

Longborough Parish Council

Minutes of a meeting of the Parish Council held at 7.00pm on Monday 11th November 2019 at Longborough Village Hall.

Present: Cllrs: S Mathers (Chair), A Driver (Vice Chair), T Howse, R Green, J McDonagh, R Wheeler and J Marley.

Also present: County Councillor Lynden Stowe, District Councillor Julian Beale; Parish Clerk, Jenny Walsh. There were 6 members of the public present.

1. Apologies for absence

There were no apologies received.

2. Declarations of Interest

There were no Declarations made.

3. Election of second Vice Chairman –Following acceptance of a nomination by Cllr Mathers, seconded Cllr McDonagh, Cllr Tim Howse was unanimously elected as Vice Chair alongside Cllr Driver who was already in post.

4. Public Participation *The meeting was temporarily suspended to hear representations from the public*
Mrs Mathers raised two questions, a) if an answer could be given to her query regarding wording on the public participation statement on the agenda and b) to note that the mobile app version of the Parish Council website was showing incorrect numbering sequence for the November meeting.
Mr Muller asked if an investigation was being carried out regarding a property on High Street which had recently had a fence erected around the outside front perimeter.

The meeting of the Council then resumed.

5. Approval of minutes: The minutes of the meeting held on 16th September 2019 were agreed unanimously and duly signed by the Chairman.

6. Any Matters Arising: from the last meeting, but not an agenda item (*For information only*)

- i. **Update on Plymouth Brethren shop in Longborough** –Cllr Beale reported that the shop had now closed for business.
- ii. **Update on Play Rangers session during half term** – Cllr Howse had attended the morning session of the last Rangers day on 31st October 2019 and reported that despite the very poor weather 5 youngsters had attended and were making the best of the conditions. A full report from the Play Rangers would be available soon. The Clerk added that consideration of limiting future bookings to the summer school holidays to maximize good weather potential should be considered and the budget/grant funding position for youth activities would be considered as part of the whole budget review process which was commencing shortly.

7. County Councillor's Report – Cllr Stowe reported on the following: GCC had awarded Longborough Village Hall a grant of £2k. Council Tax would be likely to rise in 2020 due largely to the increased costs of children and adult care services in the County. Increased funding from central government for Gloucestershire schools had been welcomed and a mobile telephone app to help notify Highways problems was being worked upon. Questions raised were: Cllr Mathers asked if a map showing which areas in the Parish of grass or other verges, were the responsibility of GCC and also if Ambulance response times were improving. On the latter, Cllr Stowe said that there had been fewer complaints. Several councillors asked questions about crime and Cllr Stowe stated this was the responsibility of the Crime and Police Commissioner. Cllr Stowe suggested that a meeting between himself, the Parish Council and Rhodri Grey, GCC Highways Manager to review the report on defects list and any other Highways matters of concern should be held. Cllr Mathers agreed to co ordinate this and Cllr Mc Donagh would also attend for the Parish Council.

8. Ward Councillor's Report - Cllr Beale reported on the following matters: The owners of Amberley would attend a later meeting of the Parish Council and answer any questions on the development of their property.

Introduction of new waste collection vehicles would now commence in March 2020.

The name for the new road on Plum Tree Two was confirmed as 'Water Stiles Way'. A report on a meeting held between residents and Piper Homes, the developers of Plum Tree Two would be covered under Item 12(iv).

9. Correspondence

- i. **Letter from Mr and Mrs Wreay** dated 24th was noted together with accompanying correspondence from Bromford Housing and Cotswold District Council all concerning problems with noise and odours near their property.
- ii. **A letter of thanks** for the Parish Council's grant, had been received from Longborough Link magazine.

10. Finance

- i) **Monthly finance reports** – Cllr Howse raised a query regarding total expenditure on the budget plan and the RFO agreed to look into this and report back.
- ii) **Approval of payments for October/November 2019** – the following payments were approved unanimously: Clerk's salary and overtime (data protected); Clerks expenses £36.50, HMRC £54.20, Hillscapes £2,579, poppy wreath £38, Play Gloucestershire £525.60
- iii) **To consider date for pre-budget planning meeting** – this was set for Monday 18th November 2019.

11. Planning/Licencing

- i) **Planning/Licensing Applications received** – there were no new applications received.
- ii) **Planning/Licensing Application Decisions:**
There were no decision notices received.
- iii) **Planning responsibilities for councillors** – whilst it was acknowledged that there was not a large number of planning applications to consider in the village, Cllrs Howse and Mathers both agreed to act as first responders for any new applications that may come forward.
- iv) **Update on Plum Tree Two development**). The Chairman reported on a meeting he had held with Mr and Mrs Wreay in September. Cllr Beale had also met recently with Piper Homes – both meetings to review the situation with problems of noise and odour around Washpool Cottage. Mrs Wreay had asked for a letter of assurance from Piper Homes, that once the drainage system for the new phase of the development had been connected, that this would remove the problems around their home. Cllr Beale also reported that expressions of interest from people on the Housing Register for the affordable homes on the new development had been advertised but response so far was low.

12. Repairs and maintenance

- i. **Replacement posts to 'no parking signs on the village green** – Nothing further to report.
- ii. **Public benches in the parish**- Work was scheduled to be completed in the Spring.
- iii. **Maintenance of the war memorial** – Cllr Howse had asked if the Council would consider re-painting of the names on the memorial and all agreed that this would be a good idea. However, this had been agreed in the past but had not come to fruition due to the shortage of interest in the job by qualified persons. All Councillors agreed to look out for names of any tradespeople who might be willing to undertake the work and get in contact with the Clerk who also agreed to retrieve information from the previous investigation of potential suppliers for the necessary work and try to produce a revised quotation for Council's consideration.

13. Highways

- i. **Highway defects list** – A meeting would be set up with GCC to discuss this matter – see Item 7 above
- ii. **Road sign for Rectory Gardens** – Cllr Mathers would provide a photograph of the proposed position of the new sign and another showing the view to the houses that comprise the location.
- iii. **Erection of bollards on High Street** – The Clerk reported she had received emails from two residents expressing concerns about bollards being erected on High St and/or beside the Ashwell. It was confirmed that no plans existed for the Ashwell and that the proposed bollards on High Street would be discussed at the meeting with GCC Highways and Lynden Stowe in due course.

14. Additional items to be brought to our attention

- i. **Review of Parish Council website** – Cllr Howse had previously circulated his first report on this matter and following discussion, it was agreed to move forward and consider options for enhancing and improving the website and Cllr Howse agreed to produce a more detailed report for discussion at the next meeting.
- ii. **Review of the Parish Plan** – Cllr Mathers tabled a report setting out the options available and an opportunity for up to two introductory meetings to be held before the end of March. Cllr Mathers agreed to pursue the idea and report back to the next Parish Council meeting. Councillors would also familiarize themselves with the existing Parish Plan and the overall topic of Neighbourhood Plans in time for discussion at the next meeting of the Council.
- iii. **The Parish Council and liaison with the Press** – This matter had arisen following receipt of a request for a statement on behalf of the Council from a member of the local Press. The Clerk explained that without a policy statement on how or whom should make such statements or Press releases, then questions such as the one raised recently, could not be dealt with. It was agreed that the Clerk circulate a brief Policy on dealing with the Press based on NALC guidelines, and it be added to the next agenda for agreement.
- iv. **Wording for public participation** – Following discussion it was agreed that the following wording would be used: *'In accordance with Standing Orders, members of the public may make representations to the council (limited to 3 minutes per topic with a maximum time of 10 minutes) on any topic that is included on the agenda. Persons wishing to speak should, where possible, contact the Clerk in advance of the meeting, giving the nature of their question so that the best possible response can be provided if appropriate. Members of the public are not permitted to speak at any other point in the meeting unless asked to do so by a Councillor'*.

15. Any other Business

- i. Cllr Driver requested the matter of fencing around a property on High Street (ref. public participation above) could be added to the next agenda.
- ii. Cllr Mathers asked for the Neighbourhood Watch scheme to be added to the agenda.

**PART TWO
CONFIDENTIAL SESSION**

(The meeting had convened at the earlier time of 7pm to discuss the following staffing matter in private session:)

- PT (i)** Approval of a claim for overtime for the Clerk was approved unanimously for a total of 30.25hrs.
- PT(ii)** It was agreed that the Clerk's contractual weekly hours to be increased on a permanent basis to 7 per week with effect from 1 November 2019 and that a review of hours would be conducted within three months of this date.
- PT(iii)** It was agreed that a Personnel Committee comprising Councillors Driver, Howse and Marley would be established and that the Committee would make arrangements for an appraisal of the Clerk within the next six months.

The meeting closed at 10.12pm

Signed

Dated

The next meeting will be on Monday 13th January 2020 at Longborough Village Hall