

**Minutes of a meeting of the Parish Council held on Wednesday 21<sup>st</sup> January 2014 at 7pm in the War Memorial Hall, Tutshill.**

**Present:** Councillors; Mrs C Dawson – Chairman, Mr L Allan, Mr R Birch, Mr G Birt, Mrs S Bollen, Dr F Bowie, Mr B Bowshall, Miss S Gregory, Mr A Hossack, Mrs G Kirkpatrick, Mrs H Molyneux. Officers; Mr K Duffin (Administrator). Public; Mrs C Hinton and 8 people representing Tutshill and Tidenham Action Group.

**1. ATTENDANCE**

a). Apologies for absence from those councillors unable to attend were received from Councillor Ford.

**b). Resolved to accept** those apologies received with reasons for absence from Councillor Ford.

**2. DECLARATIONS OF INTEREST**

**a). Resolved to receive Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.

There were none.

**b). Resolved to note that Dispensation Requests had been** received and not previously considered, as follows:

Councillor Hossack as a trustee of Tidenham War Memorial Hall and Recreation Trust requesting a dispensation only in respect of the maintenance of Shirley's Grove.

Councillor Kirkpatrick as a trustee of Tidenham War Memorial Hall and Recreation Trust requesting a dispensation only in respect of the maintenance of Shirley's Grove.

**Resolved to approve these two dispensation requests, to remain in force until the annual meeting of Tidenham Parish Council 2015.**

**Councillor Birch asked for his vote against to be recorded.**

**c). Resolved to note** receipt of Cllr Bowie's Register of Interests which will be uploaded to the District Council website by the Clerk.

**3. MINUTES OF PREVIOUS MEETING**

a). The Council considered the minutes prepared by the then Clerk and also a series of amendments presented by Councillor Allan. Each minute was considered in turn

**Resolved to approve as a correct record the minutes of the meeting held on 10<sup>th</sup> December 2014 as amended by Councillor Allan.**

**Councillor Birch asked for his abstention in respect of the amendment to minute number 3 to be recorded.**

b). The Council considered any questions arising from those minutes.

There were none.

## 4. COMMITTEES

### **a). Resolved to receive reports, minutes and recommendations from committees.**

i). Planning, Development Control & Highways committee meeting held on 17<sup>th</sup> December, 2014.

There were no questions to Councillor Birt, Chairman of the committee.

ii). Amenities Committee meeting held on 14<sup>th</sup> January 2015

There were no questions in the absence of Councillor Ford, Chairman of the committee.

### **b). Resolved to approve the appointment of Councillor Bowie to the Planning & Development Control Committee and the Finance & Probity Committee.**

## 5. CHAIRMAN'S ANNOUNCEMENTS

**Resolved to note** announcements from the Chairman of the meeting as follows.

a). Councillors were saddened to hear of the death, just before Christmas, of Valerie Anne Telfer of Ivy Rock, Tidenham who had served as a Parish Councillor and as Chairman of Tidenham Parish Council.

## 6. PUBLIC CONSULTATION

Mr Bob Howells, Mr Paul Roberts and Mr Kenneth Ivin, all representing the Tutshill & Tidenham Action Group (TTAG) spoke about the work that the group had undertaken to object to the proposed development by Gladman at Elm Road and to persuade the Parish Council to undertake a Neighbourhood Plan. TTAG offered to undertake a significant amount of the work required including consultation but needed the formal support of the Parish Council.

**Resolved to note questions from the Public.**

## 7. NEIGHBOURHOOD PLAN

The Council considered the representations from TTAG and the issues as they are currently understood for the parish to undertake a Neighbourhood Plan.

**a). Resolved to support in principle the undertaking of a Neighbourhood Plan in the Parish and to ask the Clerk to investigate the next steps required in consultation with TTAG and others, in particular whether a Neighbourhood Plan needs to cover the whole parish or parts of the parish and report with recommendations to the February meeting.**

**b). Resolved to appoint Councillors Kirkpatrick and Gregory to a working party to work with the Clerk, TTAG and others to develop recommendations and an action list.**

## 8. POLICING IN THE PARISH

No report had been received from PC Aserati of the Gloucestershire Constabulary but he would be attending the February meeting.

**Resolved to note.**

## 9. PARISH CLERK'S REPORT

The Clerks report was considered by the Council.

**Resolved to note.**

## 10. FINANCE

a). **Resolved to receive and approve the Financial Statement** for December 2014.

b). **Resolved to approve payments** according to the Financial Statement for December 2014.

c). The council reconsidered the budget and precept following approval at the last meeting and submission of the precept to FODDC.

**Resolved that in order to resolve the discrepancy between the Precept figure approved at the December meeting and the Precept request submitted to the Forest of Dean District Council the budget is increased to £96,723 by adding the additional £443 to Salaries, which with the Council Tax Grant of £4,723 gives a Precept requirement of £92,000**

d). **Resolved to note** a report regarding changes to the signatories for the Parish Council's bank accounts **and to approve that the existing councillor signatories will liaise with the Clerk to resolve any issues with changes to the signatories for bank accounts.**

## 11. CCTV

**Resolved to note** the Clerk's Report item C and a report from Councillor Ford relating to the acquisition and installation of a CCTV camera to take this matter forward.

## 12. NEWSLETTER, WEB-SITE, PRESS AND MEDIA

The council considered if the Parish Council should issue an edition of the newsletter and the following:

a). **Resolved that the Parish Council produces a simple newsletter with two sides of A4, distributed via the Review and for collection from various retail and other premises for publication in February/March 2015.**

b). **Resolved to appoint DISTINCT GRAPHICS to build a new web-site.**

c). **Resolved to establish a Twitter account to be administered by the Clerk and Admin Assistant.**

d). **Resolved that the appointment of a new Councillor, new Clerk should be reported in the newsletter, added to the web-site, subject to a press release or communicated through social media channels.**

## 13. CIRCULATION OF MINUTES AGENDAS AND REPORTS

The council considered arrangements for the circulation of papers to councillors.

**Resolved that all summonses, agendas, reports and minutes should be circulated to all councillors by e-mail. That only those councillors who are members of a particular committee should receive paper copies by post of these documents, unless any particular councillor advises the appropriate officer that they do not require a paper copy, in which case they will receive only an e-mail copy of those documents.**

## 14. SEDBURY & BEACHLEY VILLAGE HALL

- a). **Resolved to note** the implementation of the replacement of the door as per resolution at the previous meeting.
- b). **Resolved to approve the installation of external lighting at the Hall which is being funded and undertaken by the Charity at its own cost.**
- c). **Resolved to note** that the Charity is preparing proposals for the refurbishment of the kitchen area in the Hall.
- d). **Resolved to note** receipt of the financial statement and that it did not include information regarding reserves.

## 15. CORRESPONDENCE

**Resolved to note** correspondence as detailed in the Clerk's Report (*see Item O*).  
**Resolved to respond to an e-mail received from Mr John Kitto on 20<sup>th</sup> January regarding business being dealt with in closed session and respond in accordance with the draft prepared by Councillor Allan.**

## 16. COUNCILLORS REPORTS

**Resolved to note** any matters which councillors wish to raise and where appropriate add to the agenda for the following meeting or meetings of committees.  
Councillor Birch reported the poor state of road surfaces on Gloucester Road and Beachley Road in Sedbury.  
Councillor Bowshall reported the poor state of the road surfaces at the double mini-roundabout.  
It was noted that the above mentioned roads were believed to be in the Gloucestershire Highways programme for 2015/16.  
Councillor Kirkpatrick asked for an update on the Community Covenant with the Armed Forces which the council had resolved to sign.  
Councillor Bowie confirmed that she would be interested in being appointed as a trustee of Poors Allotment. It was decided to add this to the agenda for the February meeting.

## 17. FUTURE MEETINGS

**Resolved to note** the dates of future council and committee meetings:  
Wednesday 28<sup>th</sup> January – Planning, Development Control & Highways Committee.  
Wednesday 18<sup>th</sup> February – Full Council meeting.

## 18. TIDENHAM WAR MEMORIAL HALL AND RECREATION TRUST

**Resolved to appoint Councillor Molyneux to serve as a trustee on the Tidenham War Memorial Hall and Recreation Trust.**

## 19. EXCLUSION OF THE PUBLIC

**Resolved that;** in accordance with the Public Bodies (Admission to Meetings) Act 1960, it would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted; and therefore the meeting do resolve that the public and press be temporarily excluded and be instructed to withdraw.

*None of the decisions include information which is required to remain confidential and therefore the decisions appear in full in the public minutes below.*

## **20. APPOINTMENT OF A PARISH CLERK**

The council considered the Clerk's Report (item B) and the recommendation following interviews held on 7<sup>th</sup> January 2015. Councillor Allan reported that two excellent references had been received.

**Resolved to approve the unanimous recommendation of the appointments panel to appoint Mrs Carol Hinton to the role of Clerk, Proper Officer and Responsible Finance Officer of Tidenham Parish Council, to commence on Thursday 22<sup>nd</sup> January 2015.**

Mrs Carol Hinton re-joined the meeting and was congratulated by the Chairman and Council on her appointment.

## **21. RESIGNATION OF THE CLERK – MRS JAN CORDON**

a). The council considered matters arising as a result of the resignation of Mrs Jan Cordon, Clerk to Tidenham Parish Council.

**b). Resolved to note** a report from the Chairman, Councillor Carole Dawson circulated to councillors on Wednesday 17<sup>th</sup> December, with a copy of the e-mail from Mrs Cordon announcing her resignation and exchange of e-mails leading to this.

**c). Resolved to note and respond accordingly to** an e-mail dated 16<sup>th</sup> December 2014 sent from Mr John Powell (past Chairman of the Parish Council) to the then Clerk Mrs J Cordon and which at Mr Powell's request was circulated to all councillors by Mrs Cordon.

**d). Resolved to note** the final 'Farewell to you all' e-mail from Mrs Cordon sent on 31<sup>st</sup> December and to note that it had not been copied to Councillor Hossack.

**e). Resolved to present Mrs Jan Cordon a bouquet of flowers in recognition of the work she had undertaken during her period as the Parish Clerk.** The Chairman and Admin Assistant to arrange.

**The meeting closed at 21:46**