

You are invited to attend a meeting of Tidenham Parish Council that has been arranged for **Wednesday 16th November 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

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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 19th October 2022.
- b) **To consider any questions** arising from those minutes.
- c) **To consider for approval** as a correct record the minutes of the extraordinary meeting held on 26th October 2022.
- d) **To consider any questions** arising from them.

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>
PCSO Lucy Smith will be attending the meeting.

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) Planning, Development Control and Highways Committee meeting held on 26th October 2022.
Questions to Councillor Wall, Chairman of the Committee.
- ii) Amenities Committee meeting held on 9th November 2022.
Questions to Councillor Koning, Chairman of the meeting.

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

To note report from Emily Timmins on the progress of the YETI Project.

11. FINANCE

- a) To approve payments according to the Financial Statement for October 2022.
- b) To receive and approve the Financial Statement for October 2022.
- c) To consider increase in cost of TP Jones Payroll Services from £48 per quarter plus VAT – total £57.60 to £52.83 per quarter plus VAT – total £63.40.
- d) To note a cheque for £200 for the Clerk's time as Honorary Secretary and Treasurer to Poor's Allotment Charity has been received and paid into the account.

12. COMMITTEE APPOINTMENTS

- a) To consider appointment of Councillor Russell to the Planning, Development Control and Highways Committee.
- b) To consider appointment of Councillor Russell to the Finance and Probity Committee.
- c) To consider appointment of Councillor Russell to the Mopla Cottages Committee.

13. NEWSLETTER – WINTER 2022

To consider delivery of newsletter in January 2022.

14. SEDBURY AND BEACHLEY VILLAGE HALL – KITCHEN

- a) To note following issues raised at the extraordinary meeting on 26th October 2022, the Clerk contacted the Forest of Dean District Council Food and Health and Safety Environmental & Regulatory Services and ascertained the following:
The Hall is classed as a business if providing food in any capacity and will need to be registered as such. This can be done when the kitchen is nearing finishing and can be done for free online. This will result in an initial visit by the District team which will be mainly in an advisory capacity.
Wash hand basin – advisable but not essential in the kitchen as hand wash facilities available in nearby toilets, although it may be easier to fit one whilst the kitchen is being fitted.
Ventilation – Regulations are vague on this – generally should be adequate for the type of cooking undertaken and an outside ventilated standard cooker hood would be OK. Extra ventilation is not required for electric cookers.
A domestic kitchen installation is fine – the criteria is that the kitchen should be clean and be able to be kept clean.
Waste – the law states a commercial business (which the Hall is classed as) must have a waste contract with a company holding a waste carriers' licence. The District Council inspection would look at this and, if a contract was not in place, would require the Council to demonstrate / justify why one wasn't needed.
Toilets – there must be 2 doors between the kitchen and toilets.
- b) To consider Clerk to register the Hall with the relevant authority, the Council being the contact for the registration.
- c) To consider quotation from Biffa for 2 x 240l wheelie bins, 1 food waste and 1 general waste, fortnightly collection, including delivery and waste transfer certificate for £53.86 per month plus VAT – total monthly cost £64.63.
- d) To consider quotation from Waste Managed for 2 x wheelie bins, 1 food waste and 1 general waste, fortnightly collection for £60 plus VAT per month – total monthly cost £72.00, plus one off payment of £120 plus VAT – total cost £144 for a Duty of Care Waste Transfer Certificate.
- e) To consider quotation from Veolia 2 x 240l wheelie bins, 1 food waste and 1 general waste, fortnightly collection, including delivery and waste transfer certificate for an average of £39.40 per month plus VAT – total monthly cost £47.28.
- f) To consider application for £4000 grant funding from Gloucestershire County Council Build Back Better Fund with support from County Councillor Chris McFarling towards the cost of the kitchen refurbishment.
- g) To consider application for £4000 grant funding from Mopla Cottages Charity from Sedbury and Beachley Village Hall towards the cost of the kitchen refurbishment, to be prepared by the Parish Clerk.
- h) To consider obtaining a quotation for re-installment of a second disabled toilet to replace that being used for the kitchen.
- i) To consider exploring alternatives for a climate friendly alternative power source for Sedbury and Beachley Village Hall to future proof against uncertain fuel costs and in accordance with the Council's commitment to the Climate Emergency.
- j) To note NALC email on the Energy Bill Relief Scheme as it applies to village halls and that support will be in place until March 2023.

- k) **To note** there has been an unauthorised registration of the Hall for food purposes, giving incorrect information, made by somebody other than a member of the Council. This registration coincided with a report to the District Council that a cooker had been purchased. The District Council have withdrawn the erroneous registration pending an authorised registration and have acknowledged that this registration may take place once the kitchen is further forward.
15. **JUBILEE STONE BENCH PLAQUE**
To note Forestry England have discontinued use of the original plaque supplier and are sourcing another. They will notify the Council once a new supplier has been found.
16. **LAPTOP MAINTENANCE CONTRACT**
To consider renewal of annual Hardware Maintenance and Support Contract with Tate Computer Technology for the Clerk's, Assistant Clerk's and Youth Workers Council laptops at £450.00 plus VAT, total cost £540. (Note the Youth Worker laptop maintenance costs of £180 inc. VAT included in the above figure will come from the YETI budget – total cost from Council budget = £360.00 inc. VAT)
17. **ARNOLD BAKER ON LOCAL COUNCIL ADMINISTRATION 13TH EDITION**
To consider purchase of Arnold Baker on Local Council Administration 13th Edition for £137 plus postage £4.00 + VAT, total cost £141.80 on behalf of Woolaston Parish Council who will be invoiced for the full amount, taking advantage of the discount offered to SLCC member councils.
18. **DEEP PROJECT, DAYHOUSE QUARRY**
To note following a request by the Clerk to explore early Parish Council engagement with the DEEP Project, the District Council have advised that there will be correspondence sent to the Council and residents shortly.
19. **COMMUNITY GARDEN**
To consider next steps regarding the introduction of the Community Garden.
20. **COMMUNITY HUB EVENT**
To note Community Hub Event on 19th November.
21. **CORRESPONDENCE**
To receive and consider any other correspondence as detailed in the Clerk's Report.
22. **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.
23. **CLERK'S AND ASSISTANT CLERK'S SALARIES**
Due to the confidential nature of this item members of the public and press will be excluded from the meeting.
24. **FUTURE MEETINGS**
To note the dates of future council and committee meetings:
Wednesday 23rd November 2022 – Planning and Highways Committee meeting.
Wednesday 30th November 2022 – Finance and Probity Committee meeting.
Wednesday 30th November 2022 – Mopla Cottages Committee meeting.
Wednesday 14th December 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.**