

Ruspidge & Soudley Parish Council

MINUTES of the MEETING

held in the Ruspidge Hall on the 8th May, 2018

(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, Mrs. B. Wood,
C. Richardson, S. Phelps, T. Matthews,

County Councillor Present:

R. Boyles & G. Morgan.

District Councillor Present:

B. O'Neill.

The Clerk - Mrs. Helen Hook.

Apologies:

Cllrs. J. Stanford, B. Rhodes & N. Snell.

Public:

No members of the public were present.

Standing Declarations of Interest

- (a) Dean Heritage Museum Trust - Insignificant personal interest by Cllr. Packer.
- (b) Soudley Village Hall Committee - Insignificant personal interest by Cllr. Stanford.
- (c) Ruspidge Memorial Hall - Insignificant personal interest by Cllrs. Matthews & Rhodes.
- (d) Forest Voluntary Action Forum - Insignificant personal interest by Cllrs. Phelps and Rhodes.
- (e) Cllr. Phelps being a member of the District Council Planning Committee will withdraw from the parish council discussions on planning applications.

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

- The Community Worker gave her report and Cllr. Richardson volunteered to provide IT help.

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. Correct Protocol for RWT Matters - Members unanimously **RESOLVED** the correct protocol to follow is for all RWT matters to come through the parish council office, as the council is the trustee. Such matters will be determined by the RWT committee and/or by council, whichever is relevant, either via email or at a meeting. This includes organising press coverage and briefings.
3. Internal Audit Report - Members received the internal audit report.
5. **Election of the Chairman** - Cllr. Acland was nominated and seconded for re-election to Chairman, unopposed. Council unanimously **AGREED** and Cllr. Acland duly signed the Declaration of Office.
 - 5.1 **Casual Vacancy** - The Chairman welcomed Bernadette Wood to the council.
 - 5.2 **Register of Interests Form** - all councillors present completed as necessary.

5.3 **Appointments of the Council**

- Vice Chairman of the Council - who duly signed the Declaration of Office form.(CR)
- Hon Treasurer of the Council (NS)
- Internal Auditor of the Council (SF)
- Members of the Blue Rock Trail Management Committee (TM; NP; BR)
- Members of the Community Work Committee (BR; NP; BA)
- ~~Members of the Personnel Committee~~

A proposal was received and seconded to withdraw this appointment. Cllr. Phelps disagreed with the proposal but it was upheld with the majority voting in favour of the withdrawal.

- ~~Members to the Parish Reserves Committee~~
Parish Reserves will be discussed at the June meeting.

5.4 **Representatives of the Council**

Ruspidge Memorial Hall (1) (TM)
Soudley Village Hall (1) (JS)
Parish planning considerations & site inspection panel (4) (NP; TM; BW; JS)
Forest Enterprise Advisory Panel (2) (NP; SP)
CANDI (1) (BR)
Parish Snow Warden(s) (VACANT Ruspidge & Soudley)
Parish Highways (CR)
Wreath laying on Remembrance Day (2) (CR - Cinderford; JS - Soudley)

5.5 **MINUTES** - The Minutes of the Council meeting held on the 10th April, 2018 were **ACCEPTED** as a true record of the meeting and were signed by the Chairman.

5.6 **MATTERS ARISING** - there were no matters arising from the Minutes.

5.7 The minutes of the Annual Parish Meeting held on 10th April, 2018 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**

- DC April meeting cancelled, business dealt with at May meeting.
- Top Road, Soudley development possibly to committee in June.
one or both could be given consent - applicant would decide which permission to use.
- AGM in May to elect appointments, representatives and committees.

5.11 **COUNTY COUNCILLOR REPORT (GM)**

- Sneydwood Road, parking still in discussion.
- Road markings would need to be policed.
- Lengthsmen Scheme starting in May.
- AGM in May to elect appointments, representatives and committees.
- Growing Communities funding available.

COUNTY COUNCILLOR REPORT (RB)

- Over roundabout £2.7million scheme funded by Highways England.
- reviewing traffic flows.
- Hospital Education Service.
- 30 crews on road rescue daily. Potholes cannot be repaired when temperature is 5° or below.
- 30% agency rate on social workers.
- £30,000 allowance (over 3 years) for each ward councillor
usage includes Highways and youth.
- Speech House to Parkend road - RB to chase.

- 5.12 **PLANNING** – Completed Schedule is attached as an Appendix to these Minutes.
Cllr. Phelps withdrew from the meeting during the planning discussion.

FINANCIAL MATTERS

- 5.13 Council **APPROVED** the increase for Module IT support. It was suggested that council use, on a temporary monthly basis, Mozy to supply the back-up. In the meantime further market research will be undertaken for a reliable support provision.
- 5.14 Council **APPROVED** the pay increase as per National Salary Award scales for 2018 -19.
- 5.15 Following report by the Treasurer the Council **APPROVED** the accounts presented for payment totalling £4,819.99, this figure being inclusive of confidential expenditure.
- 5.16 Members received the Annual Financial Report for the year ending 31st March, 2018.
- 5.17. Internal Audit - Members received a signed statement from Mrs. Fowler, reporting her considerations of the Council's accounts for the year ending 31st March, 2018. Mrs. Fowler confirmed that no irregularities had been found and thereby confirming the correctness of the accounts had duly signed the Annual Audit Return.
- 5.18 The council had considered the internal audit work performed and internal audit arrangements when adopting the Financial Regulations and Risk Assessment at the February meeting in 2017 and again in 2018. In so doing it confirmed compliance with Section 1 assertions 2 and 6.
- 5.19 Council **APPROVED** by resolution the Audit Annual Return, Section 1 Annual Governance Statement 2017/18 which was duly signed by the Chairman and Clerk.
- 5.20 Council **APPROVED** by resolution Section 2 Accounting Statements 2017/18, which had been signed and dated by the Clerk before submitting to council for approval (as per audit regulations). Section 2 was duly signed and dated by the Chairman.
- 5.21 Members noted the public rights inspection period of the Council's accounts is the 4th June to 13th July inclusive.
- 5.22 Lengthsmen Scheme - items for inclusion will be forwarded to Highways.
- 5.23 Forest Economic Partnership - Cllr. Packer gave a report. She will continue to attend the meetings and update council accordingly.
- 5.24 General Data Protection Regulations - Council are working towards complying with the regulations including providing consent forms and privacy notices. Councillors were advised to create a sole email address and to confirm such to the Clerk.
- 5.25 Standing Orders - Council were advised of changes in the NALC model standing orders, which also includes orders relating to the new GDPR. The revised parish council's standing orders will be put for approval at a future meeting.
- 5.26 Parish Council Protocol - Members unanimously **RESOLVED** the correct protocol to follow is that all parish council matters must come through the parish council office, and be determined by council, whether it be via email or at a meeting. This includes organising press coverage and briefings.
- 5.26 **VIEWPOINT** - A notice is to be included in the next issue advertising for a volunteer from both villages to become Snow Wardens. A short brief of the role will be given.

CORRESPONDENCE

5.27 The Council **RECEIVED** and **NOTED** the following correspondence:

- a) GCC - A40 Over R'bout - meet the contractor (fwded).
- b) FODDC - Love your Forest (fwded).

5.28 **Next Meeting** - The next meeting of the Council is to be held in the **Soudley Hall** at 7.00pm **Tuesday, 12th June, 2018.**

The agenda deadline is Monday, 4th June, 2018.

5.29 **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.

5.30 The meeting closed at 9.30 p.m.

Signed: Chair.

Dated:

Ruspidge & Soudley Parish Council

Planning Schedule for the meeting on 8th May, 2018

Planning Reference:
Site Address & Detail

Parish
Comment

P0543/18/FUL

No obj.

PLOTS 24, 26, 27 & 28 Edmunds Way, St. Whites Road.

Variation of condition 02 (Approved Plans) and Condition 09 (Car Parking Arrangements) of planning permission P0678/13/FUL.

P1446/17/OUT

Obj. & Obs.

Land Off Top Road Upper Soudley

Outline application for 20 dwelling units with up to 50% affordable homes (all matters other than access and scale are reserved)

P1566/17/FUL

Obj. & Obs.

Land Off Top Road Upper Soudley

Erection of 5 new residential dwellings.

P0100/18/FUL

No obj.

Land To The Rear Of 8A Ruspidge Road Ruspidge Cinderford

Erection of 1 detached dwelling with associated works.

Construction of new vehicular access and provision of parking for 8A Rusp. Rd.

P0011/18/OUT

Obj. & Obs.

Land At Ruspidge Road Ruspidge

Outline Application for the erection of 24 no. dwellings with associated works.

Construction of new vehicular access.

P0440/18/FUL

No obj.

Wildwood, Bradley Hill, Blakeney, Gloucestershire.

Erection of first floor extension over existing garage with associated works.

Decisions notified by the Planning Authority

Planning Reference
Site Address & Detail

Parish District
Comment Decision

P0164/18/OUT

No obj.

CONSENT

9 Hewlett Way, Ruspidge, Cinderford, Gloucestershire.

Outline application for the erection of one dwelling and associated works.

(All matters reserved). (Revised Scheme).

Signed: Dated: