

# Awre Parish Council & Burial Authority

Minutes of the virtual Parish Council Meeting held on 18<sup>th</sup> May, 2020  
at 7.00 p.m.

**PRESENT:** Cllrs. Fellows (Chairman), Allen, Cotton, Greening, Johnson, Muldrew, Smith and Ware.

**IN ATTENDANCE:** County/District Cllr. Boyles, District Cllr. Packer and the Clerk.

## 1. PROCEDURE FOR VIRTUAL MEETINGS

Prior to commencement, the Chairman welcomed everyone to the meeting and outlined the following:

- 1.1 A Roll Call of Councillors (to ensure the meeting is quorate) and public present.
- 1.2 Voting to be carried out by a show of hands.
- 1.3 The need to keep meetings brief – 40 minutes.

## 2. APOLOGIES

It was resolved to accept apologies for absence from Cllr. Bullock.

## 3. DECLARATIONS OF INTEREST

None.

## 4. DISPENSATIONS

None.

## 5. PUBLIC FORUM

No members of the public had requested to attend the meeting.

## 6. MINUTES OF PREVIOUS MEETING

It was resolved to adopt, as a true record, the minutes for the Parish Council meeting held on 16<sup>th</sup> March, 2020.

## 7. ITEMS FOR DECISION/TO NOTE – 25<sup>th</sup> April, 2020

It was resolved to approve the record of the items for decision/to note circulated to all members.

## 8. MATTERS ARISING

The Clerk's report circulated to all Councillors was noted. In addition, following an enquiry from the Funeral Director, Philip Blatchly, it was agreed to approve access to the Cemetery for the purpose of re-installing a headstone after the addition of an inscription.

## 9. REPORT FROM COUNTY COUNCILLOR

The report from County Councillor Boyles, which was circulated in advance of the meeting, was noted. Discussion focussed on:

- 9.1 Household Recycling – a meeting was due to take place the next day to deal with access and traffic issues at the Oak Quarry site. As the site is small, there were a number of issues to be dealt with regarding social distancing.
- 9.2 Garden Bonfires – it was noted that there had been a rise in the number of callouts to the Fire Service as a result of garden bonfires.
- 9.3 UBER Style Transport Scheme for Forest of Dean – grant funding is to be applied for to enable the roll out of an on demand community transport system.
- 9.4 Cycling Routes – in response to a question about the Government initiative to provide funding to encourage more walking and cycling, Cllr. Boyles explained that a number of schemes were being looked into. He asked Councillors to forward any comments/ideas to him for consideration.
- 9.5 GCC Help Hub is working really well with a surplus of volunteers registered.

## **10. REPORTS FROM DISTRICT COUNCILLORS**

The receipt of a report from the District Councillors Packer **was noted** and in particular the following:

- 10.1 Cycle Routes – Cllr. Packer requested that the suggestion of a route from Blakeney to Mallards Pike, utilising the old railway track, be e-mailed to her.
- 10.2 Planning Meetings – testing was due to take place on 19<sup>th</sup> to resolve a number of technical issues with the expectation of holding a remote planning meeting on 27<sup>th</sup> May, 2020.
- 10.3 Leisure Centres – with the Forest of Dean leisure centres closed, funding is being provided to Freedom Leisure to enable the maintenance of the equipment etc.

## **11. PLANNING – FOREST OF DEAN DISTRICT COUNCIL**

### **11.1 P0453/20/FUL - Flossies Cottage, Viney Hill, Lydney**

Change of use of land to provide additional residential curtilage including the erection of annexe accommodation with solar panel array to be used in association with the main dwelling.

The following observations were made during consideration of this application:

- a) it is outside the current residential curtilage.
- b) it is more prominent than suggested. The view of the development from Clarks Meadow should be seen.
- c) where is the sewerage treatment plant?
- d) it is outside the settlement boundary.
- e) it is not traditional.
- f) it is referred to as an annexe, but it is completely separate in every way including access.
- g) the application is partially retrospective. Which part is retrospective?
- h) why is the solar panel sited where it is and not on the roof of the annexe?

Clerk to draft a response and check with Cllr. Fellows prior to submission to FoDDC.

## 12. FINANCE

12.1 The following accounts paid since the last meeting, as approved by e-mail vote on 25<sup>th</sup> April, 2020, **were ratified**. Proposed: Cllr. Muldrew, seconded: Cllr. Cotton and supported unanimously.

Inv. Ref.	Chq. No./ BACS	Payee	Purpose	Auth	Amount
20/01	BACS	GAPTC	Annual Subscription 2020/2021 – based on 1,390 electors x 33.20p	LGA 1972 s.112	£461.48
20/02	BACS	Ursula Deighton	Clerk's Pay March	LGA 1972 s.112	£484.33
20/03	BACS	Ursula Deighton	Microsoft 365 Subs for March	LGA 1972 s.112	£11.28
20/04	BACS	Highbury Garden and Lawn Care Services	Cutting grass at the Cemetery	LGA 1972 s.214	£360.00
20/05	BACS	WaterPlus	Charges for Water Supply Service to Public Toilets	Public Health Act 1936 s.73 – s.142	£24.73
				<b>TOTAL:</b>	<b>£1,341.82</b>

12.2 **It was resolved** to authorise the following accounts for payment. Proposed: Cllr. Cotton, seconded: Cllr. Muldrew and supported unanimously.

Inv. Ref.	Chq. No./ BACS	Payee	Purpose	Auth	Amount
20/06	BACS	C M Packham	Running PAYE administration 06/04/2020-05/04/2021	LGA 1972 s.112	£60.00
20/07	BACS	Ursula Deighton	Clerk's Pay April	LGA 1972 s.112	£484.33
20/08	BACS	Ursula Deighton	Microsoft 365 Subs for April	LGA 1972 s.112	£11.28
20/09	BACS	Highbury Garden and Lawn Care Services	Cutting grass at the Cemetery	LGA 1972 s.214	£550.00
20/10	BACS	Rise & Shine Window Cleaning	Bus shelter cleaning Dec, Jan, Feb and May	LGA 1972 s.214	£80.00
				<b>TOTAL:</b>	<b>£1,185.61</b>

### 12.3 Financial Position as at Year End

The bank reconciliation and receipts & payments information as at 31<sup>st</sup> March, 2020 **were noted**.

### 12.4 Final Accounts – 2019/2020

**It was resolved** to approve the final accounts for the year ending 31<sup>st</sup> March, 2020. Proposed by Cllr. Allen, seconded by Cllr. Greening and supported by all.

## 13. INSURANCE RENEWAL

The Council is currently insured with Pen Underwriting Ltd as part of a three-year long-term agreement which expires on 31<sup>st</sup> May, 2020.

The renewal costs are as follows:

- a) annual premium of £888.23 + £50 (admin fee) = total of £938.23.

- b) the premium for a three-year long-term agreement is £843.82 + £50 (admin fee) = total of £893.82.

**It was resolved** to opt for a three-year long-term agreement as detailed above subject to the Clerk clarifying whether the lych gate at the Cemetery is included under the heading of 'street furniture'.

Proposed: Cllr. Allen, seconded by Cllr. Cotton and supported unanimously.

#### 14. LEAD COUNCILLOR REPORTS

**14.1 Highways** – Cllr. Bullock had notified Cllr. Fellows of a number of areas where the white lines need to be repainted as well as some hedge trimming requiring urgent attention.

**14.2 Amenities** – the Clerk asked Cllr. Fellows to do a water reading when convenient. Cllr. Ware reported that the Eel Pass Group would like to install some hooks and shelves for storage. Cllr. Fellows confirmed that he was happy to do this once they had confirmed what they required.

**14.3 Finance** – Cllr. Greening reported that the first part of the precept of £8,330 had been received. The balance as at 30<sup>th</sup> April of both the Council's accounts was £36,797.46.

#### 15. CEMETERY MAINTENANCE

Following discussion, **it was agreed** to:

- 15.1 delay the treatment of the Japanese Knotweed stands until 2021 as advised by the contractor.
- 15.2 re-treat the ivy covering some headstones where there is some regrowth and to remove the stem-bored tree and dead ivy.

#### 16. SUPPORT PROVIDED SINCE COVID-19 LOCKDOWN

Cllr. Greening reported that she had co-ordinated the matching up of volunteers to residents who had requested help with collecting prescriptions or shopping and that it had worked well. It was confirmed that there was nothing that the Council needed to be doing at this point in time.

#### 17. ITEMS FOR FUTURE MEETINGS

June – Audit 2019/2020

July – Arrange review of the Council's Policy Documents

#### 18. DATES OF FUTURE MEETINGS

Dates 2020	Meeting	Venue Time: 7.00 p.m.	Agenda items & Dispensation requests by:
15 <sup>th</sup> June	Parish Council	Virtual	5 <sup>th</sup> June
20 <sup>th</sup> July	Parish Council	t.b.a	10 <sup>th</sup> July
17 <sup>th</sup> August	Parish Council	t.b.a	7 <sup>th</sup> August
21 <sup>st</sup> September	Parish Council	t.b.a	11 <sup>th</sup> September
19 <sup>th</sup> October	Parish Council	t.b.a	9 <sup>th</sup> October
16 <sup>th</sup> November	Parish Council	t.b.a	6 <sup>th</sup> November
21 <sup>st</sup> December	Parish Council	t.b.a	11 <sup>th</sup> December

Meeting closed at 8.10 p.m.