

# Woodchester Parish Council

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## Minutes of the Meeting of Woodchester Parish Council held on 10<sup>th</sup> May, 2018 in the Village Hall, North Woodchester at 6pm

Present: Cllrs. Hamilton, Baldauf, Dunbar, McNealey and Warnes

In attendance: The clerk

**2018/39 To elect a chairman and vice chairman and for relevant councillors to sign  
Acceptance of Office forms.**

Cllr. Hamilton was nominated for Chair, proposed by Cllr. Warnes, seconded by Cllr. Baldauf and voted in unanimously. Cllr. Lead was not present at the meeting but had agreed to stand again as Vice Chair. He was nominated as Vice Chair, proposed by Cllr. Dunbar, seconded by Cllr. Warnes and voted in unanimously.  
Councillors agreed to continue in their various committee roles, which are as follows:

**Planning Committee:** Cllrs. Lead (Chair), Hamilton, Baynham-Honri, McNealey

**Finance Committee:** Cllrs. Baynham-Honri (Chair), Hamilton, Warnes

**Highways and Rights of Way Committee:** Cllrs. Warnes (Chair), Dunbar, McNealey

**Personnel Committee:** Cllrs. Hamilton (Chair), Lead, Baldauf

**Emergency Planning:** Cllr. Hamilton

**Snow Warden:** Cllr. McNealey

**Website Working Party:** Cllrs. Warnes, Baynham-Honri, Baldauf, Dunbar

**2018/40 To receive apologies for absence.**

An apology was received from Cllrs. Lead and Baynham-Honri and from County Councillor, Steve Robinson.

**2018/41 To receive declarations of interest in items on the agenda.**

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

**2018/42 To receive questions from members of the public and those attending in an official capacity.**

There were no members of the public present at the meeting.

**2018/43 To confirm the minutes of the Parish Council Meeting of 1st March, 2018.**

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

**2018/44 To receive County and District Councillor reports.**

An annual report from County Councillor Steve Robinson (attached) demonstrated the diversity of work undertaken during his first year in the post. Councillors welcomed the support the Parish Council had received from Cllr. Robinson during that time. Copies of the report were made available for the Annual Parish Meeting.

**2018/45 To receive the clerk's report.**

This was received.

The clerk reported receiving an email from Skanska, the company engaged by Gloucestershire County Council (GCC) to carry out work to move to LED lighting.

The remaining work in Woodchester will be completed between the 1<sup>st</sup> June and the 30<sup>th</sup> November this year.

Initials.....

- 2018/46 To note the latest financial statements.**  
 These were noted.  
 The financial year 2017/18 had seen an overspend on the village website, but this was due to a change in provider which will see the price reduced for future years.
- 2018/47 To approve expenditure and approve cheques as per annex.**  
 Expenditure was approved and cheques signed at the end of the meeting.
- 2018/48 To note planning applications, decisions and appeals from SDC as per annex.**  
 These were noted.  
 Councillors were pleased to see progress with the renovation of The Lawn, the new roof having now been revealed.
- 2018/49 To note receipt of a draft Neighbourhood Development Plan for Minchinhampton and agree further action.**  
 Councillors discussed the document and agreed support for the policies. There were many similarities noted when comparing Minchinhampton's problems with that of Woodchester. The clerk will respond and ask that when Woodchester's Parish Plan is revisited, Councillors might make use of the some of the ideas generated in their Development Plan. Councillors look forward to seeing their progress.
- 2018/50 To receive a report from the Highways and Rights of Way Committee including proposals following the Village Road Safety Survey.**  
 The Village Road Safety Survey had been circulated to Councillors prior to the meeting and this was briefly discussed. Five proposals were then put to Councillors and were subsequently approved. These were:

**1. Selsley Road Speed Limit**

The Parish Council may seek to have a 20mph speed limit introduced on Selsley Road from above the Lawns Park junction down to the bottom of Selsley Road at the A46. We believe that this will reduce the risk to the high volume of pedestrians crossing Selsley Road to access the village shop and Post Office, and reduce the likelihood of accidents on the bends around the Church Lane junction. The 20 mph speed limit should also be extended to Southfield Road, Church Road, South Woodchester High Street and Frogmarsh Lane to the A46, Convent Lane and St Mary's Hill.

**2. A46 Speed Limit**

The Parish Council may seek to extend the 30mph speed limit south through the Parish, for the various reason discussed in section 5, and to implement an enforcement program, the nature of which requires further discussion.

**3. Enforcement**

The Parish Council may wish to consider various options to enforce existing or new speed limits within the Parish, including:

- a. a Community Speed Watch program
- b. installation of an ANPR Speed Camera on the A46, which might be linked with the Rodborough cameras for average speed monitoring, in order to encourage compliance with the proposed 30mph speed limit on this route
- c. installation of Radar Speed Signs which indicate to motorists their speed and whether they are within the speed limit.

**4. Frogmarsh Mill**

Councillors have agreed that a letter will be sent to businesses operating at the site to ask that they remind customers to be mindful of the requirement for access by heavy goods vehicles when parking. We will also produce signs to be placed on windscreens of offending vehicles. The clerk will contact the Neighbourhood Warden to make him aware

of the issue and ask that he intervenes when possible. The P.C.S.O. should be contacted when a vehicle is causing an obstruction.

#### **5. HGV Signage**

The Parish Council should request GCC Highways Department to improve the signage at the bottom of Selsley Road making it clear that the road is not suitable for large HGV's and highlighting the weight limit on the bridge.

Cllr. Dunbar agreed to consult residents at the Annual Parish Meeting on what they felt the priorities should be in terms of those five action points.

The Highways and Rights of Way Committee will meet to put together an action plan.

Cllr. Warnes reported the path behind the Old Priory at the section where it enters the woodland now being very boggy. The Cotswold Wardens had made significant improvements to this stretch of footpath by installing a drainage channel in April of last year. The clerk will contact the Wardens (copied to the Priory owners) to ask for their support again.

The path behind Little Britain Farm is also very boggy as you enter the field from the A46 and further up as the path crosses the stream. A boardwalk was installed by the Cotswold Volunteer Wardens but the slopes leading down to the stream are boggy for much of the year. The clerk will contact the Cotswold Wardens and the landowner, but Councillors were not confident in finding a solution.

**2018/51 To note the appointment of PKF Littlejohn LLP as external auditor.**

This was noted.

**2018/52 To note new pay scales for clerks to be implemented from 1<sup>st</sup> April, 2018.**

These were noted.

**2018/53 To review the asset register.**

This was approved and signed by Cllr. Hamilton.

**2018/54 To review Standing Orders.**

Revised model Standing Orders had been received from NALC. Most of the changes were to accommodate the General Data Protection Regulation (GDPR).

Councillors approved the revised version, a copy of which was signed by Cllr. Hamilton.

**2018/55 To authorise the clerk to renew the council's insurance policy with Zurich for the final year of a three year long-term agreement.**

The clerk reported an error in the wording of this agenda item as last year was the final year of a three year agreement and therefore there was an opportunity this year to move to another provider.

Quotes had been circulated to Councillors prior to the meeting and it was agreed to accept the lowest quote from the current provider.

**2018/56 To discuss and agree a Personal Data Audit Questionnaire and agree a plan of action in order to comply with GDPR.**

The draft questionnaire, privacy notices and consent forms were circulated to Councillors in advance of the meeting. These were approved. A copy of the General Privacy Notice will be placed on the website.

Further measures are required in order to fully comply with the legislation due to take effect on 25<sup>th</sup> May, 2018. Councillors agreed the clerk draw up an action plan using the NALC guidelines with target dates for completion for agreement at a Full Council meeting.

**2018/57 To review the Emergency Plan.**

Due to the introduction of the GDPR, there may need to be some amendments to the Emergency Plan. Cllr. Hamilton agreed to check for personal data which should be removed and confirm contact numbers for various agencies and groups are correct.

Initials.....

Cllr. Dunbar agreed to fill the gap as one of three 'out and about' leads, following the resignation of Mr. Grundy.

Once any alterations are made, the revised Plan will be agreed at a Full Council meeting.

**2018/58**

**To receive an update from the Events Committee.**

The Village Produce Show will be held on the 8<sup>th</sup> September with an exhibition from local craftsmen, 'Made in Woodchester'.

**2018/59**

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

There were no members of the public present.

The meeting closed at 6.55pm.

Chair..... Date.....

Initials.....

**S Robinson, County Councillor – Annual Report**  
**May 2018**

This, being my first year as a County Councillor, has not been without its challenges and I am sure that my experience as both a District and a Town Councillor, plus working in Local Government has helped in many ways. The County Council is a very different ‘animal’ from what I have been used to. It’s a great deal more political than I expected it to be. There are only 5 Labour councillors and 2 Green councillors, which forms our Alliance, so it is very difficult to change any policies which are agreed by the administration.

Most of the residents issues which I have to deal with concern highways. Other issues include social care, school allocations and health and wellbeing. Even though the Government has found extra funds for highways, it is not sufficient to make the improvements needed. The extreme weather conditions experienced this winter have contributed to the condition of the roads.

All 5 Parish/Town Councils in my division have concerns regarding the speed and volume of traffic, as well as illegal parking. In some ways, all the parishes request 20mph zones in particular areas. Most would also like to see weight restrictions and traffic calming measures. In the next council year I intend to put a motion to full council in the hope of obtaining cross party support to investigate cutting speeding traffic in urban areas and villages across the county.

During the last year LED lighting has started to be rolled out, firstly fixing LED lights on metal posts, then replacing concrete posts with metal posts and finally LED lights will be installed on telegraph/electric wooden poles.

The LED replacement lights on major A roads will be the last to be changed.

When I was elected I promised to spend the small ‘pots’ of council funding, given to each councillor, across the Division. I believe that I did manage to do this and I would welcome small highways and infrastructure projects from parishes for the coming year.

In Woodchester I have managed to attend several parish meetings. During the year the Lengthmans have been busy in the parish. Resurfacing work was carried out on Station Road to improve the drainage. The white lining on the A46 was refreshed, including the junction at Culver Hill. I met with residents from Gyddyknapp Lane regarding the parking at the junction with the A46. This was mainly caused by additional parked vehicles belonging to businesses working on the the new buildings on the industrial estate.

As a County Councillor I am always pleased to hear from residents, Parish Clerks and Councillors who have any concerns regarding County Council services.

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Initials.....