

**NEWNHAM ON SEVERN PARISH COUNCIL
AND
BURIAL AUTHORITY**

Clerk to the Parish Council:
Miss V P Roberts
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**Minutes of the meeting of Newnham on Severn Parish Council
Held at The Armoury Hall on Monday 25th October 2010 at 7pm**

Actions

Present:

**Cllr Mrs J Baber, Cllr Mrs J Larkham, Cllr Mr G Murray, Cllr Mr F Bihlmeier,
Cllr Mr R Mann, Cllr Mrs W Anderson, Cllr Mrs D Edwards, Cllr Dr M Coles**

In Attendance:

**Sue Grice, Sharon Keohane, Andrew Keohane, Sue Dubois, Chris Kenny,
Miss V Roberts (Clerk) Cllr Stephen McMillan**

Welcome, Apologies and Emergency Procedures:

The meeting was officially opened and was chaired by Cllr Baber.
No apologies were received.
Emergency procedures were explained to the members of the public that were present.

The Parish Council officially accepted the resignation of Cllr Harrison.
It was agreed that a letter of thanks be sent.

Declarations of Interest:

No declarations of interest were received.

Public Session:

Mrs Sue Dubois attended the meeting to discuss the missing millennium plaque down at The Cliff, giving Cllrs a brief history of the millennium "passage 2000" celebration. As she feels very strongly this plaque needs re-instating she is happy to obtain a quote, herself. The Chair agreed to locate a copy of the original order and provide Mrs Dubois with the original wording along with an idea of the previous cost.

Chair

Mrs Grice attended the meeting to discuss the installation of a memorial stone into the Garden of Rest without the interment of ashes. The Clerk advised that this is possible and that a request should be made via the monumental mason who will provide the Parish Council with all the relevant details and payment.

Cllr Baber advised that a meeting had been held on Friday 22 October between 1-4 pm both with the PCSOs and other members of the police force, which included a walk round the village. As there was such positive feedback from all involved Cllr Baber wished to minute thanks to the PCSOs. Outcomes from the meeting involved reviving neighbourhood watch actions and issues regarding the parish plan, which will be discussed later on the agenda.

Agreement of Minutes of Previous Meeting:

The minutes of the previous meeting held on Monday 27th September 2010 were agreed as a true record and signed accordingly.

1. Matters Arising from Previous Minutes:

The chair advised Cllrs that all actions from the previous meeting had been undertaken, apart from the following items that are awaiting response:

a Parish plan

Chris Kenny advised Cllrs that, following considerable discussions between the Club, the WI and the Armoury Hall committees, it was felt that the Club could provide a village hall. If, at a later date, it was felt that a purpose built village hall would be more beneficial then the club would be sold to raise funds

for this purpose. Chris Kenny emphasised that the working group felt the future long term village hall should be situated north of the village within the proposed Dean Forest Farm/Barry Boseley development. Cllr Edwards stated that she had explored the possibility of a funding stream regarding the development of the Club, but feedback suggested this was highly unlikely because the location was a social club. She also enquired if the Club, being a Grade II listed building, would restrict the changes that could be made, therefore limiting the development, but was assured that this would not be the case. She suggested that, before further time, money and effort was expended on this scheme, perhaps it would be prudent to meet up and discuss matters with the planning department. She further emphasised her concern about the amount of money to be spent on this project as a short term venture. In addition, concerns were raised when Cllrs became aware that ownership of the future Village Hall situated at the Club, may not be public but may take the form of a lease, Cllrs had understood the future Village Hall was to be public tenure. Cllr Baber concluded that, in order for Newnham Parish Council to come on board, it needed facts, figures and a great deal more information than it had at the present time. It was also noted that there is existing paperwork which precludes any final decision being made re a Village Hall until a public meeting has taken place. Cllr Bihlmeier wished to thank the working group for all their hard work pointing out that all the possible options had been explored thoroughly. The Parish Council thanked the steering group for the feedback and looked forward to receiving further information in due course.

b Christmas lighting

Cllr Mann advised that the trenches will be dug between the 1st and 14th November. There will be a small surplus of soil to be distributed within the Chains in favour of using a skip once trenches are completed. Cllr Anderson proposed that Cllr Mann speak with David Holder to ensure any soil distribution will not cause any damage within the Chains and, provided this is the case, to continue with spreading the soil. This was seconded by Cllr Larkham and all Cllrs were in favour.

Cllr Mann

Cllr Edwards stated that Newnham Amenities is making a £50 donation towards replacement of the daffodils - David Holder has kindly agreed to undertake this work. Cllrs' thanks are minuted to all concerned.

The total cost of the lighting is now agreed at £6610. The total from fundraising, inc the quick win money, is £6290 plus £480 = total of £6770. Because £480 direct debits are still coming in a request was made by Cllr Mann whether the Parish Council would consider helping out during this interim period. Cllr Bihlmeier suggested that the Parish Council make the money available until received in full when it can be re-imbursed. This was seconded by Cllr Anderson and all Cllrs were in agreement.

Light up date 4th December at 5.30 pm
Switch off date 6th January

c Installation of uplighters at clock tower

To be completed in conjunction with installation of the uplighters for the Christmas lighting

d NOSPC actions to report to Parish Plan Steering Group

Dog fouling

Cllr Baber advised that a number of complaints have been received with regard to dog fouling which seems to increase around school holiday times. Cllr Mann provided a copy of the FoDDC rules/fines notices, which Cllr Baber will display in the notice boards. Cllr Edwards agreed to find out if the dog fouling signs are available from FoDDC and, if not free of charge, then the relevant cost. Cllr Baber has approached a new sign company to provide quotes for signage around the village and these are awaited. The issue of whether or not dogs should be allowed on the playing field was raised. Cllr Edwards proposed that dogs be allowed on the playing field and relevant notices be erected, but certainly no dogs be allowed in the Children's Play Area at any time. This was seconded by Cllr Mann and all Cllrs were in agreement.

Chair

Gift Aid

The gift aid suggestion is not possible as the Parish Council is not a charity.

Recycling bins

Cllr Baber asked Cllrs to consider alternative places for the recycling bins presently located within the East View/West View area of the village. To be discussed again at next meeting.

All Cllrs

Parking

The parking working group have asked if it is feasible to re-open discussions with the Masonic Lodge in view of the parking now taking place there on behalf of the doctors' surgery. Cllr Edwards felt that this suggestion should be revisited and it was agreed that a letter is to be sent to enquire.

Clerk

Pelican crossing.

The suggested pelican crossing by the surgery has been discussed on numerous previous occasions but it was agreed that it needs to remain on the agenda for future reference. Cllr Murray also advised, as a result of the recent meeting with himself, Cllr Baber and Clive Saunders from Highways, that Clive Saunders agreed that Dark Orchard needs to be considered with regard to some form of traffic warning/calming measure to secure the safety of increased pedestrian traffic now using this entrance/exit.

Community safety – it was suggested that, as a result of last Friday's police presence, the subject of Neighbourhood Watch should be promoted, and that ,perhaps, there may be a member of the public who would be willing to act as a liaison with the police regarding incidents in the village. Cllr Edwards has spoken with Phillip Hayes, who has advised that he will be keeping a watch for incidents around the village.

Communication – Cllr Baber asked if Cllr Mann could provide a list of the current working groups and the members involved in each of these. It was also agreed to produce a short précis of the Steering Group activities to date, to be handed to the Chair, who will consider incorporating within an NOSPC Newsletter. As there has been disparity in the past regarding the difference between a Parish Newsletter and a Parish Plan notification Cllr Baber wished to emphasise that they are entirely different publications.

Cllr Mann

Business – Cllr Edwards advised the Parish Council of an opportunity to be included in the Forest of Dean Official Tourism Website. It was agreed that the Council make a submission for this to consist of 250 words and 2 photos.

Chair

Website – Cllr Mann advised that a letter needs to be sent out to all businesses that subscribed to the free first year advertising on the website to collect the £10 subscription due for the coming year. Cllr Mann to provide Clerk with a list of companies to contact.

Cllr Mann/Clerk

Fundraising group

Cllr Edwards proposed that they begin to fundraise for the clock tower - this was seconded by Cllr Murray and all Cllrs were in favour.

2. Precept discussions

The Chair/Clerk provided financial information and it was agreed that the precept be increased by £5000 from 23500 to 28500, this was proposed by Cllr Anderson seconded by Cllr Bihlmeier and all Cllrs were in agreement with the exception of Cllr Murray who was not in favour and abstained. Cllr Edwards to advise Clerk of cost of increase to the average household (see end note page 5) and the Clerk to re-circulate financial information to Cllrs based on the new precept

Cllr Edwards /Clerk

3. Quotes re playground repairs

The Chair provided quotes for the playground repairs and was given permission to proceed with the quote from Greenfields for a total of £693

Chair

4. Barbara Allsopp memorial stone

It was agreed that Cllr Anderson and Cllr Larkham to visit quarry and feedback to Cllrs at November meeting.

Cllr Anderson /Cllr Larkham

5. Salt/grit bins

Cllr Murray advised that there were 13 grit bins in the village and this has now been increased to 17 – new bins have been located at Sheens Meadow, Severn Street, Hyde Bank and High Street, the grit bin outside Baileys stores has been removed after being hit by a car. One complaint was received by the District Council from Mr Bartlett – FoDDC/Highways have replied directly to Mr Bartlett.

6. Re-pollarding – quotes:

- a** There are 26 Lime Trees in the High Street and Beeches Road which are to be re-pollarded at a cost of approx £2000. These works have previously been agreed.
- b** Cllr Baber advised that a letter has been received from the Parochial Church Council regarding the re-pollarding of the trees along church footpaths covered under precept – these works were agreed to proceed at an approx cost of £1000.

7. Burial ground

Cllr Baber advised that a letter has been received from Rev J Stephenson expressing concern regarding:

- a** further requirement for future burial ground and memorial area
- b** the condition of the burial ground in general
- c** Cllr Baber suggested that Rev Stephenson be invited to the November meeting to discuss these matters further. All Cllrs were in agreement. The current rules and regulations were previously distributed and these are to be discussed further at the November meeting.

Clerk

8. St Peters school fence

Cllr Edwards had enquired of Mrs Fearnside at County if this is Parish Council responsibility and, although it is, the Parish Council question whether there is really a need for the fence. The school have their own fence and it is the schools' responsibility to keep children in school grounds not the Parish Councils. Cllr Baber and Cllr Edwards to meet with Claire Cook at St Peters to discuss further.

Cllr Baber/ Cllr Edwards

9	Emergency plan Clerk to update with numbers and info etc and return to Cllr Bihlmeier and Cllr Mann.	Clerk
10	Bollards/hand rails adjacent to Red Lion House Cllr Baber advised the Council that this area belongs to County Highways and is their responsibility. It was agreed that a letter be sent to ask them for the installation of handrails.	Clerk
11	Night street energy saving scheme There is to be an open meeting on 23 rd November 2010 so that public opinion can be sought – notice of the meeting to be discussed with Lesley Smith at County and the Clerk.	Clerk
	New Matters and Correspondence: To receive and discuss the following new matters brought to the attention of the Parish Council:	
1	Signage Cllr Baber requested that the signage on the Peace Garden gate be renewed following the latest spate of graffiti. This replacement was proposed by Cllr Bihlmeier, seconded by Cllr Anderson and all Cllrs were in agreement.	Chair
2	Parking complaint A complaint has been received concerning the parking outside the Ship Inn on the pavement and in between the bollards, which creates difficulties for both vehicles travelling the service road and for pedestrians. The comment was made that this would also completely block any emergency vehicles. It was agreed that Cllr Baber contact the street warden in the first instance to speak with relevant car owners	Chair
3	Pavements at Kingsmead/Dean Road Cllr Dr Coles mentioned that the pavements in this area are now in a very bad state of deterioration. Cllr Edwards has offered to approach the Council to seek their help in this matter.	Cllr Edwards
	Planning: 9 Hyde Bank. The erection of double private car garage. No observations to be submitted. Quickset House, Sheens Meadow – Erection of a detached dwelling and associated parking. The Parish Council are to submit concerns that there is insufficient land for this new property and also that the height of the roof may intrude on the neighboring property.	Clerk
	Financial Matters: See appendix A for the Income and Expenditure since the last meeting Cheques were signed where relevant.	
	Matters Brought by Cllrs: It was brought to the Council's attention that a blue Astra car has been parking up in Station Road with lots of youths gathering – it was agreed to monitor when seen. It was agreed that the wooden structures at The Cliff be replaced using the wood that is currently with Colin Harrison.	Clerk
	It was brought to the Council's attention that 3 Highfield Villas has some guttering that is leaking and causing erosion of the public footpath. It was agreed that a letter is to be sent to the occupier.	Clerk
	Tony Heeks has passed 4 salt bins to Cllr Murray Clerk to check if he has already been re-imbursed for these	Clerk
	The Council were advised that branches are overhanging onto the road from the property of Mr C Handscombe at 8 Highfield Villas, Station Road GL14 1DD and that the hedge needs cutting back by Mr E Riddle at 30 Orchard Rise. It was agreed that letters are to be sent re these maintenance jobs following a request from Clive Saunders at Highways	Clerk
	A complaint has been received that tree(s) are being felled and removed from churchyard area without the permission of the Parish Council. Foliage etc is still being heaped at the rear of the church area and not bagged as recently requested. All rubbish will now be cleared and removed by The Parish Council and invoiced to the Church. Letter to be sent.	

Relevant dates for NOSPC:

- Date of next meeting Monday 29th November 2010 at The Armoury Hall
- Yvonne Walkerdine 18th November – Coleford Baptist Chapel

The meeting was formally closed at 10.00 pm

Signature of Chair

Date

Signature of Clerk

End note: **Addendum to Minutes:**

On a Band D house the increase in Council Tax to the householder is £9.84 per annum only. The District Council are not increasing Council Tax in 2011 – the only increase will be specifically related to the extra precept we are requesting.

Appendix A Income and Expenditure

Income

Allotments	25	Mr Ling
Trading Rights	275	Mr & Mrs Murrell

Total Inc 300

Expenditure

Mr Meek	227.5	Sal Oct
Clerk	203.56	Sal Oct
Mr Griffiths	50	Sal Oct
Westbury Wood	555	Grass Cutting
MBL	248.8	Insurance
Cllr J Baber	66.85	Expenses (Ink/Stamps/Land Registry search & key cutting)
Steve Blewitt	150	Binocular Service and Repairs
Mr Meek	440.25	Maintenance Tasks
Newnham		
Fundraising	386.78	VAT portion of Lighting Invoice
Moore Stephens	334.88	External Audit Yr 2009/2010
G C C	127.5	Allotment Rental
Mr J Hughes	50	Internal Audit
Mr T Pownall	29.99	Website Host Fee

Total Exp 2871.11