

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Meeting held on Monday 20 October 2014 in Westbury Parish Hall.

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

Members of the Public: 19 (some partial attendance)

1 APOLOGIES: District Councillor Edwards.

2 MINUTES OF MEETING: Minutes of the meeting held on Monday, 15 September 2014 were agreed and signed.

3 DECLARATION OF ACCEPTANCE TO BE SIGNED BY NEW COUNCILLOR, JOHN HENRY duly signed. The Chairman welcomed Councillor Henry.

4 DECLARATION OF INTEREST: Councillor Henry declared an interest in planning application P1636/14/FUL as Mr & Mrs Williams are his neighbours.
Councillor Radley declared a pecuniary interest in agenda item 10c.

5 PUBLIC COMMENT:

Bob Sellwood, Planning Agent for Severn & Wye Smokery informed the Parish Council that the reason for the application was not designed to increase the shop and restaurant but to bring the working conditions up to the 21st century. An exhibition had been held at the school attended by 40 people where concern was raised about the entrance at the side that goes onto the lay-by behind the bus shelter, and it is now proposed that this entrance will be controlled by an electronically operated gate which would remain shut and only used for emergency vehicles – a pedestrian gate would be installed at the side.

Tim Humphries – Spoke about the excessively loud music which comes from Elton Farm during various events held there – this continues on until 3 or 4am

Helen Hogben – Owns a field opposite Severn & Wye Smokery and has had to call Glos Highways out because of unusual occurrences in it, and the matter is ongoing.

Bridget Hyslop – Still no green notices have been erected regarding the application at Severn & Wye Smokery.

Tony Lanciano – Asked for an update on The Strand and the erection of a sign. Councillor Brooke said that the PC has registered the right to use the carpark as stipulated in the deeds.

John White, Planning Agent for Wyncolls Farm application Applicants proposing to install a 60m x 20m outdoor arena as they are looking to expand their training establishment.

Leila Bell Change of use of private swimming pool to business or commercial use Bell house, Lumbars Lane, Elton. Gave some background as to why she wanted to apply for change of use.

6 PLANNING MATTERS

a) Applications:

P1416/14/FUL Severn & Wye Smokery: Proposed alterations and extension to existing smokery building, including demolition of extension and change of use of shop/restaurant to offices and reception area. Change of use, renovation and extension of former agricultural barn to provide retail area, restaurant/cafe, educational facilities, storage, artisan smokehouse and customer/staff welfare facilities. Demolition of Leslie Cottage and erection of two storey staff welfare building and related access alterations. Demolition of workshop/storage building and provision of 57 space car parking with motorcycle and cycle parking. Erection of two storey, four bedroomed house and detached garage as

replacement dwelling for Leslie Cottage and to replace unimplemented permission P0944/12/FUL. Alterations to access onto A.48.

Comments to Forest of Dean District Council:

Westbury-on-Severn Parish Council has no objection to the granting of permission for the proposals couched in the planning application, subject to the following conditions being applied.

(1) The proposed new entrance via the lane to the east presents a fresh hazard with the potential to generate undesirable levels of traffic in a narrow country lane. To prevent general and uncontrolled traffic using the proposed new entrance via the lane an electrically actuated (or similar) security gate shall be fitted to the new site entrance off the lane. Its operation shall be controlled by a wireless key fob (or a similar system) the distribution and use of which shall be limited to only those persons requiring access to the adjacent south east corner of the site (*e.g.* the replacement dwelling).

Reason: To reduce the potential level of traffic using Chaxhill Lane, to help safeguard road users and the current tranquillity of other local properties' residents.

(2) The current external lighting provisions shall be repositioned and altered to bring them into line with the intentions for external site lighting set out in P1416/14/FUL; that is, of a style that reduces their being brightly visible off site.

Reason: Some of the existing external lighting is ill positioned, it can be distracting to A48 road users, residents of local properties, and it generates unnecessary local sky shine.

(3) Commencement of on-site work to implement the changes, modifications, upgrades and new build programme associated with the planning application shall not take place until:

(a) the ongoing work to construct the wastewater lagoon system and all other foul water treatment facilities modifications is completed,

(b) the discharge route is proven and demonstrated to be satisfactory,

(c) the system as a whole has been commissioned and its adequacy for foreseeable future use (*e.g.* following the site changes now set out as P1416/14/FUL) has been demonstrated to the satisfaction of the appropriate responsible authorities and agencies, including the quality of final discharge effluent.

Reason: To ensure, for the foreseeable future, the resolution of current matters in relation to wastewater (foul water) effluent treatment and treated effluent discharges from the site, and compliance with the relevant elements of Core Strategy Policy CSP.1.

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.

Comments to Forest of Dean District Council:

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

P1357/14/FUL Tump House, Elton Lane, Elton: Erection of a single storey extension

Comments to Forest of Dean District Council:

The Parish Council **supports** this application

P1347/14/FUL Wyncolls Farm, Lumbars Lane, Elton: Creation of a 60m x 20m outdoor riding arena and associated works

Comments to Forest of Dean District Council:

The Parish Council supports this application. The Parish Council is mindful of the position of the footpath relative to the proposed outdoor riding arena and wonder whether it might be appropriate for the footpath to be diverted along the edge of the field.

Councillor Henry left the room whilst the following application was discussed.

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. It was agreed that the Councillors would have a site inspection on Saturday, 25 October at 10am.

b) Decisions:

P0947/14/FUL Oaklands Farm, Northwood Green: Proposed extension to mixed use general purpose storage and equestrian building - **Granted**

Appeals: None

c) Site Inspections: None

- d) Enforcement Matters: Glos Mini MX** – The clerk had nothing further to report on this matter.
- e) P0605/14/FUL Glevum Windows and Conservatories – Request for Call-in and Holding order regarding this application** – The Parish Council had written to Eric Pickles but he had informed the PC that he stood by FODDC’s decision.
- f) Paper Consultations for Planning Applications:** An emailed from Clive Reynolds (FODDC) had been circulated to Councillors. FODDC are undertaking a review on whether they dispense with sending paper copies of planning applications to Town and Parish Councils. Alternatives to printing would be to view the plans at a Council meeting via a laptop and projector to screen the plans. As there is internet connection at the Parish Hall Councillors can view the files straight from the FODDC web site via their tablets or laptops. Alternatively the Clerk said that Minsterworth Parish Council had purchase an A3 printer to enable them to print off larger copies of plans than A4, and currently Deerhurst Parish Council use the printer at a cost of 30p for black and white copies and 60p for colour copies. It was agreed that the Clerk should see if Minsterworth Parish Council would be willing, at a cost, for Westbury-on-Severn to use their printer to obtain hardcopies in addition to being able to view planning applications on-line.
- g) Change of use of Planning re Bell House, Lumbars Lane, Elton:** The Councillors agreed in principle that providing a facility in the Forest for children aged between 0-5years to learn to swim would be a good feature for the Parish.

7 FINANCIAL MATTERS:

- a) Internal Audit** – Councillor Landon 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- 31 October	689.33		
Less tax for October -	5.40		
Less NIC -	3.16		
No payment will need to be paid for sometime to Inland Revenue as the clerk has overpaid tax over several years to the sum of £62.24. Therefore the Parish Council NI contributions will be paid to the clerk until the credit has been used up.			
Plus PC NI payment	<u>3.63</u>	692.96	Cheque No: 001595
 Ilex Garden Maintenance – 9 th cut		 641.76	 Cheque No: 001596
 Aon: Additional premium to cover insurance Of seat in Closed Churchyard		 1.99	 Cheque No: 001597
 System Force IT: Cost of Microsoft Office	 189.00		
	VAT 37.80	226.80	Cheque No: 001598
 The Royal British Legion – cost of poppy Wreath		 17.00	 Cheque No: 001599
 Westbury Wood: Carrying our repairs and Renovation works to the bus shelter at Stantway Lane as per quotation		 365.00	 Cheque No: 001600
 Mrs F J Wallbank: Expenses for the period April-September 2013:			
Half yrs room rental 1.4.3 –31.10.14	50.00		
¼ year’s telephone rent	36.00		
Travelling expenses	0.00		
Tel/broadband calls (£5 per month)	35.00		

Photocopying expenses	14.60		
Petty Cash	27.21		
	<u>VAT 2.31</u>	165.12	Cheque No: 001601
Accounts for Payment		£2110.63	

Receipts

FODDC – second half of precept	7999.81	
Plus CSG	<u>364.19</u>	8364.00

M S Watkins: Burial fees in connection with:

The late Kathleen Davies	125.00	
The late Mary Bennett (non-p)	265.00	
The late Roy Jones	<u>140.00</u>	470.00

Total: £8834.00

c) Parish Hall Renovation Works: The Chairman said that he had made enquiries with GAPTC about the Parish making a donation to the Parish Hall towards the cost of the renovation works. GAPTC confirmed that it would be in order. It was agreed that Councillor Landon would obtain some figures of costings to date and any future works.

Grass Cutting: As Tom Seaton, Ilex Garden Services, had come along to the meeting he agreed to discuss the matter of the grass cutting at the Burial Ground and Closed Churchyard at this point. The Clerk read out Mr Seaton's email in which he stated that due to the bad weather and the major problems they have had with their mowers they have still been unable to re-cut the burial ground and closed churchyard to bring them up to an acceptable standard. They are proposing to do this work on Thursday/Friday this week.

Councillor Townsend said that Northwood Green was not in a satisfactory condition either.

The Clerk informed Mr Seaton that the Parish Council had received three complaints about the state of the Burial Ground causing friends and family of loved ones buried there extreme distress. The clerk read out an email from Zoe Roche which had been received that day.

The Chairman said that the two main problems causing distress to people visiting the Burial Ground were not carrying out the necessary cuts on schedule and failure to collect and remove the grass cuttings which is part of the grass cutting contract; and it was now a matter of urgency to get the grass cutting back on track and until such time he felt payment for the eighth cut would should be withheld. The Councillors were of the same view. Mr Seaton agreed he would recut the Burial Ground, Closed Churchyard and Northwood Green this week, and it was agreed that this work would be inspected before the cheque was released. The Councillors were grateful to Mr Seaton for attending the meeting in person and apologising for the current situation. The Clerk said that she would reply to Mrs Roche's email.

8 GAPTC/NALC MATTERS: The Chairman reported the following:

- Following on from last month when he reported that a New Chief Officer had been appointed, it transpires that Mrs Jackie Webster decided not to take up the post. When she returns to the UK Ms Kim Bedford has agreed to continue in post until the end of the year, and the post has been re-advertised as "Chief Executive" rather than "Chief Officer".
- There are a lot of changes occurring on how Town and Parish Councils conduct themselves.
- He had attended a NALC conference at Bristol on Localism.
- He will be fronting a GAPTC course on Village Greens at Highnam.

9 MATTERS ARISING:

a) Play Area: The Clerk reported that she had received a quotation from Greenfields for removing the areas of wetpour that are lifting and re-doing in black – price £245 plus VAT. The Chairman said that at Bristol he had met a person who was familiar with wetpour who had suggested that the joints had been done incorrectly for them to be lifting so quickly – all joints should be been done "diagonally". The gentleman had said he would be happy to look at the surface. It was agreed that the Clerk should contact the gentleman and arrange for him to visit the Play Area.

Councillor Landon said that the Parish Hall working party had not yet carried out the required work to

the fence but it had been staked up.

Councillor Brooke wondered if the ends of the log needed to be removed before the winter. The Chairman felt that this would not be an easy job.

b) Highway Matters:

Forest of Dean Road Safety Liaison Group: Email from County Councillor Guyton read out informing the Parish Council that it is apparent that Road Safety issues are a major concern to Town and Parish Councils and as a result of this a cross party group of County Councillors have agreed to form a “Forest of Dean road Safety Liaison Group” to address the concerns of all Parishes. A discussion took place regarding the setting up of this group when there is the A48 Meeting Group in place. It was felt most of the issues that concern Westbury-on-Severn Parish are covered by the A48 meeting group, however the Councillors welcome anything that might improve Road Safety through the Forest of Dean.

The Strand Ditches: The Chairman said that he was trying to arrange a meeting with Brian Watkins to looking at the drains around The Strand and would also see if Brian is willing to have a tour of the Parish to have a look at the “problem” areas.

Problems around the Parish: Nothing further to report – Clerk to chase.

State of Roads in Westbury: Several months ago the Clerk sent a map of Westbury to Brian Watkins highlighting all the areas in Westbury that were of concern. To date we have not had a response. Councillor Henry said that part of the damage to the road surface in Goose Lane resulted after Severn Trent Water carried out their repairs to the water main. The potholes now are of a serious nature that will stop the water draining away via the fields when it rains heavily. Clerk to again write to Brian Watkins.

Lower Ley Lane and Hunthill: Are in a very poor state.

Zebra Crossing in Westbury Village: Councillor Phelps said that he had been approached again about the difficulty elderly residents have in crossing the A48 to get the bus into Gloucester. It was agreed that he would raise it at the next A48 Meeting.

c) Footpaths: Councillor Townsend reported that he had received a call from Peter Maunder at Amey who had finally spoken with Mr Cooke about the footpaths at Chaxhill that require waymarking and tidying up. All the footpaths in Ley Park are fully open. Meeting arranged with Peter Maunder to have a look at the bridleway on St John’s point and discuss putting hard-core down on the Ampney Lane bridleway,

Clerk to get a set of footpath maps for Councillor Henry.

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 plodding on with obtaining information. Clive Tempest said that he would have a look at the document once she had collated all the information.

Remembrance Sunday 9 November – service at Minsterworth Church at 10.30am.

Councillor Phelps said that the hedge had grown at the Closed Churchyard and he had been extracting the brambles so there were now some gaps. Councillor Radley said he would see if he had any holly plants. Councillor Phelps and Radley would cut back the hedge.

Councillor Phelps also mentioned that the hedge at the Burial Ground on the left hand side as you go through the gate also needed cutting back. They agreed to attend to this as well.

f) Bus Shelters: The Clerk reported that she had received a quotation from Westbury Wood for the works that were required to the bus shelters to rectify the problems found when they were last inspected. The quote was as follows:

1. Goose Lane: Strim around shelter to get to all ivy growth cut stems and trim off as much as possible	£75.00
2. Elton: Strim around to get access to all sides, stain inside and out	£95.00
3. Opp village hall: Supply and fit new ridge tile and tiles	£75.00
4. By village hall: Supply and fit new tiles, refix litter bin and paint inside (black)	£145.00
5. Wintles hill Chepstow-supply and fit new gutter and down pipe to front	£95.00
6. Jet wash all bus shelters, floors walls and outside (doing walls will hopefully remove graffiti) 9xshelter	<u>£200.00</u>
Total:	£685.00

It was agreed to ask Westbury Wood to proceed with the quotation.

g) Vacancy for a Councillor: The Clerk confirmed that the vacancy resulting from the resignation of Councillor Green had been advertised on the noticeboards and there had not been a request for an election. She had received an expression of interest from Mrs Debbie Hill in joining the Parish Council. Her email had been forwarded to the Councillors for their information. The Councillors unanimously voted for Mrs Hill to join the Parish Council. Clerk to send the relevant paperwork and invite her to attend the next Parish Council meeting on Monday, 17 November, where she will be invited to sign her Declaration of Acceptance at the beginning of the meeting, in order to participate.

10 CORRESPONDENCE:

a) Better Buses for Forest of Dean: Email from Sue Dubois read out regarding the major reduction in service of Bus 23 (was 73) and encouraging people to sign the petition to Mark Harper MP either on line or at Westbury Post Office. It was agreed that an article would be put in the Wosp and also the Parish Magazine.

b) Forest Routes: All the Councillors had received the paperwork distributed by Forest Routes. It would appear that on the leaflet if you require transport you should call Lydney Dial-a-Ride or Bream Voluntary Car Service when in fact Westbury is covered by Lydcare. Clerk to speak to Ann-Marie Daniels about this.

c) Music at Events held by Elton Leisure: Councillor Radley declared a prejudicial interest in this agenda item and left the room.

The Chairman said that the Councillors had heard what Mr Humphries had said during Public Comment. Regarding Autograss, Glos min MX and the loud music events being organised at Elton the Parish Council is extremely sorry that parishioners are being inconvenienced by these events but the Parish Council does not have any power to influence them taking place. That power lies with the recommendations of FoDDC's Environmental Health Officer to FODDC who are responsible for licensing.

The Parish Council has attended several meetings with the Environmental Health department at FoDDC along with Ward Councillors to try and see what can be done to stop these events inconveniencing local parishioners. Any organiser can apply for a temporary licence which allows them to hold 14 events as long as they abide by the terms and conditions relating to noise levels, length of the event, *etc.* The most the Parish Council can do is write to FODDC regarding these events. The Chairman suggested that the organiser/land owner be approached about the problems being experienced and also involve the District Councillor to help.

11 MATTERS RAISED FOR NOTIFICATION:

Superfast Fibre Optics Broadband: Works have started installing the new cabling, *etc.*

Closed Churchyard: The Chairman drew attention to a very useful Legal Topic Note 2007. He agreed to send a copy to the Clerk for circulation.

12 DATE OF NEXT MEETING: Monday, 17 November 2014 commencing at 7pm.

The meeting closed at 10pm.