

# WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Meeting held on Monday 20 April 2015 in Westbury Parish Hall.

**PRESENT:** Councillors - P Brooke  
P Ensor  
C Evers – Chairman  
D Hill  
D Landon  
S Phelps – Vice Chairman  
P Radley  
M Townsend  
Mrs F Wallbank – Clerk  
County Councillor B Robinson (partial attendance)

Members of the Public: 8 (partial attendance)

**1 APOLOGIES:** Councillor Henry, District Councillor Edwards.

**2 MINUTES OF MEETING:** Minutes of the meeting held on Monday 16 March 2015 were agreed and signed.

**3 DECLARATION OF INTEREST: None**

#### **4 PUBLIC COMMENT:**

**Post Office:** Sarah Guilfoyle and Matthew Barnes from Westbury Post Office and Cyril Barnes who runs Newnham Post Office present. Sarah reported that Cyril Barnes had been informed that the Post Office plans to make changes to Newnham Post Office and will be known as a 'Post Office Local'. This is part of modernisation programme to be conducted by the Post Office, and their website states that 'Post Office Locals' will "provide a wide range of services from the retail till and are open when the shop it is housed within is open." However, at Newnham it will mean a reduction in the services on offer as according to one consumer website, a Post Office Local does not offer DVLA or passport services, manual bill payment or banking transactions, on demand foreign exchange, some international mail services, and in some instances, parcel services are not being routinely offered. Consumers are also unable to pay by cheque. There are petitions that can be signed at Newnham and Westbury Post Offices and it was agreed that the Parish Council would write to the Post Office in support of retaining current services at Newnham. Sarah Guilfoyle stressed that there will be no change at Westbury Post Office.

**Allocations Development Plan:** The second matter concerned the Forest of Dean District Council's Allocations Plan which has recently been sent out for viewing and comment. This plan will be the blueprint for ensuring that sufficient land can be provided for the district's future housing and employment needs while also protecting designated areas. A proposal for the Vale of Castiard, which includes the beautiful Flaxley Valley, Popes Hill and Abenhall, to be given special protection in the Allocations Plan had been too late for inclusion and therefore the Parish Council was asked to support its protection in the final Plan.

**Planning:** Gatwick Close – removal of garages: Several individuals from Gatwick Close expressed their displeasure that Two Rivers are expecting individual garage owners meet the costs of removing the garages and dispose of the waste (some hazardous). There are also continuing concerns about the disposal of sewage and insufficient parking. Cllr Simon Phelps attended the site meeting following our last Council meeting and has spoken to Two Rivers Housing about the demolition of the garages and they have confirmed that this is what is proposed. In addition, residents said that they have been told that they will have to pay £3 per week if they want sole use of a bollard-protected parking space. Past experience has also made them wary of Two Rivers assurance that they will not be responsible for maintenance of the area. Our objections to the planning application were reiterated and residents were advised to add their objections and also to check their original agreements concerning the garages. It was agreed that the

Parish Council would write to Two Rivers Housing to say that we feel that the garage owners and tenants are being unfairly treated.

## **5 PLANNING MATTERS**

### **a) Applications:**

**P0465/15/FUL & P0373/15/LBC** Elton Court Farm, Elton: Proposed conversion of existing garage to form residential living space, associated works including installation of windows and blocking of existing garage opening.

Comments to the Forest of Dean District Council:

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

**P0335/15/FUL** Triggs Cottage, Elton Lane, Elton: Erection of a manege for private use.

Comments to the Forest of Dean District Council:

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

**P0021/15/DISCON** Wyncolls Farm, Lumbars Lane, Elton: Discharge of condition 5 landscaping relating to P1347/14/FUL.

Comments to the Forest of Dean District Council:

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

**P0406/15/FUL** Laburnham Cottage, Walmore Hill, Minsterworth: Revised scheme for the erection of a replacement dwelling P1494/07/FUL to include additional rooms in loft space.

Comments to the Forest of Dean District Council:

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

**P0407/15/FUL** Frowens Farm, Frowens Lane, WOS: Proposed erection of an agricultural building for weighing/storing & veterinary purposes.

Comments to the Forest of Dean District Council:

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

**P0476/15/FUL** Barn of Adsett Lane, Adsett Lane, WOS: Change of use of a barn to a 2 bedroom holiday let.

Comments to the Forest of Dean District Council:

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

**P0550/15/TCA** Aisholt, The Village, WOS: Reduction of x 1 sycamore tree by 33% & removal of x 5 branches from this tree that overhang Westbury School & playing area.

Comments to the Forest of Dean District Council:

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

**P0029/15/DISCON** Glevum, Riverside Lane, Broadoak: Discharge of condition (05) land contamination assessment relating to P0605/14/FUL.

Comments to the Forest of Dean District Council:

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

**P0527/15/FUL** Cleeve Farm, Cleeve, WOS: Erection of a barn for the housing of cattle.

Comments to the Forest of Dean District Council:

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

**P0528/15/FUL** Cleeve Farm, Cleeve, WOS: Erection of a barn for the storage of animal feed.

Comments to the Forest of Dean District Council:

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

**P0001/15/DISCON** Severn & Wye Smokery, Chaxhill – revised plans: The Chairman read out the Parish Council’s response that was sent to Mr Hillier on the 30 March. (copy on the FODDC website)

**b) Decisions and Appeals:**

**P1891/14/FUL** Westbury Cottage, The Village, WOS: Proposed first floor extension – **Granted**

**P1681/14/FUL** 3 Stantway Lane, WOS: Alterations and erection of a single storey rear extension. (Demolition of existing conservatory and outhouse). Revised scheme to P0866/14/FUL – **Granted**

**P1272/14/FUL** Leycott Farm, Lower Ley, Minsterworth: Erection of a replacement dwelling & extension of residential curtilage and associated works - **Granted**

**c) Site Inspections None**

**6 FINANCIAL MATTERS:**

**a) Internal Audit** – Councillor Townsend 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	689.33		
Less tax for April	11.00		
Less NIC	<u>2.08</u>	676.25	Cheque No: 001618

Inland Revenue:

Tax FJW	11.00		
NIC FJW	2.08		
NIC PC	<u>1.84</u>	14.92	Cheque No: 001619

GAPTC – annual membership fee

For 2015/16	436.01		Cheque No: 001620
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Complete Garden Landscapes:

1 <sup>st</sup> cut 16/17 April	498.00		Cheque No: 001621
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2<sup>nd</sup> cut to be carried out

412.00		Cheque No: 001622
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<b>Accounts for Payment</b>	<b>£2037.18</b>		
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**Receipts**

GCC: Westbury School rent for playing field

And car park	700.00		
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<b>Total:</b>	<b>£700.00</b>		
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**c) Nat West Bank Account – Savings Account/on line banking:** The Clerk reported that the Nat West Bank had revised their deposit accounts and had dispensed with the “Bonus Saver Account” where the PC had just over £9,000 and was earning around £20 every quarter. The Bonus Saver Account has been replaced with an account which only earns 0.01% per annum which will be around £1.15 per quarter. The options are to put the savings on a 95 day account which will earn 0.25%. The Chairman said that GAPTC were looking into savings accounts and it was agreed he would make some enquiries and report back.

**On Line Banking:** The Clerk said that would be very helpful if this facility was available to the Parish Council. However it would mean that only one person could be authorised negating the standing order of two to sign any cheque. It was agreed that on line banking is the way forward and agreed for the Clerk to be authorised for this facility.

**d) Grass Cutting Contract:** The Clerk reported that Ilex Gardening had sent an email just after the last meeting stating that they were unable to continue with the grass cutting contract due to a change in his circumstances. Initially somebody who had been working for Ilex Gardening expressed an interest in taking over the contract but it then transpired they were not serious. This left the Parish Council in a difficult situation with the grass growing rapidly and no contractor. In discussion with the Vice-Chairman (as the Chairman was away) it was agreed that the Clerk would contact Complete Landscape Gardeners (CLG) who had tendered in November 13 to see if they were able to undertake the contract

using the regime of 16 cuts per season with no grass collection. After discussion CLG agreed that they would be able to take on the contract and would supply a quotation. Councillor Phelps contacted the Clerk at Newnham-on-Severn Parish Council to request a verbal reference and he said that the Parish Council was very happy with their work. Also the Clerk had inspected the playing field and play area at Newnham and thought it looked very tidy. The Clerk had also asked Countrywide to quote but they were unable to provide a quote on the timeframe. CLG quoted £498 for the first cut followed by £412 for the further 15 cuts making a grand total of £6678 for the 2015 season. Following discussions with the Chairman and Vice-Chairman it was agreed to ask CLG to proceed as per their quotation and they carried out the first cut on the 16 and 17 April with the second cut scheduled for 24 April. The Clerk had prepared notices to put up in the Burial Ground and Closed Churchyard explaining that there had been a change in the cutting regime and to bear with us for a month or so.

The Councillors were very grateful to CLG for agreeing to take on the contract at such short notice and look forward to an excellent working relationship.

**7 GAPTC/NALC MATTERS:** Nothing to report

### **8 MATTERS ARISING:**

**a) Play Area:** Councillor Radley attended to the wooden bench however reported that the slats on the bench by the kissing gates required attention. Councillor Townsend said that he would speak to Simon Brown at Severn Valley Woodworks to see if he would be willing to donate the timber.

It was agreed to ask John Hicks to carry out the Annual Inspection of the Play Area

#### **b) Highway Matters:**

**Meeting with Highways:** This is to take place on Thursday, 30 April at 2.30pm with the Chairman and Vice-Chairman, Councillor Robinson and Mr Brian Watkins. The Chairman said that they would tour the Parish and point out the various matters of concern that have been raised over recent months.

**Northwood Green:** The road has been resurfaced although there is a report of a dip in the road just outside Councillor Townsend's house. Show to Mr Watkins on tour of Parish.

**Church Lane:** It had previously been reported that the camber on the section of the road from Severn Valley Woodworks (SVW) to the telephone box was in bad condition but now the section of road from SVW to Adsett is in worse condition.

**Road to Hunthill:** Works have been completed but it would appear that a quantity of grit had been left at the side of the road and the drains needed to be cleared.

**Road Signs:** The Chairman reported that many of these require attention as either they are missing/knocked over or dirty and unreadable.

**Pedestrian Crossing Westbury Village:** The Clerk had passed on another request for a pedestrian crossing in the Village to Mr Watkins informing him that an OAP has been knocked over recently. Mr Watkins said his initial thoughts that a formal crossing is unlikely to obtain funding in the foreseeable future and reasons being that there is not an ongoing record of personal injury accidents. However he had started the process of carrying out assessment work for a formal crossing and also look at whether pedestrian refuges would be a viable option.

**30mph sign in Ampney Lane:** Still not replaced

**Road in bad state of disrepair:** in Upper Ley on the other side of Upper Leyfold Farm on the Huntley Road. Reported but no update

**Bollards around Preaching Cross Westbury Village:** Some of the cast iron bollards are in a state of disarray. Clerk reported to Brian Watkins – no update

**Heavy Lorries crossing the Railway in Church Lane** No update further reports of lorries using the incorrect access to the Severn Valley Woodworks total number is five.

#### **Overhanging Trees:**

**Blocked Ditch** by Oaklands, Northwood Green: No update

**Overhanging branches of trees in Adsett Lane and Church Lane:** On the roadside edge of the lanes.

**c) Footpaths:** Councillor Townsend reported:

- Further trees have come down in Ley Park and the contractor has been asked to clear them and trim back some of the remaining trees.
- Heard that Mr Peter Maunder has resigned from Amey.

- Footpath sign by Village Hall not been reinstated yet – will chase.
- d) Emergency Planning:** Councillor Brooke would send the Clerk the plan in a pdf format so it could be put on the PC's website. Any updates on flooding need to be emailed to Mandy Howells.
- e) The Strand:** Councillor Brooke said that the crane was still in situ. She had now copied the lease as requested by Mr Larkham. Councillor Phelps would go and see Mr Larkham.
- g) Closed Churchyard – Irish Yew Tree** The Chairman reported that he had met with two contractors who had provided a quotation and was arranging to meet with a third contractor. Defer to the May meeting when all three quotations could be considered.

#### **9 CORRESPONDENCE:**

- a) FODDC – Allocations Development Plan: Consultation period 25.3.15-20.5.15** The Chairman said that if the Councillors were happy he would put together a consultation response and include the proposal raised by a parishioner of including the Castiard Vale. This would be circulated to the Councillors and the Parish Council's response agreed at the meeting on Monday, 18 May.
- b) FODDC – Elections - Statement as to Persons nominated:** Notified from the FODDC that the will not be an election for the Parish on 7 May. All current Councillors have been nominated.
- c) FODDC Mr Hillier – Severn & Wye Smokery:** Discussed earlier under planning matters. Mr Hillier had written to Mr Watkins to confirm what the Parish Council had said.

#### **10 MATTERS RAISED FOR NOTIFICATION:**

**Elections 7 May:** The Chairman reported that District Councillor Edwards would not be standing for re-election. It was agreed to send a letter of thanks for all her support.

**11 DATE OF NEXT MEETING:** Monday, 18 May 2015 commencing at 7pm, after the Annual Parish Meeting.

The meeting closed at 9.48 pm