

Churcham Parish Council

DRAFT Minutes of the Parish Council Meeting

19th February 2019 at 7.30pm in Churcham Primary School

In attendance:

Parish Councillors: Cllr. Francis, Cllr. Reeves, Cllr. Brookes, Cllr. King, Cllr. Freeman, Cllr. Newbery

County Councillor: Cllr. Brian Robinson

District Councillor: Brian Jones

Clerk: Christian Horton

Fastershire Representatives: Matt Smith, Angela Presdee

There were six members of the public present.

1. To receive apologies for absence

1.1. Apologies were received from Cllr. Price.

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

2.1. There were none.

3. To consider and sign the minutes of the last meeting

3.1. It was **RESOLVED** to sign the minutes of the last meeting.

4. To receive a report from Fastershire concerning the delivery of improved broadband services in the parish

4.1. Matt Smith (Herefordshire Council) and Angela Presdee (Gloucestershire County Council) attended the meeting and gave a presentation regarding the situation with improving broadband services in Churcham. The presentation gave an overview of the how the current situation was arrived at.

It was explained that, due to issues such as state aid regulations, Fastershire was legally restricted in how it could help deliver improved broadband services. However, Fastershire is currently in the process of asking a number of companies to do an analysis of how much it would cost to bring improved broadband to the area. Matt Smith then explained that grants could be made available to local qualifying businesses and residential properties, that would help pay for a company to undertake the necessary work if it was deemed to be financially feasible.

It was agreed that Churcham Parish Council and Fastershire would continue to liaise closely with one another in order to assess how they could work in partnership.

5. Planning

5.1. To consider the following planning application:

5.1.1. P0062/19/FUL- 5 Picked Acre, Churcham, Gloucestershire

First floor extension and conversion of existing garage into kitchen and living area. Demolition of rear conservatory.

5.1.1.1. It was **RESOLVED** to support this application

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

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

5.2.1.1. It was reported that this application had been refused. However, residents have concerns that the garage is still operating on a 24hr basis despite this. Cllr. Brian Jones stated that he would speak to the enforcement team and the Parish Council would also do the same.

6. To consider and resolve to adopt an Employee Disciplinary Policy

6.1. It was **RESOLVED** to adopt this policy.

7. To consider and resolve to adopt an Employee Grievance Policy

7.1. It was **RESOLVED** to adopt this policy.

8. To consider and resolve to create a Staffing Committee, appoint members and adopt Terms of Reference

8.1. It was **RESOLVED** to adopt a Staffing Committee and the Terms of Reference and that Cllrs. Brookes, Reeves, Freeman, Newbery & Francis would be members of the committee. Cllr. Francis was elected Chairman of the Staffing Committee.

9. Finance

9.1. To consider the following for payment:

9.1.1. Clerk's salary and expenses - £438.16

9.1.1.1. It was **RESOLVED** to pay the Clerk's salary and expenses of £438.16

9.1.2. GAPTC – Training Costs (Inv. 6106) - £55.00

9.1.2.1. It was **RESOLVED** to pay GAPTC £55.00

9.2. To receive a report of the latest bank reconciliation and to consider whether financial procedures are being adhered to.

9.2.1. The Council were presented with the latest bank reconciliation and it was **RESOLVED** to sign the reconciliation to confirm that the financial procedures were being adhered to.

10. To consider contracting S. Fowler to undertake the internal audit for the financial year 2018/19

10.1. It was **RESOLVED** to contract the services of S. Fowler.

11. To consider the Clerk undertaking CiLCA

11.1. It was **RESOLVED** to defer this matter until after the May 2019 elections.

12. To discuss arrangements for the Annual Parish Meeting - 9 April 2019

12.1. To discuss current agenda items

12.1.1. The Clerk reported that the Police stated that they would send a report.

12.1.2. Cllr. Robinson stated that there was a new Street Warden and District Cllr. Brian Jones stated he would report back to the Council about who this was.

12.1.3. The Clerk stated that Sarah Davis from the Forest of Dean Dementia Action Alliance would be attending.

12.1.4. County Cllr. Robinson and District Cllr. Jones both stated that whilst they were happy to attend the meeting any arrangements had to be in accordance with Purdah regulations.

12.2. To receive ideas for additional agenda items from councillors

12.2.1. It was agreed to invite representatives from the local school.

12.2.2. It was suggested that My Churcham representatives should be invited and Cllr. Francis stated that he would look into this.

12.3. To discuss catering arrangements

12.3.1. Cllr King stated that she would arrange catering for the meeting.

13. To receive a verbal report from the Clerk

13.1. The Clerk gave councillors the necessary paperwork to stand for re-election.

13.2. The Clerk reported that he had attended Internal Audit Training.

14. To receive verbal reports from Councillors

14.1. Cllr. King reported a water leak that needed to be reported to Severn Trent. The Clerk asked for specific details of the leaks location to be forwarded to him so that this could be done.

14.2. Cllr. Reeves reported highway issues and asked the Clerk to report these.

The Clerk reminded councillors that they did not need to wait to report any concerns regarding road safety or water leaks etc. until a meeting and they could either contact the Clerk with the details necessary to report an issue on their behalf prior to a meeting (as this would help have the matter dealt with in a more timely manner) or contact the relevant authority themselves as any other resident is able to so.

14.3. District Councillor Brian Jones reported that:

14.3.1. The Forest of Dean had been declared the tenth best place in the UK to buy a property.

14.3.2. The District Council was recruiting a Carbon Reduction Officer.

14.3.3. A Newent resident was fined for fly-tipping.

14.4. County Cllr. Brian Robinson reported:

14.4.1. There was now an agreed budget for Gloucestershire County Council and this meant more money being allocated for infrastructure projects.

15. Public Open Forum

15.1. No members of the public addressed the Council.

16. To consider the date of the next meeting

16.1. The next meeting of Churcham Parish Council will be on 19 March 2019 at 7.30pm in Churcham Primary School.