

Minutes of the Annual Council Meeting held on Wednesday 18th May 2022 at 7.00pm held at Sedbury and Beachley Village Hall, Sedbury.

Present: Councillors: Bollen, Drew, Edwards J, Edwards M, Hartford-Beynon, Koning (Chairman), Kotecha, McBride, Swambo, and Wall.

Officers: Carol Hinton (Clerk), David Stevens (Clerk's Assistant).

Emily Timmins – Parish Youth Worker.

7 members of the public.

1. CHAIRMAN

a) **To elect** a Chairman for 2022/2023.

Councillor Koning was proposed and with no other proposals was elected as Chairman for 2022/2023.

b) **Chairman to sign** the Declaration of Acceptance of Office.

Declaration of Acceptance of Office duly signed.

2. VICE CHAIRMAN

a) **To elect** a Vice Chairman for 2022/2023

In her absence, Councillor Tullett was proposed and with no other proposals was elected as Vice Chairman for 2022/23.

c) **Vice Chairman to sign** the Declaration of Acceptance of Office. **To be signed at next meeting.**

3. ATTENDANCE

a) **Resolved to receive** apologies for absence from those councillors unable to attend from Councillors Molyneux and Tullett.

b) **Resolved to accept** those apologies received with reasons for absence from Councillors Molyneux and Tullett.

Apologies had also been received from County Councillor Chris McFarling.

4. DECLARATIONS OF INTEREST

a) **Resolved to confirm that all changes to Councillors' Register of Interest have been notified to the Clerk.**

b) **To receive Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.

Interests may be declared at any time during the meeting should they become apparent.

c) **To consider any Dispensation Requests** received by the Parish Clerk and not previously considered. (All councillors appointed to the Mopla Cottages committee should request a dispensation once appointed, to be considered at the next meeting of the Council.) **None received.**

5. PUBLIC CONSULTATION

To receive and consider any questions from the Public, which may be answered but not debated.

Mr Mike Edwards gave an overview of his discussions with Octopus Energy regarding the possibility of a wind turbine in the Sedbury area, his opinion being that battery power is not a long term solution and that more effort should be put into renewable energy sources. Mr Edwards will keep the Parish Council informed of his progress.

Mr Alastair Rickards spoke about the concerns of residents on the proposed shelter that has been agreed for the Tutshill recreation ground. He expressed disappointment that local residents had not been consulted. He stated that although he had been told that this had been discussed at many Parish Council meetings, he does not look at the noticeboards. He and his immediate neighbours look directly at the proposed site and there will be unwanted noise and gatherings. Mr Rickards informed councillors that youths gather under trees outside of his house and he is not willing to confront them.

Councillor Swambo explained that the shelter is an open gazebo type structure and the position had been chosen to discourage nuisance gatherings. Councillor Swambo noted that the complaint about the shelter was principally about noise and stated that the recreation ground is for all of the Tidenham Parish community. It is intended for use for all people using the facilities, including those watching football and rugby matches etc.

Ms Emily Van der Heijden stated that she had asked the Parish Council to consider providing shelter on the recreation ground from both rain and heat and that if people do not live near it is an essential addition to the facilities. She appreciated the concerns of local residents but felt that the provision of a shelter is important for the use of the wider community that use the recreation ground.

Mr Richard Morris expressed concern at the lack of consultation. He lives opposite the play area and is concerned about noise at night. The gates on the recreation ground need to be more secure. Mr Morris asked what the Council's intentions were going forward.

Councillor Koning explained that the Council will consider reviewing this but it was not an item on the agenda for consideration at this meeting. The recreation ground and all its activities has been at the site for many years and the shelter is intended to enhance the facilities for the whole community using it.

6. REMIT OF COMMITTEES

Resolved to adopt the Remit of Committees.

7. STANDING COMMITTEES

Resolved to appoint members to standing committees as approved by the adoption of 'Remit of Committees' as follows:

Amenities Committee.

Councillors Bollen, Edwards M, Koning, McBride, Molyneux, Swambo, Tullett and Wall.

Planning, Development Control and Highways Committee.

Councillors Drew, Edwards J, Hartford-Beynon, Koning, Tullett and Wall.

Finance and Probity Committee.

Councillors Bollen, Edwards J, Koning, Kotecha, Molyneux and Tullett.

Mopla Cottages Committee.

Councillors Bollen, Edwards J, Koning, Kotecha, Molyneux and Tullett.

8. PUBLIC AND CHARITABLE BODIES

a) Resolved to approve appointments to Public and Charitable Bodies as follows:

Poor's Allotments.

Councillors Koning and Molyneux, Mrs O'Toole, Mrs Gilchrist and Revd Treharne.

Sedbury and Beachley Village Hall.

Councillors Bollen, Drew and McBride.

Tidenham War Memorial Hall.

Councillors Swambo and Wall.

Severn Area Rescue.

Councillor Koning.

Forest Economic Partnership.

Councillor Drew.

A48 Meeting.

Councillor Drew.

b) To note Lead Councillor roles covering the following areas (but not limited to) Chepstow, The River Severn, Elderly Residents, Neighbourhood Watch, Climate Emergency, Economic Development and Local Schools to be nominated as and when required during each year.

9. FINANCIAL REGULATIONS

Resolved to approve adoption of Financial Regulations.

10. INVESTMENT STRATEGY, FINANCIAL RISK ASSESSMENT AND APPOINTMENT OF BANKERS

a) Resolved to approve adoption of Investment Strategy and Financial Risk Assessment.

b) Resolved to approve safety of investments/bank accounts as per Investment Strategy and Financial Risk Assessment.

c) Resolved to confirm Bankers and account signatories with no changes.

11. PROVISION OF INFORMATION UNDER FREEDOM of INFORMATION ACT

Resolved to approve adoption of Provision of Information – Model Publication Scheme.

12. EMAIL POLICY

Resolved to approve adoption of Email Policy.

Clerk and Clerk's Assistant asked to review email provider as Ionos is difficult to use on some devices.

13. CCTV POLICY

Resolved to approve adoption of CCTV Policy.

14. MINUTES OF PREVIOUS MEETING

a) **Resolved to approve** as a correct record the minutes of the meeting held on 20th April 2022.

b) **To consider any questions** arising from those minutes. **There were none.**

15. POLICING IN THE PARISH

Resolved to note Police crime statistics for Tidenham and Sedbury can be accessed following this link.

<https://www.ukcrimestats.com/Neighbourhood/6107>

16. COMMITTEES

Resolved to receive reports, minutes and recommendations from committees and to consider any questions arising from them.

i). Planning, Development Control and Highways Committee meeting held on 27th April 2021

There were no questions to Councillor Koning, Chairman of the Committee

ii). Extraordinary Meeting of the Parish Council held on 11th May 2022.

There were no questions to Councillor Koning, Parish Council Chairman.

iii) Amenities Committee meeting held on 11th May 2022.

There were no questions to Councillor Swambo, Chairman of the Committee.

17. CHAIRMAN'S ANNOUNCEMENTS

To receive and note any announcements from the Chairman of the meeting.

The District Council is introducing an initiative to carry out a Character Assessment for the whole District in order to introduce a District Design Guide. Parish councils will be asked to contribute through a survey.

The District Council has announced a discretionary £150 Council Tax rebate for households not entitled to the Government scheme but which may be struggling financially and which meet certain criteria.

18. PARISH CLERK'S REPORT

Resolved to receive and note the Parish Clerk's Report.

The Report from Emily Timmins, Youth Worker was also noted. Emily confirmed that hours required for her role with the Offa's Mead Parent and Community Advisory Board will be approx. 1.5 hours every quarter.

Councillor Swambo commented that close links with primary age children may help avoid possible problems as they progress to secondary school. Emily had also met with the Drill Hall who are considering youth nights – transport to and from Chepstow was discussed. Emily has met with a group of mums wanting to start a family fund raising committee starting with a summer fete. Funds raised will help low income families with things like days out. It is encouraging to see the local community getting involved.

19. FINANCE

a) **Resolved to approve payments** according to the Financial Statement for April 2022.

b) **Resolved to receive and approve the Financial Statement** for April 2022.

c) **Resolved to note** receipt of first half of annual precept payment of £53,635.50 was received 22 April 2022.

d) **Resolved to approve** earmarking of further funds from 21/22 year end reserves of £9857.10 – remainder YETI Project social prescribing grant funds from Glos CC.

e) **Resolved to note** amended Notes to Accounts 21/22.

20. INTERNAL AUDITOR'S REPORT 2021/22

Resolved to note Internal Auditor's Report 2021/22 and that no issues had been identified and no action required.

21. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

- a) **Resolved to approve** responses to items 1-9 of section 1 of the Annual Governance and Accountability Review (AGAR) 2021/22 as 'Yes'.
- b) **To consider** signing of the Governance Statement.
The Statement was duly signed by the Chairman and Clerk.
- c) **Resolved to approve** the Annual Accounting Statements as shown in the Annual Return and certified and signed by the Clerk, which were duly signed by the Chairman.
- d) **Resolved to approve** the dates for the period for exercising of public rights to be set as from 13th June 2022 to 22nd July 2022.

22. ANNUAL PARISH MEETING

To review and consider feedback from the Annual Parish Meeting on 4th May 2022.

The Chairman thanked Councillor Bollen and the village Hall committee and Councillor Jane Edwards for the refreshments. The meeting had been well attended and had been well received. Before next year's meeting a review of how Standing Orders are applicable and the possible introduction of 'light touch' rules should be considered along with a longer period for planning and advertising. Councillor Swambo suggested an introduction to the Nolan Principles might be of interest. Councillor Kotecha – does there have to be review of minutes etc.? The Clerk confirmed that the previous year's minutes and reports from organisations the Council is associated with are required.

23. STAFFING SUB COMMITTEE

Resolved to note report from Staffing Sub Committee April 2022.

24. SEDBURY SPACE CHRISTMAS LUNCH REPORT

To note report to the Parish Council from Sedbury Space on the Christmas Lunch 2021.

Councillor Swambo reported that Sedbury Space had now received a '5' hygiene rating and is offering a light lunch one Sunday a month with a maximum capacity of 20. A larger space may soon be required. People attending are now joining in with other groups.

25. BANDSTAND – TUTSHILL RECREATION GROUND

- a) **Resolved to note** pre-planning response from FoDDC Planning Dept.
- b) **To note** bandstand to be installed 19th May 2022. Currently postponed – to be re-arranged.
- c) **Resolved to approve** purchase of brass plaque noting donation by the Parish Council and The War Memorial and Recreation Trust to mark the Platinum Jubilee of HM Queen Elizabeth II, cost up to total of £75.

26. JUBILEE STONE

- a) **Resolved to note** the bench and information board have now been installed at the site which has been cleared by Forestry England. The plaque supplied by Forestry England was too large and they have been asked to remake and fit a replacement.
- b) **To consider** event to mark donation of bench and board. Clerk to arrange suitable date with Councillors, Forestry England and GWT in attendance. Press to be invited.

27. COMMUNITY GARDEN

- a) **Resolved to** erect fencing around the community garden site of the type used around the Village Hall car park for which quotations should be sought.
- b) **Resolved to note** informal public meeting to be held at Sedbury and Beachley Village Hall Saturday 25th June @ 10.30am for all interested in the garden. Advert / letter to be distributed locally (Councillors Koning and Edwards J).
- c) **Resolved** Parish Council requirements will be for the establishment of an Association with Management Committee to be responsible for the garden. The Council will require two councillor representatives and will agree an annual management fee payable to the Association. A proposed draft constitution to be prepared for the meeting.

28. LOCAL COUNCIL AWARD SCHEME

- a) **Resolved to apply** for the Foundation Award of the Local Council Award Scheme.

- b) **Resolved to approve** payment of £50 (no VAT) registration fee to NALC and £80 (no VAT) assessment fee to NALC as required.

29. CORRESPONDENCE

To receive and consider any other correspondence as detailed in the Clerk's Report.

The Clerk reported that Wales and West Utilities had offered to pay £500 for the storage of equipment on Parish Council land in Wyebank Road. It was agreed to request the sum of £1000 based on the rate paid previously by Barratt Homes and the potential damage to the land.

The Clerk reported that a Lawful Development Certificate for the Community Garden had been received.

30. COUNCILLORS' REPORTS

To receive and note any matters which councillors wish to raise and where appropriate add to the agenda for the following meeting or meetings of committees:

Councillor Bollen – reminder to Councillors of the Jubilee Fete from 11am on 3rd June – hoping to see councillors there.

Councillor McBride – had been asked if there are restrictions on having a beehive in a private garden. The District Council should be contacted.

Councillor Jane Edwards – has a contact in the military who may be able to offer help with the Community Garden.

Councillor Swambo – litter pick in Sedbury – 28th May 10am with Keep Chepstow Tidy. There is a possibility of funding of £1000 for the next Community Hub event for the inclusion of young people in its advertising.

Councillor Koning – following mention by Councillor Bollen at the last meeting of other activities, including darts, that could be offered at the Hall, and in the context of the Jubilee celebrations, he has purchased a dart board using the Chairman's Allowance.

31. FUTURE MEETINGS

Resolved to note the dates of future council and committee meetings:

Wednesday 25th May 2022 – Planning and Highways Committee meeting.

Wednesday 1st June 2022 – Finance and Probity Committee meeting.

Wednesday 1st June 2022 – Mopla Cottages Committee meeting.

Wednesday 15th June 2022 – Full Council meeting.

The meeting concluded at 21.21hrs