

Minutes of the Parish Council Meeting held on Wednesday 16th November 2022 at 7.00pm held at Sedbury and Beachley Village Hall, Sedbury.

Present: Councillors: Bollen, Hartford-Beynon, Koning (Chairman), Russell, Swambo, Tullett and Wall.

Officers: Carol Hinton (Clerk).

PCSO Lucy Smith

4 members of the public.

1. ATTENDANCE

- a) **Resolved to receive** apologies for absence from those councillors unable to attend from Councillors Drew, McBride and Molyneux.
- b) **Resolved to accept** those apologies received with reasons for absence from Councillors Drew, McBride and Molyneux.

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.
None received.

3. MINUTES OF PREVIOUS MEETING

- a) **Resolved to approve** as a correct record the minutes of the meeting held on 19th October 2022, subject to Item 9 – Councillor Koning had commented that research had shown the benefits of the introduction of ‘a’ larger settlement as part of Local Plans, not specifically the District Council’s previous preferred option settlement.
- b) **To consider any questions** arising from those minutes. **There were none.**
- c) **Resolved to approve** as a correct record the minutes of the extraordinary meeting held on 26th October 2022.
- d) **To consider any questions** arising from them. **There were none.**

4. PUBLIC CONSULTATION

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

Mr John Powell, Tutshill, had prepared questions to councillors which he had previously submitted and read out to the meeting.

- Given that Council spent some £24,000 in 2019, updating the kitchen in the large room in the hall, levelling the floors throughout, and installing a disabled toilet; and now in 2022 has resolved to spending at least a further £8,000 installing a brand new kitchen, and dispensing with the disabled toilet; considering this will be using public funds, how are Council able to justify this; especially as later in the meeting agenda you are being asked: “To consider obtaining a quotation for re-instatement of a second disabled toilet to replace that being used for the kitchen?” This seems a preposterous idea!

The Chairman responded that the Council did not spend £24,000 on the 2019 refurbishments. £3700 had been earmarked from the previous year towards upgrading toilets. £6700 (£3700 from general reserves and the rest from the S&BVH budget) was paid as a contribution towards the refurbishments. The plans for the original refurbishments were drawn up by the Hall Committee which chose not to include kitchen facilities such as fridges, cookers etc. The upgrade will not be using public money – a grant of £4000 has already been offered and an application for another to cover the rest of the costs is being considered this evening. Councillors may decide this evening to obtain a quote for replacing the disabled toilet – however all of the equipment being taken from the existing toilet will be able to be re-installed should this be agreed.

- What has prompted the need to modify the village hall and why does it need to be a full catering set-up? The Chairman responded that many village halls provide at least a cooker and fridge as facilities for the community. This is all that is being added, the Hall Committee not wishing to alter one of the existing kitchens to accommodate them. Mark Haines, Sedbury, and Mr Hopkinson, Sedbury, both asked several questions about the equipment and monitoring of the kitchen and food storage etc. The Chairman stated that the kitchen

is being provided for the use of community groups who will be responsible for food preparation etc. The Parish Council is not setting up a catering provision.

- Why is there so much urgency on having a new kitchen installed?

Councillor Swambo replied that there is a cost of living emergency now - and not all people can afford to heat and eat and he was disappointed that a couple of individuals are railing against the project.

- Why is it deemed necessary to install a commercial cooker of this size?

The Chairman explained that the cooker is not of a great size but large enough for catering for larger events. This style is robust and easy to keep clean.

- How many tenders were sent out to prospective businesses and what was the closing date when tenders were to be opened and discussed?

The Chairman stated that the amount in question does not require a tender process. He also pointed out that the Hall refurbishments in 2019 were agreed (at a much higher price of £20,200) on just one quotation, the Hall committee having been unable to obtain any others. Mr Powell was a councillor at that time and voted for the refurbishments on that basis, with an agreement by councillors to accept the one quotation as they have done in this case.

- When council resolved to accept the offer of a discount from Howden's of £500, did council consider this might have been an inducement, and therefore a bribe as described in the Bribery Act 2010?

Councillor Swambo explained that the council was not offered a discount – one was requested in order to try to obtain best value as the council does with all quotes it requests. Howdens agreed to the discount in recognition of the community project and the builder is similarly charging at cost price only.

- Cllr Swambo placed an advertisement on Facebook offering a Free Christmas lunch on Christmas Day in the hall, and transport provided, sponsored by TPC. Did council authorize this Cllr to place this advertisement on their behalf?

The Chairman replied that this was not placed on behalf of the council. The Christmas meal is provided by volunteers of which Councillor Swambo is one. The use of the word 'sponsored' at this stage may have been incorrect.

- Who will be responsible for the management, purchasing, preparation and safety of the food?

The Chairman re-iterated that the council is upgrading the Hall facilities for use by users of the Hall and who will be responsible for these things.

- Why weren't all of the hall management committee consulted to garner their views prior to proceeding with the community project?

There are 3 Hall Committee parish council representatives who have been able to take part in the discussions at council meetings and it was understood a Hall Committee meeting took place prior to the extraordinary meeting on 26th October.

Members of the public present were thanked for their input to the meeting but, having given much longer than the allotted 15 minutes for this item, the Chairman informed them that the meeting would now move on and that consideration of a replacement disabled toilet would take place at item 14.

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>

PCSO Lucy Smith introduced herself. She has now been in her new role for one month. She is allocated to the Tidenham area but may be required to attend incidents in other areas of the Forest. PCSO Smith has established links with Wydean School to engage with pupils on drug issues and is working with Emily Timmins on this issue in the Parish. Councillor Koning asked if it was possible to arrange a police speed check in the Parish. PCSO Smith will look in to this, and the possible use of a speed gun available for local officers to use.

6. 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 26th October 2022.

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

ii) Amenities Committee meeting held on 9th November 2022.

There were no questions to Councillor Koning, Chairman of the meeting who confirmed that an appointment with Archdeacon Hilary Dawson is to be made with Revd. Treharne.

7. CHAIRMAN'S ANNOUNCEMENTS

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

The Chairman had placed a wreath on behalf of the Council at the Remembrance Sunday Service at St Luke's Church at which an impressive address by Revd. Treharne had been given.

8. REPORT FROM COUNTY COUNCILLOR McFARLING

To note report from Chris McFarling who may attend the meeting. Cllr McFarling did not attend the meeting.

9. PARISH CLERK'S REPORT

Resolved to receive and accept the Parish Clerk's Report, all items requiring the council to make a decision being specified separately on the agenda.

10. YOUTH WORKER REPORT

Resolved to note report from Emily Timmins on the progress of the YETI Project. In addition, a youth club will be established in the Sedbury and Beachley Village Hall starting in the new year for age groups 8-10 and 10-16. Cllr Swambo will try to obtain funding for a screen etc. and Clerk to approach Gigaclear for internet installation.

11. FINANCE

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

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

c) **Resolved to approve** 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) **Resolved 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) **Resolved to approve** appointment of Councillor Russell to the Planning, Development Control and Highways Committee.

b) **Resolved to approve** appointment of Councillor Russell to the Finance and Probity Committee.

c) **Resolved to approve** appointment of Councillor Russell to the Mopla Cottages Committee.

13. NEWSLETTER – WINTER 2022

Resolved to approve delivery of newsletter in January 2022. Councillor Russell to approach local businesses regarding advertising in the newsletter.

14. SEDBURY AND BEACHLEY VILLAGE HALL – KITCHEN

Councillor Bollen declared an interest in this item and did not take part in the vote but was permitted to take part in the debate.

a) **Resolved 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) **Resolved to approve** 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.

Items 14 c) to e) were not considered pending details of a possible District Council scheme for those venues providing community warm space support.

- f) **Resolved to approve** 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) **Resolved to approve** 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) **Resolved to approve** obtaining a quotation for re-installment of second disabled toilet to replace that being used for the kitchen.
- i) **Resolved to approve** 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) **Resolved 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) **Resolved to note** there has been an unauthorised registration of the Hall for food purposes, giving incorrect information, made by an unknown member of the public. 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

Resolved 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

Resolved to approve 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) The Clerk informed Councillors that Tate Computer Technology had reduced the cost of maintenance of the Youth Worker's laptop since the agenda had been issued – therefore the total cost including VAT would be £480, the council budget cost remaining the same.

17. ARNOLD BAKER ON LOCAL COUNCIL ADMINISTRATION 13TH EDITION

Resolved to approve 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

Resolved 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. A letter inviting councillors to visit the Project on 6th December had subsequently been received by the Clerk. Cllrs Swambo and Wall available to attend – Clerk to email absent councillors to check their availability.

19. COMMUNITY GARDEN

Resolved next steps regarding the introduction of the Community Garden – it to be relaunched at the next community hub event March 18th 2023.

20. COMMUNITY HUB EVENT

Resolved to note Community Hub Event on 19th November. Cllr Swambo to re-advertise.

21. CORRESPONDENCE

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

Mr John Powell – email regarding Hall kitchen which had been discussed during the public consultation item.

Ms C House – email regarding the Hall kitchen, answers to which will be covered in the minutes of the meeting.

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.

Councillor Swambo - congratulated Emily on the excellent Halloween scavenger hunt and party which was attended by 57 young people and parents which meant there were less people 'trick or treating' in the area.

Councillor Bollen – had laid a wreath at the Silent Soldier on the Ormerod Road roundabout.

Councillor Russell – a new management company has taken over the Manor Chase site. He will act as liaison with them. Clerk to forward emails regarding the planting of one of the platinum jubilee oak saplings at the orchard site which Clive will discuss with them.

Councillor Tullett – very pleased to hear that a youth club is being introduced.

23. CLERK'S AND ASSISTANT CLERK'S SALARIES

Due to the confidential nature of this item members of the public and press were excluded from the meeting.

2022/2023 NATIONAL SALARY AWARDS

a) **Resolved to approve** increase in salary for Carol Hinton from 1st April in accordance with the 2022/23 National Salary Awards.

b) **Resolved to approve** increase salary for David Stevens from 1st April 2022 in accordance with the 2022/23 National Salary Awards.

24. FUTURE MEETINGS

Resolved 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.

The meeting concluded at 20.40 hrs