

Minutes of the Annual Meeting of the Parish Council held on Wednesday 15<sup>th</sup> May 2019 at 7pm in the War Memorial Hall, Tutshill.

**Present:**

Councillors: Bollen, Drew, Koning, Molyneux, O'Toole, Powell, Tullett and Wall.

Officers: Clerk (Carol Hinton)

Clerk's Assistant (David Stevens)

1 member of the public

**1. CHAIRMAN**

**a) To elect** a Chairman for 2019/2020

Councillors Koning and Powell were nominated and by a majority of 5 votes to 3, Councillor Koning was elected as Chairman for 2019/2020

Councillor Koning thanked Councillor Powell for his work during his period of office as Chairman and thanked previous councillor Sandra Gregory for her work as Vice Chairman

Councillor Koning congratulated Councillor Molyneux and previous Parish Councillor Nick Evans on their re-election to the District Council.

**b) Chairman to sign** the Declaration of Acceptance of Office

Declaration of Acceptance of Office duly signed

**2. VICE CHAIRMAN**

**a) To elect** a Vice Chairman for 2019/2020

Councillor Tullett was nominated and there being no other nominations was elected unopposed.

**b) Vice Chairman to sign** the Declaration of Acceptance of Office

Declaration of Acceptance of Office duly signed

**3. ATTENDANCE**

**a) To receive** apologies for absence from those councillors unable to attend.

**b) To consider for acceptance** those apologies received with reasons for absence.

All councillors present

**4. DECLARATIONS OF INTEREST**

**a) To confirm that all changes to Councillors' Register of Interest have been notified to the Clerk**

All Councillors had handed new Registers of Interest to the Clerk.

**b) 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.

*Interests may be declared at any time during the meeting should they become apparent.*

**c) To consider any Dispensation Requests** received by the Parish Clerk and not previously considered.

A dispensation for all councillors appointed to the Mopla Cottages Committee will be signed at the June meeting.

**5. CO-OPTION OF MARIA EDWARDS**

**Resolved to co-opt** Maria Edwards to the Parish Council

**6. REMIT OF COMMITTEES**

**Resolved to adopt** the remit of committees.

Emergency Plan to be produced as soon as possible

**7. STANDING COMMITTEES**

**Resolved to appoint members to** standing committees as approved by the adoption of 'Remit of Committees' as follows:

## *Amenities Committee*

Councillors Bollen, Koning, Molyneux, Tullett and Wall

## *Planning, Development Control and Highways Committee*

Councillors Bollen, Drew, Koning, O'Toole, Powell, Tullett and Wall

## *Finance and Probity Committee*

Councillors Bollen, Koning, Molyneux, O'Toole, Powell and Tullett

## *Mopla Cottages Committee*

As Finance Committee

### **8. PUBLIC AND CHARITABLE BODIES**

**Resolved to approve** appointments to Public and Charitable Bodies as follows:

#### *Poor's Allotment*

Until May 2021 – Mrs Carole Dawson and Mrs Dawn Cracknell (Mrs Liz O'Toole and Councillors Koning and Molyneux already appointed to May 2020)

#### *Sedbury and Beachley Village Hall*

Councillor Bollen

#### *Tidenham War Memorial Hall*

Councillors Koning and Wall (Councillor Powell expressed concern at the operation of the Charity – Councillors Koning and Wall to work with the Trust)

#### *Severn Area Rescue*

To Be Confirmed

#### *Forest Economic Partnership*

Councillor Molyneux

Councillor Drew volunteered to represent the Parish Council at the A48 Meeting.

### **9. FINANCIAL REGULATIONS**

**Resolved to adopt** Financial Regulations as presented

### **10. APPOINTMENT OF BANKERS**

**a) Resolved to approve** safety of investments/bank accounts as per Investment Strategy and Financial Risk Assessment adopted 17<sup>th</sup> April 2019 Minute 2018/2019 page 31 item 12

**b) Resolved to approve** Bankers and account signatories as follows:

Lloyds Bank for current account – Clerk plus 2 of Councillors Bollen, O'Toole and Powell to sign.

Lloyds Bank for Mopla Cottages account – Clerk plus 2 of Councillors Bollen, Molyneux and Powell to sign.

Monmouthshire Building Society for interest account – Clerk plus Councillors Bollen and O'Toole.

### **11. COMPLAINTS PROCEDURE**

**Resolved not to adopt** Complaints Procedure as presented – Chairman to prepare alternative document for consideration at the June meeting.

### **12. PROVISION OF INFORMATION UNDER FREEDOM of INFORMATION ACT**

**Resolved not to adopt** Provision of Information – model publication scheme as presented. Clerk to check if the charges for hardcopy documents may be dropped.

### **13. MEDIA POLICY**

**Resolved to adopt** Media Policy – subject to change from Admin Assistant to Clerk's Assistant where necessary.

### **14. ASSET REGISTER**

**Resolved to adopt** Asset Register as shown in the 2018/2019 Annual Accounts. Location of Buttington Road CCTV camera to be amended. Clerk to find out who is responsible for future maintenance of the new bus shelter provided by Bellway Homes on Gloucester Rd.

15. **MINUTES OF PREVIOUS MEETING**

- a) **Resolved to approve** as a correct record the minutes of the meeting held on 17<sup>th</sup> April 2019
- b) **To consider any questions** arising from those minutes.  
There were none – Clerk’s appraisal to be completed as soon as possible.

16. **COMMITTEES**

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

- i). Planning, Development Control and Highways Committee meeting held on 24<sup>th</sup> April 2019  
There were no questions to Councillor Powell, Chair of the Committee. Meeting date shown on minutes to be amended.
- ii) Amenities Committee held on 1<sup>st</sup> May 2019  
There were no questions to Councillor Koning, Chair of the Committee. Item 6 resolution to be amended.

17. **CHAIRMAN’S ANNOUNCEMENTS**

**To receive and note any announcements from the Chairman** of the meeting.

There were none

18. **PUBLIC CONSULTATION**

**To receive and consider any questions from the Public**, which may be answered but not debated.

There were no members of the public wishing to speak.

19. **POLICING IN THE PARISH**

**Resolved to note** no further crime statistics available since the April meeting.

20. **PARISH CLERK’S REPORT**

**Resolved to receive and note** the Parish Clerk’s Report

21. **FINANCE**

- a) **Resolved to approve payments** according to the Financial Statement for April 2019
- b) **Resolved to receive and approve the Financial Statement** for April 2019
- c) **Resolved to approve** the Annual Accounts as shown in the Annual Return and the Statement was duly signed by the Chairman.

22. **INTERNAL AUDIT REPORT**

**Resolved to note** the Internal Auditor’s Report following audit on 29<sup>th</sup> April 2019 and that no action is required. Thanks to the Clerk were given for a good Report with no actions required.

23. **LETTER TO RESIDENTS OF WYEBANK ROAD**

**Resolved to approve** sending of letter to residents in Wyebank Road confirming ownership of Parish Council land and the cutting of trees/undergrowth and fly tipping by some residents – reported to the Clerk by a member of the public. Clerk to send to those residents in the vicinity of the reported activity.

24. **VANDALISM AT SEDBURY AND BEACHLEY VILLAGE HALL PLAY AREA**

**Resolved to note** gloss paint damage on the bench, waste bin and play equipment and spraying of paint on equipment. Haydn Bynon asked to complete emergency clean-up for health and safety reasons. Council to try to work with other local organisations to find solutions to recent anti-social behaviour.

25. **GAPTC AGM – PROPOSED TOPICS FOR DEBATE**

**To consider** topics for submission to GAPTC for inclusion at the AGM on 20<sup>th</sup> July 2019.

There were no suggestions.

26. **WEBSITE SECURITY CERTIFICATE**

- a) **Resolved to approve** addition of Website Security Certificate cost £40 (no VAT)
- b) **Resolved to approve** renewal of website hosting from June 2019 @ £150 per annum (no VAT)

**27. AMENITIES COMMITTEE - VIREMENT OF FUNDS**

**Resolved to approve** virement of funds from general reserves of £11,138 to Amenities Committee budget for required church wall works. Total cost of works £15,384 inc VAT. (£4200 to be paid from funds not yet allocated from 2019/2020 Amenities budget)

**28. CORRESPONDENCE**

**To receive and consider** any other correspondence as detailed in the Clerk's Report  
Also report from Forest Economic Partnership

**29. 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 O'Toole – Council now has £30,000 extra money – spending of which should be added to an agenda for consideration. Also how likely are the new plans for Beachley Barracks to succeed? – Councillor Molyneux to try to find out more information.  
Councillor Molyneux – had noted letter published in The Forester regarding saving of money for the Post Office by possible regulating of the position of letter boxes nearer the road.  
Councillor Tullett – had attended the Sedbury Space AGM at which the Parish Council were thanked for the grants towards the additional carer and projector equipment. She felt Sedbury Space was working well and ongoing improvements were being completed.  
Councillor Powell – asked that a letter of thanks for their work on the Council be sent to Nick Evans and Sandra Gregory – Clerk to send to each.  
Councillor Drew – commented that Sedbury Space are trying very hard to make the project work.  
Councillor Bollen – informed members of a Neighbourhood Watch meeting at S&BVH 7pm on 23<sup>rd</sup> May. Also the Memory Café has now returned to the Village Hall.

**30. FUTURE MEETINGS**

**Resolved to note** the dates of future council and committee meetings:  
Wednesday 22<sup>nd</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 20.55hrs**