

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 16 April 2018 in Westbury Parish Hall.

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

Members of the Public: 0

1 APOLOGIES: Councillor Henry, and District Councillor Boyles would be late.

2 MINUTES OF MEETING: Minutes of the meetings held on Monday 19 March 2018 were agreed and signed.

3 DECLARATION OF INTEREST: Councillor Radley declared an interest in planning applications numbers P0423/18/FUL and P0272/18/FUL.

4 PUBLIC COMMENT: None present.

5 PLANNING MATTERS

Applications:

P0024/18/DISCON Land at Westbrook House, The Village, WOS: Discharge of conditions 3, 4 & 5 of P0259/17/FUL

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application.

P0423/18/FUL Barn at Elton Farm, Littledean Road, Elton: Conversion of agricultural building into residential dwelling and the erection of a single storey double garage with internal bat roost. Demolition of part of existing building.

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application.

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). It was agreed to have a site visit on Saturday, 28 April at 10.30am.

b) Decisions:

P1849/17/FUL Adsett Farm, Adsett Lane, WOS: Retrospective change of use of barn to retain and auction house use, including associated storage, car parking and proposed increased width of access road - **Granted**

Appeals: None

c) Site Inspection: None

d) Enforcement Matters: Northwood House, Northwood Green: No update Clerk and Councillor Phelps to chase.

6 FINANCIAL MATTERS:

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

b) Accounts for payment:

Mrs F J Wallbank:

Salary – 1- 30 April '18	712.28		
Less NIC	1.23	711.05	Cheque No: 001799

Inland Revenue:

NIC FJW	1.23		
NIC PC	<u>1.42</u>	2.65	Cheque No: 001800

Pandora Signs:

2 speed signs	3590.00		
2 software licences	500.00		
2 battery charges	220.00		
4 post brackets	740.00		
VAT	<u>1010.00</u>	6060.00	Cheque No: 001801

Complete Landscape Gardeners:

Grass cutting – first cut		412.00	Cheque No: 001802
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RG & RB Williams Carrying out valuation of

Land at Burial Ground	175.00		
	<u>VAT 35.00</u>	210.00	Cheque No: 001803

Accounts for Payment: £7395.70

Receipts

Police & Crime Commissioner – Grant 5050.00

Total: £5050.00

c) Year-end accounts – Appointment of Internal Auditor: The Clerk reported as the Parish Councils income/expenditure exceeds £25,000 the Parish Council are subject to an external audit by PKF Littlejohn. It was also agreed to engage Mrs Fowler to carry out the external internal audit.

7 GAPTC/NALC MATTERS: Councillor Evers reported as follows:

- Update following the Executive Committee Meeting held in February.
- AGM will be held on Saturday, 21 July at Highham.
- GAPTC are working on their five-year plan for the period 2018-2022.
- There are still problems being experienced by a number of Councils over electronic banking.
- GDPR – some principal authorities around the country have offered to act as the Data Controller for Parish and Town Councils within their county, however nothing is in place for Gloucestershire yet. Councillor Hill said that she had been on a course and would let the Clerk have any helpful information. Work on preparation of GDPR required policies, *etc.*, on going.

The Clerk said that there had been a revision to Standing Orders by NALC that needed to be adopted now. Put as an agenda item for next month.

8 MATTERS ARISING:

a) Play Area: It was agreed to ask John Hicks to carry out the ROSPA inspection – Clerk to instruct.

County Councillor Robinson entered

b) Highway Matters: VAS Signs: The Chairman brought along one of the VAS units which is rather large and heavy. Unfortunately, these were intended for use with a solar battery charger however GCC would not allow a solar charger. The Chairman had met with Mr Middlecote who confirmed that GCC would install two further posts to mount the units on in addition to the existing 4 posts.

A48 Resurfacing: Councillor Phelps asked County Councillor Robinson about the proposed resurfacing works to Wintles Hill and the Elton side of the parish. He did not have any details so agreed to find out and report back to the PC.

Highways Spreadsheet: The Chairman said that Mr Middlecote had agreed to update the spreadsheet as jobs were done.

District Councillor Boyles entered

District Councillor Boyles reported that several residents from Colchester Close had contacted him about the proposed Autograss Dates and whether there were any plans to increase the size of the track. He said that there no proposed plans and as a Club they were allowed too meet 14 times per annum. The Chairman said that representatives from the Club had been along to the March Parish Council meeting to inform the Parish Council of their 5 proposed dates. Sunday's meeting had to be cancelled due to weather. The Club have still to get back to the Parish Council with their proposition of holding a two-day meeting in 2019.

c) Footpaths: Councillor Townsend reported that the bridle path behind Bagley Farm at The Dinney is blocked and he has reported this to GCC.

d) Burial Ground: Offer of Memorial Bench: The Chairman confirmed that the best place for the seat was next to the current seat however some of the earth may have to be dug out, so the seat will be level. A wodge of ivy has been pushed over into the Burial Ground and will need removing. Councillor Radley and the Chairman agreed to attend to this.

Extension: The Chairman updated the Councillors. A valuation of the land had taken place and with this available it was agreed that he and Councillor Brooke would get together and write to the school/GCC with the intention of starting rental negotiations.

e) GDPR: GAPTC has issued further updates, and the latest advice to Town and Parish Councils re Data Controllers, etc., is to still sit tight and do nothing for the time being.

9 CORRESPONDENCE: None

10 MATTERS RAISED FOR NOTIFICATION:

July Meeting: The Clerk reported that she will be away on the 16 July and if the Councillors were happy her husband would stand-in. The Councillors agreed they would be happy for Mr Wallbank to act as Clerk on that night.

Closed Churchyard: Councillor Phelps reported that there were some wonderful wildflowers coming up in the Closed Churchyard - primroses, oxslips and violets, supporting the PC's agreement to adopt the "Gods Acre" approach to its management.

Vehicles around Adsett: Councillor Brooke said she should have raised this with CC Robinson. The Chairman confirmed that people's vehicle parking habits were becoming quite a problem around the Parish and felt the matter should be an agenda item for another meeting.

11 DATE OF NEXT MEETING: Monday, 21 May 2018 commencing at 6.30pm with the Annual Parish Meeting followed by the Annual Council Meeting.

The meeting closed at 9.26pm.