



**Parish Council Meeting - Minutes**

Recorded by: Mandy Rossiter - Clerk

Date: Thursday 11<sup>th</sup> January 2024

Meeting Commenced: 19:30

Meeting ended: 21:00

Present:

Parish Councillors:	Peter Lead (Chair) Katharine McNealey (Vice-Chair) Paul Baynham-Honri Caroline Noon Nathan Potter
District Councillors:	
County Councillor:	
Clerk:	Mandy Rossiter
Other:	Two members of public

Items

2024/01 To receive and accept any apologies for absence  
Apologies accepted from Cllr Evans, Cllr Denny, District Councillor Smith and County Councillor Robinson

2024/02 To invite and receive any declarations of pecuniary interest in items on the agenda  
There were none

2024/03 To offer an open forum to members of the public for discussions and questions

Member of public reported that the hedges at "The Firs" were overgrown and causing a dangerous obstruction to public. Following a discussion the PC agreed to have a village review of similar issues and make notes of addresses. Clerk will then write to the homeowners requesting that the issue is addressed asap.

It was also highlighted that a number of the gullies around the village need clearing. It was noted that HMP Leyhill have amended their Health and Safety requirements resulting in these tasks no

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longer being possible for their work parties. Clerk will add another comment to the next Woodchester Word requesting community support in their clearance.

PC confirmed that a new litter bin for Frogmarsh has been delivered and will be installed shortly. Member of public asked if a Litter Pick will be arranged for 2024. It was discussed and agreed that the PC will hold an event on Sunday 17th March 10:30 – 4pm. There will be a member of the PC at layby by Frogmarsh and another at 1 Oak Villas providing litter picking equipment. Clerk to find out from SDC if they will offer a separate recycling and general waste collection. Clerk to draft posters and send to PC to issue no later than mid Feb. PC agreed that it was not viable to offer refreshments on the day, but would hold a thank you session for the collectors with refreshments at the Annual Parish meeting in the spring.

Cllr Lead will contact the Environment committee within the school to raise engagement for the litter pick and also to discuss adopting responsibility of the plant maintenance within the play area as a project for the pupils.

2024/04	To approve and sign the minutes of the Parish Council Meeting of 2nd November 2023 The accuracy of the minutes were agreed with the exception of an error in the surname of Cllr Potter. Clerk to amend and have signed by chair in next meeting.
2024/05	To receive County and District Councillor reports Apologies were accepted from County Councillor Robinson who had reported to clerk by email: <ul style="list-style-type: none"><li>- Grit bin has been put in place at the junction of Lager Lane and filled</li><li>- Other PC Grit bins have now been received and will be put into position and filled shortly</li><li>- The blocked drain at Frogmarsh has been looked at and reported to GCC to be cleared out</li></ul>
2024/06	To receive the Clerk's report on actions and correspondence following previous Parish Council Meetings and agree any further actions (appendix 1) The following points were highlighted from the report: <ul style="list-style-type: none"><li>- Cllr Potter to pick up website design plan as a project and share thoughts with PC for consideration in March</li><li>- Cllr Evans to take lead on Highways and Road Safety Project</li><li>- Cllr Baynham-Honri and Cllr Denny to re evaluate the maintenance needs of the village and propose a new schedule</li><li>- Cllr Noon is working with Cotswold Wardens on accessible walking routes in the village</li><li>- Cllr McNealey is trying to engage participants for 2024 Open Gardens</li><li>- Clerk to find out about getting the memorial professionally cleaned and report back in March. It was suggested that there may be support available from Commonwealth War Graves Commission.</li></ul>
2024/07	To review and comment on the following planning applications: <ul style="list-style-type: none"><li>a) S.23/2453/LBC   Installation of slim-line heritage style aluminium frames &amp; double glazing to replace the existing 20th century metal framed windows. Installation of secondary double-glazing.   Atcombe Court Lodge Frogmarsh Lane South Woodchester Stroud Gloucestershire GL5 5ES The PC considered the application and agreed to make no comment</li><li>b) S.23/2287/HHOLD   Erection of a single storey extension. Resubmission of S.23/1226/HHOLD.   Woodchester House Woodchester House Drive Woodchester Stroud Gloucestershire GL5 5NY The PC considered the application and agreed to make no comment</li></ul>

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- c) S.23/2288/LBC | Erection of a single storey extension. Resubmission of S.23/1227/LBC. | Woodchester House Woodchester House Drive Woodchester Stroud Gloucestershire GL5 5NY  
The PC considered the application and agreed to make no comment
- d) S.23/2047/HHOLD | Removal of existing garage and stables and erection of a detached garage. | Willowbank House Bath Road Woodchester Stroud Gloucestershire GL5 5NE  
The PC considered the application and agreed to make no comment

2024/08	To note other planning applications and decisions registered since 1st November 2023 (appendix 2) Noted
2024/09	To review and agree Parish Council Policies It was agreed that the PC would adopt GAPTC model policies for legislative policies as standard practice and if any amendments were deemed necessary by clerk they would be reviewed and agreed by council in a future meeting. Clerk to review all policies throughout the year and send list of policies to PC after elections in May.
2024/10	To review and agree final 2024-25 budget (appendix 3) Agreed subject to adding 3 bookings at Village Hall for PCSO visits
2024/11	To review and agree 2024-25 Precept Request Agreed
2024/12	To discuss highway and road safety matters and agree any actions Cllr Evans has arranged to collect speed monitoring equipment from previous Cllr. It was agreed that Cllr Evans should liaise with the Ash dieback team in relation to road closures and diversion routes.
2024/13	To discuss local maintenance matters and agree any actions It was agreed that the dog waste bin on Convent Lane should remain in it's current position, however the bin on the corner of Southbank should be moved away from the entrance of the footpath due to the smell. Clerk to instruct maintenance contractor.  Cllr Noon is making enquiries into replacing the Railings at the bottom of the steps between Atcombe Road and Frogmarsh Lane with planters  Cllr Baynham-Honri has suggested that the plan for the vegetation/landscape maintenance of the village needs further review and will assess this with Cllr Denny and report back to the PC at the next meeting.
2024/14	To discuss Parish Council events and agree any actions Police drop in sessions - The PC agreed to pay for the use of the village hall for three drop in sessions in 2024.  Open Gardens – Cllr McNealey will try to engage interest to run this event at end of June/beginning of July  Wassail – Cllr McNealey noted the event which will be held on Jan 28 <sup>th</sup> . The event is not a PC event, but is for the community, as per advert on page 9 of the last Woodchester Word

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Litter Pick – As per conversation in public section of the meeting. It was agreed that the litter pick will take place on the 17th March. Clerk will advertise.

2024/15	<p>To discuss 2024 objectives for Woodchester Parish Council</p> <p>The PC noted their conversations from a recent informal catch up and resolved to make the following priorities during 2024:</p> <p>Village Maintenance Speed and Road Safety Community Engagement – Including a website review</p>
2024/16	<p>To approve expenditure and sign cheques as per payment schedule (appendix 4)</p> <p>The following payments amounting to £2428.34 were agreed by council</p> <p>Play Area Litter Management Clerk Salary HMRC Maintenance Management Contract (incl. Play Area Inspections)</p> <p>The following payments were made in December following approval from Council in November.</p> <p>TW Hawkins - Grass Cutting - £120 Village Hall Hire - 90 Lunch With Friends Grant – £500 Contribution to Silver Band for Carol Singing round the village - 150</p>
2024/17	<p>To receive verbal reports from councillors</p> <p>There were no additional reports from the PC</p>
2024/18	<p>To review and agree changes to Clerk’s Contract of employment as per NALC amendments (appendix 5) (Item closed to public and media)</p> <p>PC agreed to adopt model contract and review any appropriate amends via email before 1<sup>st</sup> April</p>
2024/19	<p>To confirm date of next Parish Council Meeting</p> <p>The next general meeting of the council will be Thursday 7<sup>th</sup> March 2024</p>

Signed

11th January 2024 - Mandy Rossiter

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