

# **EASTINGTON PARISH COUNCIL**

Email: [clerk@eastington-pc.gov.uk](mailto:clerk@eastington-pc.gov.uk)

## **Minutes of the Council Meeting held on 13<sup>th</sup> July 2017 at 7.00pm in Eastington Village Hall**

- 1 Attendance and apologies for absence** In attendance Cllrs Bullock (Chair), Corrie, Cozens (arriving 7.15pm), Loveridge and Simmons. There were 3 members of the public. Also present Parish Clerk Mrs J Shirley, District Cllr Jones, and County Cllr Williams (from item 9.8 onwards). Apologies received from Cllrs Allen, Bomberg, Chatterley and Wells, and District Cllr Davies.
- 2 Declarations of interest in items on the agenda.** Cllr Loveridge declared a pecuniary interest in item 9.16 and 9.19.
- 3 Chairman's announcements:** Cllr Bullock thanked Cllr Corrie for acting as Chair over the past few weeks.
- 4 Approval of the Minutes of the Council meeting held on 8<sup>th</sup> June 2017:** RESOLVED to accept the minutes.
- 5 Outstanding actions from previous meeting:** (March 2017) Item 8.2 Lorry Watch volunteer day to be arranged by Cllr Chatterley. (April 2017) Item 9.2 Clerk to seek consent from various Alkerton-central locations for possible defibrillator installation. (June 2017) Item 9.10 Clerk to check if CCTV installation will reduce insurance premium. Item 9.5 it was noted that the new grass on the skate area needs to be weeded.
- 6 Changes to the order of business.** None.

The meeting was opened up for Public question time.

Mrs Pitcher noted that at the last meeting she had raised that the Alkerton Cross roundabout needed weeding but this was missed from the minutes; the roundabout has since been cleared of weeds.

Alison Robinson of Gloucestershire Association of Parish & Town Councils presented the Parish Council with the Quality Gold award for the Local Council Award Scheme. Ms Robinson congratulated the Council on its award and is only the 3<sup>rd</sup> council in Gloucestershire to achieve the award so far. The award demonstrated the exemplar work of the council.

**To receive a report from the District Councillors:** Cllr Jones congratulated the Parish Council on its Local Council Award. Cllr Jones gave an update from Stroud DC: there hasn't been a council meeting so nothing to report; however Cllr Jones had an update on the new Waste and Recycling Service. Five hundred tonnes of food waste is collected each month across the District. The waste is turned into gas to heat around 200 homes each month and also produces 450 tonnes of fertiliser for farm and horticultural use. Recycling has increased, and the garden waste scheme is just about breaking even in terms of costs. Unfortunately, fly tipping across the district has increased.

### **7. Planning**

- 7.1 The Council noted the following planning decision made by Stroud District Council for Eastington parish this month.

S.17/0855/LBC	3 The Cross, Alkerton Road Eastington	Replacement of two south facing bay windows	CONSENT 22/06/17
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- 7.2 The Council noted that the appeal for S.16/2247/COU Churchend Nurseries has been allowed and planning consent granted.

- 7.3 The Parish Council considered the following planning application:

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Application No:	Address	Details	EPC comments:
S.17/1276/FUL	Claypits Farm Claypits, Eastington	Relocation of existing barn	No objection.

## **8 Groups / Meetings / Reports**

- 8.1 The Council received a written update from the Getting Around Group. The Council authorised the signing of the legal agreement with Highways to allow the village gateways to be installed.
- 8.2 The Council received a written update from the Churchyard & Burial Ground Group; it was noted that the Chair convened the burial ground site meeting, not the Clerk. The Council also received notes of the recent site visit to the burial ground. It was recognised that the meeting was positive and useful. The Council agreed the following recommendations:

1. *The 2<sup>nd</sup> paragraph of page 3 of the Burial Ground Regulations dated 2015 will be re-worded slightly as follows (new words are highlighted in bold):*

*“If the Parish Council considers that an item poses any risk in terms of Health and Safety (**for example glass or china items**), **or** is in a state of disrepair or could cause serious offence to other families, it reserves the right to remove it at any time. **Wherever possible**, relatives will be informed and items will be stored for 28 days before disposal.”*

2. *To improve upon the Council’s judgement as to which items posed a safety risk, inspections will be carried out monthly by the Clerk / the Churchyard & Burial Ground Group (4 councillors). It was accepted that glass jars placed in grassed graves posed a higher risk than glass items on a tended grave where the glass/china is not amongst the grass.*

*Instances where broken glass/china items are found on any grave, the broken pieces would be removed immediately and the family contacted if contact details are available.*

*Instances where unbroken glass/china items were found on grassed over graves these would be moved to a safer location (eg on the plinth of the headstone) and the family contacted if contact details are available.*

*Instances where unbroken glass/china items were found on tended graves that are either gravelled or gardened and at a lower risk of becoming broken, these would be left in place and depending on the risk of breakage Council will contact the family and advise them that removal of the item would be preferred but Council will not remove unless it becomes broken.*

*In all cases, Council will photograph the grave with the item in place before action taken.*

3. *The annual safety inspection will be publicised in advance of the inspection via the Eastington Community News, social media and laminated notices at the burial ground and churchyard.*

4. *It was recognised that contact details are not always readily available as people move away etc, therefore councillors will be asked to make personal approaches if they know the family.*

5. *Councillors are reminded that if they are on Council business they should always be accompanied by another councillor or the clerk.*

The Council approved the article to go in the next Eastington Community News relating to the burial ground.

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- 8.3 Cllr Corrie gave an update from the Resources Committee; a meeting hasn't yet been arranged since the Committee was formed. The Committee will meet before the next Planning Committee meeting scheduled for 27<sup>th</sup> July (time revised to 6pm). **Action: Clerk / Cllr Corrie to set an agenda.**
- 8.4 The Council received the notes of the Strategic Planning Working Group meeting held on 15<sup>th</sup> June. It was noted that Community Infrastructure Levy won't be applicable to the Ecotricity development proposed for junction 13.

## **9. Finance**

- 9.1 The Council received an update on the 2017/18 accounts including bank reconciliation.
- 9.2 The Council approved the payment of Clerk's expenses for June 2017 which will be paid with the July payroll.
- 9.3 The Council received the Clerk's timesheet for June 2017.
- 9.4 The Council received a written update regarding the Skate Area project; the Council approved the use of a portable toilet for the summer holidays to be paid from the skate area funding. **Action: Clerk.**
- 9.5 The Council approved the draft Social Media Policy. **Action: Clerk.**
- 9.6 The Council approved the draft Website Policy. **Action: Clerk.**
- 9.7 The Council approved the draft CCTV Policy. It was noted that the CCTV System Annual Review will be carried out by the Resources Committee. **Action: Clerk.**
- 9.8 The Council deferred the purchase of new litter/recycling bin to be located outside the Co-op, pending the Clerk pricing up a larger bin and installation costs. **Action: Clerk.**

**Meeting was adjourned to receive County Councillor Williams' report:** Amey's contract will cease at the end of the 5 year period and will not automatically extended; Gloucestershire County Council will re-tender. Cllr Williams spoke on the A419 improvement scheme and shared concerns about traffic bottlenecks. The County Council is looking at measures to address concerns raised in the Ofsted report about Children's Services.

Meeting reconvened.

- 9.9 The Council considered the quotes to replace the bus shelter at Spring Hill and resolved to accept the quote from B&C Shelter Solutions Ltd at a cost of £3650+VAT with toughened glass and painted RAL green. **Action: Clerk.**
- 9.10 The Council agreed that the Clerk will attend Data Protection training on 7<sup>th</sup> September at a cost of £165+VAT to understand the new responsibilities that are effective May 2018. **Action: Clerk.**
- 9.11 The Council agreed to renew the Data Protection registration with Information Commissioners Office at a cost of £35 and further agreed to put the registration on annual direct debit. **Action: Clerk.**
- 9.12 The Council approved appointing Gloucestershire Centre for Environmental Records (GCER) for one day's work for the NDP environmental character assessment at a cost of £260+VAT. **Action: Clerk.**
- 9.13 The Council discussed Cllr Simmons' suggestion that a plaque be installed on or near Alkerton Cross finger post explaining the history of the Grade II listed post. It was agreed to ask the Kings Head House Hotel for consent for a plaque to go on the end wall outside the Hotel. Clerk also to assist Cllr Simmons in researching the history to draft wording for the plaque. **Action: Clerk.**
- 9.14 The Council received an update on the defibrillator project and noted that a 4<sup>th</sup> defibrillator will be purchased from the British Heart Foundation. Cllr Bullock brought a donated portable defibrillator that had been given to the Council; it needs new pads and battery. Clerk to find out cost of bringing the defibrillator up to standard. **Action: Clerk.**
- 9.15 The Council deferred the item on how to respond to requests for information in other formats.
- 9.16 The Council received the list of outstanding purchase orders for information
- 9.17 The Council approve the updated quotes for tree works at the following locations:

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Nastend Green £186 (one tree is growing through power lines and includes felling of dead Elm)  
Burial Ground (quote now includes reducing the height of the leylandii hedging along the path and felling of dead Elm) £916.

9.18 The Council considered the request for pedestrian crossings on Alkerton Road near to the village hall and also on Claypits Road leading to the community centre. It was agreed that the Clerk will talk to Highways to investigate the options. **Action: Clerk.**

9.19 The Council approved the accounts for payment:

Invoice Date	Payee	Details	Net Amount	VAT	Gross Amount	Budget
25/06/17	Salaries & Expenses	Payroll June 2017 & Expenses May 2017	£1424.59	£0	£1424.59	Parish Admin
05/07/17	Post Office Ltd	PAYE & NI payments to HMRC for June 2017	£264.06	£0	£264.06	Parish Admin
12/06/17	PATA (UK)	Payroll Services April-June 2017	£22.50	£0	£22.50	Parish Admin
14/06/17	Ransome Memorials Ltd	Clean & maintain the Alkerton Cross finger post	£860.00	£172.00	£1032.00	Repairs
13/06/17	Glasdon UK Ltd	Bin sacks (minus credit on account)	£30.62	£6.12	£36.74	Park Maint
07/06/17	Zeta Printing Services	Litter bin stickers	£63.00	£12.60	£75.60	Roads & Transport
31/05/17	Smith's (Gloucester) Ltd	Burial ground bin collection £9.13 x 2 plus 43p outstanding on previous invoice	£15.65	£3.04	£18.69	C&BG
08/06/17	Veale Wasbrough Vizards LLP	Faculty at Church for AED	£251.00	£50.20	£301.20	Parish Admin
21/06/17	Network Connections UK Ltd	CCTV Skate area	£5412.50	£1082.50	£6495.00	Grant Funding
01/06/17	Eastington Village Hall Charity	Hall hire May 2017	£21.00	£0	£21.00	Hall hire
28/06/17	GAPTC	Being a Better Councillor training £95 LCAS Gold Accreditation Fee £160	£255.00	£0	£255.00	Training
03/07/17	Parish Online	Parish Mapping	£28.00	£5.60	£33.60	Parish Admin
27/06/17	All Out Play Ltd	Baby swings	£1855.00	£371.00	£2226.00	Grant Funding
30/06/17	Alan Loveridge	Grass cutting June 2017 (£1135) Bin installation (£200)	£1335	£0	£1335	Grounds Maint Park Maint
	<b>DIRECT DEBITS:</b>					
19/07/17	ICO	Data Protection annual registration	£35.00	£0	£35.00	Parish Admin
17/06/17	NEST	Pensions for June 2017	£107.60	£0	£107.60	Parish Admin
22/06/17	Vodafone	Parish Mobile	£40.83	£8.16	£48.99	Parish Admin
		<b>TOTAL</b>			<b>£13732.57</b>	

**The Council also noted the following receipts:**

Gloucestershire County Council	Grant funding for Village Gateways	£9,000
HMRC	VAT refund April 2017	£8,351.68

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## **10 Correspondence**

- 10.1 The Council received a list of correspondence received for information.
- 10.2 The Council considered the A419 improvement scheme consultation and felt that it would create bottlenecks where the A419 goes from 2 lanes to 1 lane, and concerns about impact on surrounding road network. It doesn't take into account the additional developments either side on the A419.  
**Action: Clerk.**
- 10.3 The Council supported the TU Pay Claim 2018-2019 consultation asking for 5% increase on public sector pay and removal of the lower-salary points that are below national living wage. **Action: Clerk.**
- 10.4 The Council considered responses for the Dog Control Order consultation and felt that the existing Dog Control Order number 4 should be retained (dogs on leads in specified areas). **Action: Clerk.**

Council suspended standing order 3v to allow the meeting to continue beyond 2 hours.

- 10.5 The Council agreed responses to the GAPTC AGM proposals in item 6 of the AGM agenda:  
Tetbury TC – Support  
Newent TC – Support  
Westbury-on-Severn PC – Support  
Longhope PC – Support  
Lydney TC – Do not support  
Slimbridge PC – Do not support  
Kingswood PC – Support  
Stroud TC – Support.
- 10.6 It was agreed to invite Cotswolds Canal Trust to the next meeting to discuss their proposed planning application for the “missing mile”.

Members of public and Cllr Loveridge left the meeting.

## **11. SEPARATE BUSINESS**

**Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.**

The Council considered two letters of complaint received in relation to the burial ground, which were discussed at length. The Council agreed letters of response to both complaints.

There being no further business the meeting closed at 9.45pm.

**Notice: The next meeting of Eastington Parish Council will be on Thursday 10<sup>th</sup> August 2017. Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Friday 28<sup>th</sup> July 2017.**

Signed .....

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