

Minutes of a meeting of the Parish Council held on Wednesday 17<sup>th</sup> July 2019 at 7.00pm in the War Memorial Hall, Tutshill.

**Present:** Councillors: Bayliss, Bollen, Drew, Edwards, Koning, Molyneux, O'Toole, Powell, Tullett and Wall  
Officers: Clerk (Carol Hinton) Clerk's Assistant (David Stevens)

1. **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**

2. **DECLARATIONS OF INTEREST**

- a) **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.*
- b) **To consider any Dispensation Requests** received by the Parish Clerk and not previously considered.  
**None received**

3. **MINUTES OF PREVIOUS MEETING**

- a) **Resolved to approve** as a correct record the minutes of the meeting held on 19<sup>th</sup> June 2019, subject to the following amendments: Start time of meeting 7.20pm, Item 17 recorded vote - all other councillors voted to approve the motion.  
Councillor Powell questioned the following points:  
Item 21 – Existing Complaints Procedure cannot be used as new Procedure adopted – Clerk stated that the new Procedure was adopted subject to approval by the Monitoring Officer and, as it was not approved, the existing previous Procedure still stands. Clerk to check this is correct.  
Item 23 – that the motion to suspend Standing Orders had been incorrectly minuted as no vote recorded and should have been entered as an additional agenda item. The Clerk felt this had been correctly recorded but agreed to check that it had.
- b) **To consider** any questions arising from those minutes.  
Councillor Molyneux reported that following a meeting between her and the District Council, a fact sheet setting out the responsibilities of the various parties regarding the septic tank in Loop Rd is due to be sent out to all 40 residents involved.

4. **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 present.**

5. **COMMITTEES**

- To receive reports, minutes and recommendations from committees** already circulated, enclosed herewith or to be circulated and to consider any questions arising from them.
- i) Planning, Development Control and Highways Committee meeting held on 26<sup>th</sup> June 2019  
There were no questions to Councillor Koning, Chair of the Meeting. Councillor Koning explained the proposed new format of the Committee meetings that will be discussed at the next meeting on 24<sup>th</sup> July.
  - ii) Amenities Committee meeting held on 3<sup>rd</sup> July 2019  
Councillor Powell asked who will be monitoring the day to day amenities issues if there is to be a rolling Chairman of the Committee – Councillor Koning confirmed he will be doing so in agreement with the Clerk and Clerk's Assistant. Councillor Edwards to Chair the September meeting.  
Councillor Powell questioned the use of volunteers to repair the bench on Beachley Road and asked about insurance considerations. Clerk to check insurance situation.

6. **CHAIRMAN'S ANNOUNCEMENTS**

**To receive and note any announcements from the Chairman** of the meeting.  
The Chairman had noted an email from FoDDC and its acting on the climate emergency and would like the Parish Council to consider at a future meeting how it may support this – for example making Council owned premises eco-friendly (solar panels etc.)

7. **POLICING IN THE PARISH**  
**Resolved to note** report for May downloaded by Clerk.
8. **PARISH CLERK'S REPORT**  
**Resolved to receive and note** the Parish Clerk's Report. The Clerk gave a further update on the Gloucester Rd bus shelter (to be included on September agenda). Councillor Bayliss reported the Beachley Road bus shelter is very overgrown and damaged – Amenities Committee to follow up.
9. **FINANCE**
  - a) **Resolved to approve payments** according to the Financial Statement for June 2019
  - b) **Resolved to receive and approve** the Financial Statement for June 2019
10. **CLERK ANNUAL APPRAISAL**  
**Resolved to note** Completion of the Clerk's Annual Appraisal by Councillors Koning and O'Toole and objectives for the coming year. The fully signed appraisal was handed back to the Clerk for retention. Councillor Powell questioned the current Standing Orders with regard to the Clerk's Appraisal. Clerk stated that the Finance and Probity Committee has responsibility for this and has adopted its own Appraisal Policy.
11. **DAVID STEVENS CLERK'S ASSISTANT - PROBATION**  
**Resolved to note** successful completion of 3 month probationary period by David Stevens.
12. **SARA REPRESENTATIVE**  
**Resolved to appoint** Councillor Bayliss as Parish Council SARA Representative.
13. **PLANNING TRAINING**  
**Resolved to note** Planning training course available for councillors. (No Councillors other than Planning Committee members expressed an interest.)
14. **TUMP FARM SOLAR PARK**  
**Resolved to note** the invoice for the 2019 (year 3 of 25) Tump Farm Community Benefit has been raised and sent for £5322.04 and that once this is received the total Benefit that will have been received is £15,487.66
15. **NEWSLETTER**
  - a) **Resolved to approve** quotation from Storm Marketing for printing of Newsletter of £470 (no VAT)
  - b) **Resolved to approve** quotation from Storm Marketing for the design of Newsletter of £125 plus VAT (total cost £150)
  - c) **Resolved to defer consideration of** quotation from Storm Marketing for the distribution of Newsletter of £266.67 plus VAT (total cost £320) pending obtaining a quotation from the Post Office and asking Lifestyle Express if they are willing to sponsor delivery again.
  - d) **Resolved to approve** payment of above amounts by Clerk as and when they are required
16. **DEFIBRILLATORS**  
**Resolved to await further response** from South Western Ambulance Service regarding the 200m zone around a defibrillator, outside of which a registered defibrillator will not be identified when an emergency call is made.
17. **ANTI SOCIAL BEHAVIOUR WORKING GROUP**  
**Resolved to approve** Anti-Social Behaviour Working Group proposal and establishment of a working group of 2 Councillors, with partners from local organisations, to generate a Plan of Action to reduce anti-social behaviour by young people in the Sedbury area. Councillors Bayliss and Drew volunteered to be part of the Working Group.
18. **TIDENHAM WAR MEMORIAL HALL AND RECREATION GROUND TRUST**  
**Resolved to defer consideration** of payment of the annual £1000 grant to the Trust and withhold payment pending the result of a meeting between Councillors Koning and Wall and the Trust, when Councillors' concerns will be raised.

19. **SEDBURY AND BEACHLEY VILLAGE HALL CCTV SYSTEM**

- a) **Resolved to approve** purchase of 2 x external CCTV signs as required by law from MJ Security @ £22 plus VAT (£26.40 inc. VAT) each. Total cost £52.80 including VAT.
- b) **Resolved to approve** installation of external signs by Haydn Bynon cost £25.00 (no VAT)
- c) **Resolved to approve** purchase of 1 x internal CCTV Sticker cost £3.85+£1.95 carriage + VAT. Total cost £6.96 (internet purchase)

20. **SEDBURY AND BEACHLEY VILLAGE HALL**

**Councillor Bollen declared an interest in this item and left the room whilst it was considered.**

- a) **Resolved to approve** quotation from M English Builders for £20,200 (no VAT) to refurbish the kitchen and toilet areas of the Hall.
- b) **Resolved to note** quotations for the kitchen and toilet refurbishment at Sedbury and Beachley Village Hall also requested from:  
Gwynne Breese – declined to quote but passed on to other builder who has not yet responded to request for quotation  
Steve Ross – recommended by architect – gave verbal estimate of £21,000 to £22,000 + VAT but declined to provide written quotation as booked until May 2020. Also passed on to other builder who has yet to visit to provide a quotation.  
Other local Builders from Local Pages – declined to quote as unavailable for 3 months after which formal quotation would have lapsed.  
The refurbishment, that will include external underground drainage work within the Hall car park, is time critical and needs to be completed as soon as possible in order that the dangerous surface of the car park can be repaired before the winter.
- c) **Resolved to approve** contribution of £6,700 towards the costs if item 20 a) approved and subject to successful award of Grant for £5000.
- d) **Resolved to approve** virement of funds of £3700 from General Reserves to the Sedbury and Beachley Village Hall budget if item 20 c) approved.

21. **CHANGES TO THE MOBILE LIBRARY SERVICE**

**Resolved to defer** comment to Gloucestershire County Council changes to the Mobile Library Service to the next meeting.

22. **CORRESPONDENCE**

**To receive and consider** any other correspondence as detailed in the Clerk's Report  
There was none

23. **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 Edwards – reported the lack of road markings at the end of Hanley lane and at the layby outside of Hanley Farm Shop – passed to Planning and Highways Committee  
Councillor Powell – reported that the new lamp in Edmund Road, paid for by the Parish Council, has now been installed.

24. **FUTURE MEETINGS**

**Resolved to note** the dates of future council and committee meetings:  
Wednesday 24<sup>th</sup> July 2019 - Planning, Development Control and Highways Committee  
Wednesday 28<sup>th</sup> August 2019 – Planning, Development Control and Highways Committee  
Wednesday 4<sup>th</sup> September 2019 – Finance and Probity Committee  
Wednesday 4<sup>th</sup> September 2019 – Mopla Cottages Committee  
Wednesday 11<sup>th</sup> September 2019 – Amenities Committee  
Wednesday 18<sup>th</sup> September 2019 – Full Council Meeting

**The meeting concluded at 21.00hrs**