

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday 17 May 2021 in Westbury Parish Hall.

PRESENT: Councillors - P Ensor
J Henry
D Hill
A Hyett
D Landon – Vice-Chair
S Phelps – Chairman
P Radley (partial attendance)
M Townsend
P Woodman
Mrs F Wallbank – Clerk

Members of the Public: 0

1 APOLOGIES: None

2 ELECTION OF OFFICERS AND DECLARATIONS OF ACCEPTANCE

Councillor Hyett proposed Councillor Phelps as Chairman and Councillor Townsend seconded the proposal. All Councillors voted in favour. Councillor Phelps accepted the position and signed the declaration of acceptance as Chairman.

The Chairman asked for nominations for Vice-Chairman. Councillor Ensor proposed Councillor Landon as Vice-Chair and Councillor Hyett seconded the proposal. All Councillors were in favour and Councillor Landon accepted the position.

3 MINUTES OF MEETING: Minutes of the meeting held on Monday 15 April 2021 were agreed and signed.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF WARDENS:

Snow Warden	Mr Hewlett/Mr G Williams
Flood Warden	Each Councillor for their own area
Parish Hall Committee Representative	Councillor Landon
Emergency Plan	Councillors Henry and Hill

6 PUBLIC COMMENT: None

7 PLANNING MATTERS

a) Applications:

P0786/21/FUL WOS Cricket Club: Erection of a storage building & relocation of cricket practice nets and associated works

Comments to the Forest of Dean District Council:
The Parish Council supports this application

P0822/21/FUL 31 Colchester Close, WOS: Erection of a first-floor extension over attached garage

Comments to the Forest of Dean District Council:
The Parish Council supports this application

Councillor Radley entered

P0879/21/FUL Sunnybank, Elton Lane, Elton: Proposed change of use inc 3 glamping pods and parking area (revised scheme)

As this application had only been received from the FODDC it was agreed to defer to next month. Councillors requested the Clerk to arrange a site inspection.

b) Decisions:

P0318/21/AG Ley Park Wood: Prior notification for upgrade of the track sections is required to provide all-weather management access to the eastern part of the woodland – Granted

P0021/21/DISCON & P0022/21/DISCON The Barn, Rock Farm, Rock Lane, Wos: Discharge of condition 4 (schedule of repairs), 05 (surface water drainage) and 13 (railing details) relating to P1859/17/FUL – Granted

P1475/20/FUL Gordonville, Northwood Green: Erection of a single storey rear extension. Conversion of outbuilding to ancillary living accommodation - Granted

P0350/21/FUL Orchard Cottage, Rodley Court Road, Rodley: Erection of a single storey rear extension – Granted

P0558/21/FUL Brook Farm, Brook Lane, Adsett: Erection of a portal framed agricultural building for the housing of cattle – Granted

P0193/21/FUL Beechwood House, Rodley Road, Rodley: Erection of a single storey garden room to rear dwelling. Demolition of existing conservatory – Granted

P0224/21/FUL Wood Hill Farm, Upper Rodley Road, Rodley: Erection of an extension to agricultural building to provide fodder store – Granted

P0225/21/FUL 6 The Crescent, Northwood Green: Erection of a two-storey extension, single storey extension and porch with associated works (Resubmission) - Granted

Appeals: Moys Hill Farm, The Strand, WOS: Outline application for the erection of an agricultural works dwelling, with all matters other than access reserved for future consideration

c) Site Inspections: None

d) Proposed Development Churcham: The Chairman reported that this item was on the agenda at the FODDC Full Council Meeting on Thursday, 20 May for discussion – the feeling by a number of Councillors is that the whole project is flawed.

e) Ley Park: The FODDC Enforcement section is currently suffering staffing problems but hopefully the Enforcement Officer will look into the actions that are ongoing in Ley Park. If the public walking in the woods have any concerns regarding shooting happening in the woods, they must contact Gloucestershire Police immediately as this is a police matter.

Councillor Townsend has spoken at length to Natural England and apparently the licensing that needs to be met by Natural England over-rides any planning permission. It was agreed that Councillor Townsend would draft an email to be sent to Woodland Co Uk with a copy to Natural England and Clive Reynolds at the FODDC.

8 FINANCIAL MATTERS:

a) Internal Audit: The Clerk signed the Financial Statement

b) Accounts for payment and receipts:

Mrs F J Wallbank:

Salary – 1- 31 May '21	764.01		
Less NIC	0.00		
Less Tax	0.60	763.41	Via Bank Transfer

Inland Revenue

Tax FJW	0.60		
NIC FJW	0.00		
NIC PC	<u>3.73</u>	4.33	Via Bank Transfer

James Walkey Cox: Management of Closed Churchyard for May

	378.33	Via Bank Transfer
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AM Groundcare: Carrying out 2 cuts during April:

First Cut (half price)	272.50		
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Second Cut	<u>545.00</u>	817.50	Via Bank Transfer
BHIB insurance renewal due 1 June 2021		523.99	Via Bank Transfer
Shirley Fowler: Fee for carrying out internal Audit		50.00	Via Bank Transfer
Total:		£2537.56	

Receipts:

Philip Blatchly: Second inscription for the late Joan Ball 35.00

M S Watkins: Burial fees in connection with the Late Rosemary Jean Hawkins 600.00
Total: £635.00

c) Audit for the year ended 31 March 2021 – 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.

10 MATTERS ARISING:

a) Highways Matters: The Chairman reported:

- Two drain covers are rattling and one of these has been reset twice. He has reported this situation to Mark Harper MP to seek his assistance with getting Severn Trent to resolve the matter fully.
- It would appear that Network Rail have not investigated the bridge structure at Hunthill.
- Church Lane will be resurfaced in April 2022.
- Lower Ley Lane to The Common is in a dreadful condition.

Councillor Radley reported that the bollards at the end of Elton Lane required attention.

Broad oak Pavement: Been cleared

b) Burial Ground: Proposed extension: A further quotation for the required works to the playing field had been received and a lengthy discussion took place regarding the way forward with this matter. It was agreed that the Chairman would speak with the planning department and the Parish Council would hold some sort of consultation process with parishioners before any drainage expenditure is incurred in the lower field.

The Chairman reported the following:

- Steve Lewis has offered to purchase the fencing materials that the Parish Council will fund in lieu of 2 years rent for the shed as both costs will equal out. He is happy to help the Chairman and Mike Matthews with the fencing.
- One of the newly planted replacement trees has been vandalised which is very disappointing.
- An offer of help was received from a deceased relation to carry out some work in the Remembrance Garden. Sadly, this had to be declined as it could set a precedent.

c) Play Area: Councillor Townsend had made enquiries into purchasing a kit to patch the worn patch under the swing – he wants to see if the company will send a smaller quantity

d) Footpaths: Geoff Wheeler’s footpath report was circulated to the Councillors for their information. Councillor Townsend reported a new stile has been replaced behind Frocester House.

Letter received from a parishioner regarding the removal of a dangerous bridge on a permissive path at Walmore Common which the landowner has stated will not be replaced. It was agreed that Councillor Radley would speak with Mr Hyslop.

To update the footpath maps for the 2026 footpath review the PC had asked CC Brian Robinson for his assistance in this matter. As he is no longer the County Councillor the Westbury the Parish will enlist the help of the new County Councillor, Philip Robinson.

e) Climate Change & Parish Litter collection: The Chairman thanked Councillor Landon for organising the recent litter pick and to Richard Cook for supplying the picking sticks and high viz waistcoats and the Councillors for co-ordinating their own areas. The litter pick was well supported by parishioners. March and October would be good times to carry out the litter picks before the grass gets too long.

Climate Change: Nothing to report.

f) Dog Fouling Stantway Lane/Rock Lane, Closed Churchyard: The Chairman confirmed he had put up notices in the Churchyard. Enquires are being made into the person responsible for the dog fouling the Stantway/Rock Lane area.

g) Woodland Management: The Clerk emailed Dr Barry to confirm the Parish Council is interested in potentially taking on the site. The aim will be to produce a legacy plan that can be presented to GWT's Board of Trustees for consideration. This will outline the proposal against which the risk to the current wildlife and community value of the site can be assessed.

The next steps would be for the Council to consider the following.

- How would they ensure ongoing conservation management of the site?
- Would they make any changes to public access?
- What level of training/support might be needed from GWT during a transition stage?
- If all goes well, when would they wish to formally take on the site?

Dr Parry confirmed he would find a copy of the site management plan to share to give a better idea of what is involved.

It was agreed to invite Dr Barry along to the next PC meeting

11 CORRESPONDENCE: Any Other Correspondence:

Gatwick House: Letter received from local parishioners regarding their concern about the exit put in by Gatwick House (Severn Care) that is on the blind corner at the start of Upper Rodley Road at the Rock and Fountain End. On a second point they have concerns about residents and carers who use Upper Rodley Road as they are not visible and are unable to get to the side of the road to allow vehicles to pass, particularly those in wheelchairs. The third point to note is the increase in rubbish in particular "PPE" that is discarded on Upper Rodley Road which has been an unacceptable level lately and prompted two recent litter picking sessions by local residence.

The Chairman said he had spoken to enforcement at the FODDC regarding the exit point put in by Gatwick House and that they would look into this matter.

Land at Crowgate Lane: The landowner has erected what looks like shipping containers and appears to have converted them into living space (1st July '19 2nd Sept '20). In November '20 a wooden platform was erected with what looks like a water storage container making an outside shower. In the last couple of weeks, the owner has installed a wishbone pod and spent weekends with children staying over. Again, the Chairman said he had spoken to enforcement at the FODDC regarding this matter and they agreed to look into this matter as well.

12 MATTERS RAISED FOR NOTIFICATION:

The Strand: The Clerk confirmed she has written to the owner of the breakdown truck that remains parked at The Strand to find an alternative place to park it as it limits the parking space for visitors and the sign states no overnight parking. The Chairman said that he would speak with Glos Highways about signage.

Seat at Jordans Hill: Councillor Townsend reported that he had taken a look at the seat and it would be quite difficult to repair. He has spoken to Simon Brown at Calders Yard and he has offered to send one of his main to repair the seat.

13 DATE OF NEXT MEETING: Monday, 21 June 2019 commencing at 7pm

The meeting closed at 9.08 pm