

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Meeting held on Monday, 17 January 2011 in Westbury Parish Hall.

PRESENT: Councillors - N Donlon (partial attendance)
C Evers
A Hyett - Vice-Chairman (partial attendance)
D Landon
S Phelps
N Stephens – Chairman (partial attendance)
C Sweet

Mrs Fiona Wallbank - Clerk

Parishioners: 17 parishioners (partial attendance)

1 APOLOGIES: The Chairman, Councillors Ensor, Radley, Councillor Donlon would be late.

2 MINUTES OF MEETING

The minutes of the meeting held on Monday, 21 November 2010 (there was no December meeting) were agreed and signed.

3 DECLARATION OF INTEREST: None

4 PUBLIC COMMENT:

There were a number of parishioners present regarding the Severn & Wye Smokery application and the following points were made:

- This is a retrospective application the works have been completed and have been carried out deliberately without planning consent.
- Current application amounts to approx 50 pages and figures don't tally.
- Open hours part of application not a problem.
- What was a cottage industry operation is now a commercial operation which needs to go onto an industrial site. It has advanced at the expense of residents in Chaxhill.
- If this application is granted there will be a number of applications following on.

The applicant, Richard Cook was present and said that the current application was to regularise activities on site. Currently there are two underground chambers – one acts as an interceptor and the other one is there for precautionary measures as something needed to be done until planning has been agreed as to how to deal with the waste water. This application has nothing to do with the lagoons.

5 PLANNING MATTERS

a) Applications:

P2414/10/FUL Severn & Wye Smokery, Chaxhill: Change of use and extensions of former agricultural buildings, provision of staff welfare facilities and siting of containers and generator, extensions to smoker and provision of additional car parking areas and drainage facilities, all in connection with existing smokery. Extension of existing restaurant opening hours to 21:00 hours on Fridays. (Retrospective) Decision by 13.1.11 (extension to 18.1.11) However due to amended description of application new date for comments 27.1.11

The Vice-Chairman reported that Councillor Stephens was requesting that this application go before the planning committee rather than a delegated decision therefore it should be in order for this application to be discussed and comments agreed by the Parish Council at the next Parish Council meeting on Monday, 21 February however the Clerk needed to seek clarification in writing that this would be acceptable to the FODDC. If not then an extra ordinary meeting would have to be called to discuss the Parish Council's comments and all present left email addresses but the Clerk to notify as well as advertise in the usual way.

It was agreed that a site visit is required to have a look at the contents of this application. Proposed date Saturday 5 February to meet at Parish Hall at 10am. Clerk to arrange with Brian Griffin.

It was also agreed that the Clerk establishes that this application will be dealt with by committee and the Parish Council's comments can be made following the next Parish Council meeting.

P 2345/10/FUL Wyncolls Farm, Lumbars Lane, Elton: Removal of condition (b) of DF10733/B (use of land for equine purposes shall be limited solely to Mrs N McGrail and her immediate family and no commercial use of the land as livery stables, use as a riding school, training or breeding centre)

Decision by 5 January 2011 (extension to 18.1.11)

Comments to the Forest of Dean District Council:

The Parish Council has **no objections** to this application subject to Highways being satisfied and neighbouring properties advised of the proposed permanent changes to the method of operation.

The following applications were applications were considered in December:

P2200/10/FUL Hay Farm, Elton Lane, Elton: Erection of a replacement lean-to-shelter:

Decision by 14.12.10

Comments to the Forest of Dean District Council:

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

Councillor Donlon declared a prejudicial interest in the following application:

P2307/10/COU White House Farm, Adsett, Westbury-on-Severn: Change of use and alterations of agricultural barns for the storage of twenty touring caravans and trailers. Alterations to existing barn to provide site office and WC area.

Decision by 27.12.10

Comments to the Forest of Dean District Council:

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

b) Decisions & Appeals:

P1401/10/COU Agricultural Barn, Bury Court Farm, Bury Court Road, Rodley: Part demolition, conversion & refurbishment of an agricultural barn to create a single dwelling (Revised Scheme) - **Granted**

P1884/10/FUL – Grange Court View, Grange Court Road, Westbury-on-Severn: Alterations & extension to create annexe accommodation & double private garage (Resubmission) – **Granted**

P2105/10/FUL Otters Pocket, Ampney Lane, Northwood Green: Insertion of dormer windows and amendments to front porch and windows to front and side elevation. Replacement of roofing materials from concrete to grey slate. - **Granted**

Site Inspection: None

Appeal: P1472/1-/COU The Firs, The Village, WOS: Conversion of existing barn to create annexe/holiday let. The appeal will be conducted by the exchange of written representations – original representations will be forwarded to the Inspectorate and further comments to be sent by 15 February 2011. It was agreed that the Parish Council should re-iterate their original comments.

Councillor Donlon entered

c) Enforcement Matters: Cotsfield & Eagles Rest – The Clerk reported that Andrew Grenyer had received confirmation in writing from the Delanes that all commercial activity at Cotsfield will cease by the new year and Mr Grenyer stated that he did not believe that activities would relocate to Eagles Rest. He had also received confirmation that the car park at the Parish Hall will no longer be required. Mr Grenyer is proposing to close the file

d) Tree Application Review (FODDC) – It was agreed that the Clerk could complete this form - regarding the question about making the service being made quicker if there was an application fee of say £30-£60 the Councillors reply would be that if an applicant wanted a quicker service then they could choose to pay for it.

6 FINANCIAL MATTERS:

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

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

Mark Maycroft:

Repairs to Bus Shelter as per quotation	65.00		
Grind out tree stump	<u>30.00</u>	95.00	Cheque No: 001374

Mrs F J Wallbank:

Salary – 1-31 December 2010	646.17		
Salary – 1-31 January 2011	646.17		
Less Tax	154.60		
Less NIC	37.44		
Plus Reimbursement of amount paid to Inland Revenue in respect of payments Due for December (to avoid a fine)			
Tax	77.20		
NIC FJW	18.72		
NIC deducted for PC	<u>21.78</u>	1218.00	Cheque No: 001375

Westbury Council to Inland Revenue – January

Tax FJW	77.40		
NIC FJW	18.72		
NIC deducted for Parish Council:	<u>21.78</u>	117.90	Cheque No: 001376

Westbury-on-Severn Parish Hall – Hire of

Hall for 11 meetings during 2010		203.50	Cheque No: 001377
Accounts for Payment		£1634.40	

Receipts

Stewart Williams – outstanding rental for

Severn Bore Carpark for the period 1 March -31 August 2010	150.00
Plus reimbursement of County Court fee	25.00

WOS PCC – donation for weed killer to be used

In Closed Churchyard	50.00
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E-on – Wayleave payments	43.32
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Total Receipts	£268.32
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c) **Internal Audit Report for the half year ended 30 September 2010** – The Clerk had circulated a copy of Mr Gardner’s report to all Councillors. It was agreed that:

- Re point 4 - reclaiming the VAT element on the petrol costs re travelling expenses – It was not worth the work involved and was disproportionate to the time and effort involved as for the current financial year it would be 56p (to date) and for 2009/10 was £2.03
- Re Lydcare it was too early to tell and the Parish Council are planning to gather evidence April time as to the scheme’s effectiveness. Councillors felt that a period of about 1.5 years would be sufficient time to see if the scheme was worthwhile or not.

The Councillors asked the Clerk to write to Martyn Gardener thanking him for his continued diligence in carrying out the internal audit and bringing these matters to their attention.

d) **Grass Cutting** – The Clerk reported that she had written to Mark Maycroft about the remaining year of the contract. He offered to complete the third year at an increase of £68 per cut and this would not be any increase to the Parish Council as he only completed 8 cuts in 2010 instead of the allotted 10 cuts. This would make a saving to the Parish Council of £680 so divide this by 10 cuts for 2011 making the cuts £408 instead of £340. The Councillors felt this was a fair offer.

The Clerk presented a spreadsheet showing the contractors who had tendered for the grass cutting contract for 2011 and 2011-2013. It was agreed that the Clerk needed to clarify a few points with Countryside Maintenance whose quote was the most favourable. Clerk to say that mulching was not acceptable at the Churchyard, does his quote include removal of all grass cuttings from site (except verges after initial cut). Clerk to take up references.

e) Budget for 2011/2012 – The Clerk took the Councillors through the revised budget and put a figure of £4,800 for grass cutting – the training budget was increased to £300 as it was election year and any new Councillors may require training. An allocation of £2,600 had to be set aside in case of a contested election but this hopefully would not need to be spent. Councillor Evers reported on a meeting he had been to where Glos Highways said that were adopting a completely new approach to Highway Maintenance regarding minor roads and gullies as these would be left to Parish Councils to maintain and this could be a drain on the Councils funds. Also with Some Councillors felt if this was going to be the case then they should have informed Councils as they are all aware that they would be doing their budgets for 2011/12 and would need to allocate funds for such works.

As the budget stood with a proposed increase of 6.01% this would increase the precept to £15,000 but with expenditure in the region of £20,400 and income £18,300 Councillors felt that this would not be “good practice” to have such a budget shortfall. After some discussion it was agreed that the precept should be increased to £16,150 which represents a 14.13% increase and based on 1521 electors this would equate to an increase of £1.32 per electorate.

7 GAPTC MATTERS: Councillors Evers reported as follows:

- Avon & Somerset Town and Parish Councils have decided to struggle on.
- Possibility of cluster parish/town councils being set up with a quality council being the main one leading.
- GAPTC are in good financial health.
- New County Strategy for next 5 years which coincides with the work NALC are doing.
- GAPTC has someone in the NALC higher archery.

Chairman entered

8 MATTERS ARISING:

a) Provision of new premises for the Drs – The Clerk read out a copy email that had been sent to Jan D’Ambrogio of the PHMC which stated that this matter was considered at the Estates Board on 5 November and the PCT agreed in principle to provide funding for this development in 2011/12. However they will need to establish all costs associated with this development including recurring rent and rates and Mark Franks has been asked to lead this work. However Mark Franks had said in an email that he had received proposals from 3 separate companies and costs are extremely high. The lowest price is approximately 4 times higher than the rent the PCT were previously paying. This would therefore not be an affordable option and the depreciating value of the buildings does not help matters.

Councillor Donlon reported that a meeting took place before Christmas with Jan D’Ambrogio, Councillor Stephens, Mark Franks and herself. Mark Franks said that the PCT would look into funding from the Strategic Health Authority or European Funding to see if either of these could be viable options. Apparently the PCT will be abolished in the summer of 2013. At that meeting Jan had asked how Newnham Surgery was coping and Mark Franks said that in February a formal consultation would be carried out with Drs and patients and it would be critical for people to respond.

Councillor Sweet asked why no-one was interested in what he started some time ago and asked the Chairman if he had spoken with Mr Worlock? Mr Worlock is away for some time. It was agreed that Councillor Sweet should continue on with what he had started regarding The Old Tennis Court site.

b) Parish Plan Priorities: Provision of transport service Councillor Landon said that Helen Roberts had agreed to promote this service through her contacts and Councillor Landon had produced a leaflet that she would put around the village etc also for the Clerk to put it on the website.

c) Emergency Plan – The Clerk reported that Northwood Green Social Hall had replied stating the main two issues for using the hall in an emergency situation would be insurance and use of the hall after 11pm

and the Committee would make some enquiries into these areas. The bookings clerk would act as a point of contact and the Committee would not seek payment for the use of the hall in such a situation. Clerk to thank Mandy Cross for their reply.

d) Burial Ground – The Clerk reported that she had now received quotations for removing all debris within the compost area including the corrugated sheets and posts and to rake level and then seed:

- Greenfields - £549 plus VAT
- Countryside Maintenance - £475
- Westbury Wood – was unable to quote as they did not have the necessary equipment.

It was agreed to ask Countryside Maintenance to go ahead with their quote but would need to notify the Clerk when the works would be carried out as the Clerk would have to liaise with Mike Matthews regarding access to the field at the bottom of the Burial Ground.

The Chairman said he had been unable to speak to Mrs Lewis but would do so next week and circulate the outcome via email. A Councillor reported that the bird table had disappeared but perhaps the PC should look at putting up a fence as currently it is not fenced. It would cost the PC £8 to check up on the ownership of the land.

d) Closed Churchyard - Regarding the grass cuttings the Clerk contacted Marsha Llewellyn at the FODDC but unfortunately she had no suggestions. However, Countryside Maintenance has quoted £100 to remove the heap of grass cuttings if they were to do the job if they were successful with securing the works at the Burial Ground.

The Clerk had produced the signs to be put up on the doorway from the Old People's Homes through into the Churchyard.

h) Play Area – Councillor Donlon reported that the PHMC had put up the “No Parking” signs at the play area. She also reported that the leaves needed clearing from the play area surfacing.

i) Highway Matters:

Grit Bins to be replenished – The Clerk reported during the first lot of icy weather Richard Hewlett worked very hard indeed. He organized the following:

- Managed for Glos Highways to do a sweep around Rodley and Northwood Green with the gritter which absolutely transformed the area very quickly – that morning there had been 3 accidents before 9am.
- Delivered two bags of grit to Karenna Green.
- Delivered one bag of grit to The Cottage, Goose Lane.
- Placed 9 more grit holders by The Heald, Rodley Road, Lower Rodley Road, The Lepping, by Mike Matthews' property, by Gatwick House, Hunthill, by Colin Poole's property, by Campitch Hill, by Rodley Court Farm
- That same day the grit holders had been filled by Glos Highways.
- Went to Cannop to collect grit bags allocated to Parish.

Clerk to send a letter of sincere thanks to Richard for his hard work and all his efforts they are extremely grateful.

Councillor Phelps reported that he had received a complaint from Blaisdon Parish Council that the road from Hinders Corner to the A48 at the Weighbridge was not gritted and this is quite a major traffic route. Clerk to report to Richard Gray.

Trench adj Glevum Windows (A48 Elton) – Glos Highways have done nothing to date

Ley Crossing – The Chairman reported that he had met with someone from Glos Highways to discuss where the sign should be erected and if the site was agreed. Timescale end of January 2011.

The Old Fruit Stall – Flower pots have been removed. Richard Gray has classed the slip road as a pavement but it is not a pavement as when the road was widened during the war the strip was left for people to enter and exit their properties safely. Richard Gray said he was going to erect a sign. Clerk to contact him for an update.

The Dinney – Several Councillors reported that on the 14 December surveys of the erosion of riverbank were being carried out. Clerk to request an update.

The Twynings – During the icy weather people from this property were parking on highway as they could not get their vehicles in/out of the property. Clerk to write to the owners of the property asking them to make provision for getting their vehicles off the pavement as it is essential that this is kept clear at all times.

Smell from the Turkey Farm (The Strand) – One of the Councillors reported that he had received complaints about the smell from the turkey farm but it was not constant – this was worrying as it was only the winter. It was agreed to monitor the situation.

Councillor Hyett left

i) Standing Orders –Revision – Defer to next month.

j) Dates 2011 – All OK.

k) Hoof (Hands off our Forest) – Councillor Donlon declared a personal interest in this matter.

Hoof is seeking support from the local people/organizations/groups/ PCs to try and stop the Government plans to sell off some parts of the Forest. Hoof has won the backing of the FODDC and the Chairman had today been to Parliament with other members of Hoof. It was agreed that the PC would write a letter of support to Jan Royal at the House of Lords and that the Clerk should liaise with Councillors Evers. A copy of the letter should be send to Mark Harper MP

l) Risk Assessment – Defer until next month.

9 CORRESPONDENCE:

a) Church Bell Tower – Email from John Simms had been circulated with the agenda. It was agreed that the Councillors were fully supportive of the refurbishment and re-hanging of the bells in Westbury Bell Tower and agreed to make a donation of £100.

b) GCC – proposed changes to library service – Consultation will run until 11 February 2011 and there is a public questionnaire which could be filled in online. Proposals were for the Newnham library to close and therefore residents of Westbury would have to travel to Cinderford. It was agreed that the PC should complete the questionnaire on line and also send a letter stressing that Cinderford Library should remain – copy in Steve McMillan.

c) War Memorial Trust – They are endeavoring to raise the profile of War Memorials – original letter sent to FODDC asking them to identify someone within their ranks to provide a single point of reference for war memorials but FODDC have decided to passed it down to PC level. It was agreed to note the contents noted.

d) FODDC – sign up for the BT Race to Infinity – Survey expired on the 31 December 2010.

e) Royal British Legion – 90th Birthday The Royal British Legion is planning over the weekend of 10-12 June 2011 celebrations throughout the nation to mark their 90th's Birthday. The Clerk reported:

- This was discussed at the Minsterworth Parish Council meeting and it has been decided that the Minsterworth Branch of the RBL in conjunction with the PC has decided to hold an event on Sunday, 29 May 2011 at lunchtime with 1940s music and bangers and mash – Minsterworth RBL invited Westbury to be part of the celebrations.
- Terry Bourne of the RBL Minsterworth has spoken with Cyril Martin who said he would speak to some other people involved in Westbury's branch of the RBL.

The Chairman said he would speak with Cyril Martin.

10 MATTERS RAISED FOR NOTIFICATION: None

The meeting closed at 10.15pm.