

# Tidenham Parish Council

To: Members of the Public & Press

12<sup>th</sup> September 2019

You are invited to attend a meeting of Tidenham Parish Council that has been arranged for **Wednesday 18<sup>th</sup> September 2019 at 19.00hrs** in the War Memorial Hall, Coleford Road, Tutshill, for the transaction of business according to the enclosed agenda.

Yours faithfully

*CA Hinton*

**Mrs Carol Hinton**

Clerk to the Parish Council

Wood Cottage, Clanna, Gloucestershire, GL15 6AJ. Telephone: 01594 530779

[www.tidenhamparishcouncil.co.uk](http://www.tidenhamparishcouncil.co.uk)

[clerk@tidenhamparishcouncil.co.uk](mailto:clerk@tidenhamparishcouncil.co.uk)

*Note: Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Members of the public can ask questions or make representation during item 5 but the council cannot make a decision on any matter which is not specified on the agenda.*

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## AGENDA

### 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.

### 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.

### 3. MINUTES OF PREVIOUS MEETING

- a) **To consider for approval** as a correct record the minutes of the meeting held on 17<sup>th</sup> July 2019.
- b) **To consider** any questions arising from those minutes.

### 4. PRESENTATION BY JOHN GRIMSHAW ON THE NDAC RAILWAY LINE WORKS PROGRESS

### 5. PUBLIC CONSULTATION \*\*\*

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

### 6. 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.

- 1) Planning, Development Control and Highways Committee meeting held on 24<sup>th</sup> July 2019  
Questions to Councillor Koning, Chair of the Meeting.
- 2) Planning, Development Control and Highways Committee meeting held on 28<sup>th</sup> August 2019  
Questions to Councillor Koning, Chair of the Meeting.
- 3) Finance and Probity Committee meeting held on 4<sup>th</sup> September 2019  
Questions to Councillor Bollen, Chair of the Committee
- 4) Mopla Cottages Committee meeting held on 4<sup>th</sup> September 2019  
Questions to Councillor Bollen, Chair of the Committee
- 5) Amenities Committee meeting held on 11<sup>th</sup> September 2019 (draft minutes to be circulated at the meeting).  
Questions to Councillor Edwards, Chair of the Meeting.

### 7. CHAIRMAN'S ANNOUNCEMENTS

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

### 8. POLICING IN THE PARISH

**To note** report for June / July downloaded by Clerk.

9. **PARISH CLERK'S REPORT (please contact the Clerk if copy required)**  
To receive and consider the Parish Clerk's Report. All items requiring the council to make a decision are specified separately on this agenda.
10. **FINANCE**
- a) To approve payments according to the Financial Statement for August 2019 (*Note - the Statement will include payments made in August, when there was no full council meeting*)
  - b) To receive and approve the Financial Statement for August 2019
  - c) To receive and note the Receipts / Payments spreadsheet to August 2019 as presented to the Finance and Probity Committee at the meeting on 4<sup>th</sup> September 2019
  - d) To receive and note the Budget Monitoring Spreadsheet 2019/2020 as presented to the Finance and Probity Committee at the meeting on 4<sup>th</sup> September 2019
11. **ISSUES RAISED BY COUNCILLOR POWELL AT THE MEETING ON 17<sup>TH</sup> JULY 2019**
- a) Use of existing Complaints Procedure – as the proposed revised Complaints Procedure was approved subject to FoDDC Monitoring Officer approval (June 2019 agenda item page 7 item 21) which was not forthcoming, therefore the existing Complaints Procedure remains the current adopted procedure.
  - b) The motion to suspend Standing Orders at the June meeting was correctly recorded.
  - c) The use of volunteers to repair the bench on Beachley Road is covered under the Parish Council insurance policy. A risk assessment for the work required has been agreed with the volunteers.
  - d) Standing Order 19 (c) may need to be reviewed in future. The Finance and Probity Committee adopted a Staff Appraisal Policy in March 2019. The Committee's remit covers staffing matters.
12. **ANNUAL DOMAIN REGISTRATION AND HOSTING**  
To consider Annual Domain Registration and Hosting for tidenhamparishcouncil.co.uk cost £90 plus VAT = total £108.00, payable to Tate Computer Technology Ltd.
13. **TIDENHAM PARISH COUNCIL INSURANCE RENEWAL**  
To consider renewal of Council Policy (year 2 of 3 year Long Term Undertaking) total cost £1942.10 including £50 broker admin fee and insurance premium tax and based on current assets as per Asset Register August 2019.
14. **TIDENHAM WAR MEMORIAL HALL AND RECREATION GROUND TRUST**  
To consider payment of the £1000 annual grant to the Trust
15. **CHANGES TO THE MOBILE LIBRARY SERVICE**  
To consider comment / suggestions to be sent Gloucestershire County Council regarding changes to the mobile library service.
16. **SEDBURY AND BEACHLEY VIALGGE HALL CAR PARK RE-SURFACING**
- a) To consider quotation for re-surfacing of the Hall car park from GM Paving and Plant Hire cost £17387.75 plus VAT – total cost £20,865.30
  - b) To consider quotation for re-surfacing of the Hall car park from Stoneway Paving and Resin Drives Ltd cost £22,680.00 plus VAT – total cost £27,216.00
  - c) To consider quotation for re-surfacing of the Hall car park from Dean Park Contractors Ltd cost £14,613.00 plus VAT – total cost £17535.60 including replacement of damaged manhole covers. (£13,720.00 plus VAT – total cost £16,464.00 without replacement manhole covers.)
  - d) To consider quotation for re-surfacing of the Hall car park from Rockstone Surfacing cost £12,271.15 plus VAT – total cost £14725.38
17. **EXTERNAL AUDIT 2018/2019**  
To note external audit report from PKF Littlejohn and that no further matters have been raised. The full AGAR report has been published on the Parish Council website as required.
18. **CHEPSTOW FAIR TRADE FORUM**  
To consider Grant application from Chepstow Fair Trade Forum for £100 for their Design a Poster Schools Competition 2019 for schools in Tidenham Parish.
19. **GAPTC EXECUTIVE COMMITTEE ELECTION**  
To consider and vote for two of the nominees proposed for two vacancies on the GAPTC executive committee. (Nominee details attached.)

**20. NEWSLETTER**

- a) **To consider** use of Royal Mail Door to Door Service for distribution of the Autumn Newsletter cost £500 plus VAT – total cost £600
- b) **To consider** quotation from Storm Marketing for the distribution of Newsletter of £266.67 plus VAT (total cost £320)
- c) **To consider** acceptance of sponsorship for the delivery of the newsletter from Bobby Nakum, Lifestyle Express of £320

**21. CORRESPONDENCE**

**To receive and consider** any other correspondence as detailed in the Clerk's Report

**22. COUNCILLORS' REPORTS**

**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.

**23. FUTURE MEETINGS**

**To note** the dates of future council and committee meetings:

Wednesday 25<sup>th</sup> September 2019 - Planning, Development Control and Highways Committee

Wednesday 16<sup>th</sup> October 2019 – Full Council Meeting

**\*\*\* Allows a period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council**

**This item does not preclude Suspension of Standing Orders by the Council to allow participation on Items on the Agenda**

- i) **Each person will be required to state his or her name and address**
- ii) **Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council**
- iii) **Questions may be answered but not debated by the Council**
- iv) **Any issues that the Council considers require consideration should be referred to the next meeting of the Full Council.**