

Woodchester



Parish Council

# Woodchester Parish Council

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## Parish Council Meeting - Minutes

Recorded by: Mandy Rossiter - Clerk

Date: Thursday 16<sup>th</sup> January 2025

Meeting Commenced: 19:30

Meeting ended: 21:30

### Present:

Parish Councillors:	Katharine McNealey Paul Baynham-Honri Richard Evans
District Councillors:	
County Councillor:	Steve Robinson
Clerk:	Mandy Rossiter
Other:	Three members of the public

### Items:

January2025/01 To receive and accept any apologies for absence  
Apologies were received and accepted from Councillor Lead, Councillor Noon and Councillor Potter

January2025/02 To invite and receive any declarations of interest  
None

January2025/03 To offer an open forum to members of the public for discussions and questions

Two members of public attended to report problem of blocked drains and water run off leading to ice on Bear Hill. There had recently been a serious crash with a car spinning off the road and ending up in a field. The junction with the A46 was especially dangerous.

Residents asked if two grit bins on Bear Hill could be replaced. It was noted that the upper one would have been in Minchinhampton Parish. It was likely both bins had been removed for public safety reasons.

Initials.....

Action: Councillor Robinson to ask GCC Highways representative to carry out a safety inspection at the site

January2025/04	To agree accuracy of minutes taken at the last full council meeting The minutes were approved
January2025/05	To receive an update on actions from previous meetings and agree next steps Cllrs and Clerk gave update on their actions from previous minutes
January2025/06	To receive reports: a) District Councillor b) County Councillor

County Councillor S Robinson read through his report and added the following notes:

The Government is committed to another substantial re-organisation of local Government as set out in the Devolution White Paper (December 2024). Gloucestershire CC has asked to be a priority for Local Government Reorganisation, and requested that the May County Council elections be postponed. There has not yet been any formal consultation on the proposed structure of the new Unitary Authority (Strategic authority).

Cllr Robinson has bid for funding to resurface Station Rd and Beech Grove should additional funds be released by GCC. He had received correspondence from a resident concerned about rubble and other debris on the Rooksmoor Mills site.

Cllr Canning (SDC) had submitted a written report, the contents of which were noted.

The PC thanked the District and County Cllrs for their reports and ongoing support

Action: Councillor McNealey to investigate and contact SDC with concerns about the future use of the North end of the Rooksmoor Site. To make Cllr Canning aware of this issue.

c) Clerk Report  
Clerk reported that SDC were offering a number of councillor training opportunities.

January2025/07	To note receipt of planning report from clerk Noted – Will be shared on PC website
January2025/08	To discuss ongoing PC matters and agree any actions: a) Road Safety PC agreed to purchase a security bracket for VAS. PC resolved not to pursue H markings at the junction of Atcombe Land and High Street as the issue with parking was deemed to only be an occasional problem.

Action: Steve Robinson to prompt Jonathan Smith (GCC) to respond to Councillor Evans' email

Action: Councillor Evans to forward bracket and battery details to clerk

Action: Clerk to purchase above VAS equipment

- b) Village Maintenance  
Clerk and Chair to have a site visit with new maintenance contractor and formalise requirements and expectations.

S106 funding to be spent on mountain bike trail including fencing, seating and signage.

Noted that ad-hoc maintenance was required on PC assets. Repainting phone boxes, fixing noticeboards and repairing the bench by war memorial.

Action: Clerk to add vegetation clearance of Bath Road (A46 Northbound) from bottom of Selsley Road Road to the pelican crossing by The Fleece to contractors regular tasks

- c) Public Rights of Way in the Parish  
A local resident has volunteered to walk local footpaths and highlight issues to PC

Action: Clerk to forward PROW online map link

- d) Parish Council Website and Emails (Agree date to switch over to new addresses)  
Deferred until all Cllrs have confirmed competence in new software

- e) Events

VE Day 8th May PCC will arrange a memorial event. St Marys Parochial Church Council (PCC) have discussed and will probably arrange bell ringing and lighting of lanterns to commemorate VE Day. This is a Thursday and is NOT a public holiday.

Action: Councillor McNealey to consider options for annual Parish meeting

- f) Grant Applications  
PC agreed to pay a grant of £250 to St Marys Church to support the costs of Lunch

with friends

January 2025/09 To discuss replacing the Roman Villa Information Board  
**A discussion took place about the current condition of the information board which has perished over time and is unreadable.** Councillor Sarah Canning has indicated that she may be able to obtain funding and would like to take the lead with this project.

Action: Councillor McNealey to clarify who actually owns the Plinth, and confirm that Parish Council and Cllr Canning work jointly on its replacement.

January 2025/10 To discuss Toad Watch in Woodchester and agree any expenditure  
There are migratory toad crossings in both South and North Woodchester. These have been registered on the Froglife Website. The PC agreed to purchase 6 warning signs at a total of £206 incl. VAT as per invoice provided by Woodchester Toad Watch representative who will place order on PC's behalf.

Action: Councillor Robinson to ask GCC Highways manager if there are any suitable signs available from GCC

Action: Clerk to create add ToadWatch locations to Parish Online and Website

January2025/11	To review and agree the following Parish Council Documents: a) Asset Register Deferred pending purchase of new PC laptop
January2025/12	To consider and agree or note the following Finance Matters a) To approve 2025-2026 budget The PC reviewed and agreed the budget b) To agree 2025-2026 Precept request The PC reviewed and agreed the budget-Precept request. c) To approve and pay payments on the January 2025 Payment Schedule The following payments were approved:  Woodchester Word (MDL Kelex Ltd) - £330 S May - £180 Amanda Rossiter (Salary) HMRC (PAYE) PATA - £89.70 St Marys Church (room hire) - £25 Village Hall (Room Hire) - £90 Parish Online - £60 Mapping Software GAPTC - £165.50 GAPTC  These payments were noted as paid in between meetings Maintenance Contract – Replacement Cheque - £810 Maintenance Contract - £890  d) To note any receipts None e) To agree balance of Accounts and Bank Reconciliation Deferred f) To conduct a spot check on financial controls Deferred
January2025/13	To receive verbal updates from Parish Councillors on their activities and meetings

Cllr McNealey had spoken to the Priory Estate Manager:

- Warning re dogs being off-lead around grazing sheep in Villa Field. Signs have now been fixed to all access gates.
- The fallen oak tree on Priory land will be removed due to it being a hazard.
- Cllr McNealey attended the WCLG (Woodchester Community Land and Gardens ) meeting.
- Cllr McNealey suggested holding the Annual Parish Meeting (APM) at the allotments in May.
- Plans were discussed for a village BioBlitz to be held in early summer. Sylvia May has offered to organise this event, which will be a helpful first step in collecting information to feed into a Local Nature Action Plan ( Biodiversity Action Plan). It is hoped bio-blitz will include:
  - A wildflower walk
  - Birdwatching
  - A bat walk

Initials.....

- Exploring “creepy crawlies”
- It will be a community event and participants will be involved in identifying and recording wildlife data.

January 2025/14

To note dates of 2025 meetings

Next meeting will be the 6<sup>th</sup> March 2025 and then the 1st Thurs of every other month, except for May which is TBC.

Meeting Closed

Initials.....