

## WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 15 July 2019 in Westbury Parish Hall.

**PRESENT:** Councillors - P Ensor  
J Henry  
A Hyett  
D Landon - Vice  
S Phelps – Chairman  
P Radley  
M Townsend  
Mrs F Wallbank – Clerk

Members of the Public: 1

**1 APOLOGIES:** Councillor Hill and CC Robinson  
The Chairman went through the Emergency Procedure

**2 MINUTES OF MEETING:** Minutes of the meeting held on Monday, 17 June 2019 were agreed and signed after several minor amendments were made

**3 DECLARATION OF INTEREST:** Councillor Phelps P0812/19/AG

**4 PUBLIC COMMENT:** Received concerning the cancellation of the Autograss meeting held on 7 July without any notification and the potential costs involved regarding the extension to the Burial Ground

### **5 PLANNING MATTERS:**

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

##### **Comment submitted as follows:**

**P0696/19/PQ3PA** Hay Barn, Rock Farm, Rock Lane, WOS: Prior notification for the conversion of two agricultural buildings to two dwelling with associated operational development.

Comments to the Forest of Dean District Council:

The Parish Council object to this application for the following reasons:

- 1 The building is unsuitable to be converted into a dwelling as the building is out of keeping
- 2 The other building that the applicant has been advised to withdraw should be preserved as it is a building of architectural merit with 2 walls having traditional Chaxhill stone and a slate roof

**P0784/19/FUL** Land on the North Side of The Strand, WOS: Change of use of first floor of light industrial building from ancillary office space to a residential unit (C3) including alterations to existing external stairs

Comments to the Forest of Dean District Council:

Westbury-on-Severn Parish Council object to this application for the following reasons:

- 1 Location not suitable for the conversion to a residential dwelling due to the unsuitable access
- 2 Not appropriate drainage
- 3 Building not suitable for mixed industrial and residential use

**P0318/19/FUL** Fountain Cottage, Rock & Fountain Lane, Rodley: Variation of condition 2 (approved plans) to allow for the installation of 6 dormer windows (part-retrospective)

Comments to the Forest of Dean District Council:

Applications considered at the meeting:

**P0972/19/FUL** Higher Ground, Northwood Green: Erection of a single storey extension & timber framed car port with associated works. Demolition of existing garage and sunroom.

Comments to the Forest of Dean District Council:

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

***The Chairman left the room whilst this application was discussed:***

**P0812/19/AG** Wintles Farm, Wintles Lane, Northwood Green: Prior notification for the erection of an agricultural building for the storage of agricultural machinery

Comments to the Forest of Dean District Council:

The Parish Council **supports** this application.

**b) Decisions:**

**P0696/19/PQ3PA** Hay Barn, Rock Farm, Rock Lane, WOS: Prior notification for the conversion of two agricultural buildings to two dwelling with associated operational development – **Refused**

**P0601/19/LBCC** Court Farm, Bury Court Road, Rodley: LBC for the re-plastering of internal walls & associated works - **Granted**

**P0223/19/AG** Ley Park Wood, Blaisdon: Prior notification for the improvement of existing tracks for agricultural machinery – **Granted**

**P1174/218/FUL** Westbury-on-Severn CofE Primary School, The Village, WOS: Change of use of land to provide extension to burial ground and replacement playing field – **Granted**

**P0318/19/FUL** Fountain Cottage, Rock & Fountain Lane, Rodley: Variation of condition 2 (approved plans) to allow for the installation of 6 dormer windows (part-retrospective) - **Granted**

**Appeal Decisions:** None

**c) Site Inspection:** None

**d) Enforcement: Northwood Green House, Northwood Green:**

**6 FINANCIAL MATTERS:**

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

**b) Accounts for payment and receipts:**

Mrs F J Wallbank:

Salary – 1- 31 July '19	752.72		
Less NIC	4.05		
Less Tax	<u>4.80</u>	743.87	Via Bank Transfer
Inland Revenue (paid by Clerk)			
Tax FJW	4.80		
NIC FJW	4.05		
NIC PC	<u>4.65</u>	13.50	Via Bank Transfer
Complete Garden Maintenance: Carrying Out 2 cuts during June		824.00	Via Bank Transfer
Lime Masonry: Repairs to churchyard wall			
As per quotation	2904.00		
	<u>VAT 580.80</u>	3484.80	Via Bank Transfer

**Accounts for Payment:**

**£5066.17**

**Receipts**

**Total: £0.00**

**August Payments:**

Mrs F J Wallbank:

Salary – 1- 31 August '19	752.72		
Less NIC	4.05		
Less Tax	<u>4.80</u>	743.87	Via Bank Transfer

Inland Revenue (paid by Clerk)			
Tax FJW	4.80		
NIC FJW	4.05		
NIC PC	<u>4.65</u>	13.50	Via Bank Transfer

Complete Garden Maintenance: Carrying  
Out 2 cuts during July 824.00 Via Bank Transfer

**Accounts for Payment: £1581.37**

CC Robinson had sent a written report in his absence and this had been circulated to all Councillors for their information

## 7 MATTERS ARISING:

**a) Play Area:** Councillor Townsend will carry out the 3 monthly inspection and will meet up with Councillor Henry to carry out some painting. Several Councillors thought the play area looked very tidy.  
**Northwood Green Field:** The PCC are still considering the request to put in some swings.

### b) Highway Matters:

**Roads around the Parish:** Some of these are in a very bad state of disrepair especially in the vicinity of Grange Court to the junction of Huntshill. Frewins Lane is also very bad. Clerk to report.

**Woolaston Car Boot Van:** This van has been parked at various locations throughout the Parish some of which are not suitable.

**Broad oak Bridge:** This has been hit again

**Ditch by Pumping Station Ampney Lane:** This has been cleared out however a needle has been found in the ditch.

**Footway along A48** (rhs when travelling towards Glos) overgrown vegetation needs cutting. Job for the lengthsman scheme

**c) Footpaths:** Following a telephone conversation with Geoff Wheeler Councillor Townend updated the Councillors as follows:

- EWS99 Bridle path at Rodley the locked gates are now unlocked
- EWS114 the blocked stile and tree down has been cleared near Haydon Farm
- EWS81 at Hartland Hill Geoff Wheeler has spoken with the owner and has arranged a meeting for 16.7.19.
- EWS76 Broadway Lane ??
- EWS74 Dinny Hill/Derby Cottage 2 stiles by layby will be unblocked
- EWS26 Delta Cottage/Lower Ley new stile has been erected
- EWS147 vegetation cleared
- EWS32 Geoff Wheeler delivering some way marker posts
- EWS58 at Longcroft/Horseman's Bridge – bridge in a poor/dangerous condition
- EWS ?? at Oaklands Farm – horse fence that has been attached to the stile and is causing an obstruction will be rectified by the landowner

Councillor Henry would like to meet with Geoff Wheeler to speak to him about the walks along the riverbank which are unwalkable for older people and people with dogs.

Welshbury Wood and Chestnut Wood fencing block the right of way. Clerk to report.

**d) Burial Ground: Extension:** The Chairman reported:

- Planning permission had been granted by the FODDC with certain conditions.
- He had been approached by the vicar who suggested a meeting between the PC and representatives from the School Governors. Councillors agreed that this meeting should go ahead.
- He would contact David Crofts regarding possible contractors and the next steps forward and contact Mr Hammond (PCs solicitors) with respect to drawing up a new lease
- If the school did not want the whole of the field, it would have to be used for other leisure or sporting pursuits as it could not be returned to agricultural land as stipulated by Sport England.

- He would try and speak to the headmaster, Mr Crunkhurn before the school breaks up for the summer holidays.

It was agreed to form a sub-committee to progress this matter over the next few months as the PC do not meet in August. This would be with Councillors Henry, Landon and Phelps.

**e) Closed Churchyard:** Councillor Landon reported:

The Clerk said that the Parish Council were in the 2 year of a 3-year contract. A short discussion took place about the way forward in dealing with the Closed Churchyard as the Churchyard had not been managed how it was discussed at the beginning of the season. It was agreed that Councillor Ensor and Landon would liaise regarding this matter.

Councillor Townsend reported that NWG field has not been cut this month and it is now the 15<sup>th</sup>. Clerk to contact contractors.

The monthly working party who meets to tidy up the Churchyard has achieved a lot. The Councillors are extremely grateful to all those people who give up that time to help.

**f) Gatwick Close Care Home:** The Clerk to forward the original letter from residents to Councillor Henry and Landon. They would meet with the new management team to introduce themselves.

**g) Defibrillator:** Councillor Townsend reported that the defibrillator had been presented by John Henry and Peter Watkins from PSW. Just waiting for the electrician to wire it into the current supply at the Hall and then the defibrillator will be registered with the Webnos Governance System. The Parish Council will pay for the electrician's invoice and the Hall has agreed to cover the ongoing electricity supply charges.

First Aid Training: GCC has offered further First Aid Training September/October – it was agreed that the PC should host a mid-week session this time.

**h) Registration of Community Asset:** Mike Butler at the FODDC has written to the Parish Council confirming that the FODDC has resolved to include the Post Office/Lecture Hall on the List of Assets of Community Value following the PC's nomination. The date of listing takes effect from the 8 July. The owner of the site has been contacted to confirm the listing. There is a six-week period for the PC or a community interest group to put themselves forward as the preferred bidder. If a request to become the preferred bidder is received by the FODDC then there is a further period of 6 months to allow the bidder to develop proposals and raise capital to purchase the asset.

The Councillors discussed this matter and the following was agreed:

- The Parish Council would register with the FODDC to be considered as a potential bidder
- Sub-committee was set up with Councillor Ensor, Hyett and Radley
- The sub-committee would contact Newnham Parish as they went through a similar procedure to purchase The George in Newnham.
- Ascertain what the current rent is?
- A public would be held.

## **8 CORRESPONDENCE: Any Other Correspondence:**

**Severn & Wye Valley Smokery - CPRE Gloucestershire Award:** Letter of thanks received from Richard Cook for nominating The Barn at Severn and Wye. They are delighted with the award and look forward to the ceremony in the Autumn.

**Emails:** Councillor Henry referred to two emails the Clerk had forwarded – one regarding the Chartered Parish Council Meetings and one regarding funding. Clerk to revisit these.

## **9 MATTERS RAISED FOR NOTIFICATION:**

**10 DATE OF NEXT MEETING:** Monday 16 September 2019 commencing at 7pm.

Meeting closed 8.55pm