

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday 21 May 2018 in Westbury Parish Hall.

PRESENT: Councillors - P Brooke
P Ensor
C Evers – Chairman
J Henry
D Hill
D Landon
S Phelps
M Townsend
Mrs F Wallbank – Clerk

Members of the Public: 2 (partial attendance)

1 APOLOGIES: Cllr P Radley.

2 ELECTION OF OFFICERS AND DECLARATIONS OF ACCEPTANCE

Councillor Phelps proposed that Councillor Evers continue as Chairman and Councillor Brooke seconded the proposal. All Councillors voted in favour. Councillor Evers accepted the position.

The Chairman asked for nominations for Vice-Chairman. Councillor Henry proposed that Councillor Phelps continues as Vice-Chairman and Councillor Brooke seconded the proposal. All Councillors were in favour and Councillor Phelps accepted the position.

3 MINUTES OF MEETING: Minutes of the meeting held on Monday 16 April 2018 were agreed and signed.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF WARDENS:

Snow Warden	Mr Hewlett/Mr G Williams
Flood Warden	Mr Hewlett
Parish Hall Committee Representative	Councillor Landon
A48 Meeting Representative	Councillor Ensor
GAPTC Representative	Councillor Evers

6 PUBLIC COMMENT: None

The Chairman agreed to bring forward agenda item 10g - Autograss

Mr Scotford explained that they had had a lot of problems with the weather so far this season and had only had one meeting. If they must postpone the scheduled 10 June meeting he wondered if it would be possible to hold it on the 17 June? The Chairman said the Club should speak with the FODDC. However the Councillors agreed, if the date had to be changed, so long as all the local residents were notified as soon as possible, notices were put up on all the noticeboards, and FODDC was amenable, the parish council would go along with the arrangement.

Mr Scotford said he would like to be more involved with the local community and asked about sponsoring a board on the cricket ground. Councillor Landon said that she would email him with the contact details and asked if he might like to bring along some cars to the Summer Show. Mr Scotford said he was more than happy to do this.

7 PLANNING MATTERS

a) Applications:

Following a site meeting the following comments were agreed:

P0272/18/FUL Elton Farm, Littledean Road, Elton: Change of use of land to provide outdoor activities with the siting of a shipping container creation of timber decking area and additional improvements to existing car parking area (Part-retrospective).

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

P0498/18/FUL Ridgeway, Stantway Lane, WOS: Erection of a two-storey extension with alterations & associated works

Comments to the Forest of Dean District Council:

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

P0501/18/LBC Wintles Hill House, Wintles Hill, WOS: LBC repointing of front of building using traditional lime mortar (mature putty)

Comments to the Forest of Dean District Council:

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

P0595/18/FUL Ley Farm, Ley Lane, Minsterworth: Erection of an agricultural building for housing cattle

Comments to the Forest of Dean District Council:

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

P0491/18/FUL The Paddock, Elton Farm, Elton: Construction of a manege

Comments to the Forest of Dean District Council:

The Parish Council **supports** this application.

P0723/18/FUL Crowgate Cottage, Crowgate Lane, WOS: Erection of a replacement dwelling and demolition of existing dwelling and its associated buildings

Comments to the Forest of Dean District Council:

The Parish Council **objects** to this application for the following reasons:

- The dwelling to be demolished is a typical vernacular dwelling both in design and size.
- The replacement building as proposed is totally out of scale both in its size and layout.
- As proposed it would dominate not only the immediate area but the wider area of the Parish.
- The sheer dominance of the building is out of character with the local landscape.

b) Decisions:

P1935/17/LD1 The Tynings Stables, Walmore Hill, Minsterworth: Application under section 191 to establish if the use of former stables into independent dwelling is lawful – **Refused**

P1975/17/FUL Land at Court Farm, The Village, WOS: Erection of 5 dwellings with associated works. Construction of new vehicular access – **Refused**

P0322/18/FUL The Paddock, Ampney Lane, Northwood Green: Erection of a single storey car port with associated works – **Granted**

P1671/17/FUL Gamage Court, Lower Ley Lane, WOS: Establishment of an equine livery yard involving conversion & alteration of buildings with new access & parking, erection of indoor riding arena & change of use of land for equine grazing (partially retrospective) - **Granted**

Appeals: None

c) Site Inspections: Gamage Court, Lower Ley Lane, WOS – attended by the Chairman.

Any Other Planning Matters:

Enforcement Matters: Northwood House, Northwood Green: No further update had been received despite the Clerk's email. It was agreed that the Clerk would send another email requesting an update and if no reply had been received by the next PC meeting (18 June) the PC will be making a formal complaint.

Perricks Farm, Northwood Green: It was reported that an estimated 120T of muck has been deposited on the site of the proposed property. The FODDC has been informed – planning, enforcement and environmental health are looking into the matter. The FODDC has also informed the Planning Inspectorate.

8 FINANCIAL MATTERS:

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

b) Accounts for payment and receipts:

Mrs F J Wallbank:

Salary – 1- 31 May 2018	712.28		
Less NIC	<u>1.23</u>	711.05	Cheque No: 001804

Inland Revenue – NI for PC	1.42		
NI for FJW	<u>1.23</u>	2.65	Cheque No: 001805

Complete Landscape Gardeners: Cutting during April x 2		824.00	Cheque No: 001806
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Shirley Fowler for carrying out internal Audit for the financial year ending 31 March 2018		50.00	Cheque No: 001807
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BHIB Insurance Brokers for Aviva Insurance: Renewal of Parish Council Insurance due 1 June 2018		497.70	Cheque No: 001808
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ICO registration fee in connection with the GDPR Amount refunded to Mrs F Wallbank		35.00	Cheque No: 001809
Accounts for Payment		£2120.40	

Receipts

Mr Beale – rental for carpark at the Severn Bore	75.00
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FODDC: First half of precept payment	9849.00
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M S Watkins fees in connection with the Late June Moore	315.00
Total Receipts	£10239.00

c) Audit for the year ended 31 March 2018 – Audit report and sign accounts: Clerk reported that Shirley Fowler had completed the Internal Audit and reported as follows:

- Applied the tests as set out in Appendix 8 of the Practitioner’s Guide Governance and Accountability in Local Councils in England and Wales and found the results to be satisfactory.
- Confirmed that Risk management procedures currently in place are completely appropriate, sufficient and very well monitored in accordance to the Risk Management file.
- Tested payment procedures as adopted against receipts/invoices, cheques drawn and bank statement entries and found these to be satisfactory, also leaving a good audit trail.

Mrs Fowler had therefore completed and signed the Annual Internal Audit Report section of the accounts. She had submitted her invoice for these services.

d) Audit for the year ended 31 March 2018 – Signing of Annual Governance Statement the Clerk took the Councillors through this and agreed response. The Chairman and Clerk signed the Statement of Assurance.

e) Audit for the year ended 31 March 2018 – Signing of Accounts These were signed by the Chairman and the Clerk.

9 GAPTC/NALC MATTERS: Councillor Evers gave a brief update and highlighted the AGM which is on Saturday, 21 July to be held at Highnam Community Centre.

10 MATTERS ARISING:

a) Play Area: One of the younger children's swing seats needs replacing as the rubber is in part badly worn. Councillor Henry said he would take a photo so the clerk can order a replacement seat from Wicksteeds.

b) Highway Matters: Highways Spread Sheet: The Clerk said that she had received the updated sheet from Mr Middlecote and she would amend it to raise a number of new reported defects.

Parking Problems in Westbury Village: A discussion took place regarding the parking problems in the Village. At school drop off and collection time parking is very difficult for the parents. The trailer has finally been removed from the layby. It was agreed that at present there is no real solution to the matter.

c) Footpaths: Councillor Townsend reported that the Clerk had received a letter from a couple who had attempted a circular walk in the Bollow/Rodley area on Friday, 20 April. Their intention was to start at Strand, take footpaths from Cleeve Farm to Gatwick, Boxbush and the River Severn, returning by the path that followed the river. They encountered several problems and Councillor Townsend has forwarded the letter to Mr Wheeler (GCC's PROW Officer) for his attention.

Councillor Townsend also reported that the stepping board needed attention on the bridge in Ley Park. He said that he would attend to the necessary repair.

d) Burial Ground – Progress on proposed extension: Councillor Brooke said that in conjunction with the Chairman a letter had been sent to Mrs Fearnside at GCC and the PC were waiting for a response.

The Chairman said that as a consequence the planning application had still not been submitted

Memorial Bench: Councillor Phelps said that the diocesan faculty was still awaited via the PCC. This will still take some time as notices have to be posted for a month to see whether there are any objections.

e) GDPR compliance: The Chairman had very kindly undertaken this task and the draft policies and templates had been circulated to all Councillors for their approval. It was agreed to adopt the policies as sent out and upload onto the website.

f) Revision to Standing Orders: In conjunction with the Chairman the Clerk had revised the Standing Orders which had been circulated to Councillors. It was agreed to adopt the revised Standing Orders.

g) Autograss See earlier agenda item

Any Other Matters:

Closed Churchyard: Councillor Phelps reported he had received complaints about the grass being left uncut in several places. He had informed the complainants that without the PC adopting this method of maintaining the Churchyard English Heritage would not have awarded a grant of £250,000 to complete the spire refurbishment. The PCC would like to put some signs up in the Churchyard explaining about the project – Councillors thought this was a good idea.

Councillor Phelps also said that the PCC would like to have a "working party" to remove some of the ivy off the graves. Councillors agreed.

Councillors were extremely grateful to Councillor Radley for doing such an excellent job removing the ivy off the wall at the Burial Ground.

11 CORRESPONDENCE:

Any Other Correspondence:

FODDC via Clive Reynolds regarding PIP. The key issue is that the changes introduce a new kind of Planning Application: Permission in Principle (PIP). This gives applicants the opportunity to seek a decision from the Local Planning Authority to the principle as to whether up to 9 dwellings can be built. Such applications don't require the submission of detailed information, as would be required by a normal application. If the Local Planning Authority approves a Permission in Principle then a second application with all the details of the development is required called a Technical Detail Consent (TDC). The PIP and TDC if approved mean a developer is able to build. The key issue for consultees such as PCs is the set period given for responding to such applications as set out in the government legislation is **10 days**. This is because the Local Planning Authority has to make a decision on the scheme within 5 weeks and not the normal 8 weeks. Councillors felt that this timeframe was going to be difficult to meet.

12 MATTERS RAISED FOR NOTIFICATION:

GCC Corporate Peer Challenge: The Chairman reported he had been invited to attend a Focus Group

on 13 June at Shire Hall.

Neighbourhood Planning Workshop: Wednesday, 6 June at Highnam Community Centre. The Chairman said he would attend and the Vice-Chair said he would check his diary. Cost £20 per person.

Telephone Box Walmore Hill: Councillor Townsend reported that the door had been stolen.

13 DATE OF NEXT MEETING: Monday, 18 June 2018 commencing at 7pm

The meeting closed at 9.35 pm