

**GOTHERINGTON PARISH COUNCIL**

**MINUTES OF COUNCIL MEETING HELD ON 13th of May 2014**

**Venue**                    **The Church Centre, Gotherington**

**Present**                    Councillors David Hearn, Jacquie Waine, Caroline Ryman, John Stroud, Ellen Cooke, Iain Angus, Sylvia Stokes and Phil Aplin.

**In attendance**        David Roscoe (Clerk), and 7 members of the public.

**1127. APOLOGIES**

- 1127.1 No Apologies were received.

**1128 DECLARATIONS OF INTEREST**

- 1128.1 Councillor Aplin declared an interest in agenda item 8e, Payment for Defibrillator Pads and therefore took no further part in those discussions.

**1129. WRITTEN REQUESTS FOR DISPENSATION**

- 1129.1 None received

**1130 APPROVAL OF MINUTES**

- 1130.1 The minutes of the meeting held on 8th April 2014 were approved and signed by the Chairman.

**1131. CLERK’S REPORT**

- The clerk reported on actions from the last meeting as follows:

Minute Item No	Description	Responsibility	Action Taken
838.1	RTC incident at Gotherington Cross: this incident was still under police investigation and therefore could not be fully discussed. Action: The clerk will write to Highways to inform them that, once the investigation has been completed, the Parish Council will be looking to Highways to undertake a speed survey at their own cost. Action: The clerk will write to the Police to request that the Parish Council be informed when the investigation has been completed and to let us know what the conclusions are.	Clerk	PCSO Dan Mitchell reported that no information will be released until after the inquest which was imminent 1/12/13. Clerk has written to Inspector Oliver Hughes and awaiting reply. Update 12/2/14 SIO PS Kania investigating. No prosecution being pursued. SIO says no further information until inquest held. No date set.
998.1	Councillor Price reported that the drain was still blocked. Action: The clerk will inform Richard Waters following his agreement to resolve the issue earlier in the year	Clerk	Richard Waters informed 24/11/13. He confirmed this would be attended to when resources allowed. Clerk has requested help from Cllr Bird to progress. Cllr Stokes to meet with Highways and report.
1046.1	The Clerk will write to the Integrated Transport Unit at GCC asking if there are any plans to re-route the bus service and to possibly extend the 527 service into the early evening.	Clerk	A letter issued to the Integrated Transport Unit 20/1/14. Comments made under the “Scheme for Buses to Cheltenham-Homelands1

			Conclusion"was raised with Councillor Keyte who would check the position.
1069.1	To just undertake renovation of the courts would cost up to £5K. It was resolved that renovation would be the best course of action and agreed a cost of up to £5000.	Cllr Aplin	Work progressing. Cleaning and repainting white lines
1071.1	CCTV Replacement: Councillor Aplin to obtain costings for next year's budget and to liaise with the Village Hall	Cllr Aplin	Ongoing
1083.5	Review of current assets. Action: It was agreed that Councillor Ryman undertake a review of assets making allowance for depreciation and additional items. It was recommended that a valuation of the Village Hall be undertaken.	Cllr Ryman	Completed
1086.2	It was agreed that the Parish Council need another meeting with TBC to establish what criteria is required for affordable housing/social housing. Action: The clerk would arrange a meeting with TBC.	Clerk	Completed
1093.1	Millenium Sign. Councillor Cooke informed Council that the sign was swaying and had to be removed. Some refurbishment was required to the sign and ironwork plus securing posts. It was resolved that repairs could proceed up to £300.	Cllr Cooke	Ongoing.
1094.1	It was resolved that a new playing sheet box be purchased up to the cost of £50	Councillor Angus	Ongoing
1095.1	It was resolved that the clerk should register as Data Controller under the Data Protection Act. Proposed Councillor Ryman, seconded Councillor Stokes. Unanimous. Action: The clerk will complete the registration.	Clerk	Completed
1099.1	Telephone mast in Woolstone church. Council agreed this was worth exploring as part of the Parish Plan. Action: Councillors Aplin to investigate all options.	Councillor Aplin	Ongoing
1099.2	The clerk will seek information from the major mobile phone operators.	Clerk	Outstanding. Awaiting responses.
1113.2	Councillor Aplin suggested that we install a dog flap on the stile if the owners are willing to erect a fence. Action: Councillor Aplin will inspect and Councillor Hearn will go and see the owners.	Cllrs Aplin/Hearn	No further action
1113.3	Action: The clerk will arrange a presentation for the Parish Council by Paul Bowden TBC.	Clerk	May Agenda Item
1114.2	The clerk will produce a data requirements list for subsequent agreement by Council.	Clerk	Completed
1114.3	Councillor Aplin will ask Claire to supply the Clerk we details of the mailing facility.	Cllr Aplin	Completed
1115.3	RR Refurbishment: Councillor Aplin will obtain quotations for the next agenda.	Cllr Aplin	Ongoing
1116.2	The clerk will inform the nursery of increase in rent	Clerk	Completed
1119.2	Councillor Cooke to supply Steve Baker's contact details for the clerk to instruct him to repair.	Cllr Cooke	Completed
PQT	The question was asked what responsibility do Council staff have for grass cutting and the clearing of gutters. Action: The clerk will establish the programme. Action: Councillor Keyte also agreed to check the position and provide details.	Cllr Keyte and the Clerk	Highways informed the clerk that the next grass cut was due on the 30/6/14

### 1132. BOROUGH COUNCILLOR'S REPORT

- 1132 .1 No report.

### 1133. COUNTY COUNCILLOR'S REPORT

- 1133 .1 No report.

The meeting was adjourned whilst members of the public could make comments under Public Question Time

#### 1134. FINANCE

- 1134 .1 Bank Reconciliation & Receipts & payments information was circulated by David Roscoe (RFO) and were accepted. Proposed Councillor Aplin, seconded Councillor Cooke. Unanimous
- 1134 .2 Accounts for payment

**It was resolved that** the following payments be approved. Proposed Cllr Aplin seconded Cllr Cooke. Unanimous

Date	Payee – Description		Amount £
02/04/2014	British Gas	Electricity	55.05
12/05/2014	D Roscoe	May Salary	323.96
08/05/2014	British Gas	Electricity	54.19
13/05/2014	D Roscoe	Clerks Expenses	46.55
13/05/2014	I Selkirk	Internal Auditor	85.00
13/05/2014	Dust Til Dawn	Cleaning	96.00
13/05/2014	Playsafety Ltd	ROSPA Inspection	106.80
13/05/2014	Community First Trading	Insurance	761.92
13/05/2014	Simon Tobias Heating and Plumbing	Boiler Service	75.00
13/05/2014	P Aplin	Refreshments for APM	36.18

- 1134 .3 **It was resolved that** the clerk's expenses be paid. Proposed Councillor Hearn, seconded Councillor Waine. Unanimous.
- 1134.4 The budget was reviewed and accepted.
- 1134.5 The Internal Audit Report was approved and signed by the chairman. Proposed Councillor Hearn, seconded Councillor Aplin. Unanimous. **Action:** determination of the valuation of the Village Hall will be added to the next agenda.
- 1134.6 It was agreed that the cost of replacement Defibrillator Pads of £25 be approved. Proposed Councillor Angus, seconded Councillor Stokes. Unanimous

#### 1135. PLANNING MATTERS

- 1135 .1 Update on outstanding Planning Matters.

Appl Number	Application	Update
14/00282/FUL	Gotherington Fields Farm Gotherington Fields Gotherington Cheltenham	Construction of Hay Barn. <b>No objections</b>
14/00323/FUL	55 Gretton Road Gotherington GL52 9QU	Single storey replacement porch. <b>No objections</b>
14/00111/FUL	8 Cleeve Road Gotherington GL52 9EW	Proposed rear garden equipment/summer house building. <b>Permit</b>

#### 1136. UPDATE RISK REGISTER

- 1136 .1 The Risk Register was reviewed and updated.
- 1136.2 Councillor Waine confirmed that the Health and Safety risks to those using the Village Hall have been checked during May.
- 1136.3 **Action:** The heading "Post Box" be changed to "Phone Box".
- 1136.4 Following problems with the locks on the notice boards, it was agreed that they should be left unlocked.
- 1136.5 It was agreed that an Annual Review in April be undertaken with regard to Data Security.
- 1136.6 **Action:** Councillor Cooke will check with the Gloucestershire Record Office regarding storage of hard copy records for the Council.

#### 1137 TO CONSIDER COUNCILLOR VACANCY

- 1137.1 **It was resolved that** if no requests were received for an election by the statutory deadline (27/5/14), Council would advertise the vacancy for co-option.

#### 1138 GOTHERINGTON PARISH PLAN IMPLEMENTATION

- 1138.1 Councillor Aplin updated Council regarding actions undertaken so far.
- 1138.2 **It was agreed that** there was a need to put a response to the developers of the Raspberry Patch following the meeting with John Hinett at TBC. **Action:** Council would draft a response for the clerk to issue.
- 1138.3 **Action:** the clerk will write again to Gloucestershire Highways (with a copy to Rob Bird) identifying the narrowness of the road leading to the development.
- 1138.4 **Action:** Councillor Angus to circulate the Parish Plan actions which would then be maintained by the Clerk.
- 1138.5 **Action:** Updates on the Parish Plan actions would be added to each month's agenda and the following councillors would have responsibility to report:
  - Facilities and Leisure Councillor Angus
  - Crime Councillor Waine
  - Environment Councillor Waine
  - Housing & Development Councillor Aplin

- Traffic & Transport Councillor Stokes
- Communications Councillor Aplin

#### 1139 HOUSING NEEDS SURVEY

- 1139.1 Following the meeting with Martin Hutchings, it was agreed that evidence was required if we were going to produce a Neighbourhood Plan.
- 1139.2 GRCC will pay for the survey and the Parish Council will pay for printing. Estimated cost £150.
- 1139.3 **Action:** the clerk will confirm to Martin Hutchings that we wish to proceed and will enclose the "Covering Letter".

#### 1140 TO REVIEW JCS POSITION & POSSIBLE DESIGN STATEMENT

- 1140.1 See "Service Villages Meeting Update" below.

#### 1141 TO CONSIDER QUOTES FOR REFURBISHMENT OF RR BUILDING

- 1141.1 **Action:** it was agreed that the current cleaners would be dismissed and a replacement found. The clerk will inform them that their services are no longer required at the end of the month.
- 1141.2 **It was agreed that** Council would undertake unannounced visits to inspect cleanliness issues.
- 1141.3 **It was agreed that** the cleaning schedule would be increased to at least twice a week (it was suggested Friday and Sunday nights). Council would meet with Jan Morrow.
- 1141.4 **Action:** the clerk would inform all future bookings at the RR Building that they have to also inform the nursery.
- 1141.5 **Action:** the clerk will send the refurbishment specification to Oxenton Builders and New and Tilley requesting a quotation..
- 1141.6 **It was agreed that** Councillor Aplin should obtain a Grant via the Big Lottery Fund.

#### 1142 UPDATE FOLLOWING SERVICE VILLAGES MEETING

- 1142.1 Councillor Hearn gave his report following his attendance at the Service Villages meeting and confirmed there were 13 Service Villages in the TBC area.
- 1142.2 He confirmed that further meetings will take place in order to a degree a compromise.
- 1142.3 It was also confirmed that 630 houses have to be allocated amongst the Service Villages and it was proposed that the number be allocated in proportion.
- 1142.4 We have suggested 40 houses to be built in our area over the next 18 years and this information has been sent to GRCC for them to retain.
- 1142.5 It was strongly recommended that we prepare a Neighbourhood Plan supported by a local referendum. It was suggested that if we don't do one, a plan may be imposed upon us.
- 1142.6 It was confirmed that it would be difficult to object to development until the JCS is adopted.

#### 1143 UPDATE ACTIONS CONCERNING A NEIGHBOURHOOD PLAN

- 1143.1 **It was agreed that** the first step was to undertake a Housing Needs Survey and then to talk to GRCC (Elin Tattersall) once the results were known.

#### 1144 AGREE MAINTENANCE OF VILLAGE GATEWAYS

- 1144.1 **It was resolved that** Councillor Aplin will ask Vince Larcombe to remove the vegetation obscuring the gateways. Proposed Councillor Aplin, seconded Councillor Waine. Unanimous.
- 1144.2 **Action:** the clerk will renew the annual seasonal grass cutting work with Vince Larcombe and this be added to the Risk Register.

#### 1145. TO CONSIDER QUOTATION FOR REPAIRS TO POTHOLES AND PATHWAY

- 1145.1 The quotation supplied by S Baker was reviewed and it was agreed that more quotations be obtained.
- 1145.2 **Action:** The clerk will ask Highways if they could recommend any contractors to undertake this work.

#### 1146. TO CONSIDER ISSUES RAISED REGARDING THE RR BUILDING

- 1146.1 This issue was addressed in minute note 1141 above.

#### 1147. TO APPROVE ROSPA REPORT

- 1147.1 The report was reviewed and approved.
- 1147.2 **Action:** a monthly check of the top links on the swings as per the ROSPA Report recommendations be added to the Risk Register.
- 1147.3 **Action:** Councillor Angus will inspect and report back at the next meeting.

#### **1148. OVERGROWN TREES AT ANNESTONE COTTAGE**

- 1148.1 **Action:** The clerk will send a letter to the residents requesting that the prune the overgrown trees adjacent to the footpath.

#### **1149. TO RATIFY PURCHASE OF BICYCLE RACK**

- 1149.1 **It was resolved that** the Toastrack bike rack be purchased at a cost of £245 plus VAT. Proposed Councillor Angus, seconded Councillor Aplin. Unanimous
- 1149.2 **Action:** The clerk will order and arrange delivery to the RR Building informing the nursery.

#### **1150. TO CONSIDER PURCHASE OF LITTER PICKING KIT**

- 1150.1 **It was resolved that** Councillor Cooke encourage people who turn up on a regular litter pick to register with TBC and to receive the Kit free of charge.

#### **1151. AGREE A DATE FOR MEETING WITH PAUL BOWDEN RE DOG FOULING**

- 1151.1 **Action:** Councillors to send the clerk suggested available dates for a meeting which will be held in Gotherington (preferably on a Friday). **It was resolved that** Councillors Ryman, Waine and Aplin will attend.

#### **1152. APPROVE PURCHASE OF WELLINGTON BOOTS**

- 1152.1 **It was resolved that** Wellington boots for Iain Wilson be purchased at a cost of £85. Propose Councillor Ryman, seconded Councillor Waine. Unanimous.
- 1152.2 **Action:** Councillor Angus will produce a laminated sign for the dog bin requesting that users close the lid.

#### **1153. APPROVE PURCHASE OF NEW NEIGHBOURHOOD WATCH SIGNS**

- 1153.1 **It was resolved that** 6 signs be purchased at a cost of £10 each which Phil Smith can source. Proposed Councillor Stokes, seconded Councillor Angus. Unanimous..

#### **1154. ITEMS FOR NEXT AGENDA**

- 1154.1 To appoint a Bonfire Committee (CR)
- 1154.2 To agree action regarding the overgrown hedge at the bottom of Ashmead Drive.
- 1154.3 To review the valuation of the Village Hall as an asset.
- 1154.4 To consider further actions regarding repairs to the War Memorial (JW).

#### **1155. DATE AND TIME OF NEXT MEETING**

- 1155.1 10<sup>th</sup> of June at 7.30pm in the Church Centre.
- There being no further business the Chairman declared the meeting closed at 9.45 pm.

#### **Public Question Time**

- It was reported that the pathway from LongFurlong to Shutter Lane was high and overgrown. Grass cutting is an agenda item.
- It was also reported that the grass verge on the A435 was very high. This had been raised four times with Highways in the last few weeks without result. The clerk would raise the issue with the Highways Agency and copy in Rob Bird.
- The junction at Malleson Road was overgrown and dangerous and the grass at Lawrence's Meadow have not yet been cut this year. The Chairman suggested we may need to employ our own contractor.
- The Clerk confirmed he had contacted Highways who informed him that grass cutting in the area would be undertaken by the 30/6/14. However a resident had raised the grass cutting issue at Ashmead Drive and was told that this would be done by the end of the week.
- A question was asked had the Rex Rhodes Building be inspected by the Public Health Authority. Counsellor Aplin confirmed that it had had been inspected by OFSTED including the kitchen area. Residents suggested that a formal Health and Safety inspection or an inspection by Environmental Health be undertaken. It was also suggested that unannounced inspections undertaken by Parish Councillors. Cllr Aplin confirmed that he had visited unannounced last week and found no problems. He also confirmed that there have been issues raised with the cleaners. Councillor Cooke recommended that the residents who had raised concerns should see the response from the nursery.
- A question was asked was the resident from the Old Forge still keen to clean the War Memorial. It was strongly advise that the stonework or marble should not be touched and only cleaned by a conservator. Only water could be used to clean it.