

**Minutes of the Woolaston Parish Council Planning & Development Control Committee**  
**Held on Thursday 8<sup>th</sup> February 2018 at 8.00pm in the Woolaston Memorial Hall**

Present: Councillors; Mick Fairless, Mary Greenslade, David Harris, Roger Southee  
In attendance: Ashley Rees (Clerk)

1. **Apologies for absence**  
Apologies were received and accepted from Andy Lord and Steve Reece
2. **Declarations of interest**  
None
3. **To receive representations of the previous meeting**
4. **To confirm the minutes of the meeting held on Thursday 14<sup>th</sup> December 2017.**  
These were approved as a correct record of the meeting.
5. **To consider the following applications submitted by the Local Planning Authority**
  - i) **P0112/18/FUL - Woolaston Court, Main Road, Woolaston – Erection of a single storey extension and a first floor extension with associated works. Demolition of existing conservatory.**  
Support – no objections
  - ii) **P0015/18/FUL – 9 The Post Paddocks, Netherend, Lydney – Single storey granny annexe to rear of garage**  
Support – no objections
  - iii) **P0005/18/DISCON – Oakrise, Severn View Road, Woolaston, Lydney – Discharge of conditions (07) – Drainage and (06) – Storage Compound of planning permission P1706/17/FUL**  
No comment
6. **To consider delegating the power of response to the Clerk, when a planning response is required in advance of a Committee meeting, as allowed for by the Local Government Act 1972; Section 101.**  
Resolved in full Council meeting.
7. **To receive correspondence**  
None
8. **Any other business**  
None

9. **Date of next meeting**  
Thursday 8<sup>th</sup> March 2018 at 8.00pm

**Signed:** .....

**Date:** .....

**Minutes of the Woolaston Parish Council Meeting**  
**Held on Thursday 8<sup>th</sup> February 2018 at 8.00pm in Woolaston Memorial Hall**

Present: Councillors; Mick Fairless, Mary Greenslade, David Harris and Roger Southee  
In attendance: Ashley Rees (Clerk)  
J Cooke  
R Dunston

1. **Apologies for absence**

Apologies were received from Andy Lord and Steve Reece

2. **To receive Councillors declarations of interest**

None

3. **Public open forum**

Residents asked the Council if it was able to attend to the trees and branches overhanging the footpath on Netherend, opposite the Netherend Inn. As these trees are on private property they are not within the Council's remit and it was advised that the residents contact The Highways Agency. The Clerk will also contact Highways to request they are cut back.

A concern was also raised over the speed at which cars travel along Netherend, the Council reported that they had previously raised this issue and permission was not granted for traffic calming measures such as speed humps. R. Southee to contact District Council/Highways to see the speed limit can be reduced, particularly in front of the school, inline with other local Parishes.

4. **To confirm the Minutes of the Council Meeting held on Thursday 14<sup>th</sup> December 2017**

These were approved as a correct record of the Meeting

5. **To consider matters arising from the minutes other than on the agenda**

None

6. **To consider the following matters:**

6.1 **Policing Issues**

None

6.2 **Highways and Footpaths Issues – Actions of reported defects/new defects**

The blocked culvert is still blocked, R Southee to chase up.

R Southee will contact Highways regarding the speed in the Parish, particularly in front of the school, as above.

There is no light at the end of Netherend Crescent, although it was noted that the box is still there. The Clerk to contact District Council/Highways to request it be reinstalled.

It was reported that, as a result of a Local Authority Planning Meeting, Woolaston Footpath 118 would not be closed off and would remain open, the landowner would instead apply for the footpath to divert round the edge of the land in question.

### 6.3 Maintenance

#### a) Repairs to the bus shelter on A48

This was dealt with under minute 7.4

### 6.4 Churchyard and cemetery

#### a) Update on hedge planting around the cemetery

The hedging was completed in early February, although a couple of holly bushes have been pulled up by horses in the adjoining field. These will be replanted. R. Southee is to get the Planning 'signed off' now that the work had been completed. The gap in the hedging to allow maintenance access is towards a corner of the cemetery, rather than in the middle. A couple of the bushes will need to be replanted to move the access.

The Chairman had received a complaint from a resident concerning the trees overhanging their driveway and the electric fencing. The Chairman has gone out to tender for the works to the trees, to be submitted by 21<sup>st</sup> February. New longer supports for the electric fencing will be purchased and installed to prevent the horses from damaging the fence.

An official copy of the Land Registry Title was presented to the meeting.

M. Greenslade informed the Council that there was a loose headstone and that it had been reported to the relevant Funeral Directors to be sorted.

### 6.5 Finance

#### a) Account balance

Balance accepted without question

#### b) To confirm Clerk's salary to be paid by bank transfer

This resolved to commence from March.

### 6.6 To approve accounts for payment

a) Merlin Waste – Dog waste bin emptying - £81.36

b) GAPTC – Clerk training course - £35.00

c) A Rees – Clerk mileage claim - £23.40

d) TrunkArb – Supply, erect and dismantle Christmas tree - £240.00

e) AMV Services – Install cemetery hedging - £1,915.00

f) Quickbooks – Accounting software - £6.00 plus VAT for the first 6 months, £15.00 plus VAT thereafter

g) AN van der Heijden – Website Maintenance Dec 2017 & Jan 2018 - £30.00

h) A Rees – Clerk Salary - £429.56

The above accounts were all approved for payment.

## 7. **Other matters**

### 7.1 **Computing**

#### a) **Laptop purchase**

The Chairman confirmed that a new laptop had been purchased and was now being used.

#### b) **Transparency Fund**

The Chairman informed the Council that he had successfully applied for, and received, a grant for equipment and software to enable the Council to comply with the Transparency Code for Smaller Authorities.

#### c) **Website**

It was felt that the website should be refreshed, in consultation with the website maintenance contractor.

#### d) **WIFI**

M. Fairless has been in contact with another Parish Council to determine how they obtained WIFI for their village hall. He will use this guidance to have WIFI installed in Woolaston Memorial Hall.

### 7.2 **To further consider the defibrillator purchase**

M. Greenslade had obtained a quote from Cardiac Science for the purchase of a defibrillator. It was proposed, and unanimously agreed that the defibrillator should be purchased and that the Memorial Hall was a suitable site for the defibrillator to be installed. There is funding available from Forest of Dean District Council. Training on how to use it is also included in the purchase cost, this will be held in the Memorial Hall and advertised once a date has been set. It was further proposed, and agreed, that should payment be required in advance of the next meeting, the Chairman be allowed to raise a cheque. The clerk, will order and apply for the funding.

### 7.3 **To consider the purchase of three dog waste bins, two new and one replacement.**

It was resolved to purchase three new dog waste bins, one to replace the broken one on Birchwood Road and another to be placed along Severn View Road.

### 7.4 **To consider the appointment of an 'Odd job' man.**

It was resolved that an advert be placed in the Wooly News and on the website, advertising for an Odd job man/handyman who can be called on for small maintenance jobs required around the Parish, on an as and when basis. The first job to be the repairs to the bus shelter on the A48.

### 7.5 **To consider the purchase and placement of grit bins.**

It was resolved to purchase two grit bins, one to be placed near to the Methodist Chapel, on the corner of Birchwood Road and the other at the bottom of Sandtumps.

### 7.6 **To receive an update from the Clerk**

a) **Appointment of a data protection officer inline with the General Data Protection Regulations coming into force in May 2018.**

The clerk informed the Council, that in May 2018 there will be a requirement to appoint a data protection officer. It is not yet clear whether an external body will be required to fulfil this role, further advice and clarification is expected at the end of April.

b) **External Audit Update for Smaller Authorities, new regulations for 2017/2018**

The Council were informed of the new regulations concerning the Annual Governance & Accountability Return and that PKF Littlejohn LLP had been appointed by the SAAA as the official auditors for Parish Councils.

**8. To consider any other matters as deemed by the Chairman as urgent**

M. Greenslade queried whether the Parish Council needed to adopt a Community Emergency Plan.

M Greenslade reported that residents had complained about the level of noise resulting from a motocross meet at Clanna Straight in Alvington on Sunday 4<sup>th</sup> February 2018. The clerk will write to the District Council to raise these concerns.

It was reported that two oil drums containing a liquid had been left in the cemetery car park. It had been reported to District Council.

*Post meeting note – R Southee has spoken to District Council, who have confirmed that as the drums have been left on Parish land, it is the responsibility of the Parish to dispose of these appropriately.*

It was resolved to delegate power of response to planning applications to the Clerk, when a planning application response is required in advance of a Planning and Development Control meeting, as allowed for by the Local Government Act 1972; Section 101.

**9. Date of the next meeting**

Thursday 8<sup>th</sup> March at 8.00pm.

Signed: .....

Date: .....