

You are invited to attend a meeting of Tidenham Parish Council that has been arranged for **Wednesday 20th July 2022 at 7.00pm in Sedbury and Beachley Village Hall, King Alfred's Road, Sedbury**, for the transaction of business according to the enclosed agenda.

Yours faithfully

CA Hinton

Mrs Carol Hinton

Clerk to the Parish Council

Wood Cottage, Clanna, Gloucestershire, GL15 6AJ. Telephone: 01594 530779

www.tidenhamparishcouncil.co.uk

clerk@tidenhamparishcouncil.co.uk

Note: Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Members of the public can ask questions or make representation during item 4 but the council cannot make a decision on any matter which is not specified on the agenda.

AGENDA

1. ATTENDANCE

- a) **To receive** apologies for absence from those councillors unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

2. DECLARATIONS OF INTEREST

- a) **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.
- b) **To consider any Dispensation Requests** received by the Parish Clerk and not previously considered.

3. MINUTES OF PREVIOUS MEETING

- a) **To consider for approval** as a correct record the minutes of the meeting held on 29th June 2022.
- b) **To consider any questions** arising from those minutes.

4. PUBLIC CONSULTATION ***

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

5. POLICING IN THE PARISH

- a) **To note** Police crime statistics for Tidenham and Sedbury can be accessed following this link.
<https://www.ukcrimestats.com/Neighbourhood/6107>
- b) **To note** PCSO Tom Oliver will be attending the meeting.

6. COMMITTEES

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

- i) Finance and Probity Committee meeting held on 6th July 2022.
Questions to Councillor Bollen, Chairman of the Committee.
- ii) Mopla Cottages Committee meeting held on 6th July 2022.
Questions to Councillor Bollen, Chairman of the Committee.
- iii) Amenities Committee meeting held on 13th July 2022.
Questions to Councillor Swambo, Chairman of the Committee.

7. CHAIRMAN'S ANNOUNCEMENTS

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

8. REPORT FROM COUNTY COUNCILLOR McFARLING

To note report from Chris McFarling who may attend the meeting.

9. PARISH CLERK'S REPORT

To receive and consider the Parish Clerk's Report. All items requiring the council to make a decision are specified separately on this agenda.

10. YOUTH WORKER REPORT

- a) **To note** report from Emily Timmins on the progress of the YETI Project.
- b) **To consider** submitting an application to the Gloucestershire County Council Thriving Communities Grant fund for £5000, being the remainder required to fund the second year of the Yeti Project.

11. SEDBURY AND BEACHLEY VILLAGE HALL INSURANCE

- a) **To consider** review and renewal of S&BVH Insurance from 18th June 2022 (currently risk extended to 21st July 2022) at £527.05 inc. insurance premium tax. Year 2 of 5 year Long Term Undertaking.
- b) **To consider** payment of hall fees by the Parish Council for activities outside of regular Parish Council meetings.

12. SEDBURY AND DISTRICT LEISURE GARDENERS ASSOCIATION

To consider annual Management Fee of £640 per annum to be paid for 2022. (Three year fee agreed 2021.)

13. FINANCE

- a) **To approve payments** according to the Financial Statement for June 2022.
- b) **To receive and approve the Financial Statement** for June 2022.
- c) **To receive and note** the Receipts / Payments spreadsheet to May 2022 as presented to the Finance and Probity Committee at the meeting on 6th July 2022.
- d) **To receive and note** the Budget Monitoring Spreadsheet 2022/2023 as presented to the Finance and Probity Committee at the meeting on 6th July 2022.
- e) **To receive and note** the YETI Project Spreadsheet 2021/2022 as presented to the Finance and Probity Committee meeting on 6th July 2022.

14. INFORMATION COMMISSIONERS OFFICE – REGISTRATION FEE

To note payment of the £35 fee to the ICO was paid by Direct Debit on 24th June 2022 and that the updated Certificate is available on the website.

15. REVIEW AND RE-ADOPTION OF POLICIES

- a) **To review and consider** re-adoption of Tidenham Parish Council Privacy Policy.
- b) **To review and consider** re-adoption of Tidenham Parish Council General Privacy Notice.
- c) **To review and consider** re-adoption of Tidenham Parish Council Privacy Notice for Staff, Councillors and Role Holders.
- d) **To review and consider** re-adoption of Tidenham Parish Council Subject Access Requests Policy.
- e) **To review and consider** re-adoption of Tidenham Parish Council Inventory of Data – July 2022.
- f) **To review and consider** re-adoption of Tidenham Parish Council Complaints Procedure.
- g) **To review and consider** re-adoption of Tidenham Parish Council Training and Development Policy which now includes a record of training undertaken by staff and councillors.

16. DISCIPLINARY AND GRIEVANCE POLICIES

- a) **To consider adoption** of NALC recommended Disciplinary Policy for Tidenham Parish Council.
- b) **To consider adoption** of NALC recommended Grievance Policy for Tidenham Parish Council.

17. TIDENHAM PARISH COUNCIL ACTION PLAN 2022/23

To consider adoption of the TPC Action Plan for Council activities for 2022/23.

18. LOCAL COUNCIL FOUNDATION AWARD

- a) **To consider** Tidenham Parish Council commitment to bio-diversity and adoption of the following declaration: 'Tidenham Parish Council recognises its duties in relation to bio-diversity evidenced by, but not limited to, its membership of the Forest of Dean Climate Action Group, the planned introduction of a community garden on Parish Council land, the introduction of a trial area of land planted with native wildflowers and financial assistance towards a local floral mile on a newly established greenway.'
- b) **To consider** Tidenham Parish Council commitment to addressing crime and disorder and adoption of the following declaration: 'Tidenham Parish Council recognises its duties in relation to crime and disorder evidenced by, but not limited to, its review of crime statistics at each full council meeting, relationships developed with local police officers who regularly attend meetings, the funding and introduction of the Youth Engagement Initiative and the employment of a dedicated Youth Worker to try to involve local young people in the community and offer local support and activities and the conducting of regular Community Speedwatch surveys.'

- c) **To consider** Tidenham Parish Council has all documentation and information in place to meet the criteria required under Governance, Community and Development for the Local Council Foundation Award and that a formal application for the Council to be considered for the Award should be made.

19. WALES AND WEST UTILITIES – WYEBANK ROAD

To note response and email correspondence with Wales and West Utilities regarding the unauthorised use of Parish Council land on Wyebank Road.

20. EXTERNAL AUDIT

To note the Clerk has obtained an extension to the deadline of 30th June 2022 for submission of the external AGAR audit return due to her personal circumstances.

21. NEETS – GCC GRANT

To consider accepting payment of £5000 from Gloucestershire County Council Build Back Better Grant Fund for onward payment to The Neet (Nurturing Entrepreneurs Enterprises and Talent) Community Interest Company.

22. COMMUNITY GARDEN

To consider date for the public meeting to agree next steps for the Community Garden.

23. SHELTER / GAZEBO TUTSHILL RECREATION GROUND

- a) **To note** application for formal Lawful Development Certificate to be submitted by the Clerk to Forest of Dean District Council prior to the meeting.
- b) **To consider** sending of letter to Tidenham War Memorial Hall Trust asking for confirmation that local residents have been informed of the shelter installation later in the summer and that the Trust is willing to pay the potential costs of the delay incurred by the Council's contractor.

24. JUBILEE STONE PLAQUE

To consider payment of £20 plus VAT (£24 total) for a replacement plaque for the Jubilee Stone bench.

25. CHEPSTOW SOCIETY REPORT

To note report from recent Chepstow Society meeting from Councillor Wall.

26. CLERK'S ASSISTANT

To consider changing of the title of 'Clerk's Assistant' to 'Assistant Clerk' to more accurately reflect the role carried out by David Stevens.

27. CORRESPONDENCE

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

28. 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.

29. FUTURE MEETINGS

To note the dates of future council and committee meetings:

Wednesday 27th July 2022 – Planning and Highways Committee meeting.

Wednesday 24th August 2022 – Planning and Highways Committee meeting.

Wednesday 7th September 2022 – Finance and Probity Committee meeting.

Wednesday 7th September 2022 – Mopla Cottages Committee meeting.

Wednesday 14th September 2022 – Amenities Committee meeting.

Wednesday 21st September 2022 – Full Council meeting.

***** Allows a period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council. This item does not preclude Suspension of Standing Orders by the Council to allow participation on Items on the Agenda:**

- i) Each person will be required to state their name and address.
- ii) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council.
- iii) Questions may be answered but not debated by the Council.
- iv) Any issues that the Council considers require consideration should be referred to the next meeting of the Full Council. Members of the public wishing to attend the meeting must adhere to the Covid 19 guidance for meetings such as the wearing of a face covering and mask, maintaining social distancing, hand sanitising and providing contact details on arrival. For full details of the Council's rules for attendance following due risk assessment please go to the Meetings page of the website [Meetings 2022 \(tidenhamparishcouncil.co.uk\)](https://www.tidenhamparishcouncil.co.uk/Meetings-2022)