

# Awre Parish Council & Burial Authority

Minutes of the Parish Council Meeting held on 17<sup>th</sup> June, 2024  
at the Youth Centre, Blakeney at 7.00 p.m.

**PRESENT:** Cllrs. Cotton (Chairman), Bullock, Fellows, Greening, Hoyland & Scott.

**IN ATTENDANCE:** District Cllr. Burton and the Clerk.

## 33. APOLOGIES

Apologies for absence received from Cllrs. Johnson and Trimble and District Cllr. Moore were accepted.

## 34. DECLARATIONS OF INTEREST

None

## 35. DISPENSATIONS

None.

## 36. PUBLIC FORUM

No members of the public present.

## 37. MINUTES OF PREVIOUS MEETING

It was resolved to adopt the minutes of the following meetings as an accurate record:

37.1 Annual Parish Council meeting held on 20<sup>th</sup> May, 2024.

37.2 Parish Council meeting held on 20<sup>th</sup> May, 2024.

## 38. MATTERS ARISING

Information from the Clerk relating to matters arising from the minutes of the last meeting and other items was noted.

## 39. REPORT FROM COUNTY COUNCILLOR

County Cllr. Hoyland's report circulated prior to the meeting was noted. Concern was expressed once again regarding the lateness of the grass cutting and the potential risk to the safety of road users; be they pedestrians forced into the road, cyclists or motorists. In some areas grass was dropping on to the road and road signs obscured. County Cllr. Hoyland explained that the cuts were governed by Gloucestershire County Council (GCC) policy and would take a fair amount of pressure to change due to financial constraints. It was agreed that the Council should write to GCC.

## 40. DISTRICT COUNCILLORS' REPORTS

A number of matters that were raised with the District Cllrs. following the last meeting were discussed as follows:

### i) **The District Council's position regarding planning enforcement.**

District Cllr. Burton reported that more officers had been employed to deal with enforcement issues. Following discussion, it was agreed that he would liaise with Cllr. Fellows in order to facilitate a face-to-face meeting as a number of the issues in the Parish were complex.

- ii) **Access to the toilet block/defibrillator.**  
The history behind the issues regarding access to the toilet block were outlined. It was agreed to provide details for District Cllr. Burton to follow up with the legal team since the building was owned by FoDDC.
- iii) **The recycling bin that was located by the Youth Centre but has been removed but the sign is still there.** District Cllr. Burton said that he would forward this query to District Cllr. Moore.
- iv) **Removal of planning notices.**  
It was noted that it is currently no-one's job to remove the planning notices following the consultation period. It was hoped that a change could be made locally to make it the responsibility of the applicant.

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

To consider the following Planning Applications received:

- 41.1 **P0618/24/FUL – 1, Furnace Valley, 1 Furnace Valley, Blakeney**  
Demolition of existing garage and erection of a new garage in the same position. No observations or objections.
- 41.2 **P0055/24/DISCON - Nibley House, Nibley Hill, Blakeney**  
Discharge of condition 04 (window, door, staircase or stair guard/banister details) and 05 (floor coverings) relating to P1256/23/LBC and P1270/23/FUL. No observations or objections.

#### 42. **CORRESPONDENCE REQUIRING ACTION**

- 42.1 **Blakeney Garden Club** – to receive a request for permission to plant up and maintain the two tubs on the High Street, near Church Square.  
The Clerk was asked to thank the Club for their offer and ask if they would consider doing the same for the tub by the Post Office which would need replacing. It was noted that one of the tubs was replaced last year but the other one may well not be possible to save. It was agreed that the Council could supply a replacement barrel(s) and compost.
- 42.2 **New Road Telephone Box and Defibrillator – Proposal for Funding**  
A request was received for £773.00 being the shortfall in funds raised to date in order to purchase and install a defibrillator on the outside of the New Road telephone box. The following was agreed:
  - i) that the Council would buy the defibrillator from Community Heartbeat so that the VAT could be reclaimed.
  - ii) that the Council would purchase the replacement pads, battery and any other consumables as required.
  - iii) that a quote would be sought from an electrician following permission from BT for the installation.
  - iv) Clerk to find out the process for the transfer of funds.
- 42.3 **Forest of Dean District Council - Draft Local Plan 2021-2041, Consultation**  
Correspondence regarding this consultation was received. It was noted that allocated sites had been identified and that the consultation was currently live on-line.
- 42.4 **Blakeney Hill Telephone Box Proposal**  
No update received in time for the meeting.

### 43. FINANCE

**43.1** The following accounts were approved for payment. Proposed: Cllr. Fellows, seconded: Cllr. Scott and supported unanimously.

Inv. Ref.	Chq. No./ BACS	Payee	Purpose	Auth	Amount
24/15	BACS	Merlin Waste	Fortnightly collection from dog waste bins.	Litter Act 1983, ss. 5,6	£45.50
24/16	BACS	Ursula Deighton	Clerk's pay	LGA 1972 s.112	£580.15
24/17	BACS	WaterPlus	Water supply to toilets 14/04 – 14/05/2024	Public Health Act 1963 s.73 s.142	£14.63
24/18	BACS	GAPTC	Internal Audit Service	LGA 1972 s.111	£180.00
				<b>TOTAL:</b>	<b>£820.28</b>

### 43.2 Grass Cutting

#### a) Replacement Contractor

The following decisions taken by e-mail due to time constraints were ratified. Proposed: Cllr. Greening, seconded: Cllr. Hoyland and supported unanimously.

- i) to accept the offer made by Greenways Ground Maintenance to end the contact with the Council with immediate effect.
- ii) to offer Highbury Garden Services (HGS) the contract for a year. Tenders would be sought prior to the end of this period.
- iii) to accept the quotation provided by HGS for works to bring the grass under control in the Cemetery and Nibley Green as follows:

Grass x 2	£370
Paths & banks x 2	£160
Hedge A x 2	£120
Hedge B x 2	£ 60
Nibley Green x 2	£100
Additional manpower or hire of machine	£ 90
<b>TOTAL:</b>	<b><u>£900</u></b>

#### b) End of Contract Invoice (Inv. Ref. 24/19)

Following the termination of the contract with Greenways Grounds Maintenance, the invoice amount of £380 **was approved** for payment.

### 43.3 Annual Audit – 2023/2024

43.3(a) **It was resolved** to approve the Annual Internal Audit Report.

43.3(b) **It was resolved** to approve the Annual Governance Statement (Section 1) and that the Chairman and Clerk/RFO sign this document.

43.3(c) **It was resolved** that the Chairman sign the Accounting Statements (Section 2).

43.3(d) **It was resolved** that the Certificate of Exemption be signed by the Chairman and Clerk/RFO.

Proposed: Cllr. Greening, seconded: Cllr. Fellows and supported unanimously.

#### **43.4 End of Year 2023/2024 – Updated**

The following updated documents were received and approved.

- i) Receipts and Payments as at 31<sup>st</sup> March, 2024.
- ii) Annual Accounts as at 31<sup>st</sup> March, 2024.

Proposed: Cllr. Scott, seconded: Cllr. Fellows and supported unanimously.

#### **43.5 ELECTRICITY CONTRACT**

Quotations for the electricity supply to the toilet block were received from three suppliers. Following consideration, it was agreed to remain with EDF for a three-year contract.

Proposed: Cllr. Hoyland, seconded: Cllr. Fellows.

#### **43.6 COUNCIL INSURANCE**

It was noted that the replacement value of the cemetery lychgate had been increased to £40,000. It was noted that in order to insure the walls that the Council is responsible for, quotes for the cost of reinstatement would need to be obtained.

#### **44. GROUNDSKEEPER**

The draft job specification for this role was approved. During discussion it was noted that the contractor would need to charge for fuel and other sundries. It was agreed that the Clerk should contact the four individuals that had expressed an interest and request a reply as soon as possible.

#### **45. LEAD COUNCILLOR REPORTS**

##### **45.1 Highways & Parish Council Land**

Once again it was noted that the hedges and verges on Blakeney Hill were a disgrace. Cllr. Hoyland said that she would talk to the Highways Manager regarding writing to landowners. Cllr. Fellows said that he would produce a list of landowners provided that they would be written to. Cllr. Bullock said that he would copy County Cllr. Hoyland in to the e-mail sent to the Highways Manager regarding arranging a meeting to discuss the Parish drains. It was also noted that the drain under the Clarks Lane bridge remained blocked and still required Highways attention.

##### **45.2 Footpaths/Public Rights of Way (PROW)**

No update report had been received from the PROW, however it was noted that two bridges were being replaced on the footpath between Gatcombe and Purton.

##### **45.3 Assets, Amenities & Maintenance**

- i) **Defibrillators** - It was noted that both defibrillators were in working order. The one in Blakeney had been triggered and reset.
- ii) **Telephone Box behind the Post Office** – It was noted that several of the glass panes were missing. A resident had asked for the telephone box to be removed.

##### **45.5 Snow Warden & Flooding**

Cllr. Scott said that she would mark grit bins on a map using Parish Online which she would circulate so other Cllrs. could do the same. Cllr. Hoyland said that she would check the location of grit bins on All Saints Road.

**46. MINOR MATTERS INCLUDING INFORMATION RECEIVED BY THE CLERK**

- a) The designs for two new memorials for Blakeney cemetery were approved.
- b) War Memorial, Awre – Cllr. Hoyland suggested that once it had been decided what the residents would like, it would be a good idea to have a site meeting with Highways.

**47. ITEMS FOR FUTURE MEETINGS**

Financial Regulations (July)  
Complaints procedure (July)  
Affordable Housing (once an update is received)  
First Aid/Defibrillator training  
Proposal to improve the appearance of the area around the war memorial at Awre  
Bench and flower tubs  
Tree inspections and maintenance  
Rubble left on Awre Village Green

**48. DATES OF FUTURE MEETINGS**

Dates 2024/2025	Meeting	Venue Time: 7.00 p.m.	Agenda items & Dispensation requests by:
<b>2024</b>			
15 <sup>th</sup> July	Parish Council	Awre Village Hall	5 <sup>th</sup> July
19 <sup>th</sup> August	Parish Council	Awre Village Hall	9 <sup>th</sup> August
16 <sup>th</sup> September	Parish Council	Blakeney Youth Centre	6 <sup>th</sup> September
21 <sup>st</sup> October	Parish Council	Awre Village Hall	11 <sup>th</sup> October
18 <sup>th</sup> November	Parish Council	Awre Village Hall	8 <sup>th</sup> November
16 <sup>th</sup> December	Parish Council	Blakeney Youth Centre	6 <sup>th</sup> December
<b>2025</b>			
20 <sup>th</sup> January	Parish Council	T.B.C.	10 <sup>th</sup> January
17 <sup>th</sup> February	Parish Council	T.B.C.	7 <sup>th</sup> February
17 <sup>th</sup> March	Parish Council	T.B.C.	7 <sup>th</sup> March

**Meeting closed at 8.40 p.m.**