

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday 13 May 2024 in Westbury Parish Hall.

PRESENT: Councillors - P Ensor
R Hewlett
D Hill
A Hyett
D Landon
S Phelps – Chair
P Radley
M Townsend
Mrs F Wallbank – Clerk

Members of the Public: 0

1 APOLOGIES: Councillor Stephens

2 ELECTION OF OFFICERS AND DECLARATIONS OF ACCEPTANCE

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

The Chair asked for nominations for Vice-Chairman. The Chair proposed Councillor Hewlett as Vice-Chair and Councillor Ensor seconded the proposal. All Councillors were in favour and Councillor Hewlett accepted the position. The Chair thanked Councillor Landon for all her support as Vice over the years.

3 MINUTES OF MEETING: Minutes of the meeting held on Monday 15 April 2024 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	Councillor Hill

6 PUBLIC COMMENT: None

7 PLANNING MATTERS

7.1 Applications: None to date

7.2 Decisions: **P0287/24/FUL** Wood Hill Farm, Upper Rodley Road, Rodley: Erection of building/canopy over existing cattle yard area - **Granted.**

P1672/23/FUL La Masia, Stantway Court, Stantway Lane, WOS: Installation of solar photovoltaic panels on roof - **Grated.**

7.3 Site Inspections: None

Appeals: None Appeals Decision: None

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	988.65 <u>67.40</u> 921.25		Paid
2	Inland Revenue: Tax FJW NIC PC	67.40 <u>31.83</u> 99.23		Paid
3	BHIB renewal of Parish Council Insurance due 1 June	674.38		Paid
4	AM Groundcare – Verge cutting, burial ground and closed churchyard 30 April & 7 May	2122.02 <u>VAT 424.40</u> 2546.42		Paid
5	Community Heartbeat – annual support due 1.5.24 – 1.5.25	135.00 <u>VAT 27.00</u> 162.00		Paid
6	PWLB payment due 5 June 2024	554.15		Direct Debit
7	Precept – Half year		18000.00	
8	D Beale – Rental for Severn Bore Carpark		75.00	
	Totals:	£4957.43	£18075.00	

8.3 Audit for the year ended 31 March 2024 – Audit report and sign accounts: Defer.

8.4 Audit for the year ended 31 March 2024 – Signing of Annual Governance Statement Defer

8.5 Audit for the year ended 31 March 2024 – Signing of Accounts Defer

8.6 gov.uk domain name: The Clerk had made enquiries regarding this matter with the Clerk at Newnham PC who was very helpful. This would cost:

- £150 to set up a .gov.uk domain including setting up emails (one off)
- £130 to register the domain (annual)
- If you already have a website, you will need to migrate it to the new .gov.uk domain:
- If you want me to host the website I charge £70/year for hosting (assuming its WordPress)
- There will be a one-off fee of £80 for migrating the website.

It was agreed that the Parish Council would adopt a domain name with each Councillor having their own .gov.uk domain name. It is not necessary for the hosting fee. Clerk to action.

9 MATTERS ARISING:

9.1 Highways Matters: Councillor Hyett reported that 4 Road Closed signs had appeared down Strand Lane however no one seems to know why. Not Gloucestershire Highways or Gigaclear. **It was agreed the Clerk would send an email to Caroline Cogram who sends out the road closure notices.**

The Chair said along with Councillor Hewlett and Andrew Middlecote they had toured Rodley and other areas of the Parish and identified twenty-one issues in the Parish. Councillors raised some other Highway issues which the Chair said he would feed through to Andrew Middlecote.

9.2 Burial Ground: The Clerk confirmed that she had completed Form H following a meeting with the Head of the School. Just awaiting a supporting letter from the Governors which the Head had requested. The completed form had been sent to the Head for checking prior to submission to the DOE.

Signs The grass cutting contractor had asked if it would be possible to put up some signs on the gates to the Burial Ground and speak to the school as he has had trouble getting his machinery on site due to the gates being obstructed. **It was agreed the Clerk would purchase some signs “Do Not Park Here Access Required”.**

The Chair said that we had received compliments on how the Closed Churchyard and Burial Ground was looking.

9.3 Play Area: Councillor Townsend would like to get a working party together to tidy up the Play Area. He suggested asking the Community Payback team to return. Councillors felt this was an excellent idea **and it was agreed Councillor Townsend would contact the team.**

9.4 PROW: Councillor Townsend said there were some trees down in Ley Park and would speak to Bob Brunsdon. Had reports that there are five horses on EWS5 blocking the field and walkers felt intimidated also they have churned up the field. He had also joined an online seminar on the Councillors: Public Rights of Way. There are 100s of unrecorded routes, not included when the pre-1974 definitive map was developed for the county. The government has introduced a cut-off date of 1 January 2031 to register these unrecorded rights of way, or they will be lost forever.

9.4 Climate Change: Councillor Landon said there were several meetings taking place. **It was agreed that she would put an article in the Wosp and repeat on social media to try and gauge if any parishioners were interested in getting involved in this matter.**

9.5 Westbury Drs Surgery: Councillors Landon and Hyett said that there were awaiting further information on this matter.

9.6 Land in the Parish: Defer to the June meeting.

9.7 Community Speedwatch Camera: The email from Bob Passmore from GCC had been circulated with the agenda for the Councillors information. **It was agreed that the Parish Council would share the cost of the repair (£388.80) with GCC.**

10 CORRESPONDENCE:

Email from Shirley: Prior to the meeting the Clerk had circulated the email from Shirley Fowler in which apologised that she was unable undertake this year's Internal Audit due to ill health. She was very apologetic and said normal service would resume next year. Councillors asked the Clerk to send a Get Well Card. The Clerk had approached a previous Clerk who had agreed to carry out this task.

11 MATTERS RAISED FOR NOTIFICATION: The Chair said he has been approached by Mike Powell from Preservation Water life. He is in talks with the EA about catching the eels and elvers and feeding them back into the Severn. Mike was looking for support from Parish Councils. **It was agreed WoSPC would happily support this venture.**

12 DATE OF NEXT MEETING: Monday, 17 June 2023 commencing at 7pm

The meeting closed at 8.10pm.