**MINUTES OF THE MEETING OF WHITMINSTER PARISH COUNCIL HELD AT THE VILLAGE HALL, WHITMINSTER ON WEDNESDAY 5th DECEMBER, 2018.**

**Public Forum**

The Chairman welcomed the Parish Councillors and the members of the public in attendance.

There were 2 members of the public present who were given an opportunity to speak.

A question was raised concerning what had happened at the recent Development Control Meeting of Stroud District Council when the planning application relating to the garage site in The Close was considered. Cllr Jones advised that Cllr Peters had spoken at the meeting and put over very well the concerns of the Parish Council and local residents. The outcome was that a decision was deferred to allow further consultation to determine a better design and more suitable materials appropriate for the site. It was hoped that the preferred suggestion of two bungalows would be the eventual scheme but it was understood that the site might not be large enough. A supplementary question was raised as to whether whatever might be consented would then be Council housing. Cllr Jones responded that it was his understanding that the site would be marketed, with the benefit of any consent that may be forthcoming, for sale on the open market.

The member of the public who raised these questions then thanked Council and left the meeting.

Mrs Jones remained and whilst acknowledging the matter not to be a Parish Council issue suggested it was important for the village in general to be aware of the plight of the Teckles Animal Shelter, located in the village, as reported in the local media. It was understood financial constraints could cause it to close. All agreed that this would be shame and a loss of a valued asset for the area.

**00/12**

**Present**

There were 6 Councillors present including Cllrs Jones (Chairman), Hay (Vice-Chairman), Braidford, Douglas, Mrs Gilmore and Peters.

There were 2 members of the public in attendance at the start of the meeting reducing to 1 following the public forum.

**01/12**

**Apologies**

An apology had been received and accepted from Cllr Paynter who was unable to attend due to a work commitment.

**02/12**

**Declarations of Interest**

There were no declarations of interest made in respect of the items notified on the agenda.

**03/12**

**Minutes**

The Minutes of the meeting of 7th November, 2018, were approved subject to the following amendment:

* 06/11 – Decisions to Note – Fourth & fifth lines – ‘tent sales area’ changed to read ‘access’.

**04/12**

**Matters Arising**

Severn Voice – The Minutes of the recent meeting, held on 24th October and hosted by Whitminster, had been circulated and Cllr Jones provided a further brief overview.

World War One Commemoration – Cllr Jones informed the meeting that the ceremony at the War Memorial had been very well attended and those present retired to the Village Hall for refreshments afterwards. The service held by the Village School had also been well supported.

Welding Work (Playing Field) – Cllr Braidford confirmed that he had volunteered to help with repairs to the equipment and fencing if he is able to do so and would take a look at what is required in the near future.

Notice Boards – Cllr Hay confirmed that he would be willing to treat and re-varnish the various notice boards in the village as necessary and would look into the materials required in liaison with Cllr Jones. Comments were made concerned the condition of the board in The Close but it was felt there was some use left in it yet.

Copse Adjoining Playing Field – Cllr Jones reported that the landowner’s agent had ordered the necessary tree work, as previously noted, and this had been completed. Cllr Douglas commented that it looked like a neat job had been done.

Parking in The Close – Cllr Peters observed that the K B Coaches vehicle that had been causing an issued being parked in The Close when not in use, had returned and was being regularly parked but it was not causing an issue at present. Some discussion followed concerning a white van that is also often parked in the area.

**05/12**

**Police & Community Safety Issues**

Emergency Plan

There was nothing further to report for the time being.

Neighbourhood Warden

There was no detailed report to consider but an article had been received from the Warden promoting her existence, the nature of the work she undertakes and contact details. This has been passed on for publication in what was likely to be the final issue of the SPAN magazine.

Other Matters

The Agenda for the Cluster Group meeting that had taken place on the 28th November had been received along with the minutes of the previous meeting. These had been circulated around Council by email and would be placed in the correspondence pack. Cllrs Jones and Peters had attended the meeting. They reported that there are 3 new PCSOs being trained up and one would be based at Dursley to assist PCSO Trebble covering the Severnside area. This was considered a most welcome addition as it had been a very large area for him to cover alone. Under this item Cllr Jones also informed the meeting the Paul Helbrow, formally of Stroud District Council, had been appointed County Council Highways Manager for the South of the County and that he had seen a demonstration of a new gulley cleaning machine that may be purchased, finances allowing, for use in the area.

Cllr Peters reminded those present about the service provided by the Community Alert scheme operated by Gloucestershire Constabulary and also advised that good quality electric timers, to set lights and other equipment to turn on automatically, were available to be purchased for £2.20 from Stroud Police Station. He stated that he may be able to assist, in other ways, is someone wants one but cannot get to Stroud Police Station.

The Terms of Reference for the new Stroud District Road Safety Group had been circulated and anyone keen to get actively involved was urged to make contact with the founders of the group directly.

The Chairman had previously suggested that he would be keen to arrange for a defibrillator to be provided in the Parish as a project for the coming year. Some information concerning types of equipment and potential suppliers had been downloaded from the internet and circulated.

Information had been received on suggestions as to what to include in a household Emergency Box.

**06/12**

**Planning**

Decisions to Note

Belvedere, Bristol Road, Whitminster, GLos.

Change of use to Early Years Nursery.

This had been refused mainly on highway related grounds.

Whilst Cllr Jones though that possibly some other decisions had been reached no formal notifications had been received by Council.

Applications to Consider

12 Kidnams Walk, Whitminster, Glos.

Single storey extension and first floor extension over garage.

Council considered this application and resolved to support it without any comments.

Other Planning Matters

Council had received a copy of a letter from Stagecoach in support of the pending application to create a new stadium on land East of Junction 13 of the M5 motorway. It was understood the application was likely to be considered by the District Council in February, 2019.

Cllr Jones informed the meeting that he had been approached by planning consultants considering the development of land to the rear of Upton’s Garden for a small number of houses. It was thought that they might wish to meet with Council to discuss the matter in the New Year and councillors were asked to give the matter some consideration in advance.

Promotional posters, an explanatory letter, various supporting documents and emails were all circulated concerning the Stroud District Council Local Plan Review Consultation that was ongoing. It was agreed that this would be given more detailed consideration at a future meeting. It was noted that some low order settlements, for which no development was being proposed, were being asked to consider if they wished to make representations in order to secure small scale development to aid viability.

The SDC Statement of Community Involvement was received and circulated.

Planning Application No. S.18/2454/COU had been received for consultation but it was pointed out that the site was not within the Parish.

Cllr Jones circulated guidance notes relating to the preparation of Neighbourhood Plans, that were now considered to be a less daunting prospect to produce. He suggested this might be something that Council wishes to consider further in 2019.

**07/12**

**Highways & Byways**

Footpaths Map

Nothing further to report as Cllr Paynter was not present at the meeting. There was also nothing further to report on general footpath matters.

Possible Work For County Council Lengthsman Scheme

Suggested work included work to the boundary outside of Schoolfield Close on School Lane and the hedge bounding the play area at Little Holbury.

Other Matters

A Snow Warden information pack had been received from the County Council and was passed to Cllr Peters who took it to respond as necessary. It was agreed that a letter should be sent to Mr Godwin to determine if his employees and machinery were now officially being used to provide snow plough services across the Severn Voice area and, if so, the procedure to be followed should their services become needed. It was noted that there was an adequate supply of salt stored at the Village Hall.

Cllr Mrs Gilmore confirmed that she had been to visit a resident living close to her concerning an overgrown hedged and she was hopeful that some action would be taken as a result. She had been unsure as the location of the other property where there was considered to be a similar issue but after clarification agreed to make a further similar approach. Cllr Douglas commented on the overgrown hedge at the side of the A38 opposite the Whitminster Inn car park. It had been cut back at low level but not higher up and was beginning to fall over onto the adjoining pavement. It was agreed that a letter should be sent to the householders of numbers 10a & 12.

Cllr Douglas also commented that the canal restoration volunteers had been busy of late and Cllr Peters informed the meeting of further canal work planned for 2019.

**08/12**

**Skate Ramp**

It was noted that there was nothing more to report for the time being but Cllr Hay advised he was ready and waiting to assist in fitting the new end panels once they had been cut to size by Cllr Paynter. There were also some further loose running boards to be re-fixed.

**09/10**

**Accounts**

Accounts for Payment

The following accounts were approved for payment:

T W Hawkins & Sons Grass cutting £992.12

The Poppy Appeal Donation £50.00

Proper Officer Reimbursement of expenses £45.97

Budget Considerations

Proposals were invited for consideration to be included in the budget for 2019/2020 that would be presented to the next meeting. None were forthcoming other than Cllr Jones’ proposal that the provision of a defibrillator should be looked into.

Other Financial Matters

It was noted that the precept and budget for the 2019/2020 financial year would be considered at the January 2019 meeting. Payment of a contribution from the County Council for verge cutting expenditure was expected in the near future. Correspondence was ongoing with the new audit firm to determine if a full audit was required and, if so, what further information was needed, if any, as there had been no response to the original online submission.

**10/12**

**Correspondence**

The following items of correspondence were received:

Agenda for the Chartered Town & Parish Council meeting of 6th December.

The Trow magazine.

CPRE Magazine – Countryside Voice.

Clerks & Councils Direct magazine.

CPRE Field Work magazine.

War Memorials Trust Bulletin.

Letter seeking donations towards the cost of running the regional air ambulance.

Letter from Lucy Brazier asking Councillors to support her dissertation on local planning issues by completing and returning her questionnaire.

**11/12**

**Chairman’s Items & District Councillor’s Report**

Cllr Jones reminded Council that the next meeting would take place on 2nd January, 2019. All other Chairman’s items had been covered elsewhere on the agenda. On District Council matters he reminded those present that there was a new CEO in place at SDC as well as a new lead officer in Legal Services. The District Council would also be meeting soon to set its budget for the forthcoming financial year.

**12/12**

**Other Business**

Schoolfield Close Ditch – Nothing further to report other than it was hoped this would be tackled using the County Council Lengthsman Scheme.

Parish Records – Cllr Peters would review the Minute Book that had been located at the next meeting.

Parking in The Close – A general discussion was had on this matter with the resulting action being that a follow up letter should be sent to the regional office, in Cirencester, of the Housing Association responsible for Henry Withers Close.

Javelin Park Community Liaison Group Update – Cllr Mrs Gilmore reported that the first grant, of up to £25,000, available to support communities close to the incinerator site would be available next year with application forms to be submitted by June. Hot commissioning of the site would begin in March and visitors could apply for tours of the facility from June onwards. It was agreed that consideration should be given to a Parish Council visit.

**13/12**

**Future Agenda Items**

It was agreed that the Local Plan Review and Parish Records be agenda items for the January meeting.

There being no further business the Chairman declared the meeting closed at 9.07 pm.

 **CHAIRMAN** – Wednesday 2nd January, 2019.