

Minutes of the Parish Council Meeting held on Wednesday 20th July 2022 at 7.00pm held at Sedbury and Beachley Village Hall, Sedbury.

Present: Councillors: Bollen, Drew, Koning (Chairman), Kotecha, Swambo, and Tullett.

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

PCSO Tom Oliver

1. ATTENDANCE

a) **Resolved to receive** apologies for absence from those councillors unable to attend from Councillors Edwards, Hartford-Beynon, Molyneux, McBride and Wall.

b) **Resolved to accept** those apologies received with reasons for absence from Councillors Edwards, Hartford-Beynon, Molyneux, McBride and Wall.

Apologies also received from Emily Timmins, Youth Worker, and County Councillor Chris McFarling.

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) **Resolved to approve** as a correct record the minutes of the meeting held on 29th June 2022.

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

4. PUBLIC CONSULTATION

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

No members of the public present.

5. POLICING IN THE PARISH

a) **Resolved to note** Police crime statistics for Tidenham and Sedbury can be accessed following this link.
<https://www.ukcrimestats.com/Neighbourhood/6107>

b) PCSO Tom Oliver thanked Councillors for the invitation to attend the meeting. A new dedicated PCSO for Tidenham, Lucy Smith, is currently in training and will be trained in the Parish by Tom. Marta Ortiz will be the new PC for Lydney and Tidenham. A new operation to execute arrest warrants in Sedbury has recently seen a positive drugs related arrest, helped by community led intelligence. Councillor Koning – councillors look at crime stats each month. It would be useful to know if ASB and Violence figures age groups. He understood the limitations on what can be divulged but, in view of the investment in community engagement by the Parish Council these figures would be helpful. PCSO Oliver will look into. David Stevens expressed concern that there had been 15 localised incidents in King Alfred's Road shown in the May figures, one of which was for arson and criminal damage at the skate park area. This is owned by the Council, but hadn't been reported to councillors. PCSO Oliver will look into. Councillors Bollen and Swambo understood a recent arrest in Tylers Way would remove a member of a drugs gang, which tend to involve older people not youths. Councillors Koning asked if the site of the Community Speedwatch in Gloucester Road could be reviewed so that vehicles coming from the A48 can be monitored as well. PCSO Oliver asked if the problems of footballs being kicked into neighbouring properties at the Hall could be addressed, perhaps with high fencing. After some discussion it was agreed to look at extending the reach of the CCTV cameras. Emily Timmins and Nikki Bullivant will be asked to contact the neighbours.

6. COMMITTEES

To receive reports, minutes and recommendations from committees already circulated, enclosed herewith or to be circulated and to 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.

The Chairman informed councillors that following the resignation of Jane Edwards, a casual vacancy has been advertised after which, if no election is requested, the Council can co-opt another councillor.

8. **REPORT FROM COUNTY COUNCILLOR McFARLING**

Resolved to note email from Chris McFarling who apologised for not being able to attend the meeting.

9. **PARISH CLERK'S REPORT**

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

10. **YOUTH WORKER REPORT**

- a) **Resolved to note** report from Emily Timmins on the progress of the YETI Project.
- b) **Resolved to submit** 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**

Councillors Drew and Bollen declared an interest in this item and did not take part in the vote.

- a) **Resolved to approve** after review, renewal of S&BVH Insurance from 18th June 2022 at £527.05 inc. insurance premium tax. Year 2 of 5 year Long Term Undertaking.
- b) **Resolved to approve** payment of hall fees by the Parish Council for activities outside of regular Parish Council meetings @ £20 per session.

12. **SEDBURY AND DISTRICT LEISURE GARDENERS ASSOCIATION**

Resolved to approve annual Management Fee of £640 per annum to be paid for 2022.

13. **FINANCE**

- a) **Resolved to approve payments** according to the Financial Statement for June 2022.
- b) **Resolved to receive and approve the Financial Statement** for June 2022.
- c) **Resolved 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) **Resolved 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) **Resolved 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**

Resolved 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) **Resolved, following review, to approve** re-adoption of Tidenham Parish Council Privacy Policy.
- b) **Resolved, following review, to approve** re-adoption of Tidenham Parish Council General Privacy Notice.
- c) **Resolved, following review, to approve** re-adoption of Tidenham Parish Council Privacy Notice for Staff, Councillors and Role Holders.
- d) **Resolved, following review, to approve** re-adoption of Tidenham Parish Council Subject Access Requests Policy.
- e) **Resolved, following review, to approve** re-adoption of Tidenham Parish Council Inventory of Data – July 2022.
- f) **Resolved, following review, to approve** re-adoption of Tidenham Parish Council Complaints Procedure.

- g) **Resolved, following review, to approve** 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) **Resolved to approve** adoption of NALC recommended Disciplinary Policy for Tidenham Parish Council, subject to amendment of wording regarding staffing sub committees.
- b) **Resolved to approve** adoption of NALC recommended Grievance Policy for Tidenham Parish Council.

17. **TIDENHAM PARISH COUNCIL ACTION PLAN 2022/23**

Resolved to approve adoption of the TPC Action Plan for Council activities for 2022/23.

18. **LOCAL COUNCIL FOUNDATION AWARD**

- a) **Resolved to approve** 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) **Resolved to approve** 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) **Resolved to approve** that 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**

Resolved 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**

Resolved 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 and that the AGAR had now been submitted.

21. **NEETS – GCC GRANT**

Councillor Swambo declared an interest in this item, answered questions, but did not take part in the vote.
Resolved to approve 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.
Date to be agreed once key participants have returned from leave.

23. **SHELTER / GAZEBO TUTSHILL RECREATION GROUND**

- a) **Resolved 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. **This item was not considered pending a Trust meeting in early August.**

24. JUBILEE STONE PLAQUE

Resolved to approve payment of £20 plus VAT (£24 total) for a replacement plaque for the Jubilee Stone bench.

25. CHEPSTOW SOCIETY REPORT

Resolved to note report from recent Chepstow Society meeting from Councillor Wall.

26. CLERK'S ASSISTANT

Resolved to approve changing of the title from 'Clerk's Assistant' to 'Assistant Clerk' to reflect the duties carried out by David Stevens.

27. CORRESPONDENCE

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

The Clerk reported further correspondence from a member of the public who persistently contacts the Clerk's office with complaints and/or comments. Clerk, Chairman and Vice Chairman to look into this issue.

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.

Councillor Bollen – today's paper had details of a proposed mini bus service for the north Forest of Dean area through Lincoln Bus Service. Clerk to approach to explore potential for the Tidenham area.

Councillor Swambo – A date for the next Community Hub needs to be agreed – Sept / Oct. Also – taking part in a Sociology Focus Group looking at community feelings about the area in which they live and how to change them – even changing of location signs can make a difference. Planning has now begun for the Christmas Day Meal – all help welcome.

29. FUTURE MEETINGS

Resolved 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.

The meeting concluded at 21.07hrs