

WESTBURY-ON-SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday, 17 June 2024 held in Westbury Parish Hall

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

Members of the Public: 0

1 APOLOGIES and Emergency Procedure: CC Robinson

2 MINUTES OF MEETING: Minutes of the meeting held Monday 13 May 2024 were agreed and signed by the Chair.

3 DECLARATION OF INTEREST: None

4 PUBLIC COMMENT: None present.

5 PLANNING MATTERS:

5.1 Applications:

Application agreed prior to the meeting:

P0621/24/AG Agricultural Building Boxbush Farm, Upper Rodley Road: Prior notification for the erection of an agricultural building to be used to store straw – Leave decision to FODDC

Comments to Forest of Dean District Council:

The Parish Council leave the District Council to make the decision.

Applications discussed at the meeting:

P0354/24/FUL Bagley Farm, Ley Lane, Minsterworth: Erection of cover slurry tower & infill of existing redundant slurry pits

Comments to Forest of Dean District Council:

The Parish Council supports this application.

P0594/24/FUL Westbury Court Nursing Home, Court Gardens, WOS: Change of use from Class 2 Residential Institution (former care & nursing home) to Class 'Sui Generis' (staff accommodation comprising 36 single bedrooms & caretaker accommodation)

Comments to Forest of Dean District Council:

The Parish Council supports this application providing parking for the residents is restricted to the site.

P0631/24/PBC4PA River Severn Bank Pop Up Campsite, Court Farm, Rodley: Prior approval for temporary recreational Campsite

Comments to Forest of Dean District Council:

The Parish Council has no objection to this application as a campsite, however object the campsite being a "party field"

P0659/24/FUL Walmore Cottage, Wamore Hill, Minsterworth: Conversion of Walmore Cottage & attached no 1 The Cottage into one residential dwelling to include single storey rear extension, change of rear flat roof to a pitched roof, external fenestration changes & new build double detached garage
Comments to Forest of Dean District Council:

The Parish Council has no objections to this application

5.2 Decisions:

P0072/24/FUL The Willows, Riverside Lane, Broadoak: **Permission granted**

5.3 Site Inspection: None

Appeals: P0203/24/LD1 Ishkara, Dragon Fires, Grange Court Road, Adsett: Application under Section 191 to establish whether the use & occupancy of a bungalow as a permanent residence, originally granted permission as a holiday let, is lawful: Appeal will be determined on the basis of a Hearing. The Parish Council's original representations will be considered by the Planning Inspectorate.

6 FINANCIAL

6.1 Internal Audit Councillors agreed the payments and the Chairman signed financial sheets.

6.2 Accounts for payment and receipts:

	Item	Expenditure	Income	Comment
1	Clerk's Salary June Less Tax	988.65 <u>21.60</u> 967.05		Paid
2	Inland Revenue TAX FJW NIC	21.60 <u>31.83</u> 53.43		Paid
3	AM Groundcare – Verge cutting, burial ground and closed churchyard 30 April & 7 May	2122.02 <u>VAT 424.40</u> 2546.42		Paid
4	Paul Bell for carrying out end of year audit 6 hours at £15 per hour	90.00		Paid
5	Land Registry fee for the completion of From H – refund due to Clerk	12.00		Paid
6	Hale & Co (Drybook) Ltd paint and brush for Community Payback team to use on Play Area – refund due to Michael Townsend	26.84 <u>VAT 5.37</u> 32.21		Paid
7	PWLB loan repayment due 8.7.24	1663.35		To be paid
	Totals:	£5364.46	£0.00	

6.3 Audit for the year ended 31 March 2024 – Receive Internal Audit Report: The Internal Auditors Report had been circulated to the Councillors prior to the meeting. The Councillors agreed to take the report as read.

6.4 Audit for the year ended 31 March 2024 – Signing of Annual Governance Statement the Clerk took the Councillors through this and agreed response. The Chairman and Clerk signed the Statement of Assurance

6.5 Audit for the year ended 31 March 2024 – Signing of Accounts the Chairman and Clerk signed this document.

7 MATTERS ARISING:

7.1 Highways Matters: The Chair reported that:

- The Lime Trees in The Village had been pollarded

- The footway from the Vicarate to the Police Station was very overgrown and was need of cutting back
- NWG: Since it was a 30mph zone it was not possible to have a “No Footway” signage.

7.2 Burial Ground: The Clerk had submitted form H and had received emails from Paula Gregory from the DoE. Following various exchange of emails it was ascertained that Gloucestershire County Council needed to make the application as they are the party needs to surrender the leases. All the relevant paperwork has been handed across.

Memorial for Calvin Potter: Prior to the meeting the Clerk had circulated to the Councillors Mr Potter’s intention for a memorial headstone for his late sons grave. The Councillors were in full agreement that the design of the headstone did not meet with the Parish Council’s specification regarding headstones. The Clerk explained that was a dispute between Mr and Mrs Potter about the ownership of the grave pot and the Councillors agreed that that they needed to see a copy of a jointly signed letter stating that they were joint owners.

On compassionate grounds the Pc agreed to allow the grave plot to be bigger than 9’ x 4’.

Grave dimensions: It was agreed that a maximum overall width for memorial headstones was 30”. **Clerk to update regulations.**

7.3 Play Area: The litterbin is overflowing with bottles and nappies. **Clerk to get a quotation for a stand along bin.**

Community Payback Scheme will be tidying up the play area as they had done in previous years.

It would appear that grass cuttings had been dumped in the hedgerow. The Clerk had taken this up with the grass cutting contractor who strongly denied that he was responsible. Councillor Landon to report this at the next Parish Hall meeting.

7.4 Footpaths: Councillor Townsend reported on a couple of footpaths issues in the Parish.

7.5 Climate Change: Councillor Landon reported there had been no meetings to nothing to report/update on.

7.6 Dr’s Surgery: Councillor Landon reported that sadly no progress had been made. The rent is due to go up this month to Drs will receive the new rent demand.

7.7 Registration of all PC land by 2030: The Clerk said she needed exact address for the pieces of land otherwise each time a search was carried out on Land Registry it cost £6. Councillor Hyett said that if the Clerk could dig out the old paperwork he would make a trip into Land Registry in Gloucester. **Clerk to get files to Counillor Hyett.**

8 CORRESPONDENCE: Lydcare: Correspondence received from Richard Stirling requesting financial assistance. **It was agreed that the payment of £200 would be made in October 2024.**

9 MATTERS RAISED FOR NOTIFICATION:

Telephone Kiosk Westbury Village: It would appear that someone has filled the kiosk with books again. The Chair said he would speak to Glevum Windows to enquire whether they would be willig to make the kiosk weather proof.

.gov.uk address: The Clerk is progressing this matter hopefully more news next month.

Northwood Green Defibrillator: Councillor Hill reported that the defibrillator had been ready for action and been taken out of the cabinet with the kit and peadatirc pads. Thankfully the ambulance arrived before the defibrillator had to be used however the kit and paediatric pads had gone missing. **It was agreed that the Parish Council would fund new paediatric pads and a kit.**

10 DATE OF NEXT MEETING: 15 July at 7pm.

Meeting closed 8.34pm