

Woodchester



Parish Council

Woodchester Parish Council

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Annual Parish Council Meeting - Minutes

Recorded by: Mandy Rossiter - Clerk

Date: Thursday 9th May 2024

Meeting Commenced: 19:30

Meeting ended: 21:00

Present:

Parish Councillors:	Peter Lead Katharine McNealey Paul Baynham-Honri Caroline Noon Nathan Potter Richard Evans
District Councillors:	
County Councillor:	Councillor Steve Robinson
Clerk:	Mandy Rossiter
Other:	Two members of public

- May24/01** Election of the Chairman
It was resolved via vote that Councillor McNealey would be chairperson
- May24/02** Election of the Vice-Chairman
It was resolved vote that Councillor Lead would be Vice Chair
- May24/03** To receive acceptance of office from councillors
Signed copies received by clerk
- May24/04** To receive and accept any apologies for absence
Councillor Denny and District Councillor Canning
- May24/05** To invite and receive any declarations of interest
There were none

Initials.....

May24/06	To offer an open forum to members of the public for discussions and questions Member of public raised that there was still an issue with overgrown vegetation from residents' gardens around the village intruding on public pathways and roads. PC confirmed that they will send address details to clerk so that a letter may be sent to the responsible homeowners.
May24/07	To approve and sign the minutes of the Parish Council Meeting of 7th March 2023 The PC agreed that the minutes were an accurate record and they were signed by the chair.
May24/08	To review and agree councillor responsibilities for 2024-25 The PC agreed the following responsibilities for each member: Councillor McNealey – Strategic Planning, Social Media, Snow Warden (North), Village Hall Representative Councillor Lead – Planning, Snow Warden (South) Councillor Noon – Community Engagement, Public Rights of Way, Personnel Contact Councillor Baynham-Honri - Finance Councillor Potter – Website and IT Councillor Evans – Highways and Road Safety Councillor Denny – Recreational Sites and Village Maintenance
May 24/09	To review and agree Council Policy Review Timeline (appendix 1) The PC agreed to the timeline which will be uploaded with minutes
May24/10	To review and agree policies/documents: a) Standing Orders (appendix 2) The PC agreed the Standing Orders which will be uploaded to PC website b) Community Grants Policy and application form (appendix 3) It was resolved to agree the policy with the caveat that agreed amendments suggested by Councillor Potter will be made. Updated version to be circulated from Councillor Potter and uploaded to website by clerk.
May 24/11	To receive a report from volunteer, Nigel Brook-Smith on how the Village defibrillators work and are maintained and agree actions for any training PC confirmed receipt of report. It was resolved that Councillor McNealey will ask Mr Brook-Smith to arrange a public training session on using a defibrillator. The cost of this is £175 and community organisations will be asked if they are interested in participating. Council agreed the expenditure.
May24/12	To receive and approve any community grant applications The PC received a grant application from St Mary's Church in collaboration with Stroud Swift Group and resolved to award a grant £258.20
May24/13	To note that there were no planning applications/enforcements, decisions or appeals for the council to consider Noted
May24/14	To note decisions made by Stroud District Council on planning applications/enforcements and appeals since March Meeting (Appendix 4) PC noted that planning decisions were related to Listed Building Consent and Trees in Conservation Areas/Tree protection orders only

May24/15	To receive County and District Councillor reports
	<p>County Councillor Robinson gave a verbal report and noted the following: Traffic Regulation Order request to have Double Yellow lines on St. Mary's Hill is still going through the statutory public consultation exercise. Notices have been published in the local and national press. Councillor Robinson is not expecting anything to come to action until the end of the year.</p> <p>A sign has been installed on the A46, to make clear that there is a weight restriction on the bridge Selsley Rd crosses over the cycle path.</p> <p>Councillor Robinson asked if the pc had anything to raise with him and the following points were discussed:</p> <p>Request for directional signage to be replaced at Frogmarsh following its removal. Councillor Baynham-Honri will forward details.</p> <p>PC mentioned comment made by member of public in the APM regarding road safety at the school and asked if TRO could be considered for the area. Clerk to add to next agenda. Councillor Baynham-Honri resolved to ask PCSO to visit the school and ask parents parked on Zig Zags to move their vehicles.</p> <p>Councillor Robinson was asked to consider options for the PC to have the brick lined drainage system cleared, without involving GCC Highways, due to concern over damage to the brickwork by their contractors. It was noted that there had been some clearance along the brick lined gullies in Frogmarsh, likely by an adjacent landowner.</p>
May24/16	To receive the Clerk's report on actions and correspondence following previous Parish Council Meetings and agree any further actions (appendix 5)
	<p>The PC confirmed that they had read the report and the following actions were agreed:</p> <ul style="list-style-type: none"> • Cllr McNealey to find out where spare surfacing material is required and update clerk so that quotes on resurfacing and maintenance can be obtained as per the RoSPA report. • Councillor Evans will remove the chicken wire from planters in the Play Area so that they can be replanted by Councillor McNealey and a volunteer.
May24/17	To receive update reports on current Councillor Projects and agree next steps:
	<p>a) Village Maintenance Contract (appendix 6) It was resolved to agree the contract updates. Clerk is to advertise for Tender applications on Tuesday 14th May, giving a response deadline of 10th June. The applications will be considered at the PC June meeting.</p>
	<p>b) Website Councillor Potter continuing to investigate needs and options</p>
	<p>c) Events Councillor McNealey has arranged for the Open Gardens event to take place on 7th July. There are 9 gardens taking part and Wildlife Trust Representatives will be present. It was agreed that the amount of up to £100 would be provided by the PC to cover the costs of printing the programmes. (To be paid upon receipt of invoice). Councillor McNealey will ask the school if they would like to be involved.</p>
	<p>d) Accessibility of Footpaths</p>

Initials.....

Councillor Noon has been unable to meet with Cotswold Warden. Councillor Noon and Cotswold Warden are reviewing options to make a safe passage from Bus Stop at Frogmarsh to the Cycle Path, instead of crossing the busy road. Clerk to ask SDC if S106 funding can be used on this as it falls under an accessibility project.

e) Road Safety

VAS cameras are now running, but only one battery is working. The PC resolved to purchase a replacement battery. Councillor Evans to source.

Councillor Evans had received a message from police that action is being taken on the speed issue on the A46. Nobody on the PC was aware of this. Councillor Evans will go back to Police for clarification. Councillor McNealey to contact Councillor Robinson for information. Clerk to ask Rodborough clerk if they are aware of any police work on A46 speed reduction.

May24/18 To receive Safety reports and agree any actions:

a) Play Area

PC confirmed receipt of report on safety inspection by RoSPA and noted that the highlighted concerns have been resolved by the addition of new surfacing material.

b) Mountain Bike Track

Some minor issues were noted on the report. Councillor McNealey and Clerk looking to resolve these as per minute ref May24/16.

May24/19 To agree to delegate authority to clerk to approve and book councillor training requests during 2024/2025

It was resolved to agree to delegate authority to clerk

May24/20 To discuss the cleaning of the street gutters in South Woodchester and agree any actions and expenditure

As per minute ref May24/15, Councillor Robinson is supporting PC in arranging for this issue to be resolved.

May24/21 To note upcoming expiration of current three year insurance contract and agree next steps

It was resolved to delegate authority to clerk to source and implement insurance

May24/22 To review and approve end of year accounts (appendix 7)

a) Bank Reconciliation

b) AGAR Section 1

c) AGAR Section 2

d) List of Reserves

e) Explanation of Variances

f) To receive internal audit and agree action plan (appendix 8)

Items a) to e) were agreed by council. Item f) has been deferred until July

May24/23 To approve expenditure and sign cheques as per payment schedule (appendix 9)

Payments amounting to £1,965.80 were approved
St Marys Church – Room Hire (reissue of lost cheque)
Litter Collection Contractor
Woodchester Village Hall – Room Hire for PCSO visits

Initials.....

RoSPA inspections
Community Grant (May24/12)
Clerk Salary
HMRC

May24/24 To receive verbal reports from councillors

Councillor Baynham-Honri noted that GCC had cleared drains in South Woodchester and left debris from drain clearance in a mound. Clerk was asked to feed this back to GCC and request that the debris is spread in future to prevent it falling back into the drain.

Councillor McNealey attended the Village Hall committee meeting – Chairperson and secretary would both like to retire. New volunteers for the Village Hall committee are being sought. Village Hall AGM will be held on Tuesday 11th June and all organisations who use the village hall are being invited to attend.

Councillor McNealey had resolved a problem with a blocked drain on Church Road

Councillor McNealey had alerted Severn Trent to a damaged water main junction box on Selsey Road by whatsapping them. The issue was dealt with within 12 hours.

Councillor McNealey attended Lunch with Friends and spent time with PCSO discussing some anti-social behaviour in the village.

Councillor Noon reported that free bicycle stands were available for small businesses and community organisations through an initiative being run by Stroud District Council and an organisation called Life Cycle. Applications can be made direct through www.lifecycle.org.uk

May24/25 To confirm date and time of next Parish Council Meeting

Meetings are held on the 1st Thursday of every other month with exception of January, where it will be the 2nd week.

NEXT MEETING 4th July 7:30pm in the Village Hall. Clerk to update website

Initials.....