

## WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Meeting held on Monday 17 November 2014 in Westbury Parish Hall.

**PRESENT:** Councillors - P Brooke  
P Ensor  
C Evers – Chairman  
J Henry  
D Landon  
S Phelps – Vice Chairman  
M Townsend  
Mrs F Wallbank – Clerk  
Peter Richmond (GAPTC)

Members of the Public: 8 (partial attendance)

**1 APOLOGIES:** District Councillor Edwards.

**2 MINUTES OF MEETING:** Minutes of the meeting held on Monday, 20 October 2014 were agreed and signed.

### **3 PRESENTATION BY COUNCILLOR PETER RICHMOND: NALC AGM DEBRIEF –**

- He is a Councillor at Bishops Cleeve Council and also a Member of the GAPTC County Committee responsible for the Tewkesbury Vale Cluster of Parish Councils.
- Attended the NALC AGM on the 29 November. NALC's newly recruited CEO is getting to grips with the finances and improving the quality of services. Latest update outcomes on NALC's website.
- GAPTC are currently in the process of recruiting a new Chief Officer who should be in post by the New Year.
- GAPTC will be amalgamating County Committee and Executive Committee in May 2015.
- Key changes to the Financial Regulations needed to align with Governance and accountability for Local Councils (A Practitioners Guide, England), March 2014.

**4 DECLARATION OF INTEREST:** Councillor Phelps prejudicial interest in P1684/14/FUL.

**5 PUBLIC COMMENT:** Three parishioners raised the continual serious flooding problems in Rodley and asked what the Parish Council are doing about it? Areas affected are Box Bush Farm, Rodley Court, Cowleys Elm Farm, Vine Tree Farm and Gatwick House. The Clerk said that she had been approached by Mr Richard Hewlett about these issues and had informed Mr Brian Watkins at Gloucestershire Highways/Amey. A meeting had been arranged with Mr Watkins to meet with the Chairman, Vice-Chairman and Mr Hewlett to raise the numerous Highways problems including the flooding problems at Rodley that are of concern to the Parish council. Further details would be provided under the agenda item 9b - highways matters.

### **6 PLANNING MATTERS**

#### **a) Applications:**

**P1636/14/FUL** The Paddocks, Goose Lane, Bollow: Erection of a single storey rear/side extensions to existing pool building to provide new plant room, gym and home office. Demolition of existing stables.

Comments to the Forest of Dean District Council:

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

**P1790/13/PIA** The Old Post Office, Main Road, Minsterworth: Application for Prior Approval of proposed change of use from Post Office to residential use – Revised Plans

Comments to the Forest of Dean District Council:

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

**P1346/14/FUL** Hopedene, Rock and Fountain Lane, Rodley: Erection of a detached garage with hobby room above – Revised plans

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

Councillor Phelps declared an interested in the following application and left the room.  
**P1684/14/FUL** Bosley House, Blaisdon Road, WOS: Alts & erection of a single storey rear extension  
Comments to the Forest of Dean District Council:  
The Parish Council has **no objections** to this application.

**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 planning permission  
P0886/14/FUL

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

**b) Decisions:**

**P1545/14/FUL** Summervilla, Goose Lane, Bollow: Erection of a single storey side and rear extension.  
Construction of dormer windows at first floor in the rear elevation – **Granted**.

**Appeals: None**

**c) Site Inspections: None**

**d) Enforcement Matters: None**

The Chairman said that he would bring forward agenda item 10a) Mr Gardner's email re the Termination of internal Audit Services:

The Chairman read out a report he had written as he had sought advice as had Mr Gardner. Councillor Phelps proposed that the Parish Council follows the guidelines as read out by the Chairman namely that the Parish Council would put together an invitation to bid for the role as the Parish Council's internal auditor and this would be displayed on the notice boards, parish magazine, WoSP, website and GAPTC website. The proposal was seconded and all Councillors voted in favour of it.

Mr Gardner expressed his disappointment of the impersonal process that the Parish Council had undertaken to terminate his services as internal auditor. A demand by Mr Gardner that an apology should be given was not accepted.

**7 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 November	689.33
Less tax for November	5.40
Less NIC	3.16

No payment will need to be paid for sometime

To Inland Revenue as Clerk overpaid

Tax over several years to the sum of £62.24

Therefore the Parish Council NI

Contributions will be paid to Clerk until

The credit has been used up.

Plus PC NI payment	<u>3.63</u>	692.96	Cheque No: 001602
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Westbury Wood: Repair works required to  
Various bus shelters in the Parish as per

Quotation	635.00	Cheque No: 001603
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<b>Accounts for Payment</b>	<b>£1327.96</b>	
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**Receipts**

M S Watkins: Burial fees in connection with:

The late Roy Jones	80.00
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F J Cambridge: Fees for:  
 Tablet for the late Lucy & Harold Bradley  
 Tablet for the late Norman Stephens  
 Second inscription for the late Florence Gibson      145.00

Deerhurst Parish Council: Contribution towards  
 Microsoft software for Clerk      63.00

Dennis Beale: Carpark rental      75.00

**Total:      £363.00**

**c) Parish Hall Renovation Works:** Councillor Landon reported reminding that the hall floor had actually given way in several places as water had got in and caused the floor to rot. The total of works to date restoring it is £61,000 – paid for by £22,000 from general funds, a grant of £10,000, fund raising £8,000, and the rest has been borrowed from individuals and organisations. Also at the same time one of the cookers has had to be decommissioned and replaced at a cost of £10,000 – it is commercial size so costly. It would be fantastic if the Parish Council could give some financial contribution. The Chairman noted it is a Parish Council role to provide a duty of care to parishioners and as everyone was aware the hall is used significantly by many parishioners it was in order to the Parish Council to make a gift to the Parish Hall Committee, if it wished. Councillor Phelps proposed that the Parish Council makes a donation of £1,000 – this was seconded by Councillor Henry and all Councillors voted in favour of the donation.

**d) Precept 2015/16:** The Clerk presented a draft budget and took the Councillors through it. As it is elections next year the FODDC had advised the Clerk that if there was a contested election it could cost the Parish just over £2,000 so this money had to be set aside in the precept. The Chairman reminded the councillors of the critical state of many of Grade II listed table tombs in the closed churchyard. These are deteriorating fast and if any work is done to these it would be expensive. He felt money needs to be set aside for them. It was noted also that at some point in the not too far distant future the wetpour surfacing in the Play Area will need replacing and this would be a costly job. A number of ways forward were discussed and it was agreed that the Clerk would produce a second budget and present at the December meeting.

**8 GAPTC/NALC MATTERS:** The Chairman thanked Mr Richmond for his interesting presentation and said that the Clerk had forwarded latest items of GAPTC correspondence for the Councillors’ attention.

**9 MATTERS ARISING:**

**a) Play Area:** The Clerk reported that she had contacted Mr Jason Lee from Wicksteed who had very kindly taken a look at the surfacing on the play area and reported as follows:

- 2 green square areas are coming away at the edges which will over time get gradually worse and become a potential trip hazard.
- As a short term solution cut the squares out and re-patch the areas.
- Rest of the wetpour is in fairly good conditions however there are certain areas where there is separation between the wetpour and the edgings.
- Short term solution to cut-back and relay edgings.
- Long term solution would be to remove all wetpour and start again which will give a 5 year guarantee
- Wicksteed are now installing wetpour using PCC edgings together with a concrete plinth which enables the contractor to bond the wetpour at a multiple point against the edgings which means it won’t separate as easily as just having one bonding edge.

Also the Clerk had looked up when the surfacing was put down, and it was December 2007. Greenfields said it was guaranteed for 5 years and its life expectancy was 10 years. It was agreed that the Clerk should contact Greenfields about this matter.

Mr Richmond said he had come across a new product for play area surfacing and would give the Clerk the details following the meeting this was from Play Smart UK who specialise in surfacing and outdoor Play solutions.

Councillor Brooke asked the Chairman if she could introduce Mandy Howell at this point of the meeting.

She is the Emergency Co-ordinator and would be attending a meeting at Councillor Brooke's house on Tuesday, 2 December at 7.30pm. The Chairman briefly withdrew standing orders and said on behalf of the Parish Council they were extremely grateful to Mrs Howell for taking on the role and also to Councillor Brooke for all the hard work she has put in on this matter.

**b) Highway Matters:**

Following on from Public Comment the Clerk confirmed the meeting with Mr Watkins, the Chairman, Vice-Chairman and Mr Hewlett for Thursday, 27 November. It was agreed that the following matters would be raised at the meeting:

**The Strand Ditches:** Update on this situation.

**Rodley:** Flooding problems outside Box Bush Farm, Vine Tree Farm, Cowley Elm Farm, Rodley Court and Upper Rodley Road.

**A4151:** The Clerk reported that she had received an email from Mr Horsley asking for the vegetation to be cut back from Elton garage to his property "Ambleside" as it is proving to be a safety hazard. Also a number of people walk along this stretch of road to the garage and as there is not footway it is essential that the verge is kept cut back. The Chairman said he would raise this matter with Brian Watkins on the 27.11.14.

**Lower Ley Lane:** Mr Watkins had reported that Ley Lane should have been inspected by their safety inspection team and any defects that meet the safety intervention criteria should of been completed.

**Hunthill:** Mr Watkins had confirmed that he had included the section on the steepest part of the Hill in his resurfacing programme for later this financial year, subject to funding remaining in place.

**Problems around the Parish:** Mr Watkins had reported that the Severn Trent issues have been picked up by the Streetworks Team to discuss with Severn Trent.

**A48 Flooding:** On Saturday 8 November there was flooding under the railway bridge.

**Flooding:** It would appear if unconfirmed observations are correct that works at Westbury Court Gardens to alleviate flooding problems has actually made the flooding situation worse.

**30mph Speed** limit sign has been knocked over on Ampney Lane.

One Councillor highlighted that some tractors on the lanes are making/leaving quite a mess behind them. Also the grips that are made by Gloucestershire Highways get blocked when large vehicles drive over them. Councillor Brooke said that the NFU has a "code of practice" that should be followed regarding "Mud on the Road".

**Mrs Hogben's Field at Chaxhill:** Following last month's meeting when Mrs Hogben had mentioned problems with ponding in her field and a smell, Mrs Hogben had contacted FODDC Environmental Health and they had asked Mr Watkins of Gloucestershire Highways to investigate the ponding. It transpires that a Mr Watkins initiated investigation had revealed the highways drainage system to be choked all the way across the A48 and down the field. They had managed to get the drainage system flowing (although nowhere near full capacity) and have ascertained the point of the blockage in the field for Mrs Hogben to start excavating. Mr Watkins' contractor had confirmed an unrecognised pipe connection into their manhole by Chaxhill Farmhouse and what appeared to be a strong and unusual smell, and the Parish Council understands that Mrs Hogben was having a meeting with the EA. The Chairman said he would speak to Mrs Hogben for an update.

**A48 Meeting:** Councillor Phelps reported that he could no longer be the PC's representative on this committee as he is now a District Councillor. The next meeting was on Wednesday, 19 November and Councillor Ensor said that she would attend.

**c) Footpaths:** Councillor Townsend reported that he had met with Peter Maunder and the agent for Ley Park. Was grateful to Mr and Mrs Humphries for offering to walk some footpaths and agreed to contact them direct. The Clerk gave her set of footpath maps to Councillor Henry who said he would be able to have them copied.

**d) Emergency Planning:** Councillor Brooke said that she would have to re-arrange the meeting scheduled at her house in November – would send out an email to Councillors. An email had been sent out to vulnerable properties residents advising them of the recent high tides.

**e) 100 years since the outbreak of the Great War:** Councillor Landon said that she was still collating information. Mr Clive Tempest had started to read what she had produced.

**f) Bus Shelters:** The Clerk had agreed with Westbury Wood a £50 reduction on the quote - £635.

**g) Vacancy for a Councillor:** The Clerk confirmed she had contacted Mrs Debbie Hill inviting her to

attend the November meeting but unfortunately she was unable to attend due to a prior commitment. She would attend the December meeting.

**h) The Strand:** Councillor Brooke had circulated her briefing note to Councillors. It was agreed to defer this matter to next month.

**i) Burial Ground:** Defer to next month

#### **10 CORRESPONDENCE:**

**a) Mr Gardner's Email re Termination of Internal Audit Services** This agenda item was brought forward and discussed earlier (see above).

**Any Other Correspondence: Building Works at Adsett Farm, Adsett:** Report received from a Parishioner that there has been a lot of building work on the field opposite Adsett Court between the farm and Adsett wood. Apparently the claim is that this is going to be a Caravan facility with a shower block, *etc.* The Parish Council has not received an application regarding these works and it was agreed Councillors would inspect what is going in.

#### **11 MATTERS RAISED FOR NOTIFICATION:**

The Chairman gave his sincere congratulations to Councillor Phelps for becoming the District Councillor for Newnham and Westbury.

**12 DATE OF NEXT MEETING:** Monday, 15 December 2014 commencing at 7pm