

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday 15 May 2023 in Westbury Parish Hall.

PRESENT: Councillors - P Ensor
D Hill
D Landon – Vice-Chair
S Phelps – Chairman
P Radley
B Stephens
M Townsend
Mrs F Wallbank – Clerk
CC P Robinson (partial attendance)

Members of the Public: 1 (partial attendance)

1 APOLOGIES: Councillor Hyett and CC Robinson would be late.

2 ELECTION OF OFFICERS AND DECLARATIONS OF ACCEPTANCE

Councillor Landon proposed Councillor Phelps as Chairman and Councillor Radley 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 Radley proposed Councillor Landon as Vice-Chair and Councillor Ensor 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 17 April 2023 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 Hill and Landon

6 PUBLIC COMMENT: None

7 PLANNING MATTERS

7.1) Applications:

P0474/23/FUL South View, Northwood Green: Replacement of existing velux roof windows with dormer ones

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application.

P0505/23/FUL Cleeve Farm, Cleeve: Erection of agricultural building to provide cover to existing open cattle yard.

Comments to the Forest of Dean District Council:

The Parish Council has no objections to this application.

7.2) Decisions:

P0025/23/FUL Riverdene Cottage, New Road, Flaxley: Erection of two storey rear extension and replacement side porch - **Granted.**

P0320/23/AG Agricultural Building at Woodland View, NWG: Prior notification for the erection of a steel

framed agricultural building (revised application) – **Application not required.**

P0023/23/DISCON Barn Off Goose Lane, Bollow: Discharge of condition 6 (Land Contamination Assessment) & Condition 8 (Surface Water Drainage Scheme) re P0372/22/PQ3PA - **Granted**

P0248/23/FUL Land at Sunnybank, Elton Lane, Elton: Change of use of the land for 2 glamping units, improved vehicular access, parking area and associated landscaping – **Application withdrawn.**

P0024/23/OUT Land at Ley Lane, Minsterworth: Outline application for the erection of two self-build dwellings (some matters reserved) – **Application withdrawn.**

7.3) Site Inspections: None

Appeals: None **Appeals Decision:** None

CC Robinson entered

He reported as follows:

- 1 Westbury Care Home will be going on the market to be sold and the Parish Council will be notified.
- 2 A further £4m has been allocated to GCC for Highways. This is in addition to the £100m which is in the budget. Last year 39,000 potholes have been repaired. There is strict criteria that needs to be met before potholes are repaired. GCC are trialing a cold lay system called viafix which may prove to be much better in repairing potholes in difficult weather conditions. The downside is that it is very expensive
- 3 Road Safety Community Speedwatch Scheme: This is a joint scheme between GCC and the Police – GCC has put in £550k and the Police £50k. 70 cameras have been allocated to Town and Parish Councils and those that have been installed are getting good results with persistent speeding offenders being identified, incidence of false number plates on a vehicle which has been linked to other crimes. The scheme is also funding VAS signs and 6,000 wheelie bin stickers have been issued. 190 Town and Parish Councils have expressed interest in the schemes
- 4 Tree Planting: The planting seasons is coming to an end with 220,000 trees being planted. The aim is to plant 1m trees by 2030
- 5 Funding available for Youth Projects of up to £3,000

Westbury Care Home: The Chairman raised the fact that the electric cupboard is open and easily accessible which could cause a danger. Also one of the 2 skips on site has a large hole in it.

Westbury Surgery: The Chairman asked if CC Robinson could try and find out what was happening with regards to the future of the surgery. He agreed that following the meeting with the NHS everything had gone very quiet with regards to the provision of a road crossing/bus stop. He would make some enquiries with Carole Alloway-Martin who is the CC cabinet minister for adult social care commissioning.

8 FINANCIAL MATTERS:

8.1) Internal Audit: The Clerk signed the Financial Statement

8.2) Accounts for payment and receipts:

	Item	Expenditure	Income	Comment
1	Clerk's Salary May Less Tax	856.05 <u>1.00</u> 855.05		Paid
2	Inland Revenue: Tax FJW NIC PC	1.00 <u>13.53</u> 14.53		Paid
3	James Walkey Cox – April	389.68		Paid
4	BHIB renewal of Parish Council Insurance due 1 June	572.56		Paid
5	AM Groundcare – grass cutting for April x 2	1201.76		Paid
6	Community Heartbeat – annual support due 1.5.23 – 1.5.24	135.00 <u>VAT 27.00</u> 162.00		Paid
7	Shirley Fowler for carrying out external internal audit 5.5hrs at £15 p/hr	82.50		Paid
8	Precept – Half year		16000.00	
9	M S Watkins – Burial Fees		200.00	
10	D Beale – Rental for Severn Bore Carpark		75.00	
	Totals:	£3278.08	£16275.00	

8.3) Audit for the year ended 31 March 2023 – 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.

8.4) Audit for the year ended 31 March 2023 – 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.

8.5) Audit for the year ended 31 March 2023 – Signing of Accounts the Chairman and Clerk arranged for these to be signed.

9 MATTERS ARISING:

9.1) Highways Matters: The Chairman said he was still trying to organise the tour of the Parish with Glos Highways and CC Robinson – there is so much to see, and he has a very long list of problems to report.

9.2) Burial Ground: Proposed extension: The Chairman reported that Smiths will commence the fencing works week commencing 29 May. He has informed the Head Teacher – the timing is good as it will be half term when the main fencing works will be done. He had also walked to the new seeded playing field and the ground is considerably firm. The grass has taken very well. **The Clerk is contacting Smiths to ascertain the cutting and weed killing schedule. It was agreed that the Clerk should apply for the £20,000 PWLB grant to be able to finance the fencing works.**

The Clerk reported that despite several chasing emails to Hayley Fearnside, a rental figure for the new playing field is yet to be agreed. Until the rental figure is agreed, the new leases cannot be drawn up. The Chairman said he would chase up Richard Williams as Hayley Fearnside wants to speak with him.

9.3) Play Area: Councillor Townsend said that he would carry out more wetpour patching now the weather is better.

9.4) Footpaths: Councillor Townsend had nothing to report

9.5) Climate Change: Councillor Landon had nothing to report

9.6) Westbury Drs Surgery: Discussed in the Annual Parish Meeting. No further progress has been made. CC Robinson to see what he can find out.

9.7) Watchtower Walmore Common: The Chairman reported that when he was out campaigning, he spoke with the Webbs about looking into getting the Watchtower listed with English Heritage. After a conversation with the family and hearing their thoughts on the matter he felt the Parish Council should not pursue this matter any further with English Heritage.

11 CORRESPONDENCE: None

12 MATTERS RAISED FOR NOTIFICATION:

Councillor Vacancy: The Clerk confirmed that there was one seat on the Parish Council. The Chairman said he had spoken to Richard Hewlett who said he might be interested in joining the PC again. **It was agreed that the Clerk would speak with Richard Hewlett**

Bus shelters: Councillor Radley asked the Clerk if she had made any progress in getting the vegetation cleared at the various shelters. **Clerk to action.**

Councillor Ensor said she had obtained a quotation to clear the ivy off the shelter at Chaxhill. **It was agreed she would ask the person to quote for the work required at the other shelters.**

Proposed closure of Ampney Lane: For works being carried out by Severn Trent

13 DATE OF NEXT MEETING: Monday, 19 June 2023 commencing at 7pm

The meeting closed at 8.10pm.