

# Woodchester Parish Council

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## Minutes of the Meeting of Woodchester Parish Council held on 3<sup>rd</sup> March, 2016 in the Village Hall, North Woodchester at 7pm

Present: Cllrs. Hamilton, Lead, Warnes, Baynham-Honri, McNealey, Baldauf

In attendance: Neighbourhood Warden Dominic Everiss, the clerk and two members of the public

**2016/22 To receive apologies for absence.**

Apologies were received from Cllr. Swait and District Councillor Rhiannon Wigzell.

**2016/23 To receive declarations of interest in items on the agenda.**

There were no declarations of interest.

**2016/24 To receive questions from members of the public and those attending in an official capacity.**

One member of the public asked whether the Parish Council had received information about the condition of the bridge at Frogmarsh. An engineer had recently been seen at the site. The clerk had no information, but will contact Amey to clarify whether there is an issue with the structure of the bridge. This is particularly relevant with the number of lorries visiting the Frogmarsh Mill site and the importance of the bridge remaining open. Amey had been contacted by a resident to clear gulleys on the A46. Unfortunately it was felt work carried out was not adequate. Councillors suggested Amey be contacted again and asked to return to complete the job.

**2016/25 To confirm the minutes of the Parish Council Meeting of 7<sup>th</sup> January, 2016.**

These were agreed and signed as a true record by Cllr. Hamilton.

**2016/26 To receive an introduction from Senior Neighbourhood Warden, Dominic Everiss, to hear about the role and the ways in which this could be facilitated by the Parish Council.**

Cllr. Hamilton welcomed Dominic Everiss to the meeting.

In the past few months there have been some changes to the team of Neighbourhood Wardens. Peter Wilson has moved on to a new job elsewhere and currently there are six Wardens to cover the District. Recruitment of two more Wardens is taking place which will bring the team back up to a full complement of eight.

Dominic's background in the Police Force has provided him with many transferable skills for his current role which he has held for the past three years. Dominic covers several settlements as well as Woodchester, including Nailsworth, Minchinhampton and Horsley. The role of a Neighbourhood Warden is extensive but a great deal of time is spent on several key roles. Vulnerable people are supported through an introduction, followed by sign-posting them to other agencies who are able to give more long-term support. Fixed penalty notices are issued when witnessed for littering and dog-fouling. Fly-posting, abandoned vehicles and poorly-maintained hedges also form part of the role. Cllr.

Hamilton explained that a process was set up in Woodchester for dealing with hedges.

The clerk will send a copy to Dominic.

The imminent provision of laptops will enable Neighbourhood Wardens to spend more time in the community and less time at Ebley Mill.

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Dominic's hours of work are between 8-4pm or 1-9pm during the week, but also some Saturdays. During leave, Wardens operate a buddy system and Rachel Pratt would replace Dominic during these times.

During an emergency, Neighbourhood Wardens will be deployed through Stroud District Council (SDC) in order to maximise staff on the ground. The clerk will send a copy of the updated Emergency Plan.

Dominic was asked about the boundary between the role of Wardens and the Police. The Police deal with all crime and anti-social behaviour and any incident should be reported by calling 101 unless it's an emergency. If in any doubt about a non-emergency situation, Dominic can be contacted and will pass the issue on to the Police if necessary.

Dominic was thanked for visiting the Parish Council and for providing such a useful role.

**2016/27**

**To receive the clerk's report.**

Although the lease for the mountain bike trails has now been drawn up by Gloucestershire County Council (GCC), bird nesting season has now begun. Therefore it is hoped a lease for land belonging to The Priory can be drawn up in time to construct the trails at the end of the bird nesting season in September. As the quote from Back-on-Track was drawn up almost two years ago, the clerk will contact the company and ask for a new quote.

The clerk confirmed that nomination papers for the Parish Council election on the 5<sup>th</sup> May need to be returned by hand to SDC between the 22<sup>nd</sup> March and the 7<sup>th</sup> April.

The Parish Council produced two articles for publication in the coming edition of the Woodchester Word, however the Events Committee had been told by the editor that there may not be sufficient space to include all the content they had put forward.

Councillors agreed it would be disappointing if information on village events wasn't included and agreed this should take a precedent over the Parish Council material for this edition. The clerk will ask Rod Harris to prioritise the information from the Events Committee.

Councillors also felt that asking the editor to reserve two pages for the Parish Council and Events Committee would be appropriate, particularly as the Parish Council have agreed to underwrite one edition. These pages would be guaranteed to be filled jointly by the two groups. The clerk will contact Rod Harris.

Despite SDC's figure for fly-tipping having been slightly lower at the end of 2015, councillors felt that cases had been on the increase in this area which may or may not be due to the charge introduced for bulky waste collection and, as Dominic Everiss mentioned, the fall in value of scrap metal.

**2016/28**

**To note the latest financial statements.**

These were noted.

**2016/29**

**To approve expenditure and approve cheques as per annex.**

These were approved and cheques signed at the end of the meeting.

**2016/30**

**To note planning applications, decisions and appeals from SDC as per annex.**

Applications S.15/1236/FUL and S.15/1237/FUL for the Piano Works are due to be discussed by the Development Control Committee on Tuesday 8<sup>th</sup> March. Cllr. Hamilton agreed to represent the Parish Council in the event that Cllr. Lead was unable to make the meeting. The clerk will send the Parish Council statement to the Planning Officer for dissemination to the committee and will ask for an approximate time the applications will be discussed.

Councillors had concerns that visitors to The Convent were using Frogmarsh Mill as a car park. They are then returning to their cars in the dark and using the same space as lorries for Bottle Green. This is potentially a health and safety issue but it was presumed an

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agreement had been made between the owners of the site and The Convent. The clerk will draft a letter to the owners of Frogmarsh Mill expressing concern.

**2016/31**

**To appoint an internal auditor.**

Currently Parish Council accounts need to be checked by an internal auditor and verified by an external auditor. However from 2016/17 only an internal audit will be required. The Parish Council have used the same internal auditor for several years and councillors resolved to appoint Iain Selkirk as internal auditor for 2016/17. The clerk outlined a new auditor service offered by the GAPTC which appears to be very thorough and which councillors may wish to consider for next year when an external audit is not required in order to ensure that all financial procedures are being carried out effectively by the Parish Council.

**2016/32**

**To approve final arrangements and expenditure for the litter pick on 20<sup>th</sup> March.**

The clerk will put up posters on notice boards, Facebook and the website advertising the event. SDC will be contacted to ask that the bags are collected following the event and the clerk will confirm with Cllr. Swait whether or not additional bags, jackets etc. are required from SDC.

**2016/33**

**To note the change in date and time for the Annual Meeting of the Parish Council in May.**

Parish Council elections will take place on the 5<sup>th</sup> May and newly elected councillors will come into office four days after the elections. The Annual Meeting of the Parish Council must be held within fourteen days of the council coming into office and therefore the date of this meeting has changed from the 5<sup>th</sup> May to the **12<sup>th</sup> May** and will be held at 6pm before the Annual Parish Meeting at 7pm.

**2016/34**

**To agree the format for the 2016 Annual Parish Meeting on Thursday 12<sup>th</sup> May and to discuss and agree key issues to include in the Parish Council report.**

Councillors resolved to maintain the same format as previous years. Cllr. Hamilton will draft a Parish Council report for agreement from councillors.

**2016/35**

**To review and agree amendments to the Emergency Plan.**

Updates had been made to include the Neighbourhood Warden, deployed through SDC. Councillors resolved to agree the amendments and the document was signed by Cllr. Hamilton.

**2016/36**

**To discuss and agree a response to the consultation on 'Reshaping Services for Families with Young Children'.**

Proposals include extending the range of childcare to 11 years of age (from five) providing much greater continuity of support. The aims include bringing together different organisations to provide more cohesive support. Free childcare provision has been increased from 15 hours to 30 hours which has also led to some of the proposed changes.

Councillors resolved that Cllr. Hamilton respond on behalf of the Parish Council and give cautious approval to the proposals. Councillors would also like to see results from a pilot study before this is rolled out across the county.

**2016/37**

**To discuss and agree recreation projects for the Community Project List and to agree priorities for s.106 allocation.**

In the past few months the Parish Council has been allocated £8,876 from s.106 payments for recreational projects in the village. SDC have agreed that £3,500 of this be spent on the mountain bike trails and the remainder on replacing stiles with kissing gates in certain locations throughout the village.

There is now a potential s.106 payment of £10-12,000 from applications at the former Piano Works. Councillors resolved to approach SDC and ask that a proportion of this sum

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be used to enable nine iron kissing gates to be purchased and installed and that the remainder be used for improvements to the Football Club should SDC be in agreement. The clerk will contact SDC with a case for s.106 funding to be allocated to the Football Club, despite the land being in private ownership.

**2016/38 To receive an update from the Rights of Way Committee.**

The condition of footpaths is currently improving as the rain has subsided. The Cotswold Volunteer Wardens had been in contact with the owner of Woodchester House concerning the introduction of steps from Laggar Lane to the stream. Unfortunately the landowner was not in agreement with these being implemented and therefore the work will not be undertaken at the present time.

**2016/39 To receive an update from the Events Committee.**

A Tea Party is to be organised for Sunday 12<sup>th</sup> June, to mark the Queen's Official 90<sup>th</sup> Birthday. The Produce Show (and Dog Show) will be on Saturday 10<sup>th</sup> September. Details of entry classes will be published before the end of March and will hopefully be available in the Village Shop.

The tea party on the 28<sup>th</sup> February organised by several residents was very successful, raising more than £1,000.

The Playgroup are holding an Easter Bunny Hunt on the 19<sup>th</sup> March.

**2016/40 To receive comments from members of the public on items discussed at this meeting.**

There were no comments from members of the public.

The meeting closed at 8.35pm.

Chair.....

Date.....

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