

# Churcham Parish Council

**Clerk**  
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## **Minutes of the meeting of the CHURCHAM PARISH COUNCIL Held at Churcham Primary School On the 20<sup>th</sup> October 2015 at 7.30pm**

### **1. Attendance and Apologies**

Those Present: - Councillors Reeves, Price, Baber, Freeman, Newbery, Brookes and Francis along with the clerk Marilyn King, County Councillor Robinson, District Councillor Jones, Martin Hutchings a Housing Enabler, Tara Newman from Two Rivers Housing and five members of the public.

### **2 Declarations of Interest by members in items to be discussed.** There were no declarations.

### **3.** Tara Newman and Martin Hutchings discussed two possible layouts of the proposed affordable housing site in Chapel Lane Birdwood, all councillors preferred the cul-de-sac style.

Ms Newman told the meeting that Two Rivers have the option to purchase the whole of the paddock, not just the area where the proposed houses will be sited. The option runs out in March 2016.

Councillors asked if a play area could be made on the spare ground. Ms Newman said it could be considered, but it would increase costs as Two Rivers would have to pay a contractor to mow the area. Two Rivers are considering holding a public consultation morning/afternoon on the 4<sup>th</sup> November at the Kings Head Public House in Birdwood. Ms Newman will do a letter drop around the parish in the next few days. The clerk will also put notices on the 4 notices boards in the parish.

### **4. Minutes of previous Meeting.** Councillor Price proposed that they were signed as a true record of events, this was seconded by Councillor Francis and unanimously agreed.

**5. Matters arising.** The clerk was asked to chase up the Highways Agency to repair the footpath by Half Way Bridge that has been damaged by farm vehicles crossing it to access a field.

### **6. Planning Applications for planning notified by the Forest of Dean District Council.**

Mr & Mrs Goss, Spring Cottage Bulley Lane Churcham: - Conversion of double garage to annex. Councillors discussed this application. Councillor Francis had visited the site, he proposed that the parish council approve the application, this was seconded by councillor Reeves and unanimously agreed.

## **7. To confirm planning decisions by Forest of Dean District Council/Gloucestershire County Council.**

7.1 Mr Barnard, Duncombe Barn Lake Lane Churcham: - Erection of a dwelling and removal of existing agricultural barn. This application was refused.

The chairman asked District Councillor Jones why the parish council were not informed of the date of the planning meeting when the decision was made, as a representative would have taken the opportunity to speak at the meeting. Councillor Jones will ask the planning department about this problem.

**8. Clerk's Report.** The clerk reported that two defibrillators had been purchased and she was awaiting delivery of the secure boxes before instructing the two electricians to install them.

Three quotes for the design and hosting support of a parish council website were obtained by the clerk, they range from £240.00 to £1110.00. Councillor Baber proposed that the cheapest quote supplied by Mr Nigel Steele be accepted, this was seconded by Councillor Brookes and unanimously agreed.

The clerk will ask Mr Steele to design the website immediately.

The clerk asked for extra hours to be added to her contract to cover the extra work that running a website will involve, she had discussed this with GAPTC advisory service who suggested that two hours per month may be enough along with 8 hours training. This request was declined. A councillor suggested that the clerk monitor the hours that she works on the website for several months and report back to the parish council.

Councillors discussed updating the Standing Orders and the Financial Regulations. Councillor Brookes asked for the wording in the standing orders regarding the clerk's duties item 2 to be changed which state that the clerk should attend all duly convened parish council meetings. It was suggested that if the clerk was unable to attend due to ill health or holidays that a stand in clerk be employed. The clerk will re-write that part of the standing order and it will be put on the agenda to be discussed at the November meeting. Councillor Freeman proposed that the defibrillators and their boxes be insured, this was seconded by Councillor Price and unanimously agreed.

It was reported that Councillor Reeves has completed a financial check of the parish council and has found everything to be in order. Councillor Newbery will complete the next financial check.

The clerk asked if any councillor was prepared to be a flood warden for the parish. Councillor Brookes said he would read up what is involved and report back to the next meeting.

## **9. Councillor's Reports.**

The chairman thanked councillor Newbery on behalf of the parish council for refurbishing and painting the old telephone kiosk where one of the defibrillators is to be sited.

Councillor Francis proposed that new glass be purchased out of funds raised for the defibrillators to complete the refurbishment of the kiosk, this was seconded by Councillor Baber and unanimously agreed. This would be a valuable asset for the parish for the future.

Councillor Price thanked the clerk for getting fly tipped items removed quickly from Oakle Street.

Councillor Francis reported that the cover has been removed from the timetable board at Stone End. The clerk was asked to report it to Stagecoach.

Councillor Baber reported that several areas in Bulley Lane and Lake Lane need pot holes filled. The clerk was asked to contact Gloucestershire Highways to ask for the road to be inspected and repaired.

District Councillor Jones reported that he is a member and chairman of the audit committee, which is now part of the south west audit partnership. He told the meeting that there had been no increase in the internal audit costs for six years.

County Councillor Robinson told the meeting that Gloucester is one of 20 councils applying for devolution powers.

He stated that the road improvement work on the A40 Highnam to Over has improved traffic flow considerably.

He also told the meeting that he had approved and paid £1800.00 of the active together grant to the group running the youth club at Huntley that caters for young people from Huntley, Longhope and Churcham. The clerk had been approached by the chairman of Huntley parish council to ask if Churcham Parish Council would reconsider making a donation towards the running of the youth club. She was asked by councillors to find out exactly how many children for Churcham actually attend this group regularly, and report back to the next parish council meeting.

## **10. Financial Matters.**

The clerk reported that the £500.00 grant towards the purchase of the two defibrillators had been received from the Forest of Dean District Council and paid into the bank.

Also a refund cheque for £50.00 from Community Heartbeat Trust who the parish council had purchased the two defibrillators and their boxes had been received.

It was agreed to wait until the January parish council meeting to set the precept for 2016/17

## **11 Correspondence received: -**

11.1 North Dean Rights of Way Association reported that they had cleared the footpath alongside the church and behind Lawn Farm at Churcham.

11.2 Gloucestershire County Council Transport Plan 2015 -2030 Consultation was discussed. Should anyone like to comment on the plan they can do so on the following website,  
[www.gloucestershire.gov.uk/1tp3](http://www.gloucestershire.gov.uk/1tp3)

**12.** The assembled public were asked if they had any comments they wished to make. No one took up this option.

As there was no other business to discuss the chairman closed the meeting at 8.50pm

**The chairman thanked everyone for attending and closed the meeting at  
The date of the next meeting is to be held on the 17<sup>th</sup> November 2015.**

The clerk's working hours are: -

Monday 10am – 12pm, 2pm – 4pm

Wednesday 10am – 12pm, 2pm to 4pm

Thursday 10am – 12pm, 2pm – 3pm

If any urgent item needs to be discussed by councillors or residents in between these times I can be contacted by telephone only on 01452 750451