

DEERHURST PARISH COUNCIL

Minutes of the Annual Council Meeting held on Tuesday, 28 May 2013, in Apperley Village Hall.

PRESENT:

Councillors - P Andrews
L Attard – Chairman
E Checkley
W Morris
J Pollard
Mrs F Wallbank – Clerk
Borough Councillor Waters
County Councillor Awford (partial attendance)
Parishioners: 2 (partial attendance)

1 APOLOGIES: Councillors Smith and Nattrass, Jane Griffiths. County Councillor Awford would be late.

2 ELECTION OF OFFICERS DECLARATION OF ACCEPTANCE

The Chairman said he was happy to continue as Chair – Councillor Morris proposed Councillor Attard as Chairman and Councillor Checkley seconded the proposal. Councillor Attard accepted the post and signed the Declaration of Acceptance as Chair.

The Chairman then asked for nominations for Vice-Chairman – He proposed Councillor Morris to continue as Vice-Chair and Councillor Pollard seconded the proposal. Councillor Morris accepted the post.

3 DECLARATION OF INTEREST: Councillor Morris in agenda item 8.1 planning applications 13/00394/FUL & 13/00395/LBC.

4 MINUTES OF MEETING:

The minutes of the meetings held on the Monday, 25 March and 22 April 2012, having been circulated with the agenda were agreed and signed.

5 APPOINTMENT OF REPRESENTATIVES:

Village Hall	Janet Dance
Deerhurst Parish Playing Field	Brian Leeke
Public Rights of Way	Jim Pollard
Neighbourhood Watch	Emma Checkley
Internal Auditor	Chairman
Snow	Steve Topham/Timothy Morris
Flood	Norman Macpherson tbc
Planning Sub-Committee	Len Attard – Lower Apperley Jim Pollard – Apperley Emma Checkley – Deerhurst Jonathan Smith – Deerhurst Walton

6 COUNTY COUNCILLORS REPORT: Not present given later

7 BOROUGH COUNCILLORS REPORT:

- JCS will not now be consulted on until September the delay is due to the DCLG wanting Councils to look at the census data.
- Had an email from Gloucestershire Wildlife Trust who are currently working on a project with Severn Vale Housing to help residents who are struggling with their gardens through ill health, disability or age. They have identified an elderly resident in Apperley and a disabled resident in

Sandhurst who they would like to help. They are looking for a volunteer to join them working in the garden for 2 hours, one day a month in return for learning wildlife gardening skills.

As Scott Gibson was present it was agreed to bring agenda item 10.1 forward. Councillor Morris and Brad Checkley met and pegged out an area for the proposed dirt bike track but the area was not quite wide enough in one place so had been extended slightly. Scott had produced a draft diagram which Brad will draw up with measurements etc on the CAD machine. Councillor Checkley said that her husband had contacts for earth as this will be required to build the humps etc. Councillor Morris said he was willing to use his digger to move the earth as required. Scott said that the proposed measurements will be 28 metres x 15 metres x 12.5 metres. Councillors felt that there should be a list of rules/regulations for using the track when finished and Scott agreed to draw some up for the PC to check and produce.

It was agreed that the Clerk should:

- Email Chris Freeman saying it is the PC's intention to create a dirt bike track on the marked out area by the Junior Football pitch.
- Contact Graham Ross to see who can look at the plans when produced
- Contact Bishops Cleeve Town Council to find out how they dealt with the insurance aspect

All Councillors were in favour of the creation of the dirt bike track so long as no major expenditure would be incurred. Borough Councillor Waters said he would enquire at TBC regarding possible funding for the project.

8 PLANNING:

8.1 Applications:

13/00394/FUL & 13/00395/LBC The Priory, Deerhurst Road, Deerhurst: Change of use of traditional barn to holiday let and community use with parking and turning area (Retrospective).

Comments to Tewkesbury Borough Council:

The Parish Council has **no adverse** comments to these applications.

8.2 TBC Decisions:

12/01210/FUL & 12/01211/LBC Notcliffe House, Walton Hill, Deerhurst: Conversion of redundant farm buildings to form 2 holiday cottages. Construction of new entrance gates & piers - **Permit**

12/01226/FUL 17 Severn Way, Apperley: Dropped kerb – **Permit**

13/00093/FUL Rose Cottage, School Road, Apperley: Proposed single storey rear extension and side conservatory – **Permit**

13/00152/FUL Wick Farm, Wick Lane, Lower Apperley: Proposed first floor and single storey side extensions - **Permit**

8.3 Appeals/Appeal Decisions: None to date

Other Planning Matters: **12/00739/FUL** 10 Severn Way and **13/00054/FUL** went to committee on the 28.5.13 and both applications were voted for Permission for Development

9 FINANCIAL MATTERS:

9.1 Accounts for payment and receipts:

Salary for 1-30 April 2013	287.24		
Salary for 1-31 May 2013	287.24		
Less Tax	<u>109.40</u>	465.08	Cheque No: 000674

Inland Revenue – Tax for FJW	109.40		Cheque No: 000675
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Apperley Village Hall – cost of meeting Held on 22.4.13	15.00		Cheque No: 000676
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GAPTC – Annual subscription 1 April 2013 – 31 March 2014	205.55	NB Cheque cancelled no charge as APA	Cheque No: 000677
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Countrywide:			
Carrying out 1 st cut 10.4.13	84.00		
	<u>VAT 16.80</u>	100.80	Cheque No: 000678
Came & Co - Insurance due 1 June 2013		330.78	Cheque No: 000679
Avon Road Mark – carry out line markings to Tennis Court as per quotation			
	1395.00		
	<u>VAT 279.00</u>	1674.00	Cheque No: 000680
Shireley Fowler: Carrying out internal audit		35.00	Cheque No: 000681
Total Payments		£2935.61	
		£2920.61	
Receipts			
Precept for 2012/13		6367.00	
Allotment rents		350.00	
HM Revenue & Customs rebate		2853.62	
TBC Bacs Transfer in respect of Parkwood Invoice		660.00	
TBC Bacs Transfer in respect of lining of Tennis court		655.65	
Apperley Football Club:			
Contribution towards the grass cutting if the Playing Field during 2012			
	250.00		
Extra cut 17.1.13	30.00		
Extra cut 22.2.13	<u>30.00</u>	310.00	
Total Receipts		£11196.27	

9.2 Financial Statement: Noted and signed by the Chairman.

9.3 Accounts for the year ended 31 March 2013: : Clerk reported that Shirley Fowler had completed the Internal Audit and reported as follows:

- Applied the tests as set out in Appendix 8 of the Practitioner's Guide Governance and Accountability in Local Councils in England and Wales and found them to be satisfactory.
- Confirmed that Risk management procedures currently in place are completely appropriate, sufficient and very well monitored in accordance to the Risk Management file.
- Tested payment procedures as against receipts/invoices, cheques drawn and bank statement entries and found these to be satisfactory, also leaving a good audit trail.
- Understands that no Petty Cash system operates within the Parish Council

Shirley therefore completed and signed Annual Internal Audit Report section of the accounts. She had submitted her invoice for these services.

The Clerk circulated copies of the accounts and took the Councillors through and completed the Statement of Assurance. The accounts were agreed and then signed and dated by the Chairman and Clerk.

9.4 Proposed Clerk's salary increase: The Clerk said that her salary had not been reviewed since she started the job on 1 February 2011. It was agreed to increase the Clerk's salary by 3% which is an extra £8.62 per month. The Clerk thanked the Councillors.

10 MATTERS ARISING

10.1 Proposed BMX Cycle Track at Apperley Village Hall: This matter was brought forward (see above)

10.2 Apperley Village Hall, Playing Field/ Play Area/Football Club:

Apperley Village Hall: Janet Dance reported that the the VH Committee were looking for a new Chair person as Sue Woodthorpe wanted to stand down. She updated the PC on matters raised at the recent VH AGM.

Play Area: The Clerk reported that John Hicks will carry out the annual inspection and would contact Brian Leeke so he could be present. Regarding the painting of the play equipment Pauline McEvoy was happy to ask the parents to help with this job. The Chairman said that Brian Leeke had obtained some paint but the weather had not been dry enough to commence this work. It would be difficult to arrange a date in advance as it depended on the weather. The Chairman said he would liaise with the school.

Hire of Playing Field by Morris Dancers: The Clerk reported that she had contacted Catherine Taylor who had informed her that there would be around 16 tents and 7 campervans/caravans and the agreed rate was £5 per night. It was agreed to invoice after the event once the numbers had been confirmed. Councillor Pollard said he would look on Saturday morning. Catherine Taylor had been in touch with the vicar regarding the Dancers dancing outside the Church. The Clerk said that the grass was quite long. It was agreed that she should speak with Countrywide to see if they could carry out the cut this week.

Tennis Court: The Clerk reported that the Tennis Club is still discussing making a disabled access to the court.

10.3 Highways:

Winter Maintenance Arrangements: It was agreed that the Clerk should email Steve Topham to see how many bags of salt he would require for the winter period. Councillor Morris confirmed that Tim would be willing to continue as Snow Warden,

Sandbags: The Clerk had received an email from Jason Westmoreland (TBC) who is undertaking a review on their sandbag policy as they are looking at ways to improve local resilience and better target protection of the most vulnerable. Councillor Morris said he would be quite happy to speak with Jason.

Parking Ringers Close: The Clerk had emailed Cathy Heard informing her that Severn Vale Housing had stated that if residents wanted to get together and apply to their Community Involvement fund that might be a way forward. Cathy reported that she had contacted Stuart at Severn Vale Housing and he informed her that the funds were only available to tenants, not home owners and stated that they would not change the grassed area even with funding due to the nature of the complaint from the tenant that had complained. She confirmed that the bollards have been erected. She also stated that as homeowners, many residents feel angry about the lack of foresight and disregard that this action has caused and wanted the Clerk to raise it at the PC meeting as she could only imagine that there will now be more disharmony amongst neighbours now. After a short discussion it was agreed that this is not really a matter for the Parish Council and the Clerk should flag this situation up with the PCSO. Also Borough Councillor Awford said he would register the homeowners disapproval with Severn Vale Housing and County Councillor said he would raise this matter with Gloucestershire Highways and see if anything can be done about the parking situation.

B4213 by Wick Lane: County Councillor Awford had shown this to Richard Waters during their tour of the Parish. Richard Waters has reported that the road crossing needed to be cleaned through. Councillors thought there had been an improvement in the area.

High Kerb by Oaklands: Clerk reported that Richard Waters had informed her that Glos Highways would erect a bolt-down bollard as they did not want to disturb the new footway. One was on order.

10.4 Deerhurst Walton Flood Alleviation Scheme: The Parish Council's application went to planning that day and it was agreed to grant the application. County Councillor Awford said the next stage would be to arranging funding.

10.5 Public Rights of Way: Councillor Pollard reported:

- Had spoken with Ian Soule at GCC asking if any information had been found out re the stile that had been sawn. Mr Soule reported that 2 others in Norton had been sawn. The Chairman

confirmed that the stile on ADE75 has been reinstated.

- Ian asked who owned the land on ADE17 as he is planning to clear an area through the woods by Barrow Hill which is under a canopy of trees and wanted to inform the landowner.
- No update on the medal gates that had been put in on ADE17 which require rehangng.
- He will compile a list of snapped off footpath signs for Ian who arrange for these to be attended to.
- A gate on ADE2 (Part 1) has been put in the wrong place by about 100 yards (by the owners of the land). Now walkers have to walk over the edge of a pond which at time is full of water. Ian said he would look into this and if necessary contact the owner who lives in Tewkesbury parish.

10.6 Playing Fields – Renewal of Lease: Councillor Checkley had arranged a meeting with Andrew Leeke, Brian Leeke, Len Attard and Will Morris to discuss the registration of the land at the Playing Field. Following this meeting Brad Checkley had drawn up a marked plan. The Clerk had forwarded this to the Sue Woodthorpe at the Village Hall who confirms that as far as she was concerned the marked up area the Village Hall was correct. She had emailed Andrew Leeke confirming this and had requested an update for the meeting but had not heard anything.

Re the registration of the playing field under the QEII Field Deed of Dedication scheme the deadline was the 31 May 2013 for the title documents to be submitted and for the Council's signature of the QEII Deeds for the three nominated sites. Sadly it would not be possible to meet this deadline.

A short discussion took place about the registration of the small piece of land adjoining the carpark that the PC sold to John Upton at No 1 Wightfield Cottages. Councillor Morris said he would speak with Mr Upton.

10.7 Payphones: Apperley: Councillor Pollard reported that that he had seen a BT technician working on the kiosk however further work was required. Clerk to chase.

Deerhurst: The Clerk reported that BT had commenced their 90 day consultation regarding the Parish Council wanting to take ownership of the kiosk. The required notice had been placed in the kiosk and TBC had been consulted as one of the relevant public bodies. Councillor Checkley had emailed the residents of Deerhurst asking whether they were in agreement for the kiosk to be decommissioned by BT, adopted by the Parish Council and perhaps used as a book exchange. Out of the 16 residents who replied only one wanted it to remain as an operational kiosk all the others wanted it to be adopted by the PC and used by the Community. Their emails were passed to TBC to form part of the consultation. The kiosk had not been operational since the floods in 2007. The Clerk confirmed that the kiosk was not listed.

Regarding the insurance to add the kiosk mid policy year would cost £25 for a new schedule to be written but if the PC wanted to wait until next year then it would be an additional £9 at the next renewal date. This would cover the kiosk for accidental damage however there would be a £250 excess but anyone using it etc would be covered by the PC's public liability insurance.

It was agreed that the PC would not pay additional premium to be covered for accidental damage as due to its positioning it was unlikely to be hit by a vehicle.

Councillor Checkley had done a lot of "leg work" regarding the possible adoption of the kiosk and had made enquires with another parish about restoring the kiosk. She had already had offers of help from her neighbours re renovating it.

Clerk to confirm with TBC that the Parish Council does wish to proceed with the adoption of the kiosk.

10.8 Police: The Clerk reported that she had received an email from PCSO Birch reported that she would be unable to attend the meeting but a colleague Kieron Bolton would hopefully attend. The crime figures since the last meeting was 0 in comparison for the same period last year which was 4.

10.9 Allotments – Vandalism: The Clerk reported that there had been an incident of vandalism at the allotments with plants being ripped up, things thrown around, sticks and canes broken off and trampled on and a coldframe glass smashed. It was agreed that the Clerk should report this to the PCSO .

Councillor Morris said that he had recently been at the allotments and had noticed that some plots along the hedge line had increased in size and now there is no path. A short discussion took place and it was agreed to monitor this.

11 CORRESPONDENCE:

11.1 Gloucester City Council: Consultation open from 13 May to 12 July. Clerk had circulated this to Councillors prior to the meeting. They decided not to comment on this document.

Email from John Dixon he reported as follows:

Peace Garden: Tulips disappointing but wall flowers doing well. He saved the gerania and has planted the cuttings. Would normally claim cost of the plants but by taking cuttings has saved the PC £5. Suggests this could be transferred to Scott's project.

Bench: in need of painting – this was done by John Woodthorpe last time. Councillors to look at seat.

War Memorial: May need some cleaning in the future. The Chairman said that his wife had done this previously and said he would speak to her.

It was agreed to note the contents.

12 MATTERS RAISED FOR NOTIFICATION:

Tree Saw Pit Lane: A tree has snapped off at the back of the bungalows. County Councillor Awford said he would report this to Glos Highways.

Verges: It was agreed that Councillor Morris will instruct Mr Reece to carry out the first.

13 DATE FOR NEXT MEETING: Monday, 24 June 2013 at 7.15pm

The meeting closed 9.10pm.