

EASTINGTON PARISH COUNCIL

Email: clerk@eastington-pc.gov.uk ~ Tel: 01453 799616

Minutes of the Parish Council Meeting held on 12th May 2022 at 7.00pm in Eastington Village Hall

- 1 **Election of Chair:** Cllr Loveridge nominated Cllr Bullock, seconded by Cllr Farndon. Cllr Bullock was unanimously elected as Chair. Cllr Bullock noted that this was her 10th year as Chair and gave notice that she will only do one more year and someone else will need to take over next May.
- 2 **Election of Vice-Chair:** Cllr Loveridge nominated Cllr Devcich, seconded by Cllr Corrie. Cllr Devcich was unanimously elected as Vice-Chair.
- 3 **Attendance and apologies for absence** In attendance Cllrs Bullock (Chair), Devcich, Corrie, Loveridge, Farnden, Cozens, Coombs, District Cllrs Davies, Jones, County Cllr Housden. **Apologies** noted from Cllrs Bomberg and Holcombe. **Also present** Clerk Marianne Simpson and 4 members of the public
- 4 **Declarations of interest or dispensations in items on the agenda** Cllr Loveridge item 12 Finance.
- 5 **Approval of the minutes of the meeting** held on 9th April 2022 were proposed by Cllr Devcich, seconded by Cllr Corrie and Council RESOLVED to accept the minutes.
- 6 **Review outstanding actions from previous meeting:**
All outstanding actions covered in agenda items.
- 7 **Changes to the order of business:** Councillor appointments to committees and working groups was moved after item 10. Review of council documents covered in item 15.
- 8 **Chairman's announcements** None

The meeting was adjourned for members of the public to address the council.

There were 4 members of the public present.

One resident asked when the VAS sign will be erected on Bath Road. Cllr Corrie responded that she had spoken to residents and the best location for the VAS pole was by the old Bakery. It will need to go to highways to check it meets their criteria.

One member of the public was not happy with the work that was carried out on the pavement along Bath Road. The grass had been cut back, but not the hedge and the pavement was uneven. She also questioned why further money would be spend on finishing tarmacking the footpath from Cress Green to Millend, when it was not needed, and it encourages cyclists to use the path as a cut-through and they are a nuisance to other path users when they are in groups. It would be much better to repair the potholes and improve the pavements in the village. Cllr Bullock replied that the work to widen the pavement along Bath Road was not satisfactory as the soil should have been shored right back and retained, the hedges cut and the pavement levelled, so the parish council will take this up with Highways. Cllr Devcich noted the path from Cress Green to Millend was a byeway so cyclists are allowed to use it.

A resident reported that the residents of Nastend do not want a bench installed on the Green.

Report from the County Councillor

County Cllr Housden reported that now that the Great Oldbury speed bumps had been removed, a number of residents were very concerned about the speed of vehicles on Great Oldbury Drive. He and District Cllr Davies will take it up with highways and see if chicanes or speed bumps could be installed, although it is not an adopted road yet. Cllr Housden said the plan is not to tarmac the pathway at Millend, only to tidy it up. He will ask Highways to cut back the hedges on Bath Road and will ask them to do more work to widen the pavement and to level it.

Report from the District Councillor

District Cllr Jones said refugees from Ukraine have arrived in the county. SDC is currently carrying out a review of taxi fares, due to the rise in fuel and there has been no increase in fares for 4 years. SDC had a full council meeting and there was an agenda item on the removal of the black boys clock and the possible renaming of black boys house. Whilst the small number of residents responded to the consultation and the majority wanted the black boys clock removed, it is on a listed building and the cost to remove it is estimated at £50,000. A motion calling for Gloucestershire County Council to make 20mph the default speed limit for residential areas in Stroud district and throughout Gloucestershire was voted through by a majority.

7:30pm Cllr Bullock paused the meeting to move to the Annual Parish Meeting

7:40pm Annual Parish Meeting finished and resumed AGM meeting

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9. Planning

9.1 Council considered planning applications:

Application No.	Address	Details	Comments
S.22/0686/HHOLD	Walnut Tree Cottage Nupend	Two storey side and single storey rear extension to provide garage and pool	Support

9.2 Council noted planning decision made by Stroud District Council:

S.22/0002/HHOLD Cleeve Cottage, Eastington - Erection of rear glass canopy and timber shed (garage) in front garden. GRANTED.

9.3 Council will need to update its neighbourhood development plan soon. Cllr Bullock and the Clerk to attend a 'How to review neighbourhood planning policies' online training on 29th June at 12.00 at a cost of £38.93. Cllr Devcich may also attend.

9.4 Council considered an application for the grant of a Street Trading Consent. Cllr Devcich did not support as it was not a healthy food option, Cllr Coombs was concerned about pedestrians accessing it as there was no pavement and Cllr Farnden was concerned about traffic. Cllr Corrie said it would be a good facility for lorry drivers. Cllr Loveridge and Cozens had no problem with it. The vote was carried, with reservations.

10. Groups / Reports

- 10.1 Council received an update from the Getting Around Group. Cllr Corrie to schedule a meeting with LHM Yakub. A dropped kerb outside Riverside Park is a priority, to help residents with disability scooters, otherwise they are forced to travel down the road. Phase 1 of the drainage work on Spring Hill was well received. Clerk reported a resident living between the Cross and Claypits had asked for a VAS along the 30mph section outside their house as traffic calming was need there. Cllr Bullock said it would require a speed survey first, so could be considered in the future. County Cllr Housden said there is a GCC meeting next Monday to outline a 20mph community speed watch program. More signage may be possible.
- 10.2 Council received an update on the Churchyard and Burial Ground. Cllr Farnden and Corrie to clear the wreaths and plants this week. The Clerk reported that there is a burial arranged for next Tuesday, in section A, but there is no record of an Exclusive Rights of Burial certificate being issued, although the family have asked for this plot. On inspection, the plot is level and no there is no evidence the plot has been used before. Council agreed the plot can be used.
- 10.3 Council noted Severn Trent cannot locate the water meter for the burial ground tap, so the verge may need clearing. There is an issue with the bill, so the meter needs to be read. Action: Cllr Cozens to check the location and accessibility of the meter.
- 10.4 Council considered a request for 2 oak memorial chairs in the burial ground. All councillors agreed that a bench, in keeping with the existing style, would be allowed but not the chair design requested.
- 10.5 Council considered site security of the allotments and the possibility to extend the CCTV coverage at the OHMG play park to encompass the allotments and consider installing two additional water troughs. The clerk had met with Redhand Network Connections who had provided a budget quotation for extending the existing CCTV coverage. For full coverage, including groundworks to lay power, the cost would be £11,322. Cllr Corrie said security is a major concern and the allotment committee could contribute some funds. District Cllr Jones recommended the council ask the Stroud community safety partnership for funding. Action: Clerk to follow this up.
Council considered 2 new water troughs in the allotments and agreed TEAS had permission to install 2 new water troughs, dependent on access to a water pipe. Action: Cllr Cozens to find out where the water pipes go.
- 10.6 Cllr Coombs gave an update from the Great Oldbury Group meeting. The main road through Great Oldbury has a high volume of speeding vehicles, and residents have requested something is done about it. Security at the Stonehouse end of the estate is an issue. Teenage children are causing problems. The sports pitches will be completed in the summer. Great Oldbury primary school has given permission for the residents group to hold their meetings there. There continues to be problems with the siting of bus stops, with a temporary one being located immediately outside someone's house. The landowner behind the Care Centre is being contacted to ask if the land can be used for allotments. Stroud Town Council need to provide litter bins at their end as litter continues to be a problem.
- 10.7 Cllr Bullock reported a meeting is needed with the developer to agree plans for the Great Oldbury Community Hall Group. She requested that GO residents get involved to input what they want from it.
- 10.8 Council noted the defibrillator training that took place in the Village Hall on Sunday 24th April 2022 at 2pm was well received by all those that attended. The trainer Mat has offered to carry out the defibrillator

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- checks. Action: Clerk to thank Mat for the training and to ask if he will take on the defibrillator checks.
11. **Appointment to EPC committees, working groups and external bodies**
- 11.1 Councillors appointed officers and representatives to the EPC committees and working groups as follows:
- Appeal/Hearings Panel** (responsible for all matters relating to staff appeals regarding discipline and grievance.) All Cllrs are members.
- Planning Committee**: Cllrs Bullock, Bomberg, Farnden and Holcombe (*in his absence, subject to his agreement*).
- Resources Committee**: Cllrs Bullock, Corrie, Farnden
- Finance Committee** Management, administration, and control of financial affairs (accounts, audit, investments) including risk assessment and insurance: Cllrs Bullock, Corrie, Farnden
- Churchyard and Burial Ground Group**: Cllrs Farnden, Bullock. vacancy
- Getting Around Group (Roads, PROW etc)**: Cllrs Corrie, Farnden, Devcich
- Playground at the OHMG**: Snakey Park volunteers check over the play area, however, it is useful if a couple of councillors help with that. Cllr Bomberg
- Strategic Planning Working Group** (2 Cllrs minimum plus members of public): Cllr Coombs, Holcombe (*in his absence, subject to his agreement*).
- 11.2 Councillors appointed officers to external groups and bodies as follows:
- Eastington Community Centre (OHMG) representative – attends meetings and reports back to Parish Council on matters of the OHMG as the Parish Council is a custodial trustee. **Cllr Bullock, Alex Bomberg**
- Canal Consultative Working Group representative – attends meetings and reports back to Parish Council on matters of the canal **Cllr Coombs**
- Community Land Trust Group representative – attends meetings and reports back to Parish Council on matters of the CLT. **Cllr Bullock, Farnden.**
- Eastington Village Hall representative – attends meetings and reports back to Parish Council on matters relating to the village hall as the Parish Council is a custodial trustee. **Cllr Bullock, Alex Bomberg**
- Friends of Snakey Lane Play Park representative – keep the Parish Council informed as to the running of the play park and any problems that need to be addressed. **Cllr Bomberg** (*in his absence, subject to his agreement*).
- The Eastington Allotments Society representative – keep the parish council informed as to the running of the allotments and any problems that need to be addressed. **Cllr Corrie, Alex Holcombe** (*in his absence, subject to his agreement*).
12. **Finance / Procedures**
- 12.1 Council approved the April bank reconciliation and budget vs spend Year End. Councillors reviewed the ear-marked reserves, set in the budget, for 2022-23 and refined the figures.
- 12.2 Council approved the payment of expenses for April 2022.
- 12.3 Council approved the staff timesheets for April 2022 (confidential and not for circulation).
- 12.4 Clerk had previously circulated 3 quotes for the burial ground path re-surfacing. Council considered the quotes and unanimously voted for quote 2, so long as a membrane under the path was applied.
- 12.5 Bunting for the jubilee weekend was made by volunteers from the Eastington craft group, so no need to purchase any. Council unanimously agreed to give them a box of biscuits with thanks. Cllr Devcich and Farnden to put up the bunting on the village gateways on the weekend before the jubilee.
- 12.6 Council to consider repair of the skate ramp which has a hole in the concrete at the back when the quote has been received.
- 12.7 Council received the annual RoSPA play area inspection report, previously circulated. The repairs needed are being assessed.
- 12.8 Council authorised that the boundary agreement at Snakey Lane is to be executed as a deed. Council RESOLVED that the legal deed shall be executed on behalf of the Council subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures. Council RESOLVED that Cllrs Coombs and Devcich shall sign and the Clerk shall witness their signatures.
- 12.9 Council approved the following list of direct debits:
- Microsoft (EPC Office 365) monthly
 - NEST (Clerk pension) monthly
 - Grapevine Telecom (mobile) monthly
 - Public Works Loan Board £2761.48 twice per year Apr/Oct
 - Information Commissioners Office (data protection) £35 (annual in July)
- 12.10 Council reviewed the bankers and authorised signatories as:
- Lloyds Bank (Treasurers and Bus Bank instant) – Cllrs Bullock, Corrie, Farnden
 - Barclays Bank (Charlie Bullock Fund and Solar Farm Fund) – Cllr Bullock, Corrie

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- 12.11 Council approved the updated inventory list, includes the Fullers Close bus shelter and the Great Oldbury defibrillator.
- 12.12 Council agreed to appoint GAPTC to carry out the internal audit 2021-22 at a cost of £360.
- 12.13 Council noted the accounts 2021-22 and revised the earmarked reserves for 2022-23.
- 12.14 Council noted the internal financial control checks and Cllrs Corrie, Farnden and the Clerk to complete the year end internal controls on Monday 23rd May in the Village Hall.
- 12.15 Council considered purchasing Scribe, an accounts package with full accounting support, purpose built for Parish Councils to produce compliant accounts and the Cemetery package to support the burial ground record-keeping at an annual cost of: Accounts £564+VAT, Cemetery Bookings £288+VAT. The one-off setup fees of £597 for Accounts and £247 for Bookings were waived as the parish council is a member of GAPTC. Council approved the purchase on the recommendation of the Clerk who had attended a webinar on the capabilities of Scribe.
- 12.16 Council approved the replacement of 2 stiles with kissing gates in Nupend. GCC have the kissing gates in stock at a cost of £250+VAT (this is with the 50% discount) and will install them at an approximate cost of £160+VAT (1 day's work).
- 12.17 Council considered a dropped kerb outside Riverside Park at an approximate cost of £2-3,000. Cllr Corrie proposed the council goes ahead with this as the residents in Riverside Park who use mobility scooters are having to travel down the road at the moment. Action: Clerk to check with LHM Yakub Mulla.
- 12.18 Council ratified the payments made between meetings:

Inv Date	Payee	Details	Net	VAT	Gross	Budget
28/04/22	Salaries & Expenses	Salaries & Expenses March 2022	£1213.66	£0	£1213.66	Admin
11/04/22	RBL	2 x platinum jubilee plaques for oak trees	£241.65	£48.33	£289.98	Jubilee
27/04/22	Just bin bags Ltd	Bin bags for Snakey Park Play area	£19.39	£3.88	£23.27	Play area

12.19 Council approved the accounts for payment:

Inv Date	Payee	Details	Net	VAT	Gross	Budget
05/05/22	HMRC	PAYE & NI March 2022	£477.65	£0	£477.65	Admin
05/05/22	A Loveridge	Grass cutting	£1135.00	£0	£1135.00	Burial ground
30/04/22	Smith's	Empty bin in burial ground	£11.07	£2.21	£13.28	Burial ground
26/04/22	Helix Transport Consultants Ltd	Eco Park Transport Review	£2,295.00	£0	£2,295.00	Planning
30/04/22	Boyer Planning	Eco Park Planning consultancy	£2,250.00	£450.00	£2700.00	Planning
26/04/22	RoSPA	Annual Inspection - Snakey Park & Skate Area	£199.50	£39.90	£239.40	Play area
03/05/22	Village Hall	Eastington Village Hall PC meeting 14 April	£14.00	£0	£14.00	Admin
03/05/22	Village Hall	Defib training 24 April	£17.50	£0	£17.50	Admin
DIRECT DEBITS/STANDING ORDERS UPDATE						
21/04/22	Microsoft	Microsoft 365 Licenses x10 cllrs x2 staff	£56.80	£11.36	£68.16	Admin
01/05/22	Grapevine Telecom	Office mobile	£39.99	£7.99	£47.98	Admin
14/04/22	NEST	Clerk's pension March 2022	£127.47	£0	£127.47	Pensions

Cllr Bullock and Corrie to authorise the online payments.

12.20 Payments received: TEAS rent 2021-22 £10

Precept (half) £48,540

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13. Council formally noted the resignation of Cllr Rosemary Robinson on 24th April 2022 and to note the parish council now has 2 casual vacancies. Clerk to go ahead and produce the Notice of Vacancy.
14. Council resolved to adopt the revised policy documents:
 - Annual report 2022-23
 - Risk management schedule
 - Standing orders
 - Code of Conduct
15. To note correspondence.

Notice: The next meeting of Eastington Parish Council is **Thursday 8th June 2022**. 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 at clerk@eastington-pc.gov.uk.

Meeting closed at 21:25

Signed

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