

# Churcham Parish Council

**Clerk**  
Mrs Marilyn King  
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**The Minutes of the meeting of the  
CHURCHAM PARISH COUNCIL  
Held at Churcham Primary School  
On the 20<sup>th</sup> September 2016 at 7.30pm**

**Those Present: -**

Councillors Francis, Newbery, Baber, Freeman, Brookes and Reeves along with their clerk Marilyn King, District Councillor Jones, County Councillor Robinson, Village Agent Sarah Davies and 7 members of the public.

**1. To receive apologies for absence.**

Councillor Price.

**2. To record any Declarations of Interest by members in items to be discussed.**

There were no declarations.

**3. To approve the minutes of previous Meetings.**

Councillor Baber proposed that they be approved as a true record of events, this was seconded by Councillor Reeves and unanimously approved.

**4. To consider matters arising from those minutes.**

Councillors discussed the re-siting of the shed that is a present in the garden of the school house. No resident has at present come forward to offer a home for the shed.

Trustees of the school will consider siting it in the grounds of the school.

**5. To consider planning applications notified by the Forest of Dean District Council:-**

5.1 Mr & Mrs Gittings, Milton Cottage Bulley Lane Churcham: - Erection of a new dwelling and detached garage. Demolition of existing dwelling, garage and outbuildings.

Discussions took place with the owners, their architect and parish councillors, with a letter from a neighbour being read out who opposes the application.

Councillor Newbery proposed that the application was approved, this was seconded by Councillor Reeves and unanimously agreed.

5.2 Smart Farms, Stone End Farm Main Road Churcham: - Change of use of existing agricultural barn to B light industrial use and associated works.

After discussing this application Councillor Brookes proposed approval, this was seconded by Councillor Reeves and after a vote four councillors approved it and two were opposed to it.

5.3 Smart Farms, Former Army Camp Church Lane Churcham: - Application under section 191 to establish whether a lawful commencement of planning permission P1188/14/FUL for the erection of a proposed dwelling has occurred.

Councillors discussed this application. Councillor Freeman proposed agreement that the work has been started on this site with Councillor Reeves seconding it, this was unanimously agreed...

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

No decisions have been received.

### **7. Clerk's Report.**

Tara Newman from Two Rivers Housing reported that with regard to the affordable housing site in Chapel Lane, they are in the process of tendering for a contractor, they should receive all the tenders by 26<sup>th</sup> September. Then they will start to clear the site and finalise the drainage design, they will need to be on site by January 2017 at the latest.

Two Rivers will ensure that the parish council is kept up to date with the progress of this development.

### **8. To receive Councillor's Reports.**

Councillor Brookes reported that although Highways England has done a good job of cutting the grass verges along the A40 in this parish the section from Handlow House to the bus shelter at Stone end has not been cut back.

The Clerk was asked to contact Highways England and ask them to complete the job.

Councillor Reeves reported that the hedge on either side of Church Lane are restricting the width of the lane and are causing problems for residents.

Land owners are required to keep their hedges cut back, and not be allowed to overgrow a highway.

Councillor Baber reported once again that a large pot hole needs to be repaired in Bulley Lane near New Cottages. The clerk was asked to contact Gloucestershire Highways.

Councillor Francis discussed starting a Parish Plan and the possibility of setting up a steering group of independent residents to proceed with this.

If any resident would like to be part of this group they should contact the clerk or the Chairman.

Councillors Francis and Newbery will hold a meeting with a member of GAPTC to get free advice on how to get started.

The condition of the old Methodist chapel and its grounds are still causing concern. District Councillor Jones will contact the enforcement officer at the Forest of Dean District Council for a progress report.

The proposed incinerator for Gloucester was discussed.

County Councillor Robinson told the meeting that Gloucestershire would most likely use most of the capacity, with only an insignificant amount coming from other counties.

Councillor Francis told the meeting that Churcham Parish Council will be joining up with Minsterworth Parish Council to push for faster broadband.

The Village Agent Sarah Davies told the meeting that if any older resident needed help they could contact her direct.

The continuation of bus service that runs through Oakle Street is causing concern. Sarah stated that if any older resident need help with transport they should contact Sheppard House in Newent who run a mini bus.

### **9. Financial Matters.**

9.1 A certified Annual Return for the year ended 31st March 2016 has been completed and includes the external auditor's certificate and opinion.

A Notice of Conclusion of Audit has been posted on the noticeboard at the school and on the website.

Cheque to be approved: -

Mrs M King £1684.69 salary & office expenses.

Councillor Newbery proposed that the above cheque be signed, this was seconded by Councillor Baber and unanimously agreed.

The balance of the two bank accounts will be £9426.05 after the above cheque is processed.

## **10. Correspondence received.**

10.1 Mrs Clapham: - A noxious odour from the pig unit in Chapel Lane is causing concern for many residents who state that it is materially interfering with the use and enjoyment of their homes.

The clerk has copies of "Nuisance: making a complaint and keeping a log", which she will email any resident who would like to take their complaint further.

The forms should be sent to Environments Regulatory Services at the Forest of Dean District Council High Street Coleford.

10.2 The clerk received a complaint regarding a wooden chalet style building at Spring Villa Farm.

A planner at the Forest of Dean District Council has passed this complaint to the enforcement team to investigate as no planning application has been received for the structure.

10.3 Chris Riley a project manager at Gloucestershire County Council stated that a public shared events scheme will be held on 22<sup>nd</sup> September and invited the clerk and councillors to attend. Councillor Reeves will attend.

A scheme to add a third circulatory lane within the Over roundabout will be discussed, the goal is to provide a free flowing link for traffic along the currently heavily congested A40 roundabout.

10.4 North Dean Rights of Way Association report that the footpath between the A40 and Lake Lane has been cleared. Twice a year clearing is proposed both in the spring and the autumn.

The clerk was asked by councillors to send a letter of thanks to them.

10.5 FODDC recycle week is targeting items that are not being recycled that should be. They are aerosol cans, glass perfume or aftershave bottles, cardboard toilet roll tubes, plastic liquid soap dispenser bottles and toothpaste boxes.

10.6 Clive Reynolds updated councillors on staff changes at the council and asked for understanding that new staff may not be up to speed with their new roles.

10.7 Highways England state that signage for "My Churcham Website" does not fit the criteria required and will not be approved, after the clerk wrote to them asking for permission to install signage on the A40 through Churcham.

Councillor Francis will contact them again.

10.8 Western Power Distribution report that a new , free, three digit 105 service number to call in the event of a power cut has gone live, this will be of great use to the public.

10.9 Chrissie Parkes Gloucestershire Police reported that a white Audi A3 motor car has been seen near scenes of crime in this area. Damage to its front bumper just below the front nearside headlamp. Various false number plates have been used. If this vehicle is spotted please call the Police on the number 101.

10.10 Chrissie Parkes has also reported that property in and around our parish over the weekend.

10.11 Community Heartbeat Trust asks for regular reports onto its system for the two defibrillators in the parish.

The two residents who kindly monitor these on behalf of the community report that their monitoring is up to date.

10.12 Community Heartbeat Trust has transferred the ownership of the former telephone kiosk on the A40 at Churcham to the parish council.

10.13 FODDC Street Trading Fees. After being asked by the clerk the cost of the street trading fee for the mobile food kiosk in the layby near Church Lane on the A40 it has been reported that the fee is £803.00 per year plus a £25.00 admin fee. The conditions of the licence include that the owner of the kiosk must pick up and dispose of litter in the layby that arising from the trading.

This does not include litter left by other vehicle users of the layby.

### **11. Public Question Time.**

A complaint has been received by a resident regarding the odour from the septic tank at Brooklands Residential Home in Bulley Lane, and the possible pollution of the stream. Also the ditch needs cleaning out and the hedge trimmed alongside the lane.

Councillor Jones will follow up this complaint. The clerk was asked to write to the owners regarding the ditch and hedge.

### **12. Any other business.**

12.1 Councillor Baber proposed that the Financial Regulations of the parish council be approved as fit for purpose. This was seconded by Councillor Reeves and unanimously agreed.

12.2 Councillor Newbery proposed that the updated Standing Orders of the parish council be approved as fit for purpose. This was seconded by Councillor Reeves and unanimously agree.

12.3 The Asset Register was discussed and will be updated to add the value of the telephone kiosk now in the ownership of the parish council. It will be available for approval at the October meeting.

A resident commented that the contents of the shed which stands in the garden of the school house and is due to be moved to another site should be added to the asset register, but councillors agreed that this is not owned by the parish council.

**The chairman thanked everyone for attending and closed the meeting at 9.15pm  
The date of the next meeting is to be held on the 18<sup>th</sup> October 2016**

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