

Ruspidge & Soudley Parish Council

MINUTES of the MEETING

held in the Soudley Hall on the 9th May, 2017

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

Parish Councillors Present:

B. Acland, Chairman
Cllrs. Ms. N. Packer, C. Richardson,
C. Hawkins, T. Matthews, B. Rhodes.

County Councillor Present:

R. Boyles.

District Councillor Present:

B. O'Neill.

The Clerk - Mrs. Helen Hook.

Apologies:

Cllrs. S. Phelps & J. Stanford.

Public:

One member of the public was present.

Standing Declarations of Interest

- (a) Dean Heritage Museum Trust - Insignificant personal interest by Cllrs. Packer & 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. Packer.
- (e) Forest Voluntary Action Forum - Insignificant personal interest by Cllrs. Phelps and Rhodes.

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

Village Agent:

1. Mr. Mike Morgan, attended and gave the following update:
 - His area has now increased.
 - Contract expires October. GCC yet to confirm if it will continue funding.
 - Increase in needy people; food banks.
 - Job now more practical help and form filling.
 - Social subscribing an advantage (based in G.P's surgeries, when medicine not required ie., lonely or at risk and need self help S/S get in touch with agents).
 - Healthwatch Gloucestershire, based at Quedgeley.
 - Issuing Crisis Packs - Western Power Distribution, for power cuts etc.
 - Gloucester Royal Hospital - Disabled parking.

RUSPIDGE WELFARE TRUST

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

1. There were no matters arising from the minutes.
2. Members' received the Internal Auditor's report which confirmed a good audit trail.
3. Cabins - Still awaiting electricity connection and completion of additional works.
4. Members' **DETERMINED** utility bills are to be paid from RWT funds.

5. **Election of the Chairman** – Cllr. Hawkins proposed Cllr. Acland be nominated as Chairman. This was seconded by Cllr. Matthews and **AGREED** unanimously by Council. Cllr. Acland duly signed the declaration of office.

- 5.1 **Acceptance of Resignation** - Having accepted the resignation of Cllr. Bowes, who has moved out of the area, council are to fill the vacancy by co-option. Notices will be displayed within the parish and on the website.

- 5.2 **Register of Members Interests Form** - all councillors present completed as necessary.
- 5.3 **Appointments of the Council**
- Vice Chairman - Cllr. Phelps in his absence was unanimously elected, unopposed. (Further to the meeting Cllr. Phelps accepted the appointment.)
 - Hon. Treasurer - Cllr. Hawkins.
 - Internal Auditor of the Council - Mrs. Shirley Fowler.
 - Blue Rock Trail Management Committee Members (TM; CH; BR)
 - Personnel Committee Members (CH; JS; SP)
 - Parish Reserves Committee (JS; SP; BR)
- 5.4 **Representatives of the Council**
- Ruspidge Memorial Hall - Cllr. Matthews
 - Soudley Village Hall - Cllr. Hawkins
 - Parish planning applications & site inspection panel - (NP; TM; CH; JS)
 - Forest Enterprise Advisory Panel (NP; SP)
 - CANDI - Cllr. Rhodes
 - Parish Snow Warden(s) (Adrian Reed - Ruspidge; VACANT - Soudley)
 - Parish Highways - Cllr. Richardson
 - ~~St. White's School Liaison Rep~~ DELETED.
 - Wreath laying on Remembrance Day (CR - Cinderford; JS - Soudley)
- 5.5 **MINUTES** - The Minutes of the Council meeting held on the 11th April, 2017 were **ACCEPTED** as a true record of the meeting and were signed by the Chairman.
- 5.6 **MATTERS ARISING** from the Minutes.
- Office Software - Ordered from Module IT and a new PC quote requested.
- 5.7 The minutes of the Annual Parish Meeting held on 11th April, 2017 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 The Parish Council Chairman's Report and Ruspidge Welfare Trust Report had been received at the April meeting and there was nothing further to discuss.
- 5.10 **DISTRICT COUNCILLOR REPORT**
- ◆ Capital Strategy Management Team.
 - ◆ Period of Purdah.
 - ◆ Boundaries Commission (previously minded to recommend 39 now considering 39 or 41 members, Cabinet or Committee).
 - Democratic Services have limited time for the new proposals, it has, therefore, been put on hold for the new council to decide in 2019.
 - The FODDC is alleged to be holding £3m of S.106 money (total of all FOD parishes).
- 5.11 **COUNTY COUNCILLOR**
- The Chairman welcomed the new County Councillor, Richard Boyles, who gave a brief history of himself and also advised that he will be the GCC Cabinet Member for Children and Family. Due to the recent election there was no business to report.
- 5.12 **PLANNING** – Completed Schedule attached as an Appendix to these Minutes.

FINANCIAL MATTERS

- 5.13. Following report by the Treasurer the Council **APPROVED** the accounts presented for payment totalling £11,382.12, this figure being inclusive of the expenditure recorded under confidential business.
- 5.14. Internal Audit - Members received a signed statement from Mrs. Fowler, reporting her considerations of the Council's accounts for the year ending 31st March, 2017. Mrs. Fowler confirmed that no irregularities had been found and thereby confirming the correctness of the accounts had duly signed the Annual Audit Return.
- 5.15 The Clerk/ Responsible Financial Officer, circulated the Annual Financial Report.
- 5.16 In accordance with the Audit Regulations the Clerk, as the RFO, tabled the Annual Audit Return for the year ended 31st March, 2017. Council **APPROVED** the Section 1, Annual Governance Statement 2016/17. The Chairman and Clerk signed the relevant section.
- 5.17 Following explanation and in accordance with the Audit Regulations the Section 2, Accounting Statement 2016/17 was **APPROVED** by the Council and signed by the Chairman and Clerk.
- 5.18 Insurance - Upon receipt the Aon quote will be forwarded to all councillors' for comparison (if lower than Zurich's renewal), with initial approval to be confirmed via email.
- 5.19 Grants - A separate form for applications for recurring expenditure such as grass cutting will be available directly from the Clerk. The form will not be available from the website.
- 5.20 Community Development - Council received and **ACCEPTED** the draft job specification for a Community Worker. The applicant will be accountable to the Community Development Sub-Committee and be managed by the Chair of this Committee, on behalf of the Council.
- 5.21 Changing Facilities - Council received an update as minuted under RWT matters.

CORRESPONDENCE

- 5.22 The Council **RECEIVED** and **NOTED** the following correspondence:
- a) Mr. J. Whitney - Japanese Knotweed.
 - b) Play Rangers/G. Morgan - Playscheme, Ruspidge.
 - c) Mr. G. Norman - Wellington Farm Planning Application.
 - d) GCC - 5 day closure of Hempstead Recycling Centre (8th - 12th May).
 - e) Mountain Bike Orienteering - Event Soudley, 22nd and 23rd July, 2017 (fwded).
- 5.23 **Next Meeting** - The next meeting of the Council is to be held in the **Ruspidge Hall** at 7.00pm **Tuesday, 13th June, 2017.**
The agenda deadline is Monday, 5th June, 2017.
- 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 (2017) No. 55.
- 5.25 The meeting closed at 8.45p.m.

Signed: Chair. Dated:

Ruspidge & Soudley Parish Council

Planning Schedule for the meeting on 9th May, 2017

Planning Reference:
Site Address & Detail

Parish
Comment

Cllr. Bill Acland declared an interest, as a neighbour, in P0536/17/FUL.

P0536/17/FUL
10 Fir View Road, Ruspidge.
Replacement of flat roof with a pitched roof over garage and entrance.

No objection.
Will enhance
the appearance
of the property.

P0594/17/OUT
2 Bells Place, Ruspidge, Cinderford, Gloucestershire.
Outline application for the erection of a single, split level property with
associated garage and parking facilities.

No objection.

Decisions notified by the Planning Authority

Planning Reference
Site Address & Detail

Parish
Comment

P0211/17/FUL
166 Ruspidge Road, Ruspidge.
First floor rear extension.
(Resubmission of application P0943/13/FUL - PC 'no comment').

No objection but
would like work to
start before consent
expires.

Signed: Dated: