

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday 16 May 2016 in Westbury Parish Hall.

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

Members of the Public: 12 (partial attendance)

1 APOLOGIES: Councillors Phelps and Radley.

2 ELECTION OF OFFICERS AND DECLARATIONS OF ACCEPTANCE

Councillor Townsend 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 and Councillor Radley proposed that Councillor Phelps continues as Vice and Councillor Landon seconded the proposal. All Councillors were in favour and the Chairman noted Councillor Phelps had agreed to be Vice-Chairman if it was the council's wish.

3 MINUTES OF MEETING: Minutes of the meeting held on Monday 18 April 2016 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

County Councillor Robinson reported as follows:

- Mr Brian Watkins, who has been the Parish's stakeholder manager for many years, has moved to another role and the new Stakeholder manager is Mr Rhodri Grey. He suggested that the PC invites Mr Grey to come and have a tour of the parish roads and lanes.
- Under the new Lengthsman scheme, the team have got another six weeks of work in his area. They are back on 20 June and then every month until November and so we have drawn up a list of the jobs that they can do which Mr Watkins will pass on to them.
- First cut of the verges has commenced cannot say at this stage whether there will be two cuts this year.

6 PUBLIC COMMENT: None

7 PLANNING MATTERS

a) Applications

P393/16/FUL Orchard Barn, Upper Rodley Road, Rodley: Erection of a residential annexe and removal of existing garage

Comments to the Forest of Dean District Council:

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

P0458/16/FUL Severn Mill, Strand Lane, WOS: Erection of an agricultural building
 Comments to the Forest of Dean District Council:
 The Parish Council has **no objections** to this application.

P0325/16/FUL Cliff View, Broadoak: Single storey oak framed orangery extension
 Comments to the Forest of Dean District Council:
 The Parish Council has **no objections** to this application.

P0609/16/FUL Peppercorn Wintles Hill Westbury On Severn: Single storey side extension and garage conversion.
 Comments to the Forest of Dean District Council:
 The Parish Council has **no objections** to this application.

b) Decisions:

P0239/16/FUL Brooke Cottage, Brooke Lane, Adsett: Replacement dwelling and detached garage (demolition of existing) – **Granted**

P0245/16/FUL Sunnyside, Broadoak: Erection of a rear/side single storey extension to provide ancillary accommodation (demolition of existing detached garage) – **Granted**

Appeals: Land Near, Cowles Farm, Elton Road, Elton: Installation of a solar energy facility on land near Cowles Farm, Elton Road, Newnham utilising solar photovoltaic panels to export up to 5 megawatts of renewable electricity. Following a lengthy discussion and listening to representations from the members of the public it was agreed that the PC would support the residents and write to the Planning Inspectorate and Councillor Molyneux to request that the Appeal is dealt with by an Informal hearing rather than via written representations. Also, in addition to what is on the FODDC file from the PC and now open to the Planning Inspector, the Chairman agreed to draft a further statement letter to be sent to the Planning Inspectorate.

c) Site Inspections: None

d) Gatwick Close – Parking Survey: Following a site meeting with several Councillors it was agreed that Councillor Brooke and Councillor Henry would draw up a plan and consult with the neighbours on the PC’s suggestions. Once consulted, it was agreed the plan together with a letter should be sent to the TRHA Chief Executive.

8 FINANCIAL MATTERS:

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

b) Accounts for payment and receipts:

Mrs F J Wallbank:

Salary – 1- 31 May 2016	694.84		
Less NIC	<u>2.74</u>	692.10	Cheque No: 001685
Inland Revenue – NI for PC	2.60		
NI for FJW	<u>2.74</u>	5.34	Cheque No: 001686
Complete Landscape Gardeners: 2 rd and 3 th cut		824.00	Cheque No: 001687
Shirley Fowler for carrying out internal Audit for the financial year ending 31 March 2016		50.00	Cheque No: 001688
Aon Insurance: Renewal of Parish Council Insurance due 1 June 2016		485.97	Cheque No: 001689
Hale & Co – cost of materials for maintenance Works around the Parish	78.07		

-refunded to Mr M Townsend	<u>VAT 15.61</u>	93.68	Cheque No: 001690
Accounts for Payment		£2151.09	

Receipts

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

First half of precept payment	8935.00	
LCTS Grant	<u>570.00</u>	9505.00

Total Receipts **£9580.00**

c) Audit for the year ended 31 March 2016 – 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.

The Clerk circulated copies of the accounts, took the Councillors through them, and completed the Statement of Assurance. The accounts were agreed and then signed and dated by the Chairman and Clerk.

d) Grazing Licence between Mr Matthews and WoSPC: The Chairman signed the licences as Landlord. Clerk to get them signed by Mr Matthews.

e) Bank Mandate: This had now been completed as two signatories needed to be removed and two new ones added – Councillors Henry and Hill. It was agreed the mandate would be signed as appropriate.

9 GAPTC/NALC MATTERS: Councillor Evers reported that he will be attending the Executive Committee meeting during the week commencing 23 May and the AGM is on Saturday, 16 July - taking place at Centigen Building, Riversmeet, Newent GL18 1GS from 10.30am - 2.30pm. The AGM business will be followed by a fun 'pub quiz' and a buffet lunch. Resolutions to be submitted for debate at the AGM should be received by Friday, 3 June 2016.

10 MATTERS ARISING:

a) Play Area: The Clerk reported that she had been approached by a Play Company who were going to be in the area and were happy to look at the play area and advise on the changes the PC were thinking of making. Councillor Brooke said she was happy to meet with them and discuss the removal of the wooden beam that is now rotting and its replacement with another piece of play equipment for the smaller children. Councillor Townsend said that he had purchased all the materials required to carry out the various minor repairs but could not get hold of Richard Leach the team organiser. Clerk to send him an email.

b) Highway Matters:

Commissioners Funding for Road Safety: The fund has a balance of £250,000 and it is Mr Martin Surl’s intention to use these funds for road safety initiatives. Applications have to be completed by Friday 17 June. Clerk to liaise with Chairman.

A48 Meeting – 18 May 2016: Councillor Ensor reported that she was unable to attend and was going to see if Councillor Phelps could attend and report back to the PC.

c) Footpaths: Councillor Townsend reported:

- Had a meeting with Mike Barton to discuss a few issues in the Parish, he also brought me some permissive bridlepath waymarkers. He now has written permission from the agents of Ley Park Wood to put up permissive bridlepath waymarkers at the St Johns Point end (Westbury on Severn Bridleway 43) where it deviates, due to flooding.
- PROW will erect a finger post at the Hartlands Hill A48 end (EWS/81) to Walmore Common.

- He had spoken with Mike Barton on the obstruction to the stile in Crowgate Lane (EWS/91)
- Tree blocking footpath (EWS/13) Ley Park Wood. Agents contractor to remove.
- Footpath going into a pond! near Hayden Farm (EWS/114) to be reported to Glos PROW
- The bridge behind Westbury Court Gardens (off Strand Lane) EWS/117/3 to be replaced soon.
- Finger post sign needs replacing or hedge cutting back in Rock Lane opposite bus shelter.

d) Memorial for the late Norman Stephens: The Clerk confirmed that the plaques had been received. Clerk to write to Charlotte Probyn with some possible dates for the dedication of the signs.

e) Burial Ground: The Chairman reported that he had met with Mr Matthews at the Burial Ground to discuss the creation of a vaulted grave for the late Mr Henry Barr. Councillor Ensor said that there was quite a lot of soil left – agreed to monitor to ensure that it was removed from site. During the Chairman’s visit to the Burial Ground he discussed with Mr Matthews the PC's plans to extend the burial ground. Mr Matthews had come up with an alternative idea which the Chairman explained and the councillors thought a very good potential option. It was agreed the Chairman and Councillor Brooke would now draw up some plans and come back to the Councillors.

Shed: There is a water butt that collects the water off the roof and is the only source of water for visitors to use when they visit the Burial Ground. It was agreed a new tub is required and that the Chairman would obtain one and replace it. Clerk to ask Mr Lewis if he would clear the gutters which were currently blocked with leaves.

f) Trees A48: The Clerk had received a reply from Isla Hayes informing the PC that the tree in question is considered to be under the control of Gloucestershire County Council Highways. As the Council does not usually place TPOs on trees under the control of government or statutory bodies, on this occasion it has been decided that a TPO will not be made on the tree. It was agreed that the PC would contact Gloucestershire County Council regarding safeguarding the tree. If they are unable to secure the tree, they can request the FODDC to consider making a TPO on the tree. The Chairman agreed to draft an email to be sent to Highways.

d) The Strand: A lengthy discussion took place regarding this matter and it was agreed that Councillor Brooke would try and obtain a larger scale plan from the FODDC.

11 CORRESPONDENCE: None

12 MATTERS RAISED FOR NOTIFICATION: None raised.

13 DATE OF NEXT MEETING: Monday, 18 June 2016 commencing at 7pm

The meeting closed at 9.55 pm