

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday 15 May 2017 in Westbury Parish Hall.

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

Members of the Public: 0

1 APOLOGIES: Councillors Hill and Radley, District Councillor Boyles & County Councillor Robinson.

2 ELECTION OF OFFICERS AND DECLARATIONS OF ACCEPTANCE

Councillor Phelps proposed that Councillor Evers continue as Chairman and Councillor Townsend seconded the proposal. All Councillors voted in favour. Councillor Evers accepted the position. The Chairman asked for nominations for Vice-Chairman and proposed that Councillor Phelps continues as Vice and Councillor Landon 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 24 April 2017 were agreed and signed.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF WARDENS:

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

6 PUBLIC COMMENT: None

7 PLANNING MATTERS

a) Applications

P0560/17/FUL Camaroy, Broadoak: Erection of an agricultural storage building

Comments to the Forest of Dean District Council:

The Parish Council supports this application

P0687/17/TCA Westbury Cottage, The Village, WOS: Tree work

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application

P0605/17/FUL Brookmead, Ley Lane, Minsterworth

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application

P0705/17/FUL Fuchsia Cottage, Rodley Court Road, Rodley

Comments to the Forest of Dean District Council:
The Parish Council has no objections to this application

P0478/17/FUL Land between The Lawns and the Hay Barn, Chaxhill: Outline application for the erection of two detached dwellings with associated garages.

Comments to the Forest of Dean District Council:

The Parish Council supports this application subject to the outstanding Officer's reports being satisfactorily resolved.

b) Decisions: None

Appeals: None

c) Site Inspections: None

Any Other Planning Matters:

Khan Tandoori Restaurant Westbury: An Indian restaurant is being advertised as operational in the Village by the Post Office. It was agreed that the Clerk should inform the FODDC.

Also complaints received about sales of Bric a Brac taking place at Adsett Farm.

8 FINANCIAL MATTERS:

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

b) Accounts for payment and receipts:

Mrs F J Wallbank:

Salary – 1- 31 May 2017	698.31		
Less NIC	<u>2.20</u>	696.11	Cheque No: 001742

Inland Revenue – NI for PC	2.53		
NI for FJW	<u>2.20</u>	4.73	Cheque No: 001743

Complete Landscape Gardeners: Cutting during May		824.00	Cheque No: 001744
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Shirley Fowler for carrying out internal Audit for the financial year ending 31 March 2017		50.00	Cheque No: 001745
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Aon Insurance: Renewal of Parish Council Insurance due 1 June 2017		577.89	Cheque No: 001746
Accounts for Payment		£2152.73	

Receipts

Mr Beale – rental for carpark at the Severn Bore	75.00
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FODDC:

First half of precept payment	9380.00
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Ernest Heal: Second inscription	30.00
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Appleby & Childs: Memorial and vase for the Late Henry Walter Barr	135.00
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Mr Lewis – rent for shed at the Burial Ground	100.00
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Total Receipts	£9720.00
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c) Audit for the year ended 31 March 2017 – 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 2017 – Signing of Statement of Assurance the Clerk took the Councillors through this and agreed response, and the Chairman and Clerk signed the Statement of Assurance.

e) Audit for the year ended 31 March 2017 – Signing of Accounts These were signed by the Chairman and the Clerk.

f) Grazing Licence between Mr Matthews and WoSPC – The Clerk confirmed that she had emailed Mr Matthews but to date had not heard back from him. Clerk to chase.

Any Other Matters:

Rental of Severn Bore Carpark: It was agreed to review this in November.

Insurance: It was agreed that the Clerk should seek further quotations next year.

9 GAPTC/NALC MATTERS: Deferred.

10 MATTERS ARISING:

a) Play Area: Councillor Townsend reported that when he carried out the 3-monthly check he noticed a sign for “Extra Carparking” which is nailed to a post and could be viewed as a hazard. Councillor Landon will raise this with the PHMC.

b) Highway Matters:

Jordans Hill Railway Embankment: Councillor Phelps reported that the vegetation on the railway embankment was very bad and in the past Network Rail has refused to clear the vegetation. However, the embankment has been cleared from Grange Court to Broken Cross. It was agreed that Councillor Phelps would make some enquiries to see who cleared the embankment.

c) Footpaths: Councillor Townsend reported:

- No feedback from GCC.
- Met with Agents at Ley Park – the contractors have removed a dozen trees and cleared vegetation.
- He hopes to hold a “walk” later this month.

d) Burial Ground -Progress on proposed extension:

The Chairman reported that despite a considerable amount of time and effort, especially by Councillor Brooke, there was still a lot of work to be done to extend the Burial Ground. He made a proposal that at this point the PC needed to pay for some professional assistance to speed progress of the matter to completion. It was agreed that the Chairman should speak with Mr David Crofts from Escort Planning who, because of his experience working for other parish councils, the Chairman felt would be able to draw up plans and submit a planning application on behalf of the PC. The Councillors also agreed that subject to Mr Crofts’ charges being reasonable the Parish Council should employ his services.

Councillor Ensor reported that one of the trees planted in memory of Norman Stephens had died. The Chairman said he would check.

e) The Strand: Once the Clerk has sent the letters Councillor Henry will erect the sign.

f) Bus Shelter Elton – Consider replacement: The Clerk reported that she had received several responses from people who use the bus shelter on a regular basis requesting that it is replaced. Councillor Ensor said that she would measure the base and would liaise with the Clerk.

g) Closed Churchyard – Ground Management: The Chairman reported that he had met with the Dean Meadows Group, and he circulated a map of the Churchyard showing the proposed small test areas for this current growing season. The selected area will be left to see what species of wild flowers are present, after which they will be cut, strimmed and collected in the Autumn. The Chairman said he had met with the grass contractor, Mr Sargent, to discuss the matter with him.

It was agreed that signs should be put up in the Churchyard to explain to visitors why these areas had been left and to promote this project at the Village Show.

11 CORRESPONDENCE:

a) FODDC Application for a Premises Licence F/16/00274/PRMA St Peters Church Newnham on Severn: It was agreed that the Parish Council do not wish to make any representations.

b) FODDC Led Housing: The Clerk read out the letter from Mr Keith Chaplin about Community Led Housing which is about local people playing a leading and lasting role in solving local housing problems. It was agreed that the PC would be interested in attending a district wide parish council presentation. Clerk to email Mr Chaplin

12 MATTERS RAISED FOR NOTIFICATION: None raised.

13 DATE OF NEXT MEETING: Monday, 19 June 2017 commencing at 7pm

The meeting closed at 9.55 pm