

## Minutes of the Annual Meeting of the Parish Council held on Wednesday 16<sup>th</sup> May 2018 at 7pm in the War Memorial Hall, Tutshill.

### Present:

Councillors: Birch, Bollen, Drew, Duff, Evans, Gregory, Molyneux, O'Toole, Powell and Tullett.  
Officers: Clerk (Carol Hinton)

### 1. CHAIRMAN

- a) **To elect** a Chairman for 2018/2019  
Councillor Powell was proposed and with no other proposals was elected unopposed
- b) **Chairman to sign** the Declaration of Acceptance of Office  
Declaration of Office duly signed.

### 2. VICE CHAIRMAN

- a) **To elect** a Vice Chairman for 2018/2019  
Councillor Gregory was proposed and with no other proposals was elected unopposed
- b) **Vice Chairman to sign** the Declaration of Acceptance of Office  
Declaration of Office duly signed.

### 3. ATTENDANCE

- a) Apologies for absence from those councillors unable to attend were received from Councillor Koning
- b) **Resolved to accept** those apologies received with reasons for absence from Councillor Koning

### 4. DECLARATIONS OF INTEREST

- a) **Resolved to note** revised Register of Interest Forms to be completed by Councillors Bollen, Evans and Tullett.
- b) **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.
- c) **Resolved to consider any Dispensation Requests** received by the Parish Clerk and not previously considered. (Dispensation for members of the Mopla Cottages Committee to be granted at June meeting)

### 5. REMIT OF COMMITTEES

**Resolved to adopt** Remit of Committees as proposed.

### 6. STANDING COMMITTEES

**Resolved to Appoint** members as follows:

*Amenities Committee* – Councillors Bollen, Duff, Evans, Gregory, Koning, Lewis, Molyneux plus Chair

*Planning, Development Control and Highways Committee* – Councillors Birch, Bollen, Drew, Duff, Gregory, O'Toole, Tullett and Powell

*Finance and Probity Committee* – Councillors Bollen, Evans, Gregory, Koning, Lewis, Molyneux and Powell.

*Mopla Cottages Committee* – As Finance and Probity Committee

### 7. PUBLIC AND CHARITABLE BODIES

**To consider** appointments to Public and Charitable Bodies

*Poor's Allotment* – Councillor Molyneux, Carole Dawson and Dawn Cracknell until May 2019. Councillors Koning and Molyneux and Liz O'Toole representatives from 2018.

*Sedbury and Beachley Village Hall* – Councillors Birch, Bollen, and Mrs Hamilton

*Tidenham War Memorial Hall* – Councillors Koning and Lewis.

*Severn Area Rescue* – Councillor Evans

*A48 Meeting* – Councillor Duff

*FoDDC Parish and Town Council Liaison Meeting* – Councillors Evans and Lewis

8. **FINANCIAL REGULATIONS**  
**Resolved to adopt** Financial Regulations as proposed
9. **APPOINTMENT OF BANKERS**  
a) **Resolved to accept** safety of investments/bank accounts as per Investment Strategy and Financial Risk Assessment adopted April 2018 Minute 2017/2018 page 27 item 14  
b) **Resolved to confirm** Lloyds Bank as bankers and Monmouthshire Building Society for investment account with signatories as follows:  
Lloyds Treasurers Account– Clerk plus 2 of Councillors Bollen, Gregory, O’Toole and Powell.  
Mopla Account – Clerk plus 2 of Councillors Bollen, Gregory and Molyneux  
Monmouthshire Building Society – Clerk, and councillors Bollen and Gregory
10. **COMPLAINTS PROCEDURE**  
**Resolved to adopt** Complaints Procedure as proposed
11. **PROVISION OF INFORMATION UNDER FREEDOM of INFORMATION ACT**  
**Resolved to adopt** Provision of Information – model publication scheme as proposed.
12. **MEDIA POLICY**  
**Resolved to adopt** Media Policy as proposed
13. **ASSET REGISTER**  
**Resolved to adopt** Asset Register as shown in Annual Accounts subject to amendment to location of Defibrillator at Woodcroft.
14. **MINUTES OF PREVIOUS MEETING**  
a) **Resolved to approve** as a correct record the minutes of the meeting held on 18<sup>th</sup> April 2018  
b) **There were no questions** arising from those minutes.
15. **COMMITTEES**  
**Resolved to receive** reports, minutes and recommendations from committees  
i). Planning, Development Control and Highways Committee meeting held on 25<sup>th</sup> April 2018  
Councillor Powell confirmed that there has at yet been no response to the road name suggestions.  
ii) Amenities Committee held on 9<sup>th</sup> May 2018  
There were no questions - Councillor Koning, Chair of the Committee not present
16. **CHAIRMAN’S ANNOUNCEMENTS**  
The Chairman advised Councillors that a good audit report had been received and thanked the Clerk for her work.  
Kevin Duffin had checked the planning conditions for the 91 houses off Gloucester Road and had found that a pedestrian crossing should be in position before any of the houses are occupied.
17. **PUBLIC CONSULTATION**  
There were no members of the public present
18. **POLICING IN THE PARISH**  
**Resolved to note** report downloaded by the Clerk.
19. **PARISH CLERK’S REPORT**  
**Resolved to note** the Parish Clerk’s Report.  
Clerk to arrange visit for councillors to National Diving and Activity Centre.
20. **MEMBERSHIP RENEWAL – GAPTC AND SLCC**  
a) **Resolved to renew** membership of GAPTC 2018/2019 £1371.09  
b) **Resolved to renew** membership of SLCC 2018/2019 £147

**21. FINANCE**

- a) **Resolved to approve payments** according to the Financial Statement for April 2018
- b) **Resolved to receive and approve the Financial Statement** for April 2018
- c) **Resolved to approve** the Annual Accounts as shown in the Annual Return which were duly signed.

**22. SEDBURY AND DISTRICT LEISURE GARDENERS ASSOCIATION**

**Resolved to defer** consideration of Annual Management Fee of £627 per annum for 2018, 2019 and 2020 following request for further information at the April meeting which Councillors did not feel had adequately shown what the management fee was spent on. Clerk to ask S&DLGA auditor for more information.

**23. CLERK AND ADMIN ASSISTANT SALARY**

- a) **Resolved to approve** increase in Clerk's salary as per the 2018-19 NJC Agreement to £12,966 to be backdated to 1<sup>st</sup> April 2018. (Pro rata scale point 31 @ £28221 per annum)
- b) **Resolved to approve** increase in Admin Assistant's salary as per the 2018-19 NJC Agreement to £7883 to be backdated to 1<sup>st</sup> April 2018. (Pro rata scale point 19 @ £19446 per annum)

**24. GENERAL DATA PROTECTION REGULATION (GDPR)**

**Resolved to receive and note** Clerk's Report on GDPR and the Parish Council

**25. SILENT SOLDIER SILHOUETTES**

**Resolved to approve** locations of 2 x Silent Soldier silhouettes – 1 on roundabout at Ormerod Road, Sedbury and 1 on the side of the bus stop outside of the War Memorial Hall car park in Tutshill.

**26. CORRESPONDENCE**

**To receive and consider** any other correspondence as detailed in the Clerk's Report  
Also from NHS Glos – details of public engagement exercise on the location of a new community hospital in the Forest of Dean and agenda for the next A48 meeting.

**27. COUNCILLORS' REPORTS**

**Resolved to receive and note** any matters which councillors wish to raise and where appropriate add to the agenda for the following meeting or meetings of committees:  
Councillor Bollen – informed councillors of the drop in event on the new community hospital at S&BVH. Also that the Village Agent had informed her that the Police community van would be in the Village Inn car park on Thursday 17<sup>th</sup> May from 1 – 3.30 pm.  
Councillor Molyneux – attends the Oldbury and Berkeley Power station meetings on behalf of the FoDDC. She has asked that Forest of Dean students be considered for their on-site college and reported that their meetings are very informative and professional.  
Councillor Evans – there had been reports of windows being broken over the weekend in Sedbury – he has notified the Police who had not been informed of each incident and warned people should be aware of this in the Sedbury area.  
Councillor Tullett – was very disappointed to see that the FoDDC has discontinued its Pest Control service.  
Councillor Molyneux informed Councillors that she had attended the cabinet meeting of the District Council where the decision was made on a cost saving basis. Clerk to write letter of concern about the potential public health risk of this decision to the District Council.

**28. FUTURE MEETINGS**

**Resolved to note** the dates of future council and committee meetings:  
Wednesday 23<sup>rd</sup> May 2018 - Planning, Development Control and Highways Committee  
Wednesday 6<sup>th</sup> June 2018 – Finance and Probity Committee 7pm - followed by Mopla Cottages Committee  
Wednesday 20<sup>th</sup> June 2018 – Full TPC Council Meeting

**The meeting concluded at 20.49hrs**