

Minutes of the meeting of Newnham on Severn Parish Council & Burial Authority

Monday 29th March 2010 at 7pm in the Armoury Hall

Present:

Cllr Heeks, Cllr Baber, Cllr Murray, Cllr Bihlmeier, Cllr Anderson, Cllr Samuel, Cllr Mann,
Cllr Edwards, Cllr Harrison

In Attendance:

Miss V Roberts, Cllr S McMillan

Please note that presentations or speeches made by Cllrs on Agenda items should not exceed five minutes.

1 Welcome, Apologies and Emergency Procedures

The Chairman opened the meeting at 7pm welcoming all present and explaining the emergency procedures. The attendance book was completed and no apologies for absence were received.

2 Declarations of Interest

No Declarations of Interest were expressed by Cllrs.

Additional Agenda Item

It was agreed by Cllrs to deal with this additional item so that parishioners present were able to leave.

Concerns were expressed to the Parish Council regarding the aggressive behaviour witnessed in the village recently. It was agreed that the Clerk would write to the necessary agencies to seek their advice and help.

3 Minutes of previous meeting:

The minutes of the meeting held on Monday 22nd February 2010 were agreed as a true record and signed by the Chair.

4 Matters arising from previous meeting(s):

Mr Tinkler has contacted the Parish Council to express concern that the cutting back of the plant growth in the area of the Peace Garden remains incomplete and that this is now obscuring the view of the River from the Peace Garden, it was an undertaking of the Parish Council that this would not be allowed to happen. Cllr Bihlmeier has kindly offered to meet with Cllr Heeks on site to undertake this work.

AH/FB

Cllr Heeks met with representatives of the school on site to discuss their request for support for the provision of a new footpath joining the existing footpaths in the play park. This is to enable the decorative gate entrance into school to be used in bad weather conditions as currently this area becomes waterlogged. After discussion it was felt by the Parish Council that it would not be able to fund this at the current time. It was however agreed to write to the school to ascertain if there are any parents of current pupils who would have the equipment and be willing to dig out a hole in this area which could then be filled with gravel to alleviate the flooding thus removing the immediate need for a new costly path.

Clerk

Three companies have been contacted to provide estimates for the repair of the crack in the Clock Tower: two have replied so far and photographs have been sent off. Cllr Heeks has received one quote to date for an inspection report to be undertaken, quotes from the two remaining companies are awaited and the Parish Council will be informed of these once received. Cllr Mann has offered to speak with a contact in the Heritage Society on behalf of the Parish Council and to liaise with the Clerk for photos if required.

AH/RM
Clerk

Christmas lights: further discussions

The Quick Wins grant application was signed, submitted and received by Carolyn Mitchell. It has come to the attention of the Parish Council that Carolyn then spoke individually with Cllr Edwards who expressed concern that this decision had not been ratified by Parish Council - the application was then put on hold. The Parish Council agreed that an agreement had previously been reached.

Cllr Anderson proposed that the £2500 grant be used for uplighters for the clock tower as per phase one. To negate the need for further discussion on this agenda item the following points were agreed

- 1 The 'working party' currently dealing with the lights would from now on be known as 'Newnham Lighting Group'.
- 2 The Parish Council are to provide a mandate for them to proceed with phase one as per letter from Sue Davenport. All costs for purchase, installation, running and ongoing costs for repairs and running costs are met solely by the fundraising efforts of the 'Newnham Lighting Group'
- 3 The group are to set up an Account under the name of 'Environment Group' once the initial £2500 is received this will be transferred to this account. Invoices can be arranged on the same basis as Newnham Amenities and addressed to the Parish Council these can be paid by the Parish Council who will then be re-imbursed by the group.
- 4 The Parish Council to be kept informed and updated regarding all aspects.

Clerk
SS

The above points were proposed by Cllr Harrison and seconded by Cllr Bihlmeier, all Cllrs were in agreement with the exception of Cllr Murray who abstained.

Please note that this minute was not agreed and was changed at the meeting on the 4th May 2010 – please see next minutes.

Cllr Rob Mann has agreed to undertake the role of carpenter/DIY person for any odd jobs needed around the village but wished to make it understood that this would need to fit around other work/home commitments. All Cllrs were in agreement and wished their thanks to be minuted.

5 **Matters raised by Parishioners**

A letter has been received from the 1st Newnham Girl Guides who are organising an activity weekend to celebrate the centenary of Girlguiding – they are fundraising themselves but are seeking donations in support. It was proposed by Cllr Harrison that a donation of £100 be made this was seconded by Cllr Samuel, all Cllrs were in agreement except Cllr Murray who abstained. A chq will be raised at the April meeting a letter will be sent advising the guides.

Clerk

A letter has been received from Newnham Early Birds asking if they could be considered when negotiations begin on the allocation of the S106 money from the Land off Sheens Meadow development. Cllr Edwards suggested that the Clerk had received information regarding this matter but no recent information has been received this was stated by the Clerk at the meeting. It was agreed that the S106 monies are to be discussed at the Parish Council meeting in April. The Newnham Early Birds will be advised by letter.

Clerk

The Clerk would like to take this opportunity to point out that all emails received by The Clerk are forwarded on to either the Chair and Vice Chair or all Councillors dependent on the content and relevance and all post received is forwarded to the Chair, the Forest of Dean District Council will be contacted with regard to the missing S106 information so that the Council may be assured it is receiving all relevant documentation from all departments within the District and County Council.

Clerk

6 **Planning:**

Ship Inn, High Street, Newnham on Severn.

Refurbishment of bar in existing outbuilding to the rear of the Ship Inn. The Cllrs had no observations to make and the Mellissa Baldwin of the FoDDC will be informed.

Clerk

Crows Nest

Replacement of existing facilities – Planning Approval Granted

7 **Financial matters:**

Income & Expenditure

All income and expenditure items as contained in Appendix A were agreed by the Parish Council.

Audit

The Clerk will be sending to Cllrs Appendix A & B from the Auditors. Cllrs only need to read through this to ensure that they are content with the measures in place for the internal auditor and the audit process

Clerk

Allowances

Cllrs were made aware that there is a need for them to consider allowances for Cllrs. These are voluntary payments made by the Parish Council and of an annual amount agreed by the Parish Council. The Parish Council now needs to discuss and decide if these payments are to be put into place and how much they will be, it is the decision of each individual Cllr as to whether they wish to take their allowance. This matter needs to be considered no later than the end of September so that the Councils decision may be minuted and used in the Precept discussions for the next financial year.

Salaries

Salaries and salary reviews were discussed and agreed. Salaries must be reviewed annually before the end of September so that any financial implications can be considered during precept discussions.

8 Correspondence:

Cllr Heeks and Cllr Ms Baber reported back to the Parish Council on a meeting of the SLCC (Society of Local Council Clerks) that they attended on the 11th March discussing how, in 2012, all Parish Councils are to be classed as small businesses and the legal, pension and employment changes that will occur. It was felt that all Cllrs should be involved in up to date training to support the future changes taking place within local councils.

AH/JB

9 Emergency Procedure Plan:

It was agreed that setting up a village group would be the best way forward, Cllr Bihlmeier offered to help but does not feel he has the spare capacity to take charge of organising this initiative. It was agreed that just by talking Cllrs had identified pools of resources from around the village and it was agreed that the Parish Councillors should liaise together to gather people together to be involved in forming the Emergency procedure plan.

All Cllrs

10 Matters raised by Councillors

Cllr Baber

It was suggested that a letter be sent to the Review to express the Parish Councils concern at the agreement given to the access/entry steps at the Sheens Meadow development, unfortunately it was decided that this was perhaps too late.

Could Community Payback be used to help with the small jobs around the village that are in need of doing? Such as cleaning and tidy up all areas with a view to washing benches, cleaning and tidying grassed areas either for one day or for an amount of time up to a week. Cllr Harrison suggested that if this group were to be taken on to undertake these tasks the duties required would need to be very clear and concise for it to be properly controlled. Cllr Samuel advised that this group had previously worked in and around the village and the work was not of a very good standard. Cllr Edwards advised that the 'Grange Village' had offered to help with jobs in and around village/parish.

It was felt that there are lots small tasks that help would be appreciated with and so it was agreed that Cllr Edwards would ask the Grange to attend the next Parish Council meeting.

The A48 report submitted by the young parishioner was excellent and it was agreed that the Parish Council would send a letter acknowledging this to enable this project to be used to enhance future CV and applications.

Cllr Baber expressed concern at the damage to the kerb and bank outside the Club. Cllrs felt that this would be impossible to stop as lorries passed in this area and had no where else to go.

The signage at the Clock Tower and around the village is still an issue. Cllr Edwards advised that she has spoken to the Street Wardens and as the notices outside The Ship and The George are adjacent to the businesses concerned they cannot be removed. It was noted that signage should not be placed against the Clock Tower as this is the highway. Cllr Baber suggested that Cllrs give some consideration to the signage issue perhaps thinking of another way to advertise for the businesses or an alternative way of displaying the signs – to be discussed at the April meeting

Cllr Anderson

Re. the daffodils growing at the right hand side bank of Dean Road – visibility is impaired and they need moving

Cllr Anderson has offered to speak to David Holder to see if these can be lifted and moved into Chains or other areas where needed.

Cllr Samuel

Advised that the suggested parking in Station Road would not be supported by the Planning Department as this would create a reduction in the playing area, they were, however, supportive of the parking working groups recommendation that the answer was to continue to negotiate with the Masons for the use of the Masonic Car Park.

DE

Clerk

All Cllrs

WA

Cllr Mann

Concern was expressed at the current and future state of Victoria Hotel and the parking of cars. Cllr Edwards advised that a meeting had taken place with the building inspector. There had also been a meeting with the District Council which Cllr Heeks and Cllr Edwards attended. The FoDDC have asked for the building to be brought up to Standard - Cllr Edwards is unaware of the outcome as she needed to leave for another engagement before the arrival of Mike Bennett (brother of Brian Bennett) who was considerably late. Cllr Edwards will keep the Parish Council informed.

Cllr Edwards

Advised the Parish Council that the District Council have sent off notice of default to the High Court with regard to the Slaughter man's Business at Orchard Court; they are applying for immediate closure of business as Mr Yarworth failed to attend the hearing. The outcome of this is awaited.

11 **Relevant diary dates (reminders):**

Friday 30th April - PCSO Sian Roberts at Penby Lawn - time is still to be advised
Easter Monday - Morris Dancers at Clock Tower 10.30am

Meeting closed at 9.40pm.

DE