

**Minutes of the Annual Council Meeting held on Wednesday 17<sup>th</sup> May 2023 at 7.00pm held at Sedbury and Beachley Village Hall, Sedbury.**

**Present:** Councillors: Bollen, Drew, Hartford-Beynon, Koning (Chairman), Russell, Strong, Swambo, and Wall.  
Officers: Carol Hinton (Clerk).  
Emily Timmins – Parish Youth Worker.  
Adrian Birch – FoDD Councillor.

The outgoing Chairman opened the meeting and welcomed Councillor Strong, who introduced herself to Councillors.

**1. CHAIRMAN**

a) **To elect** a Chairman for 2023/2024.

Councillor Koning was proposed and with no other proposals was elected as Chairman for 2023/2024.

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 2023/2024.

Councillor Russell was proposed and with no other proposals was elected as Vice Chairman for 2023/2024.

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

Declaration of Acceptance of Office duly signed.

**3. ATTENDANCE**

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

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

**4. DECLARATIONS OF INTEREST**

a) **Councillors completed / to complete new Register of Interest Forms within 28 days.**

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. **None received.**

*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. **None received.**

**5. PUBLIC CONSULTATION**

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

**No members of the public present.**

**6. REMIT OF COMMITTEES**

a) **Resolved to approve** removing the words 'Development Control' from the title of the Planning Committee.

b) **Resolved to approve for adoption the** Remit of Committees.

**7. STANDING COMMITTEES**

**To Appoint members to** standing committees as approved by the adoption of 'Remit of Committees'

Amenities Committee – Councillors Bollen, Koning, Russell, Strong, Swambo, Tullett, Wall.

Planning, Development Control and Highways Committee – Councillors Drew, Hartford-Beynon, Koning, Russell and Wall.

Finance and Probity Committee – Councillors Bollen, Koning, Russell, Tullett and Wall.

Mopla Cottages Committee – as Finance Committee.

**8. PARISH COUNCIL WORKING GROUPS**

YETI Project – Councillors Drew, Hartford-Beynon, Koning, Swambo and Tullett.

Staffing Sub Committee – Councillors Koning, Hartford-Beynon and Tullett.

## 9. **PUBLIC AND CHARITABLE BODIES**

### a) **Resolved to approve** appointments to Public and Charitable Bodies

Poor's Allotment – Councillors Koning, Mrs Gilchrist, Mrs Molyneux, Mrs O'Toole and Revd Treharne.  
 Tidenham War Memorial Hall and Recreation Trust – Councillors Drew, Swambo and Wall.  
 Severn Area Rescue Association (SARA) – Councillor Koning.  
 Forest Economic Partnership – Councillor Russell.  
 A48 Meeting – Councillor Drew.  
 Sedbury Space – Councillor Drew.  
 Sedbury and Beachley Village Hall – Councillors Koning, Hartford-Beynon and Swambo.

### b) **Resolved to note** Lead Councillor roles to be nominated as and when required during each year covering the following areas (but not limited to):

Climate Emergency (Forest Climate Forum) – Councillors Hartford-Beynon, Koning, Swambo and Wall.  
 Partnership Chepstow – Councillor Wall.  
 The River Severn (in combination with SARA) – Councillor Koning.  
 Elderly Residents – Councillor Drew.  
 Neighbourhood Watch – Councillor Drew  
 Local Schools. Wydean Academy – Councillors Strong and Tullett; Offa's Mead – Councillor Drew; Tutshill C of E – Councillor Strong; Dean Close St John's – Councillor Russell.

## 10. **STANDING ORDERS**

**Resolved to note** adoption of Standing Orders to be considered at the June meeting.

## 11. **FINANCIAL REGULATIONS**

**Resolved to approve adoption** of Financial Regulations.

## 12. **GENERAL POWER OF COMPETENCE.**

**Resolved to approve** adoption of The General Power of Competence, the Council meeting the criteria required in that it has a CiLCA Qualified Clerk and the number of councillors elected at the last ordinary election equalled two thirds of its total number of councillors.

## 13. **PROVISION OF INFORMATION UNDER FREEDOM of INFORMATION ACT**

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

## 14. **EMAIL POLICY**

**Resolved to approve** adoption of Email Policy.

## 15. **CCTV POLICY**

**Resolved to approve** adoption of CCTV Policy.

## 16. **MINUTES OF PREVIOUS MEETING**

a) **Resolved to approve** as a correct record the minutes of the meeting held on 19<sup>th</sup> April 2023.

b) **To consider any questions** arising from those minutes.

Councillor Russell reported that he had met with a former colleague / marketing expert regarding Council publicity. Councillors Koning, Russell and Swambo to look into this further.

Councillor Swambo reported that the community policing team have been visiting Sedbury Space and have discussed the need for better CCTV in the community.

## 17. **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>.

The Chairman commented that there had been some 20 incidents in February/March and that statistics for ASB and violence appear to yoyo. Councillors Swambo commented that crime statistics for Tidenham are low when compared to some other areas.

**18. 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 26<sup>th</sup> April 2023.

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

ii) Amenities Committee meeting held on 3<sup>rd</sup> May 2023.

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

**19. CHAIRMAN'S ANNOUNCEMENTS**

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

The Wyevalley Greenway has received a National Railways Heritage Award. A plaque acknowledging this is to be unveiled on 26<sup>th</sup> June.

It has been acknowledged by the County Council that Gloucester Road has been noticeably safer following the Speedwatch sessions organised by the Parish Council.

There had been an anonymous FaceBook post commenting incorrectly on the proposal for an electric vehicle. It was concerning that this was based on information not previously shared publicly. Members of the public wishing to see Council documents can request this through the Clerk. Councillors discussed the possible need for a policy to deal with FaceBook 'trolls' that share and comment on incorrect information.

**20. REPORT FROM COUNTY COUNCILLOR McFARLING**

**Resolved to note** report from Chris McFarling who was unable to attend the meeting.

District Councillor Adrian Birch was asked if he wished to speak. He introduced himself and confirmed that it is hoped that one of the three District Councillors will be able to attend Parish Council meetings. He has not yet been appointed to a role in the DC and will feedback once he has more information.

**21. PARISH CLERK'S REPORT**

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

**22. YOUTH PROJECT**

**Resolved to note** report from Emily Timmins, Youth Worker.

Emily Timmins thanked Councillor Bollen for funding the new goalposts through the village hall committee.

There are now 3 volunteers to help run the Youth Club which will hopefully be opening shortly. Also – keen to start a 'Nerds Club' which has been requested by young people in the area. This is expensive (£1000 - £1200 for 10 sessions and requires a 3D printer (Councillor Swambo may have a contact who could lend one to the club). Some of the Summer activities have now been arranged – music bus, drama workshop and orienteering.

There had been a walkaround with Lucy Smith, PCSO and the new Police Officer Mark Evans who are working hard to integrate with young people in the community.

**23. FINANCE**

a) **Resolved to approve payments** according to the Financial Statement for April 2023.

b) **Resolved to receive and approve the Financial Statement** for April 2023.

c) **Resolved to note** receipt of first half of the 2023/24 annual precept payment of £56,677.00.

**24. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23**

a) **Resolved** responses of 'yes' to items 1-9 of section 1 of the Annual Governance and Accountability Review (AGAR) 2022/23 should be entered.

b) **Resolved to approve** signing of the Governance Statement which was duly signed.

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 Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July 2023.

**25. COUNCILLOR VACANCIES**

**Resolved to approve** advertising of three councillor vacancies for candidates for co-option in July 2023.

**26. TWO RIVERS HOUSING - ISSUES IN THE PARISH**

**Resolved to note** email from Two Rivers Housing following a walk about with Councillor Swambo in April 2023 and agreed a meeting involving a wider range of stakeholders including both District and County Councillors will be arranged.

**27. FOREST HEALTH FORUM**

**Councillor Koning declared an interest in this item and did not take part in the discussion or vote.**

**Resolved to approve** response to email from Forest Health Forum regarding emergency medical provision in the area that a request for the MIU at Chepstow should be re-opened should be submitted.

**28. POP UP GAZEBOS**

a) **Resolved to note** email from Tutshill Pre School regarding summer fete and need for locally available gazebos for use at such events.

b) **Resolved not to** purchase 2 or 3 pop up gazebos for outdoor events for use by the Parish Council or small groups within the Parish from B&Q at a cost of £129.99 each inc VAT.

c) **Resolved not to** purchase 2 or 3 pop up gazebos for outdoor events for use by the Parish Council or small groups within the Parish from The Range at a cost of £159.99 each inc VAT, but that 2 gazebos should be purchased from a more specialist provider up to a maximum total cost of £175 each.

**29. ANNUAL PARISH MEETING**

**Resolved to note** arrangements for the Annual Parish Meeting on 31<sup>st</sup> May 2023.

**30. CORRESPONDENCE**

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

It had been reported that one of the laminated pollinator signs placed around the wild flower area on Wyebank Road had been stolen and subsequently returned.

An email had been received from a member of the public asking why Parish Councillors had not canvassed locally prior to the elections as they had several questions to ask. The Clerk had explained that Parish Councillors had not canvassed due to there having been no election called and that members of the public are welcome to attend Parish Council meetings to raise any issues they may have.

An email requesting correspondence between the Council and the Archdeacon had been received.

**31. 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 – the NEETS Project has now started and, once the Tintern bridge has re-opened, it will be up and running providing guides for visitors along the route. Also – Susan Riordan, Manager, Sedbury Space, is leaving in June. Members are welcome to attend a 'leaving do' at Café on the Hill at 7pm on 9<sup>th</sup> June.

Councillor Wall – is a member of the Armed Forces Breakfast Club to which District Councillor Nick Evans has been invited on several occasions as Armed Forces Champion. Despite having agreed 2 dates Councillor Evans had not attended or apologised. Councillor Wall has complained to Mark Harper.

Councillor Russell – could Councillors' details including photographs be added to the noticeboards? The Chairman agreed this would be a good idea and that a group photo and piece should be included in the next newsletter.

**32. FUTURE MEETINGS**

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

Wednesday 24<sup>th</sup> May 2023 – Planning and Highways Committee meeting.

Wednesday 31<sup>st</sup> May 2023 – **ANNUAL PARISH MEETING**

Wednesday 7<sup>th</sup> June 2023 – Finance and Probity Committee meeting.

Wednesday 7<sup>th</sup> June 2023 – Mopla Cottages Committee meeting.

Wednesday 21<sup>st</sup> June 2023 – Full Council meeting.

**The meeting concluded at 20.40hrs**