

Minutes of a meeting of the Parish Council held on Wednesday 15th March 2017 at 7.00pm in the War Memorial Hall, Tutshill.

Present: Councillors: Birch, Bollen, Bullivant, Duff, Evans, Gregory, Molyneux, O'Toole and Powell.
Officers: Clerk (Carol Hinton), Admin Assistant (Kevin Duffin)

1. **ATTENDANCE**

- a) All members of the Council present
- b) No apologies to be received.

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.
- b). Resolved to consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

3. **MINUTES OF PREVIOUS MEETING**

- a) Resolved to **approve** as a correct record the minutes of the meeting held on 15th February 2017.
- b) **The Council considered** matters arising from those minutes. There were none.

4. **PUBLIC CONSULTATION**

There were no members of the public present.

5. **COMMITTEES**

Resolved to receive reports, minutes and recommendations from committees

- i) Planning, Development Control and Highways Committee meeting held on 22nd February 2017
There were no questions to Councillor Powell, Chair of the Committee – Councillor Molyneux updated councillors on the District Council visit to the Buttington Engineering Works.
- ii) Finance and Probity Committee meeting held on 1st March 2017
There were no questions to Councillor Bollen, Chair of the Committee
- iii) Extraordinary meeting of Finance and Probity Committee held on 8th March
There were no questions to Councillor Bollen, Chair of the Committee
- iv) Amenities Committee meeting held on 8th March 2017
There were no questions to Councillor Gregory, Chair of the Meeting

6. **CHAIRMAN'S ANNOUNCEMENTS**

Resolved to receive and note that the grass cutting had begun – Clerk to contact Welsh Water regarding patch of grass, Wyebank Road owned by them that the Council cuts on their behalf and requesting a donation towards this. The road gulleys had also been cleared this week. Chairmen of Committees should prepare reports for the Annual Parish Meeting on 12th April. Councillors should forward articles for the newsletter.

7. **POLICING IN THE PARISH**

Resolved to Note no report received.

8. **PARISH CLERK'S REPORT**

Resolved to receive and note the Parish Clerk's Report.

9. **FINANCE**

- a) **Resolved to approve payments** according to the Financial Statement for February 2017 (new style statement prepared to reflect online banking payments – not cheques. Clerk had prepared payment list from Bank so that amounts could be checked against Financial Statement – this list to be checked and initialled by named signatories each month)

- b) **Resolved to receive and approve the Financial Statement** for February 2017
 - c) **Resolved to note** Receipts and Payments Sheet as presented to the Finance and Probity Committee on 1st March 2017
 - d) **Resolved to note** Budget Monitoring Sheet as presented to the Finance and Probity Committee on 1st March 2017
10. **REVIEW OF CLERK AND ADMIN ASSISTANT CONTRACTS OF EMPLOYMENT** (The Clerk and Admin Assistant remained in the room during this item)
- a) **Resolved to accept review and amendments** to Clerk's Contract of Employment
 - b) **Resolved to accept review and amendments** to Admin Assistant's Contract of Employment
 - c) **Resolved to approve** job description for Admin Assistant
11. **CLERK AND ADMIN ASSISTANT SALARIES** (The Clerk and Admin Assistant remained in the room during this item)
- a) **Resolved to agree** pay award to Clerk as per Contract of Employment to scale point 30 backdated to 1 January 2017 £26,556 per annum - pro rata £12,201 per annum.
 - b) **Resolved to agree** National Salary Award annual increase from 1st April 2017 for Clerk @ scale point 30 to £26,822 per annum – pro rata £12,324 per annum
 - c) **Resolved to agree** pay award to Admin Assistant as per Contract of Employment to scale point 18 from 1st April 2017 to £18,070 per annum – pro rata £7326 per annum, which includes the National Salary Award annual increase.
12. **AUTO ENROLMENT PENSION** (The Clerk and Admin Assistant remained in the room during this item)
- a) **Resolved to enrol** The Clerk Mrs Carol Hinton into the Gloucestershire County Council Local Government Pension Scheme (LGPS) from 1 May 2017.
 - b) **Resolved to note** that whilst the Admin Assistant, Kevin Duffin is eligible to join the Glos CC LGPS, the Council is not required to make contributions to the Scheme due to age and salary level.
13. **NEWSLETTER**
- a) **Resolved to agree** use of Storm Marketing for design of newsletter cost £144 (including VAT)
 - b) **Resolved to agree** use of Storm Marketing for printing of newsletter cost £470 (no VAT)
 - c) **Resolved to agree** use of Storm Marketing for distribution of newsletter cost £285 (including VAT)
(Councillors Birch and Gregory asked that it be recorded that they opted to abstain from the voting on each part of this item)
14. **REVIEW OF INVESTMENT STRATEGY AND FINANCIAL RISK ASSESSMENT**
Resolved to re-adopt Investment Strategy and Financial Risk Assessment as presented.
15. **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND**
Resolved to receive and note report back from Councillor Evans on the presentation he attended at the FoDDC 7th March 2017. The next stage will be the public consultation on the distribution of wards and their boundaries. A more detailed document is due to be published on the FoDDC website on how new numbers will have been arrived at. The District Council will vote in April on whether to remain a cabinet or return to committee status.
16. **STEVE FORD COMMEMORATIVE BENCH**
Resolved to accept quotation from Haydn Bynon for £140 to make concrete plinth for the bench and to fix bench to it. It will be left to the Sedbury and Beachley Village management committee to agree position of bench.
17. **HEALTH AND SAFETY POLICY**
Resolved to adopt the Health and Safety Policy.

18. CORRESPONDENCE

Resolved to note any other correspondence as detailed in the Clerk's Report plus the invitation from Martin Surl, Police and Crime Commissioner, to Police and Crime Plan launch on 30 March. Councillor Evans to attend on behalf of the Council and will confirm attendance direct.

19. COUNCILLORS' REPORTS

Resolved to note the following raised by Councillors:

Councillor Molyneux reminded members of the Pride of the Forest awards and asked that they let as many people know as possible, particularly with regard to the Group award and her nomination of Age Concern, Forest of Dean whose financial circumstances are at present precarious.

Councillor Birch commented that he had seen regular local patrols by police cars. He also commented on the appalling condition of the A48 with regard to deep potholes – to be added to the Highways Committee agenda. Councillor O'Toole asked for details on who is responsible for the clearance of local footpaths, in particular that from Elm Rd to Bishton Lane which is overgrown. Kevin Duffin will look into this and report.

Councillor Duff reported back on his meeting with the Sedbury Spar shop manager regarding the possibility of a second ATM machine. Other than concerns about the structure of the wall, this will be considered seriously. Councillor Evans reported that there has been a petition submitted to the Welsh Government asking for a Chepstow bypass.

The Clerk asked Councillors for knowledge on the current burial provision in the Parish as it would appear that it is becoming limited. Councillor Bullivant will discuss with Revd Treharne and Clerk to approach DAC.

20. FUTURE MEETINGS

Resolved to note the dates of future council and committee meetings:

Wednesday 22ND March - Planning, Development Control and Highways Committee

Wednesday 12th April 2017 – ANNUAL PARISH MEETING

Wednesday 19th April 2017 – Full Council Meeting

The meeting concluded at 20.43