Churcham Parish Council

Minutes of the Parish Council Meeting

20th November 2018

In attendance:

Parish Councillors: Cllr. Francis, Cllr. Reeves, Cllr. Newbery, Cllr. Brookes, Cllr. Price

District Councillor: Cllr. Brian Jones

County Councillor: Cllr. Brian Robinson

Clerk: Christian Horton

There were five members of the public present.

1. To receive apologies for absence

   1.1. Apologies were received from Cllr. M. Freeman

2. To receive declarations of interest & written requests for dispensation

   2.1. There were none.

3. To consider the minutes of the last meeting

   3.1. It was RESOLVED to accept the minutes of the last meeting.

4. To discuss matters arising from the minutes of the last meeting

   4.1. Cllr. Francis updated the council with regards to his and Cllr. Brookes meeting with Mark Harper MP. Cllr. Brookes will provide the Clerk with information to send to Mark Harper MP regarding broadband services in the parish.

   4.2. Cllr. Francis also stated that Mark Harper MP was contacting the relevant agencies to investigate the possibility of shared footpath and cycleways.

5. Planning

   5.1. To consider the following planning applications:

      5.1.1. P1671/18/FUL - Land Adjacent to Lobstock House, Main Road, Churcham, Gloucester

         5.1.1.1. It was RESOLVED to SUPPORT this application on the condition that the public's use of the footpath that runs through the land, where the development is proposed, continues to remain uninterrupted.

      5.1.2. P1648/18/FUL - Churcham Garage, Main Road, Churcham, Gloucester

         5.1.2.1. It was RESOLVED to OPPOSE this application due to adverse effects of noise and light nuisance to residential amenity.

   5.2. To receive a report of planning decisions notified by the Forest of Dean District Council

      5.2.1. There were no planning decisions to report.

6. Finance

6.1. To consider adopting a new Expenses Policy

6.1.1. It was RESOLVED to accept the new Expenses Policy

6.2. To consider the 2019/20 budget and risk register

6.2.1. It was RESOLVED to accept the budget and financial risk register (Attached to these minutes as an appendix)

6.3. To consider setting the precept for 2019/20

6.3.1. It was RESOLVED to increase the precept to £9675 from £9270. This decision considered (1) inflation rates (2) the need to replace the defibrillator batteries in 2019 (3) the cost of the 2019 elections.

6.4. To consider a report of bank reconciliations and the cashbook

6.4.1. It was RESOLVED that an appropriate and thorough check of the Council's financial procedures by Cllr. Reeves had concluded that the Council was complying with its obligations in manging public finances.

Cllr. Brian Robinson entered the meeting at this point in the proceedings.

6.5. To consider the following for payment:

6.5.1. Clerk's salary and expenses - £424.17

6.5.1.1. It was RESOLVED to pay the Clerk's salary and expenses - £424.17

6.5.2. Quoakle Invoice Q-726 - £187.20

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6.5.3. Cllr. Newbery expenses for repairs to telephone kiosk and travelling costs - £21.48

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7. To consider the adoption of the following policies, procedures and documents:

7.1. General Privacy Notice

7.1.1. It was RESOLVED to adopt the General Privacy Notice

7.2. Privacy Notice for Staff, Councillors and Role Holders

7.2.1. It was RESOLVED to adopt the Privacy Notice for Staff, Councillors and Role Holders

7.3. Model Publication Scheme

7.3.1. It was RESOLVED to adopt the Model Publication Scheme

7.4. Subject Access Request Policy & Procedures

7.4.1. It was RESOLVED to adopt the Subject Access Request Policy & Procedures

7.5. Contact Consent Form

7.5.1. It was RESOLVED to adopt the Contact Consent Form

7.6. Data Protection and Information Security Policy

7.6.1. It was RESOLVED to adopt the Data Protection and Information Security Policy

8. To receive a report from the Clerk

8.1. There was nothing to report that hadn't been covered by the agenda items.

9. To receive a report from Councillors

9.1. County Cllr. Brian Robinson informed the meeting that Glide had officially withdrawn their interest in providing improved broadband services to the parish. Cllr. Robinson and members of the Parish Council all agreed that they would continue to work with one another to improve broadband services in the parish.

9.2. Cllr. Reeves reported that a bollard light was not working on the A40.

9.3. Cllr. Newbery reported that he had made repairs to the telephone kiosk.

9.4. District Cllr. Brian Jones discussed the Forest of Dean District Council's procurement of a £1.5m industrial site in Oxfordshire.

10. To consider a request to join the Forest of Dean Dementia Action Alliance

10.1. It was RESOLVED to join the Forest of Dean Dementia Action Alliance.

11. Public Open Forum

11.1. No members of the public present wished to address the Council.

12. To consider any applications for co-option onto the parish council, following the expiry of the casual vacancy notices, and appoint a co-opted member

12.1. It was RESOLVED that Mrs. Marilyn King, the only applicant for the vacancy, would become a co-opted member of the council. Mrs. King signed the acceptance of office and submitted her register of members interests, which were both also signed by the Proper Officer and will be submitted to Forest of Dean District Council's Monitoring Officer.

13. To consider the dates of the next Parish Council Meetings

13.1. The dates of the Meetings of the Parish Council were confirmed as:

- 15th January 2019
- 19th February 2019
- 19th March 2019
- 16th April 2019
- 21st May 2019 (Annual Parish Council Meeting)
- 18th June 2019
- 16th July 2019
- 17th September 2019
- 15th October 2019
- 19th November 2019

13.2 The date of the next Annual Parish Meeting was confirmed as 9th April 2019.