

Longborough Parish Council

Minutes of a meeting of the Parish Council held at 7.30pm on Monday 9th March 2020 at Longborough Village Hall.

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

Also present: PC Nick Westmacott, Gloucestershire Constabulary and Parish Clerk, Jenny Walsh. There were 3 members of the public present.

1. Apologies for absence

Apologies were accepted from District Councillor Julian Beale.

2. Declarations of Interest

There were no Declarations made.

3. Public Participation *The meeting was temporarily suspended to hear representations from the public.*

PC Westmacott was welcomed to the meeting and gave an update on crime statistics for the area and useful information on crime prevention and some resources that could be supplied and/or purchased from the Community Policing Crime Prevention Shop. A new scheme called Community Alerts had been introduced to replace Neighbourhood Watch and people were encouraged to sign up for the new national initiative which would enable them to register more than one property for relevant Policing information. Former Neighbourhood Watch coordinators were being invited to meet with their PCSO to explain the new format.

Mrs Mathers reported that she had been contacted by a resident who had asked if a 'Spring clean-up' was being planned for 2020 and had forwarded the information to the Clerk. The Clerk explained about both the national and local (Cotswold District Council) initiatives and the matter was on the agenda for discussion at this meeting – see item 11iv.

Mrs Mathers also asked if the Parish Council could make decisions outside of the formal meetings as she felt valuable local information was being excluded because the Council only met bi-monthly. The Clerk explained that the Parish Council, was part of local Government and so it was bound by its Standing Orders which did not permit decisions to be made outside the forum of a Council meeting, unless for emergency reasons.

The meeting of the Council then resumed.

4. Approval of minutes: The minutes of the meeting held on 13th January 2020 were agreed unanimously subject to the following change – item 15 – Review of Parish Plan to read 'presentation by representative from GRCC' (not CPRE) and were then duly signed by the Chairman.

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

i. **Gigaclear installation** –The Chairman reported that work was ongoing and that a complaints procedure was in place via the firm's website if needed. Cllr Driver added that for residents whose work had been completed, a customer satisfaction form had been delivered which also contained information on how to get in touch if necessary. A community fund scheme was also available from Gigaclear which provided various levels of broadband packages and interested groups such as schools, local shop etc. would be informed.

ii. **Invitation to Police to attend Council meetings** – Councillors extended their thanks to PC Westmacott (see public participation above) for attending the meeting. PC Westmacott would provide the Clerk with crime statistics for the past five years.

6. County Councillor's Report – County Cllr Stowe was not in attendance.

7. Ward Councillor's Report - District Cllr Beale had given his apologies for the meeting.

8. Correspondence

None received.

9. Finance

- i. **Monthly finance reports** – were received and noted.
- ii. **Purchase of replacement litter picker for volunteer** – Approval of £27.55 for purchase of a new litter picker was granted.
- iii. **End of financial year arrangements and approval of Internal Auditor** – The RFO reported that the year end position was on target with the budget plan and the final year end position would be available in the near future. Cllr Howse asked for information on management of reserves which the RFO would provide. The Council agreed to use the Internal Auditor who had carried this out for the past three years at a cost not exceeding £100.
- iv. **Approval of payments for February and March 2020** – The following payments were approved: February Clerk salary (DP), Clerk expenses £20, HMRC £27.80, Netwise £549, Amazon £90.23, Fasthosts £5.99, LB Village Hall £56. March Clerk salary (DP), Clerk expenses £38, SLCC £109, Fasthosts £5.99. Cllr Howse asked the Clerk if she could look into the contractual position regarding Fasthosts now that the Council's new website was operational.

10. Planning/Licencing

- i. **Planning/Licensing Applications received:**
There were no applications received.
- ii. **Planning/Licensing Application Decisions:**
There were no decision notices received.

11. Repairs and maintenance

- i. **War memorial** –It was agreed that Councillors would undertake to clean the memorial with a view to engaging the services of a contractor to replace lettering that had worn away.
- ii. **Parish noticeboard at village hall** – A report from Cllr Howse had been previously circulated. It was unanimously agreed to proceed with obtaining a quotation from the Village Hall Committee's supplier for a 'like for like' replacement noticeboard to be installed. An agreement concerning shared costs for the item would be discussed once the costs had been confirmed. Council unanimously agreed to make a decision by email circulation under emergency powers as a replacement was needed as a matter of urgency due to the fragile nature of the existing board that had been irreparably damaged in the recent storms. Cllr Howse was thanked for his work on reaching this point in proceedings to procure a new noticeboard.
- iii. **Litter/dog poo bin at The Folly** – Photographs of the exact location for the bin in order to obtain permission from CDC would be supplied by Cllr McDonagh. The Clerk would circulate examples and prices of suitable bins and Council.
- i. **Spring Clean initiative-** Following discussion, it was agreed that the Council would organize its own litter pick and Spring Clean on Saturday 28th March. The Clerk would order stickers and bin bags for labelling the filled refuse sacks for CDC collection. Information on the clean-up would be circulated around the village.

12. Highways

- i. **Highway defects list** –The Chairman reported that despite many attempts, he had not been able to get a reply to his emails from either Cllr Stowe or Rhodri Grey. It was agreed to proceed with Rhodri Grey as he was officer in charge of Highways matters for Longborough as a matter of urgency. A query regarding a post on The Pieces, which had been included in the defects schedule produced by the Council, would be investigated by the Clerk.

13. **Review of Parish Plan** –Cllr Howse reported that a public meeting had been held on 2nd March where a presentation had been delivered by Gloucestershire Rural Community Council which set out the various options for review of the Parish Plan. Because the presentation involved participation in questions from the public and parish councillors throughout, it would not be possible to treat the event as a special meeting of the Council itself so Cllr Howse put the following proposal forward again, seconded by Cllr Driver and carried unanimously: To undertake a broader community consultation to ascertain the degree of support for moving forward on one of the suggestions put forward in a presentation by Barbara Pond, GRCC. The structure and format for the documentation for the consultation to be agreed by Council and should include a brief list of the possible options and an approximate timescale for completion of each.

- 14. Review of Parish Council Website** – Cllr Howse was pleased to report that the Council’s new website had gone live on Monday 9th March 2020. Cllr Howse and the Clerk would be meeting later this week to go through the administration for the site. Public and Councillors thanked Cllr Howse for all his work on the website and congratulated him on the new design and layout of the site.
- 15. Councillor responsibilities in the Parish** –Cllr Green agreed to become the Parish Council’s liaison with local businesses and Cllr Howse for the Village Hall Committee.
- 16. Any other business and items for consideration at future meetings.**

The following items were requested:

- A ‘welcome to Longborough’ brochure (Cllr Mathers)
- Review of public participation (Cllr Mathers)
- Social media and the Parish Council (Cllr Howse)

The meeting closed at 8.58pm

Signed

Dated

The next meeting will be on Monday 11th May 2020 at Longborough Village Hall. The Annual meeting shall commence at 7.15pm with the Ordinary meeting proceeding immediately afterwards.