



January 2023 – Clerk's Report

Update on actions/outcomes from previous meetings not covered on agenda:

Item Ref:	Action	Action By:	Comments
2022/126	Arrange for police presence at January meeting to discuss public safety	Cllr Baynham-Honri	Request has been made
2022/126 & 2022/129	Review dangerous parking and other road safety issues	Cllr Dunbar	Written report provided for January's meeting
2022/126	To find out land registry details re bridge at Birds Crossing	Cllr Pritchard	Verbal report to be provided in January
2022/130	Resolution to missing Grit Bin lids on Frogmarsh Lane	Cllr Noon	Verbal report to be provided in January
2022/133	Response to be prepared for Cotswolds National Landscape Management Plan	Cllr McNealey	To be sent to clerk for forwarding
2022/134	Discussions to be had with sports teams over use of playing field	Cllr Lead	Verbal report to be provided in January
2022/134	Review of insurance cover	Clerk	Currently in discussions with brokers (community first) who are doing a review for me
2022/136	Prepare a community survey	Clerk	NALC are running a course this month on community engagement which clerk will attend before finalising survey
2022/138	Add new signage for cycle track to March agenda	Clerk	Action for March
2022/140	Archiving of Parish Documents	Clerk	This will be an ongoing matter due to sensitivities and complexities. Cllr McNealey to work with

			clerk. Clerk will prepare an action plan for March
2022/143	Review of financial statements	Clerk / Cllr McNealey	Statements appear to have been lost in transit. Clerk has not had the opportunity to visit a Lloyds branch for copies. Cllr McNealey to contact Lloyds and get online access unlocked for clerk

Maintenance and Repairs

Invoice received for Q3 maintenance

Corner of Church road/Southbank leading to South Woodchester was swept and cleared prior to Carolling event. It has been flagged that the pathway is in a poor condition.

Highways and PROW

See Cllr Dunbar update

Fallen Tree at St Pauls Rise was resolved by Cllr Pritchard and Highways

Woodchester Park

Tree safety work carried out in December along the play trail

Children's Play Area

See Cllr Dunbar update

Playing Field

Update will be provided by Cllr Lead

Planning

Tree Maintenance Decisions:

S.22/2369/TCA | Field north of river - T62 - Ash - (semi-mature) Ash dieback present - Remove | Southfield Mill House Southfield Road Woodchester Stroud Gloucestershire GL5 5PA – Approved

S.22/2360/TCA | T1 - Silver Birch; 2-3 metre crown reduction | Grigshot House Bath Road Woodchester Stroud Gloucestershire GL5 5NB – Approved

Other Decisions:

S.22/2093/HHOLD | Retrospective application for constructing a wall with seating (resubmission of S.22/1433/HHOLD) | Peppercorns Atcombe Road South Woodchester Stroud Gloucestershire GL5 5EP – Permitted

S.22/2112/HHOLD | Installation of flue, roof light and ground mounted solar panels | The Courtyard Little Britain Farm Bath Road Woodchester Stroud Gloucestershire GL5 5NX – Permitted

S.22/2113/LBC | Installation of external black metal flue, re-establishing door opening, insertion of roof light. | The Courtyard Little Britain Farm Bath Road Woodchester Stroud Gloucestershire GL5 5NX – Approved

S.22/2214/TCA | Silver Birch - Remove. | The Old Orchard Bospin Lane South Woodchester Stroud Gloucestershire GL5 5EH – Approved

S.22/2261/TCA | 1. Rauli (Nothofagus alpina) Specification: Crown reduce tree by 3-4m 2. Wingnut tree with root suckers (Pterocarya rehderiana) - prune overhanging branches 3. Fell 1x young oak and 2x wingnut root suckers trees to near ground level | Woodchester House Woodchester House Drive Woodchester Stroud Gloucestershire GL5 5NY – Approved

S.22/2237/TCA | T1 - Norway Maple - reduce by approximately 15ft in height and 10ft maximum width. T2 - Sycamore - remove this tree so landscaping can be planned. G3 - Alder and Hazel - cut to ground level so re-growth can be managed as a hedge. | Cotteswold High Street South Woodchester Stroud Gloucestershire GL5 5EL – Approved

Finance:

Receipts

Still unable to reconcile payments without missing bank statements:

Date	From	Amount
Expected	Village Shop – Woodchester Word Funding	£300
8/12/22	Langtree Trust Donation	£600
Expected	Coach House Tutors – Woodchester Word Advertising	£33

Expenditure

The following payments are to be reviewed and agreed at the council meeting on 5th January 2022 as per agenda item 2023/17

Date	Payee	Cheque Number	Amount	Authorising Power
5/1/23	T Curtis – Q3 Contractual Maintenance Fee	1026	£605	Highways Act 1980 s.96
5/1/23	A Rossiter – Clerk Salary	1027	£1090.35	LGA 1972 s.112(2)
5/1/23	PATA Payroll	1028	£67.05	LGA 1972 s.112(2)
5/1/23	HMRC	1029	£272.60	LGA 1972 s.112(2)
5/1/23	Cllr Lead Expenses – CentreWire (Playing field expenditure)	1030	£513.60	PHA 1875 s164 OSA 1906 ss9,10
5/1/23	Reimbursement to R Harris for Woodchester Word expenses	1031	£25	LGA 1972 s.137
5/1/23	D Baldwin Plant Hire -	1032	£360	PHA 1875 s164 OSA 1906 ss9,10
5/1/23	Caroline Hill – Playing Field Rent Dec 2022-Dec 2023	1033	£50	PHA 1875 s164 OSA 1906 ss9,10

Payments made since council meeting on September 1st 2022

These payments were made in agreement with the Clerk and council to avoid late payment fees as per 5.5 of the Financial Regulations:

Date	Payee	Cheque Number	Amount	Authorising Power
8/12/22	Sewell Mullings Ltd (Solicitor Fees) Playing Field Expenditure	1024	£600	PHA 1875 s164 OSA 1906 ss9,10
8/12/22	Discovery Timber Play Area Expenditure	1023	£9000	PHA 1875 s164 OSA 1906 ss9,10
8/12/22	CR Signs Play Area Expenditure	1025	£42	PHA 1875 s164 OSA 1906 ss9,10

Note: Correspondence from Scribe - All subscriptions will increase from the 1st of April and for you, your current monthly subscription fee will increase by £3.80 per month for **Accounts** used by **Woodchester Parish Council**. This gives you a new monthly subscription of **£22.80 per month**

Correspondence/Other Notes

Complaints were received from public in relation to a shooting “event” near Convent Lane. Cllrs have responded.

Clerk has attended two Scribe courses to support in day to day duties

Information from GDASS displayed on Facebook and Noticeboards in support of the national campaign 16 Days of Action.

Chair has completed Dark Skies Survey sent from Cotswold National Landscape

We have received a response to the Community Governance Review from Nailsworth Town Council to advise that they have withdrawn from the consultation and will not be making any submissions or requests for boundary changes.

Request received to take chase Gigaclear for progress – For discussion in public session