection of a cheese making/storage building
Decision by 2.5.11

Comments to the Forest of Dean District Council:
The Parish Council **supports** this application.

P0629/11/FUL Cotshill Farm Caravan, Lower Ley Lane, Minsterworth: Erection of replacement dwelling and amendment to existing vehicular access
Decision by 6.5.11

Comments to the Forest of Dean District Council:
The Parish Council has **no objections** to this application

P0502/11/COU Broadoak School House, Broadoak: Conversion of former school house into holiday let (Renewal of consent).
Decision by 3.5.11

Comments to the Forest of Dean District Council:
The Parish Council **supports** this application.

P0705/11/TCA The Vicarage, The Village WOS: Tree works in Conservation Area: Removal of one tree and reduce height of 3 other trees.
It was agreed to leave this matter in the hands of Alastair Chapman.

P0428/11/FUL Severn View, Broadoak: Proposed replacement decking (Part retrospective)
Decision by 25.3.11
Following a site meeting on the 26 March the following comment was sent to the FODDC:

The Parish Council has **no objections** to this application

b) Decisions & Appeals:

P0014/11/DISCON Elton Farm, Elton: Discharge of condition of planning permission P0375/08/FUL (02) roofing and external facing materials (03) Removal of existing gate (06) footpath - **Granted**

Site Inspection: None

Appeals: None

6 FINANCIAL MATTERS:

a) Internal Audit – Councillor Donlon agreed to carry out the internal audit.

b) Accounts for payment and receipts – The Councillors agreed the following payments:

Mrs F J Wallbank:

Salary – 1- 30 April	646.17		
Less Tax	77.20		
Less NIC	<u>18.72</u>	550.25	Cheque No: 001389

Westbury Council to Inland Revenue

Tax FJW	77.20		
NIC FJW	18.72		
NIC deducted for Parish Council:	<u>21.78</u>	117.70	Cheque No: 001390

GAPTC – Annual subscription due

1 April 2011 to 31 March 2012		365.76	Cheque No: 001391
-------------------------------	--	--------	-------------------

Mr C Sweet – reimbursement of materials used

To repair seat at Jordans Hill		35.49	Cheque No: 001392
--------------------------------	--	-------	-------------------

Countryside Maintenance – 1st cut

2 nd cut	530.00		
	<u>435.00</u>	965.00	Cheque No: 001394

Accounts for Payment **£2034.20**

Receipts

MS Watkins – fees in connection with the late

Joyce Worlock	34.00		
---------------	-------	--	--

Tablet of stone for the late Kenneth

Bayliss	<u>37.00</u>	71.00	
---------	--------------	-------	--

Mr Dennis Beale – Rental for Severn Bore

Carpark for half year 1 April – 30 September ‘11		150.00	
--	--	--------	--

The above two amounts were taken into the financial year ended 31 March 2011

F J Cambridge – Memorial stone for the late

Ron Williams		53.00	
--------------	--	-------	--

Total Receipts **£274.00**

The Clerk reported that Countryside Maintenance had not carried out the second cut however this would be done on the 21/22 April but Henry Gardener was wondering if the amount for the second cut could be authorised for payment this month but not released until the cuts had been carried. This would avoid having to wait until mid May for payment. The Councillors agreed in this instance.

The Clerk also said that she felt that over a £100 increase in the insurance was very high. The Councillors were in agreement and asked the Clerk to speak to Aon and point out the large increase and state that the PC would have to go to tender next year to ensure they were receiving “best value”.

c) **Audit for the year ended 31 March 2011** – The Clerk reported that:

- the date for the audit was the 1 June 2011
- the statutory notices had been posted advising the public of the audit date etc.
- she had arranged for the Internal Auditor, Martyn Gardener to complete the internal audit.
- accounts to be signed next month.
- the receipts and payments book needed to be replaced but the Clerk proposed that if the Councillors were in agreement this manual book would be dispensed with as all of the work could be done on the computer. She circulated how she would present the accounts each month and the Councillors agreed the format and to dispense with the manual system.

7 GAPTC MATTERS: Councillor Evers reported as follows:

- the mileage allowance had been increased to 45p per mile before tax and 65p taxable rate
- All Parish Councils now have to be registered with HMRC as employers

8 MATTERS ARISING:

a) **Provision of new premises for the Drs** – it was reported that:

- Work has begun on the new Drs Surgery to be sited where the old Maple Lodge was
- The demolition work had to be commenced in the financial year that has just ended and the work won't be completed until planning permission is in place Mark Franks had said that it was not essential for planning permission to be received prior to the works as the modular building company is not worried - if there is a problem they will use the building on another project.
- The Chairman has had a meeting with Peter Williams, Planning Officer at the FODDC outlining what was happening. There will probably have to be some improvements made to the entrance to the Village Hall on Highways grounds.
- The fact that the Drs Surgery is being replaced is down to the power of the public vote as over 800 signed a petition that it was essential for Westbury to have a Drs Surgery.
- Councillors were also very grateful to all the hard work that Councillor Sweet had done on this matter.
- It would appear that the Drs themselves have put pressure on the NHS as they have started to lose patients at Newnham.

b) **Parish Plan Priorities: Provision of transport service** – In Councillors Landon's absence the Clerk reported that this service was starting to be used by Westbury parishioners although slowly. One Councillor had read that Lydcare had some financial problems. Clerk to speak to Councillor Landon to see if she is aware of anything.

c) **Emergency Plan** - Defer

d) **Burial Ground** –Regarding the **works** that had been carried out by Countryside Maintenance the Clerk had to hold back payment following the meeting by Councillors at the Burial Ground. A lot of plastic had been left in the area that had been flattened which was not satisfactory. The Chairman had met with Henry Gardner and his father to discuss this matter and further work was carried out after and now was a "satisfactory" job - the Clerk was authorised to send the cheque. The Chairman and Councillor Evers agreed to spread some grass seed over the area at the appropriate time.

Re the **fence** – it would be in the Parish Council's interest to mark the boundary.

Re the **septic tank** – when this was inspected it was found to be not used and felt that it dated back to when there were outside toilets at the School

Re the **rubbish** – The Clerk had laminated two signs requesting that all rubbish must be removed from site and the Chairman had erected these. He had also spoken with Mr and Mrs Bryant Duncan and thanked them for putting out the rubbish each week which the Parish Council is most grateful for.

Rules/regulations – Clerk to prepare a draft along the lines of Littledean Burial Ground and discussed at the May meeting.

e) **Play Area** – Councillor Hyett had not yet sprayed the weeds or managed to speak to Mike re the fence. Councillor Donlon said she would remind him the next evening at the Parish Hall meeting. Councillors Evers said he would stick back the wetpour with silicone. Councillor Donlon pointed that the surfacing only had a lifespan of 10 years and it had now been down 4 years and doing very well.

f) Highway Matters:

Lay-by in front of Westbury Court Gardens – The Clerk read out an email received from Richard Gray which was the usual reply about lack of money and prioritizing work. The Chairman pointed that about 15-20 years ago about £200,000 was spent on this area and the cost of narrowing the entrance to stop HGVs entering would be a drop in the ocean compared to the cost of repairing the culvert if it collapsed.

Richard Gray said it was a matter for the police but the Clerk said she had already emailed David Callicott about this matter and he had reported that one HGV was from Lithuania and he had written to the company concerned about the other HGV parked in the lay by.

Dropped Kerb by Preaching Cross – Richard Gray had informed the Clerk that the lines would be repainted in this financial year.

Trench adj Glevum Windows (A48 Elton) – the Chairman reported that Glos Highways would not give the name of the person responsible for stating that this matter did not require any action. Richard Gray had again sent his usual email saying that the A48 is inspected on a monthly basis and he would make the Safety Inspection team aware of the Parish Councils' concerns.

It was agreed that the Clerk should write to County Councillor McMillan requesting a site meeting with the PC, him, Stan Waddington and Jenny Wilks as the Parish Council are fed up with the lack of action regarding this matter and the Lay-by at the Water Gardens.

County Councillor McMillan entered.

The Old Fruit Stall – To be taken up with Jenny Wilks

Erosion of River bank at The Dinney – Still awaiting an update.

Traffic Using Adsett Lane – The Clerk reported that Richard Gray had written to Mrs Eeles direct about this matter and copies in the Parish Council for information.

Road Signs Northwood Green – A number of these had been deliberately driven into and knocked over and also gateways had been driven into as well. The Clerk had reported the road sign to Glos Highways who were to re-erect these. The Chairman reported that it is possible that someone knows the person who caused this damage.

The Chairman said that he would meet with Jenny Wilks asap and it was a shame that the previous meeting arranged had to be postponed.

g) Risk Assessment – Councillor Sweet had completed the repairs to the seat and Councillors said he had done an excellent job and thanked him. Councillor Radley had cut back the brambles so that when people sat on the seat they could now admire the view.

Regarding the other seat in The Village that required attention Councillor Sweet said that unfortunately he did not have time prior to him leaving the Parish Council.

h) Closed Churchyard – The Clerk reported that she had spoken with Lisa Walker, the Community Payback Project Officer and had arranged for her to meet with Sarah Hobbs and Councillor Landon to carry out a site visit on Tuesday, 26 April at 10am. Hopefully this would be a project they could take on but Lisa pointed out that it would probably not be done until May and that it would be “one-off” help.

Re the **sign** requesting people not to dump rubbish in the Churchyard – Councillor Evers agreed to nail this up.

Re **weed killing** the Chairman said he would carry this out and also spray the weeds at the Play Area.

Re **compost heap** – the Chairman had met with Henry Gardener and discussed this – it would appear that there has been a complete breakdown of communications on both sides regarding this matter. The Chairman spoke with several people about how this could have happened and it would seem that there was a large pile of rubbish that Countryside Maintenance did actually remove. It was agreed that the Parish Council would pay the £100 next month that had been invoiced. The Chairman showed Henry Gardener the compost heap that should have been removed and it was agreed that the Clerk should ask him to quote for removing this.

District Councillor Edwards left

9 CORRESPONDENCE:

a) FOD Local Development Frame Core Strategy Publication Document March 2011 – A discussion took place regarding this matter and it was felt that any representation made by Parish Councils will not make any difference

Any other Correspondence:

Westbury-on-Severn Youth Project – letter requesting financial help with the cost of purchasing microphones for the performances nights – the cost involved of purchasing four is £1,500 and they have already raised £750 and have received a donation of £500 from another local group but still require a further £250 to be able to make the necessary purchase.

Councillor Hyett declared an interest.

Councillors were very aware that this project has been a big success story as a result of the Parish Plan.

Councillor Donlon said that the School was part funding the microphones so that they could also use them.

Unfortunately this letter was received after the agenda had been done and as it requires a financial decision it has to appear as an agenda item. However there was a very positive response from the Councillors.

Clerk to put this matter on the May agenda.

10 MATTERS RAISED FOR NOTIFICATION:

Post Box outside Cleeve Farm, Rodley – Clerk had written to Royal Mail but not reply – Clerk to chase.

Vibrant Village – Councillor Donlon reported that she had completed the entry form and this had been sent off in time so “fingers crossed”,

Parish/Town Elections The Clerk confirmed that six nominations had been received by the District Council so therefore there would be no election for Westbury saving approx £2,600 which was good news however the Parish Council had three seats to fill.

The nominated people are:

Pam Ensor, Colin Evers, Di Landon, Simon Phelps, Peter Radley and Norman Stephens.

The Clerk said that the FODDC had informed her that after the 9 May the Parish Council could co-opt any interested parties but it was agreed that the Clerk should check the actual procedure. Councillor Hyett said that Dennis Beale had expressed an interest and the Chairman said that Mike Green who was present at the meeting had also expressed an interest. It was agreed that anyone interested should write to the Clerk.

Provision of a doggie waste bins – The Chairman said that he had received a request for one of these to be installed in Colchester Close and at The Church. Clerk to place the item on the agenda for the May meeting.

The meeting closed at 9.30pm.