

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 19 February 2018 in Westbury Parish Hall.

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

Members of the Public: 6 (partial attendance)

1 APOLOGIES: Councillor Radley and District Councillor Boyles.

2 MINUTES OF MEETING: Minutes of the meetings held on Monday 15 January 2018 were agreed and signed.

3 DECLARATION OF INTEREST: None

4 PUBLIC COMMENT: None

5 PLANNING MATTERS

a) Applications:

P1042/18/TCA Westbury Court Nursing Home Court Gardens, WOS: Felling of one London Plane tree at Court Gardens, WOS:

Comments to the Forest of Dean District Council:

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

b) Decisions:

P1668/17/FUL The Vicarage, The Village, WOS: Replacement sash windows with UPVC sash windows - **Granted**

P1892/17/FUL Brookmead, Ley Lane, Minsterworth: Alterations to existing garage and use of accommodation above garage ancillary to Brookmead. (Retrospective) - **Granted**

P1961/17/FUL 2 Denmark Villas, Crowgate Lane, WOS: Erection of a single storey extension and creation of balcony at first floor level. Associated internal alterations & changes to doors & windows - **Granted**

c) Site Inspection: None

d) Enforcement Matters: Northwood House, Northwood Green: The Clerk emailed the Enforcement Department 16 January with a chase up email sent on the 3 February, but no response received. Clerk to email Clive Reynolds at the FODDC about this.

The Chairman agreed to bring forward agenda item 8g) Autograss 2018:

Leigh Scotford Vice Chair of Autograss reported as follows:

- Race Dates 1 April, 13 May, 10 June, 8 July & 21 October
- A leaflet will be delivered to residents next week informing them of the race dates and giving them a contact telephone number for race dates.
- Races commence at 11am with scrutineering commencing at 10am engines start running at 10am
- Engine noise is restricted to 92 decibels
- Encourages people at grass route levels kids from 12 years competing
- Next year would like to apply for a 2-day qualifying event which will involve people camping overnight on site. Bidding applications for a 2-day event must be submitted by late August. He said he would get back to the Parish Council once more information has been received.

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- 28 February '18	712.28		
Less NIC	3.87	708.41	Cheque No: 001786

Inland Revenue:

NIC FJW	3.87		
NIC PC	<u>4.45</u>	8.32	Cheque No: 001787

System Force IT – Hosting of website	30.00		
	<u>VAT 6.00</u>	36.00	Cheque No: 001788

GPFA renewal of subscription due 1.2.18	50.00		Cheque No: 001789
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Accounts for Payment: £802.73

Receipts

Mr Beale – rent for Severn Bore carpark	75.00
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M S Matthews fees in connection with the late:

Florence Gibson second internment	135.00	
Eileen Wayman second internment	<u>135.00</u>	270.00

Total: £345.00

c) **PWL B Application – Approval of loan:** The Chairman and Clerk have submitted the application to GAPTC who has checked the application which has now been submitted to NALC.

7 GAPTC/NALC MATTERS: Councillor Evers will be attending an Executive Committee meeting on Thursday. Councillors asked him to press regarding the need for GDPR guidance.

8 MATTERS ARISING:

a) **Play Area:** Councillor Townsend has carried out his 3-monthly report and does not think the swing seats have deteriorated further, so continue to monitor. He did mention that the top of the bar swings could do with a coat of paint.

b) **Highway Matters: VAS Signs:** Finally, GCC have signed the contract and this has been submitted to the Police Commissioner who has requested a current quotation for the signs.

The Chairman and Vice-Chairman have met with the new Stakeholder Manager, Mr Andrew Middlecote and had a 2-hour tour of the Parish showing him all the problems that require attention. Mr Middlecote has agreed to update the Highways spreadsheet and send it back to the Clerk.

A48 Resurfacing: Oakle Street to Minsterworth Village Hall – This stretch of road will be resurfaced in the next financial year along with a stretch at Jordan Hill and another at Wintles Hill. Work will be done with a road block.

Chaxhill: The loop opposite Crowgate Lane is being used as a “rat run” by a cattle truck that is delivering animals to a farm in Crowgate Lane. Concerns have been raised about the speed these vehicles are travelling. The matter will be monitored to decide whether formal action is needed.

Application for Goods Vehicle Operator’s Licence Chaxhill House, Chaxhill by ASI Group Limited: Application to keep 2 goods vehicles and 3 trailers. Written representations can be made to the Traffic Commissioner at Leeds with a copy to the applicant at Bristol. It was agreed that the Parish Council would object to the proposed licence on the grounds of the logistics of traffic movements of heavy vehicles, smaller commercial vehicles, farm machinery, and public and private transport vehicles, the proximity to Walmore Common SPA, and Chaxhill House is a Grade 2 listed property.

Trailers Adjacent A48: Councillor Phelps said the Street Warden had visited and was informed that the

trailers would be removed within 2 weeks but they are still there. He will chase again.

c) Footpaths – Proposed Diversion of EWS13: The maps and proposed diversion email had been forwarded to the Councillors for their information and it was agreed that the Parish Council had no objections to the proposed diversion. Clerk to email GCC.

Councillor Townsend said the Glos PROW contractor is replacing damaged way marker signs where required and clearing stiles of brambles etc around the Parish.

Councillor Henry reported the footpaths officer (Mr Wheeler) was investigating a complaint concerning a footpath leading from Goose Lane to the Coombs. He was hoping to liaise with Mr Wheeler to confirm the gates have simply been updated with the addition of a kissing gate.

d) Burial Ground: Offer of Memorial Bench: Councillor Phelps reported that the PCC were happy to grant a faculty for the seat but needed to know where the seat would be sited. It was agreed that he and the Chairman would visit the Burial Ground and agree on the best position for the seat. The Clerk could inform the applicant that a hardwood bench which needed to be fixed to the ground is acceptable, but the council would like to approve the plaque for the seat. Clerk to look at the wording submitted by Councillor Henry, that after 10 years the Parish Council would not be responsible for maintenance of the seat.

Extension: Councillor Brooke and the Chairman met with the school, GCC and the school governors. The school expressed concern regarding possible rental charges. The lease terms are currently on-going, and a valuation of the land must be carried out. The Clerk had contacted JB Williams who quoted £400 plus VAT, Bruton Knowles quoted £1500 plus expenses and Voyce Pullin were unable to provide a quote. It was agreed that JB Williams should be offered the task of valuing the land. Councillor Phelps then made the meeting aware he had managed to negotiate a discount with JB Williams to £250 plus VAT. Councillor Brooke said that she was meeting with GCC to agree the area of extension in the next few weeks.

It is intended for the planning application to be submitted shortly and subject to a standard planning fee of £385, however this may be reduced for Parish Councils.

e) Closed Churchyard: Ground Management – The Chairman is meeting the grass contractor at the Closed Churchyard to discuss the management of the Churchyard this year.

f) GDPR: The Clerk reported that she had been approached by a company who were offering to provide a DPO service for the Council to include an annual GDPR data audit, annual refresher training for staff, sign off Data Protection Impact Assessments, Advising on GDPR compliance, Liaison with ICO for an annual fee of £275.

The Clerk had circulated various emails from GAPTC regarding this matter. Since it is still being discussed in Parliament. GAPTC latest advice is do not sign up to anything until they have received news of a final decision as to the matter.

g) Autograss 2018 – See above

9 CORRESPONDENCE:

a) Lower Severn Drainage Board – Election 2018: The next election will take place between 24 October 2018 and 1 November 2018. The Parish Council are entitled to vote at the election if one is held. It was agreed that the PC be kept advised. The LDB have not sent a drainage rate demand note for the last few years as the annual value of the PC's landholding is £125 or below and the Board decided that it was uneconomic to collect.

Any Other Correspondence:

Elton Music Festival: Email received from Mr Humphries was read out at the meeting. There will be 3 events this year, 2 of which will be small events, and the festival event on 18 September. The FOD Council will not be monitoring any of the events for their entire duration and will not automatically shut down the event if the conditions imposed on the event are breached. Mr Humphries thanks the WOSPC Councillors for the opportunity to raise this matter in "Public Comment" and for their support and advice.

10 MATTERS RAISED FOR NOTIFICATION:

Litter/Fly tipping: Councillor Henry said that the amount of litter around the Parish was disgusting. A

short discussion took place on this and it was agreed that this is a Countrywide problem. It was agreed that the Chairman would attempt to raise this at the GAPTC Executive Committee meeting on Thursday. Also, there have been more incidents recently with fly tipping around the Parish.

Lydcare: Councillor Landon asked if the Councillors could approach anybody who would be willing to be a volunteer driver as there is only one currently in the Parish who is kept quite busy.

Parish Hall: Councillor Landon reported that the Parish Hall Committee is concerned about the lack of support from locals at recent events held at the Hall and lack of offers of help at events, especially the Village Show.

11 DATE OF NEXT MEETING: Monday, 19 March 2018 commencing at 7pm.

The meeting closed at 9.20pm.