

Woodchester Parish Council

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Minutes of the Meeting of Woodchester Parish Council held on 7th May, 2015 in the Endowed School, North Woodchester at 7pm

Present: Cllrs. Hamilton, Lead (arrived at 8.20pm), Warnes, Swait, Baldauf and McNealey

In attendance: The clerk and three members of the public

2015/46 To elect a chairman and vice chairman and for relevant councillors to sign Declaration of Office forms.

Councillor Hamilton was proposed for the position of Chair by Cllr. Swait which was seconded by Cllr. Warnes. Councillor Lead was nominated as Vice-Chair by Cllr. Baldauf and seconded by Cllr. Warnes. Cllr. Hamilton signed an Acceptance of Office form. Cllr. Lead signed a form on his arrival.

2015/47 To receive apologies for absence.

Apologies were received from Cllr. Baynham-Honri, District Councillor Rhiannon Wigzell and County Councillor Dorcas Binns.

2015/48 To receive declarations of interest in items on the agenda.

There were no declarations of interest in items on the agenda.

2015/49 To receive questions from members of the public and those attending in an official capacity.

The 30mph sign has still not been replaced at Frogmarsh and a concern was raised over faded white lines at Frogmarsh. The clerk will raise these issues with Amey. One resident asked if the Parish Council had received any communication with Stroud District Council (SDC) or Veolia following damage by a refuse lorry to a wall and bank in Frogmarsh Lane. The clerk will contact SDC and ask if a record was made of the damage and that they follow up with the landowner. The clerk will also contact SDC to ask if the ditch could be cleared as part of the Through the Gate Programme.

2015/50 To confirm the minutes of the Parish Council Meeting 5th March, 2015.

These were confirmed and signed by Cllr. Hamilton.

2015/51 Matters arising from the minutes of meeting on 5th March, 2015:

1. To clarify the editor's position with regard to future arrangements for the financial side of the Woodchester Word and to agree any necessary course of action.

This item was delayed until the arrival of Cllr. Lead and was discussed following item 2015/68.

It was agreed at the previous meeting the Parish Council would underwrite one edition of the Woodchester Word. Invoices have not yet been sent out for 2015, but there are sufficient funds in the Woodchester Word account to cover the cost of the next edition.

Cllr. Lead has contacted Leopard Press to ask for the cost of producing one A3 sheet should it become necessary for the Parish Council to produce a newsletter of village events and achievements.

2015/52 To receive the clerk's report.

This was received.

Initials.....

Councillors raised concerns that the bike tracks may be further delayed as we are now in bird nesting season. The aim is now to have the lease in place so that construction can begin at the end of the summer.

2015/53 To note the latest financial statements.

These were noted.

2015/54 To approve expenditure and approve cheques as per annex.

These were approved and signed at the close of the meeting.

2015/55 To note planning applications, decisions and appeals from SDC as per annex.

These were noted.

2015/56 To discuss and agree whether to apply for Quality Council Status and if so, at what level.

Guidelines for the new scheme are now in place. Woodchester Parish Council currently achieves the majority of the criteria for Foundation Award. Quality Award could not be achieved until after the Parish Council elections in May 2016 as two-thirds of councillors are required to be elected. Currently only four of the seven councillors are elected; three having been co-opted. There are other requirements for Quality Award which are currently not met but which would need to be put in place, such as an action plan for the year.

Councillors questioned the benefit of such an award for residents and some felt it would simply be a way of providing kudos for the Parish Council.

It was resolved not to apply for the Foundation Award and to refer any decision on the Quality Award to June 2016 (following the elections). In the meantime, the Parish Council will work towards those requirements it doesn't yet meet.

2015/57 To discuss and agree a course of action regarding parked cars in the High Street following Cotswold Green buses struggling to pass.

There has been renewed concern recently as the Cotswold Green bus has struggled to get through the High Street on at least three occasions. Damage was also caused by a refuse lorry to a wall and bank in Frogmarsh Lane. There are many occasions when an emergency vehicle would not be able to drive through the High Street, putting resident's well-being at risk.

Councillors understand the difficulty and constraints in trying to park safely in the High Street. They have tried to come up with an alternative piece of land for parking in the past, but have been unsuccessful.

It was agreed to carry out a letter-drop in the High Street outlining concerns, asking for co-operation and inviting comments or suggestions. Cllrs. Swait, Warnes, Baldauf and the clerk will meet to write a letter.

The clerk will also contact our P.C.S.O. and Gloucestershire Highways to ask for advice and inform them of the letter-drop.

2015/58 To discuss and agree the possible provision of lockable toilet facilities in the layby on the A46.

Concern was raised that the snack van has no toilet facility. Therefore people may use the land adjacent to the cycle path as an alternative. The issue was raised by Cllr.

Baynham-Honri who was not present at the meeting. Therefore it was agreed to defer any discussion and decision to the next meeting. The clerk will find out prices of portable toilets and will contact the owner of the snack van for his views prior to the meeting.

2015/59 To discuss and agree whether to submit an entry for NALC's 'Council of the Week'.

It was resolved to postpone submitting an entry until the Mountain Bike Tracks are in place.

2015/60 To note the appointment of Grant Thornton as external auditor.

Initials.....

- This was noted.
- 2015/61 To review and agree the asset register.**
This was agreed and signed by Cllr. Hamilton.
A question was raised as to whether the plinth and information on the Roman Pavement in Church Lane was the responsibility of the Parish Council. Councillors believe it's owned by English Heritage. The clerk will contact them and ask that it be cleaned.
- 2015/62 To agree a Protocol on the filming and recording of Parish Council and Committee Meetings following the Openness of Local Government Bodies Regulations 2014 no. 2095.**
This was agreed and signed by Cllr. Hamilton.
- 2015/63 To review and amend the Standing Orders in light of the Openness of Local Government Bodies Regulations 2014.**
Amendments to the Standing Orders were agreed and signed by Cllr. Hamilton.
- 2015/64 To review and agree amendments to the Risk Management Matrix.**
Amendments were agreed and the document was signed by Cllr. Hamilton.
- 2015/65 To review the Local Emergency Plan.**
Cllr. Hamilton outlined the amendments. Following the resignation of Cllr. Dunbar, a Deputy Emergency Co-ordinator was required. Cllr. Swait agreed to this role and Cllr. McNealey agreed to become a Team Member. The clerk will check the telephone numbers for organisations are correct, will amend the document and a copy will be sent to councillors.
- 2015/66 To authorise the clerk to renew the council's insurance policy.**
Two quotes were compared. The clerk will confirm with councillors what excess applies to the policies and will then ask for authorisation to renew.
- 2015/67 To discuss and agree final arrangements for the Annual Parish Meeting on 22nd May and agree any additions to the Parish Council report.**
It was agreed to follow the same format as previous years. A representative from Woodchester Mansion has kindly agreed to give a brief talk on future plans. The clerk will put the report together and put a few copies in the Post Office, church and schools.
- 2015/68 To discuss roads in the village which are in need of maintenance. To agree a request to put to County Councillor Dorcas Binns for Highways Local funding.**
Councillor Dorcas Binns has kindly agreed to consider requests for Highways Local funding for road maintenance in Woodchester. Councillors discussed roads in need of re-surfacing or repair. It was resolved that the bottom of Bospin Lane, Station Road, Church Road (from Southfield Road to the school), the bottom of St. Mary's Hill and the bottom of Rooksmoor Hill would be listed in a request for Councillor Binns' consideration.
Cllr. Lead arrived at 8.20pm.
- 2015/69 To receive an update on footpaths and rights of way from Cllr. Warnes.**
The Cotswold Wardens will no longer be installing steps on the path to Laggar Lane. The clerk will contact Woodchester House to ask that the footpath be cut between Woodchester House Drive and the valley so the path is clearly defined.
The hedge on Selsley Road, below Villa Field is becoming overgrown. The clerk will contact the owners to ask that it be cut back.
- 2015/70 To receive an update from the Events Committee.**
Open Gardens will take place on Saturday 6th June from 2-5pm. The route starts at The Old Priory and finishes at Atcombe Court. Cllr. Lead will send a copy of the poster to the clerk.
The Produce Show will take place in September with a dog show. The categories were published in the last edition of the Woodchester Word.

Initials.....

2015/71

To receive comments from members of the public on items discussed at this meeting.

The clerk will inform Gloucestershire Highways about potholes at Frogmarsh and will ask them to assess a tree on the triangle of land at Frogmarsh which was reported to be leaning towards the bus shelter with a possible threat of falling.

It was suggested the Fire Service be approached to ask if they would drive through the High Street to see if they were able to pass. Councillors agreed to carry out a letter drop at this stage and consider contacting the Fire Service at a later date.

The meeting closed at 8.45pm.

Chair.....

Date.....

Initials.....