

# Ruspidge & Soudley Parish Council

## MINUTES of the MEETING

held in the Ruspidge Hall on the 10th May, 2016

*(These minutes remain in draft form until approved at the next meeting of the Council)*

### Parish Councillors Present:

J. Stanford, Chairman  
Cllrs. Mrs. B. Hedges, S. Phelps,  
B. Acland, C. Richardson,  
T. Matthews & N. Bowes.

The Clerk - Mrs. Helen Hook.

### Public:

No members of the public were present.

### County Councillor Present:

R. Leppington.

### District Councillor Present:

B. O'Neill.

### Apologies:

C. Hawkins & B. Rhodes.

### **Standing Declarations of Interest**

- (a) Dean Heritage Museum Trust - Insignificant personal interest by Cllr. Phelps.
- (b) Soudley Village Hall Committee - Insignificant personal interest by Cllrs. Hawkins & Stanford.
- (c) Great Oaks Hospice - Insignificant personal interest by Cllr. Hawkins.
- (d) Ruspidge Memorial Hall - Insignificant personal interest by Cllr. Bowes.

## **RUSPIDGE WELFARE TRUST**

Council were mindful that these items were considered and determined as trustees to the RWT.

1. Members were advised that, to date, only one quote had been received. Companies are to be advised that quotes are to be received no later than Friday, 10th June, 2016.
2. S.106, Edmunds Way - Members **DETERMINED** that for future equipment consideration should be given to persons/children with disabilities. However, this will not be in the immediate future as it may be necessary to use such funds for ongoing improvements to the football field.
3. Members noted that online submission of the RWT Annual Return is unavailable until June.

## **THE PRESENT CHAIRMAN PRESIDED OVER THE MEETING UNTIL THE NEW CHAIRMAN WAS ELECTED.**

5. **Election of the Chairman** – Two nominations were received:  
Cllr. Bowes proposed Cllr. Phelps; Cllr. Matthews proposed Cllr. Acland.  
A secret ballot was motioned by the chair and the nominees withdrew from the meeting. The ballot count resulted in Cllr. Acland being elected chairman. He thanked the outgoing chairman (Cllr. Jeff Stanford) for his services to the council in this role. Cllr. Acland duly signed the declaration of office form.
- 5.1 **Declaration of Interests** - Cllr. Stanford declared an interest in the Soudley shower project.
- 5.2 **Register of Members Interests Form** - all councillors present completed as necessary.
- 5.3 **Appointments of the Council**
  - Vice Chairman - Cllr. Phelps was unanimously elected, unopposed, and duly signed the Declaration of Office form.
  - Hon. Treasurer - Cllr. Hawkins.
  - Internal Auditor of the Council - Mrs. Shirley Fowler.
  - Blue Rock Trail Management Committee Members (BH; CH; BR)
  - Personnel Committee Members (JS; BA; CH)
  - Parish Reserves Committee (TM; NB; BR)

#### 5.4 **Representatives of the Council**

Ruspidge Memorial Hall – Cllr. Bowes.

Soudley Village Hall – Cllr. Hawkins.

Parish site inspection panel – Cllrs. Hedges; Stanford; Hawkins; Matthews.

Parish planning consultations – Cllrs. Hedges; Stanford; Hawkins; Matthews.

Forest Forum (FC) – Cllr. Phelps.

~~South Parish Partnership – Cllr. Phelps who will circulate info to other pc's who may, if they wish, also attend the meetings. DELETED.~~

Parish Highways - Cllr. Richardson (Ruspidge) and Cllr. Stanford (Soudley).

St. White's School Liaison - Cllr. Richardson.

Parish Snow Wardens – Mr. Adrian Reed (Ruspidge) and Cllr. Stanford (Soudley).

Wreath laying on Remembrance Day – Cllr. Richardson - Cinderford Service and  
Cllr. Stanford - Soudley Service.

5.5 **MINUTES** - The Minutes of the Council meeting held on the 12th April, 2016 were **ACCEPTED** as a true record of the meeting and were signed by the Chairman.

5.6 **MATTERS ARISING** from the Minutes.

Motorbike Restriction Barriers - for public right of way DRP/8, have been ordered.

5.7 The minutes of the Annual Parish Meeting held on 12th April, 2016, were **ACCEPTED** as a true record of the meeting and were signed by the Chairman.

5.8 There were no matters arising from these minutes.

5.9 There was no further discussion on the outgoing Chairman's Report and the Ruspidge Welfare Trust's Report.

#### 5.10 **DISTRICT COUNCILLOR REPORT**

- ◆ Councillors, for information only, were updated on the Solar Farm, Elton, application.
- ◆ District Councillors now have to declare membership to Freemasons Lodge.

#### 5.11 **COUNTY COUNCILLOR REPORT**

- ◆ All schools to become Academies - plan shelved for time being.
- ◆ Summer grass cuts procedure - RL issued leaflet.
- ◆ Highways Lengthsman Scheme - Soudley rep tbc later in the meeting.  
- Brian Watkins will confirm Lengthsman eligibility for a job.

5.12 **PLANNING** – There were no applications or decisions to report.

#### **FINANCIAL MATTERS**

5.13 Following report by the Treasurer the Council **APPROVED** the accounts presented for payment totalling £6,302.43, this figure being inclusive of confidential expenditure.

5.14 Members received the Annual Financial Report for the year ending 31st March, 2016.

5.15 In accordance with the Audit Regulations the Clerk, as the RFO, tabled the Annual Audit Return for the year ended 31st March, 2016. The Annual Return is to be received by the external auditors by 10th June, 2016. Members noted that the public rights inspection period is from 3rd June to 14th July inclusive.

5.16 In accordance with the Audit Regulations the Council **APPROVED** the Section 1, Annual Governance Statement, 2015/2016.  
The Chairman and Clerk signed the relevant section.

5.17 Following explanation and in accordance with the Audit Regulations the Section 2, Accounting Statement 2015/2016 was **APPROVED** by the Council and signed by the Chairman and Clerk.

- 5.18 Forest of Dean Health Forum - following feedback Council **RESOLVED** to **DECLINE** the application for a grant.
- 5.19 Changing Facilities, Ruspidge - held over to the June meeting.
- 5.20 Ruspidge Recreation Field - Council **APPROVED** the quote for the repair to the infant section wetpour surface. Members agreed with the RWT decision to consider equipment for persons with disabilities should funding still be available following the football field work.

**It should be noted that Cllr. Stanford withdrew from the meeting when the next item was discussed.**

- 5.21 Showers, Soudley Village Hall - Following discussion in the confidential agenda, under other matters determined necessary by the chairman, members overturned the decision for tenders as stated in minute 2.8 of the February meeting. Council deemed that it would be impractical and not cost effective to the public purse to adhere to Standing Order Appendix - Works Order No. 3, as a substantial amount of foundation work (on behalf of the hall committee) has been carried out by a local tradesperson who is familiar with the project and layout of the building. Therefore the council unanimously **RESOLVED** to **SUSPEND** the said S/O for this project. The chairman requested the item be minuted in these general minutes.

**CORRESPONDENCE**

- 5.22 The Council **RECEIVED** and **NOTED** the following correspondence:
  - a) Peter Tapson - Highways S.W. Road. (fwded)
  - b) CANDI - Grant thank you.
  - c) FODDC - YTB proposed parking and traffic alterations. (fwded)
  - d) Sam Hudson - Outdoor Gym - replied.
  - e) Highways/Graham Morgan - Cinderford Bridge junction.
- 5.23 **Next Meeting** - The next meeting of the Council is to be held in the **Soudley Hall** at 7.00pm **Tuesday, 14th June, 2016.**  
**The agenda deadline is Monday, 6th June, 2016.**
- 5.24 **Exclusion of the Press and the Public** - The Council **RESOLVED** that for any remaining business of a confidential nature the press and the public should be excluded from the meeting in accordance with Standing Order (2016) No. 55.

Signed: ..... Chair.      Dated: .....