

UPLEADON PARISH COUNCIL

Minutes of a meeting of Upleadon Parish Council held on Thursday 21 September 2017 at Upleadon Village Hall at 7.30 pm.

Present: Cllr M Manning (Deputy Chairman), Cllr E Wood, Cllr T Webster, Cllr P Dallow, Cllr Mrs A Bassett, Cllr Mrs P Turner

Cllr H Dunn arrived at 7.40 pm

Also present: District Cllr P Burford

- 5.00 In the initial absence of the Chairman, Cllr Manning took the Chair.
- 5.1 Apologies for absence
- There were no apologies for absence
- 5.2 Declarations of Interest
- Cllr Manning declared a personal interest in planning application P0664/17/FUL Edens Hill Farm, Upleadon (revised plans)
- 5.3 Approval of Minutes – Annual Meeting 11 May 2017
- 5.3.1 Approval of the Minutes of the Annual Meeting of 11 May 2017 was proposed by Cllr Wood, seconded by Cllr Dallow and unanimously agreed.
- 5.4 Cllr Dunn arrived and took the Chair
- 5.5 Matters Arising
- 5.5.1 P.24 Mud on Road re activity at Old Oak Farm
- It was reported that the condition of the road was still poor.
- P.24 Voneous – introduction to high speed broadband to area
- The Clerk advised that she had recently followed this matter up with an email to Erica Stanford from Voneous requesting an update, but had received no reply to date.
- P.27 Highway matters
- The Clerk advised that Rhodri Grey from County Highways had agreed to meet with Council representatives to discuss ongoing problems relating to vehicles driving on the wide verges in Forge Lane. It was agreed that Cllrs Dunn and Mrs Bassett would meet with him on Thurs 12 October meeting at Upleadon Court, time to be confirmed.
- 5.6 Approval of Minutes – Extraordinary meeting (Planning) 22 June 2017
- 5.6.1 Approval of the Minutes of the Extraordinary meeting (Planning) of 22 June 2017 was proposed by Cllr Manning, seconded by Cllr Mrs Turner and unanimously agreed after the following amendments:-
- Delete: Present Cllr Mrs A Bassett,
- Insert: Present Cllr Mrs P Turner

5.6.2 Matters Arising

3.2.1 Planning applications

1. P0870/17FUL Upleadon Court, Forge Lane, Upleadon – erection of an agricultural building

Cllr Dunn reported that approval to the application had been received that day.

5.7 Approval of Minutes – Extraordinary meeting (Planning) 3 August 2017

5.7.1 Approval of the Minutes of the Extraordinary meeting (Planning) of 3rd August 2017 was proposed by Cllr Manning, seconded by Cllr Dallow and unanimously agreed.

5.7.2 Matters Arising

Members were advised that the planning application P1152/17/FUL The Steps Eden Hill, Upleadon would be subject to a site meeting and would be heard at the District Council's Planning Committee either in October, or more likely November where a Parish Council representative would be invited to attend.

It was unanimously agreed that Cllr Wood would attend both meetings to represent the Parish Council's views.

5.8 Finance/Sundry Payments

Payments made since the last meeting:-

Curry's/PC World

| | | | | | |
|-------------|---------|-----|--------|-------|---------|
| Acer Laptop | £300.83 | vat | £60.17 | total | £361.00 |
| Set up | £45.83 | vat | £9.17 | total | £55.00 |
| MS Office | £166.66 | vat | £33.33 | total | £199.99 |

The Clerk advised that unfortunately the Council's cheque reimbursing Cllr Dunn for payment of the above had been miss-appropriated by the Bank who had credited the Council's account instead of that of Cllr Dunn. A letter from the Bank had confirmed this error and indicated a further cheque should be issued to Cllr Dunn. This had since been carried out and Cllr Dunn had been successfully reimbursed. The Clerk produced a bank reconciliation clarifying the transactions to the latest bank statement.

Payments for approval

1. D Morley – printer cartridge £55.06 vat £11.01 total £66.07

Cllr Dallow proposed approval to the Finance/Sundry Payments which was seconded by Cllr Mrs Bassett and unanimously agreed.

5.9 Correspondence

5.9.1 Forest of Dean District Council – invitation to Parish and Town Council Liaison meeting - 26 September 2017

It was agreed that Cllr Dunn would attend the meeting.

5.9.2 Newent Town Council – support to campaign against closure of Barclays Bank Newent

Request support to Newent Town Council’s campaign against the closure of Barclays Bank by writing a letter to Mark Harper MP detailing the impact such action would have on the town and the surrounding villages. A suggested template was enclosed.

Cllr Wood proposed the Parish Council write in support of Newent Town Council’s attempt to retain the bank in the town which was seconded by Cllr Manning and unanimously agreed.

5.9.3 Local Boundary Commission – Consultation on draft recommendations – future electoral arrangements for Forest of Dean

Members agreed to respond as follows to the draft recommendations – proposed by Cllr Manning, seconded by Cllr Mrs Turner and unanimously agreed.

“Upleadon Parish Council is concerned that as a small parish in a large ward, its views will be minimal. It would feel swamped in an 8 parish ward and would prefer to be included in a smaller 4 parish ward with neighbouring Corse, Hartpury, Rudford/Highleadon parishes.

5.10 Business

5.10.1 To give consideration to Planning applications:-

1. P0664/17/FUL Eden’s Hill Farm, Upleadon – Conversion of barn, stable and former milking parlour to a single dwelling and demolition of attached shelters and structures – revised plans.

Comment: No Objection

It was noted that a site inspection would be taking place on a date yet to be confirmed regarding Planning application The Steps, Upleadon – as discussed at the last Parish Council meeting and that a representative of the Parish Council would be invited to attend. It was unanimously agreed that Cllr Wood would represent the Council and that he would also attend the subsequent Planning Committee meeting at the District Council Offices in Coleford when the application would be heard either in October or November – again yet to be confirmed.

5.10.2 External Auditor’s Report

The Clerk reported that the following formed part of Section 3 – External Auditor Certificate and opinion 2016/17.

“Other Matters not affecting our opinion which we wish to draw to the attention of the authority.

Internal Auditor’s Report

The internal auditor’s report sent to the external auditors was not factually correct. The internal auditor answered “yes” to test F for petty cash. The correct response is “not covered.” The Council should ensure that the internal auditor’s report is reviewed before sending the document to the external auditors. The Council should minute this process. If there are any errors in the report it should either be amended by the Internal Auditor or the Council should provide an explanation for the error.”

Members noted this information.

The Clerk advised that unfortunately the External Auditors had failed to confirm or otherwise the certification of the accounts as the “deletion” of the appropriate statement had not made. The Clerk had drawn this matter to their attention and had been requested to return the form to them for appropriate amendment and conclusion.

5.10.3 Clerk’s hours/contract

Cllr Dunn proposed that the Clerk’s hours be increased from May 2017 to 2.5 per week to take account of additional work in terms of servicing the website and additional meetings of the Council throughout the year to facilitate additional planning applications in between scheduled meetings. This was seconded by Cllr Manning and unanimously agreed.

The Clerk advised that her contract needed updating and suggested the Council utilise the model contract as produced by the NALC. It was agreed that this would be drafted for approval by the Council at the next meeting.

5.10.4 Date of next meeting

It was agreed that the date of the next meeting would be Thursday 7 December 2017.

5.10.5 Any Other Business

Cllr Mrs Turner advised that the Village Hall Committee were looking to produce a Welcome Introductory letter for new people coming to live in the village. The letter would give information about the village including its Parish Council. Members were in support of this initiative.

5.10.6 This concluded the business of the meeting and it was declared closed at 8.45 pm.