

Minutes of a meeting of the Parish Council held on Wednesday 18<sup>th</sup> March 2020 at 7.00pm in the War Memorial Hall, Tutshill.

**Present:** Councillors: Drew, Hartford-Beynon, Koning (Chairman), Swambo and Tullett  
Officers: Carol Hinton (Clerk)

1. **ATTENDANCE**

- a) **Resolved to receive** apologies for absence from those Councillors unable to attend from Councillors Bollen, Edwards, Molyneux, O'Toole, Powell and Wall.
- b) **Resolved to accept** those apologies received with reasons for absence from Councillors Bollen, Edwards, Molyneux, O'Toole, Powell and Wall.

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 accept** as a correct record the minutes of the meeting held on 19<sup>th</sup> February 2020.
- b) **To consider** any questions arising from those minutes.  
**There were none**

4. **PUBLIC CONSULTATION**

**To receive and consider any questions from the Public**, which may be answered but not debated.  
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 26<sup>th</sup> February 2020  
There were no questions to Councillor Koning, Chair of the Committee.
- ii) Finance and Probity Committee meeting held on 4<sup>th</sup> March 2020  
There were no questions to Councillor Koning, Chair of the meeting
- iii) Mopla Cottages Committee meeting held on 4<sup>th</sup> March 2020  
There were no questions to Councillor Koning, Chair of the meeting
- iv) Amenities Committee meeting held on 11<sup>th</sup> March 2020  
There were no questions raised.

6. **CHAIRMAN'S ANNOUNCEMENTS**

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

The Chairman reported that he and Councillor Molyneux each attended a presentation event at Tutshill and St John's on the Hill Schools of the Fair Trade Footballs to winners of the Chepstow Fair Trade poster competition which the Council supported with a grant of £100. Both events had been successful and useful in engaging with staff and pupils of both schools.

7. **POLICING IN THE PARISH**

- a) **Resolved to note** report for January 2020 downloaded by the Clerk.
- b) **Resolved to note** that PCSO Tracy Garcia-Cote has reported that 'she has continued to do her patrols around the Mopla road area of Tutshill in response to reports of the drug dealing that was going on. She has been told by many of the locals that things have very much improved since she has been carrying them out'. Tracy has asked if Councillors have noticed any difference. Councillors present commented that the activity seems to have stopped but that this probably means it has moved elsewhere.

- c) **Resolved to note** the Community bus will be visiting on the following dates: 22<sup>nd</sup> March, 6<sup>th</sup> April, 6<sup>th</sup> May and 8<sup>th</sup> June 2020. I have been informed that the bus will be parked up in Tutshill at the layby opposite the bus stop at Elm Road on Coleford Rd from 9am till 3pm and have asked why the bus will not be visiting Sedbury as it used to. **However it was noted that due to the Coronavirus restrictions likely to be introduced the visits may not take place.**

## 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 2020  
b) **Resolved to receive and approve the Financial Statement** for February 2020  
c) **Resolved to note** Receipts / Payments spreadsheet as presented to the Finance Committee 4<sup>th</sup> March 2020  
d) **Resolved to note** Budget Monitoring spreadsheet as presented to the Finance Committee 4<sup>th</sup> March 2020

## 10. EARMARKING OF FUNDS IN RESERVES

**Resolved to approve** earmarking of funds for the following amounts for work that has been approved during the 19/20 financial year but has not yet been carried out and/or invoiced:

- a) £390 – Dawn Cracknell for hedge trimming  
b) £72 – replacement tree by Sedbury chemist shop  
c) £7920 – Mark Bearcroft for church wall work  
d) £406.28 – Gloucestershire County Council for installation of post for Beachley defibrillator relocation  
e) £115.89 – EON for first year unmetered electricity supply to Beachley defibrillator  
f) £17535.60 – Dean Park Contractors for re-surfacing of S&BVH car park  
g) £750 – Tate Computer Technology for Microsoft Office Business Edition and set up of new admin laptops.  
h) £1032 – WM Garden Services for St Luke's Churchyard gates  
i) £477.60 – Greenfields Garden Services for play area repairs  
**(Total earmarked funds = £28,699.37)**

**The Clerk reported that she had attempted to Register for the CiLCA certificate but that registration had been suspended until April. Councillors agreed that the fee of £350 (approved June 2019 Minute 2019/2020 page 7 item 17) should be paid to the Clerk pending registration re-opening.**

## 11. RINGFENCING OF FUNDS IN RESERVES

- a) **Resolved to approve** ringfencing of funds of £14,893 for future significant projects.  
b) **Resolved to approve** ringfencing of funds of £15,488 for Tump Solar Farm Community Benefit.

## 12. INTERNAL AUDIT

**Resolved to note** Internal Audit Report and that no actions required. A list of Council owned land will be added to the website. The Clerk was thanked for her work in ensuring a successful audit.

## 13. NEWSLETTER

- a) **To consider** inclusion of 4 advertisements in the newsletter at a charge of £100 each – total income £400 towards the costs of delivery - from local businesses: Jones Butchers, Motor Services Chepstow, St John's on the Hill School and Lifestyle Express.  
b) **To consider** quotation from Storm Marketing for the design of Newsletter of £150.00 plus VAT - total cost £180  
c) **To consider** quotation from Hanley Court printers for the printing and packaging (suitable for delivery to the Royal Mail distribution centre, Swindon) of 3000 newsletters of £595 (no VAT)  
d) **To consider** use of Royal Mail Door to Door Service for distribution of the Spring Newsletter cost £500 plus VAT – total cost £600  
e) **To consider** Clerk to pay agreed amounts as and when they are required.

**Due to the Coronavirus restrictions likely to be introduced it was agreed consideration of this item should be postponed to a future date once conducting of future public meetings had been agreed.**

**14. NEIGHBOURHOOD DEVELOPMENT PLAN**

**To consider** appointment of Dr Andrea Pellegram as NDP expert to facilitate an informal meeting for Parish Councillors to discuss the details, pros and cons of the production of an NDP. Cost £450 plus mileage @ 55p per mile.

**Due to the Coronavirus restrictions likely to be introduced it was agreed consideration of this item should be postponed to a future date once conducting of future meetings had been agreed.**

**15. ANNUAL PARISH MEETING**

a) **To note** Annual Parish Meeting booked for Thursday 21<sup>st</sup> May 2020 7pm at Sedbury and Beachley Village Hall – John Grimshaw, Wyevalley Cycleway, to give presentation.

b) **To consider** expenditure of £18 for hire of Tidenham Chase Old School hall for a further Parish Meeting proposed for Saturday 6<sup>th</sup> June from 10am to 1pm (meeting from 10.30am to 12.30am)

**Due to the Coronavirus restrictions likely to be introduced it was agreed consideration of this item should be postponed to a future date once conducting of future public meetings had been agreed.**

**16. TUTSHILL WAR MEMORIAL HALL AND RECREATION GROUND TRUST**

**To consider** how the existing Agreement between the Trust and the Parish Council, due to come to an end in December 2020, should be managed so that a future relationship between the 2 parties can be agreed.

**Resolved** – during the following months options for a renewed agreement with the Trust should be considered to avoid simply rolling over the existing one. In view of previous difficulties specialist legal advice should be considered particularly with regard to Council responsibilities and liabilities, with a new agreement being based on such advice. Clerk to circulate current agreement and breakdown of annual costs relating to it to Councillors and explore what legal advice is available and at what cost.

**17. CHEPSTOW TOWN COUNCIL**

**Resolved to approve** Clerk developing links with Chepstow Town Council to explore possible avenues of working together, although this may be postponed due to Coronavirus restrictions.

**18. CORRESPONDENCE**

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

The Clerk reported that correspondence from Clive Reynolds indicated that currently FoDDC planning staff will be working from home whilst Coronavirus restrictions are in place and that planning applications will be dealt with according to the normal time restrictions.

**19. 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.

Councillor Swambo – asked if there was anything the Parish Council could do to help in the Coronavirus situation particularly with regard to local foodbanks. He will pass on any information he can find to the Clerk to circulate.

Councillor Drew – had attended a District Council meeting on the Local Transport Plan which had included an interesting PowerPoint presentation. It was felt that some of the recommendations had not been realistic. The aim was to bring industry into the area but factors such as lorry movements on the A48 and the unknown local road growth required to deal with areas such as the traffic pinch point in Chepstow had not been taken into account. Stagecoach had reported to the meeting that the new bus routes had been introduced where there was a requirement which may not be where people may want them to be. Councillor Drew had asked about the lack of buses to any of the local hospitals. There will be an article in the Forester. Councillors agreed to follow this up in a month or so.

**20. FUTURE MEETINGS**

**Resolved to note** the dates of future council and committee meetings – although Coronavirus restrictions may change these:

Wednesday 25<sup>th</sup> March 2020 - Planning, Development Control and Highways Committee

Wednesday 15<sup>th</sup> April 2020 – Full Council meeting.

**The meeting closed at 20.55hrs**