

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the virtual Parish Council Meeting held on Monday 20 July 2020 online.

PRESENT: Councillors - P Ensor
J Henry
D Hill
A Hyett
D Landon
S Phelps – Chairman
P Radley
M Townsend
CC Robinson (partial attendance)
F Wallbank

Members of the Public joined the meeting: 0

1 APOLOGIES: Councillor Woodman. CC Robinson would be late.

2 MINUTES OF MEETING: Minutes of the virtual meeting held on Monday, 15 June were agreed and signed by the Clerk

3 DECLARATION OF INTEREST:

The Chairman declared an interest in APP/P1615/C/19/3250310

4 PUBLIC COMMENT: None in attendance

5 PLANNING MATTERS:

P0779/20/FUL 19 Stantway Lane, WOS: Erection of a two-storey extension and first floor rear extension
Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application providing the Planning Officer and next-door neighbours support this application.

P0584/20/FUL Sunnybank, Elton Lane, Elton: Conversion of stable building into an extension to the annexe

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application.

P0870/20/FUL & P0871/20/LBC 3 Bays Court, Goose Lane, Bollow: Erection of a single storey rear extension

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application providing the Conservation Officer support this application.

P0922/20/ADV Land adjoining Unlawater Lane, Broadoak: Advertisement consent for a 'V' shaped fascia signboard to temporary sales suite structure

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application.

P0921/20/FUL Carpark adjoining White Hart Inn, Broadoak: Temporary siting of a sales suite/office in order to facilitate the sale of properties

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application.

b) Decisions:

P0486/20/FUL Bury Court Road, Rodley: Erection of an agricultural building – **Granted**

P0045/20/DISCON Barn at Bury Court Farm, Bury Court Road, Rodley: Discharge of condition 03 (surface water drainage) relating to P1900/19/FUL.. Granted.

Appeals: APP/P1615/C/19/3250310 Boseley Court, Blaisdon Road, Wos: Creation of large hardstanding areas and the storage of vehicles/plant/equipment and materials in an open rural field. It was agreed to send the following comment to the Planning Inspectorate:

Westbury-on-Severn Parish Council support the Forest of Dean District Council in their Enforcement Notice issued against the construction of 2 large hard standings and the material change of use of the land to a storage yard at Boseley Court, Blaisdon Road, Westbury-on-Severn. The applicant has failed to follow the correct planning process and has therefore flaunted all planning regulations.

c) Site Inspection: None

d) Proposed Eco Village: No further update. Councillors now feel that governments requirement for new houses should be divided between the existing settlements

e) Proposed sites in Westbury Parish for small site development: The Chairman reported that he had spoken with all the landowners of the proposed sites to seek their approval prior to the land being put forward to the FODDC. Clerk and Chairman to liaise re the submission. The FODDC are now rethinking that perhaps each ward should provide 120 new houses rather than the 5,000 houses in one area.

f) Enforcement Matters: Enforcement action has also been instigated with respect to a travellers' site opposite the Severn Bore Inn. No planning application had been received but by the time the Planning Officer was able to serve a Stop Notice, mains services had been installed, with traffic on the A48 reduced to a single lane near a dangerous bend so that this could be done. An injunction has now been obtained with court action due at the end of this month. It was agreed that a letter should be sent to Mark Harper MP asking why utilities companies do not require proof of planning consent before connecting green field sites to water, electricity and mains drainage.

6 FINANCIAL MATTERS:

a) Internal Audit Councillors agreed the payments and Clerk signed financial sheets

b) Accounts for payment and receipts:

Mrs F J Wallbank:

Salary – 1- 30 July '20	764.01		
Less NIC	0.00		
Less Tax	<u>3.60</u>	760.41	Via Bank Transfer
Inland Revenue (paid by Clerk)			
Tax FJW	3.60		
NIC FJW	0.00		
NIC PC	<u>4.42</u>	8.02	Via Bank Transfer
Complete Gardening x 2 cuts in June		824.00	Via Bank Transfer
System Force Ltd: Upgrade to Windows			
10	35.00		
	<u>7.00</u>	42.00	Via Bank Transfer
Shirley Fowler for carrying out the external			
Internal audit		50.00	Via Bank Transfer
Cost of refurbishment to telephone box at			
Northwood Green		65.88	Via Bank Transfer
Accounts for Payment:		£1750.31	

Receipts:

Dennis Beale carpark rental	75.00
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Total: £75.00

Accounts for Payment:

Mrs F J Wallbank:

Salary – 1- 31 August '20	764.01		
Less NIC	0.00		
Less Tax	3.60	760.41	Via Bank Transfer

Inland Revenue (paid by Clerk)

Tax FJW	3.60		
NIC FJW	0.00		
NIC PC	<u>4.42</u>	8.02	Via Bank Transfer

Complete Landscape Gardeners:

3 cuts during July	1236.00		Via Bank Transfer
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Total: £2004.43

c) Audit for the year ended 31 March 2020 – 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 with 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 2020 – Signing of Annual Governance Statement the Clerk took the Councillors through this and agreed response. The Chairman and Clerk arranged for the Statement of Assurance.

e) Audit for the year ended 31 March 2020 – Signing of Accounts The Chairman and Clerk arranged for these to be signed.

7 MATTERS ARISING:

a) Highways Matters:

CC Robinson joined the meeting:

Cycle Way: Councillors thought it would be beneficial to have a cycle way from Newnham to Gloucester which would cut down on traffic congestion on the A48. CC Robinson reported that there were cycle way proposed for some towns etc but nothing along the A48. It was agreed to write to GCC requesting a cycle way along the A48 and if that was not possible then certainly a cycle way from Blaisdon Lane to The Village Hall.

The Dinney Hedge: This needs to be cut back.

Footway Overgrown A48: From Wintles Hill down to The Village CC Robinson said he reported this last month should have been added to the Lengthsman Scheme.

Accident Bottom of Wintles Hill: Following a recent accident at the bottom of Wintles Hill Councillor Landon had been approached by a resident (who lives on the hill) requested for a mirror to be put up by Highways. BB Robinson said that Highways would certainly not erect a mirror and if a resident erected a mirror it would very likely be taken down.

Extending the 30mph limit further along the A48. Very tricky to get 30mph areas extended. CC Robinson said he would take this forward to GCC.

Drains along the A48 are blocked up by growing vegetation. The Chairman had spoken to Mr Middlecote about this matter but nothing has been done.

b) Burial Ground: Proposed extension: The Chairman reported he and Councillor Landon had met with Mr and Mrs Lewis, from the adjoining property, and discussed the removal of the 'second' hedge

which has grown up on the burial ground side of the fence and spreads over the cremation graves alongside. They had no objections to this. It was agreed to form a working party to carry out the necessary work. The original hedge will be left in place as a screen between the house and the burial ground. He has also been busy cutting the grass in the lower field and, together with Councillor Radley, will be tidying up the edges. An application has been received for the siting of a memorial bench in the burial ground and this was agreed with the usual conditions.

Burial Ground extension The Chairman reported he has been chasing David Crofts but so far has been unable to contact him. Cut most of what was growing in the ditches as well. Get ditches fully cleared out. As far as clearing out the ditches are concerned to improve the drainage, he had spoken with the LSDB say the ditches do not come under their jurisdiction. Parish Council would ask the adjoining landowners, this would be their responsibility.

It was agreed that the Chairman would contact Richard Williams at Ross to measure and value the land for rental purposes.

c) Ley Park Woods are currently causing some concern about the various plans of the purchasers. Councillor Townsend had met with one owner who is a keen conservationist and who told him about the good things that are happening as far as creating and maintaining wildlife habitats, putting up dormouse, bird and bat boxes, and re-establishing the oak/ash/hazel rotation is concerned. However, it was later noticed that a building had been erected on another plot, and although this is in Blaisdon parish it has been reported to the planning Officer. There are also concerns about safety in the woods, where shooting, public footpaths and families with children all seem to be rather too close to each other for comfort. There have also been signs that fires have been lit on the woodland floor which in a dry spell could be disastrous. Forestry England are to be consulted and our concerns reported to the Ley Woods Manager and the public Rights of Way team.

d) Councillor Woodman: As Councillor Woodman has been unable to attend Council Meetings since his illness the Clerk said that this needed to be addressed. The Councillors unanimously decided to keep Councillor Woodman in post until he is well enough to attend meetings again.

e) Request for Commemorative Bench in the Burial Ground: A request for a Commemorative Bench has been received by the Cartmell family. The preferred location is at the bottom of the Burial Ground by the memorial trees. Clerk to follow procedure as previously undergone in respect of the commemorative bench for the late Colin Bennett.

f) Website Accessibility: All Parish and Town Council websites must be WCAG 2.1 compliant by 22 September 2020. The accessibility regulations build on existing obligations to people who have a disability under the Equality Act 2010. These say that all UK service providers must consider 'reasonable adjustments' for disabled people. Common problems include websites that are not easy to use on a mobile or cannot be navigated using a keyboard, inaccessible PDF forms that cannot be read out on screen readers, and poor colour contrast that makes text difficult to read - especially for visually impaired people. The Clerk had carried out an accessibility check via google and the website was 98% compliant. There are a few areas where she may need some help and it was agreed that the PC authorised an expenditure of £100 plus VAT to employ Systemforce to help her.

MATTERS RAISED FOR NOTIFICATION:

Grass Cutting: The Chairman reported that the Burial Ground, Closed Churchyard and Northwood Wood Green areas were all looking much tidier. Clerk to write the contractors.

Rock & Fountain Raw Sewage: This appears to be emitting from a pipe from the Hogben's field. Sometime ago the Hogben's had problems with sewage bubbling up in their field so it would appear that the problem has been pushed further down. The Chairman had spoken with the Senior Officer at the FODDC who has agreed to investigate as a matter of urgency and report back.

Donation request from Sara: One of the Councillors said there was plenty of money available for Charities and the small sum that PC would donate would not really make a difference

Lydcare: Councillor Landon noticed that the breakdown that Lydcare sent referred to their Wellbeing service rather than their community transport service. They have been operating throughout the lockdown and are taking great care with sanitising car door handles, wearing masks etc. Councillor Landon said she would have a chat with them to clarify the breakdown of information they sent.

Coronavirus Helpline: Councillor Landon reported that the helpline has now been wound up and thanked everyone for their help in assisting people around the Parish.

Goose Lane Litter/Waste: This to be put on the agenda for the September meeting.

Litter from Dustbins: Some litter is dropped from the recycling carts at various sites. CC Robinson said that the carts have video cameras on board so if incidents are reported video footage can be checked.

9 DATE OF NEXT MEETING: Monday 21 September 2020 commencing at 7pm.

Meeting closed 8.55pm