

Minutes of the Parish Council Meeting held on Wednesday 13th December 2023 at 7.00pm held at Sedbury and Beachley Village Hall, Sedbury.

Present: Councillors: Cracknell, Jenkins, Koning, Russell, Stead, Swambo, and Wall.

Officers: Carol Hinton (Clerk). David Stevens – Assistant Clerk.

County Councillor – Chris McFarling. District Councillor – Adrian Birch.

1. ATTENDANCE

a) **Resolved to receive** apologies for absence from those councillors unable to attend from Councillors Drew, Strong, Thomas and Tullett.

b) **Resolved to accept** those apologies received with reasons for absence from Councillors Drew, Strong, Thomas and Tullett.

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.**

3. MINUTES OF PREVIOUS MEETING

a) **Resolved to approve** as a correct record the minutes of the meeting held on 15th November 2023.

b) **To consider any questions** arising from those minutes. The Chairman reported that SARA thought it more useful if more than two councillors visited. Councillors Cracknell, Stead and Wall volunteered, as did the Clerk, County Councillor McFarling and District Councillor Birch. The visit likely to take place in spring 2024.

4. PUBLIC CONSULTATION

To receive and consider any questions from the Public. **None present.**

5. 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>

Councillors expressed concern that incidents of violent crime had risen sharply from September (19) to October (34). Clerk to invite PCSO Smith and PC Evans to a future meeting.

6. COMMITTEES

Resolved to receive reports, minutes and recommendations from committees and consider any questions arising.

i). Planning and Highways Committee meeting held on 22nd November 2023.

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

ii) Finance and Probity Committee meeting held on 29th November 2023. (Due to technical issues, these had been published later than anticipated online.)

There were no questions in the absence of Councillor Bollen, Chairman of the Committee.

iii) Mopla Cottages Committee meeting held on 29th November 2023.

There were no questions in the absence of Councillor Bollen, Chairman of the Committee.

7. CHAIRMAN'S ANNOUNCEMENTS

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

The Chairman had attended a meeting about the Climate Adaptation Toolkit, an initiative initiated by the District Council. A toolkit is to be introduced to help the 4 Forest towns and Forest parishes prepare for the declining environmental environment and adapt to the effects this may cause. This may be relevant to Tidenham Parish where the low lying areas may be at risk of flooding in the longer term (looking ahead to 2050). The first draft of the toolkit will be issued in January and the Council will be invited to comment on its use.

Community Space Grants – the FoDDC has grant funds available in 2024/2025 with an application deadline of 12 July 2024. The Council should look to apply for funding towards the adapting of Sedbury Hall to be more environmentally friendly. Chris McFarling suggested the inclusion of the Hall in emergency planning.

8. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Resolved to note reports from Chris McFarling and Johnathan Lane (who had sent his apologies for the meeting).

Adrian Birch reported that FoDDC is aiming to increase the Council Tax amount by less than the rate of inflation. The Council is keen to increase the number of people receiving Council Tax support, there being a number of funds available. There will be several important items debated at the District Council meeting on 14th December. The green Council Plan – there will be a full consultation period if approved at the meeting. The future with Publica. Introduction of electric waste vehicles - collection of waste being the Council's biggest carbon contributor. The introduction of an ethical investment strategy. Councillor Russell suggested that investments should be spread initially as the return on most green investments is not good.

Chris McFarling had sent a written report – to note he has the 'jetter' available for one day – please let him know of any blocked drains/gutters in the Parish.

9. PARISH CLERK'S REPORT

Resolved to receive and approve the Parish Clerk's Report. The Chairman pointed out the development/training session arranged for councillors for Wednesday 31st January 2024 at 6pm. There will be a buffet provided.

10. YOUTH PROJECT

a) **Resolved to note** report from Emily Timmins, Youth Worker, on the first two years of the Project.

Councillors praised the report – it being very in depth and impressive. The Chairman commented on how well Emily has managed to engage the 11-16 age group. Councillors asked the Clerk, on behalf of the Council, to thank Emily for a fabulous job done over the two years.

b) **Resolved to approve** appointment of Councillor Stead to the YETI Working Group.

11. FINANCE

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

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

c) **Resolved to receive and note** the Receipts / Payments spreadsheet to November 2023 as presented to the Finance and Probity Committee at the meeting on 29th November 2023.

d) **Resolved to receive and note** the Budget Monitoring Spreadsheet 2023/2024 as presented to the Finance and Probity Committee at the meeting on 29th November 2023.

e) **Resolved to receive and note** the YETI Project Spreadsheet 2022/2023 as presented to the Finance and Probity Committee at the meeting on 29th November 2023.

f) **Resolved to receive and note** the YETI Project Spreadsheet 2023/2024 as presented to the Finance and Probity Committee at the meeting on 29th November 2023.

12. GENERAL POWER OF COMPETENCE

Resolved to approve re-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 at least two thirds of its total number of councillors.

13. BUDGET / PRECEPT 2024/2025

a) **Resolved to approve** proposed budget - as recommended by the Finance and Probity Committee. (Finance Committee Draft Minutes Nov 23 page 5).

b) **Resolved to approve** Precept amount of £122,639 - as recommended by the Finance and Probity Committee.

14. INTERNAL AUDIT 2023/24

Resolved to approve appointment of GAPTC to conduct an Internal Audit within the Terms of Reference for the year 2023 – 2024 at a cost of £275 plus mileage @ 45p per mile from the appointed internal auditor's home.

15. **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)
16. **STANDING ORDERS**
Resolved to review and approve re-adoption of Standing Orders.
17. **COMMUNITY ENGAGEMENT POLICY**
Resolved to adopt the Community Engagement Policy.
18. **STAFF APPRAISAL POLICY**
Resolved to review and approve re-adoption of the Staff Appraisal Policy.
19. **ACTION PLAN 2023/2024**
Resolved to approve adoption of updated 2023/2024 Action Plan.
20. **LOCAL COUNCIL AWARD SCHEME**
- a) **Resolved to approve** Tidenham Parish Council continues to meet all of the requirements for the Local Council Foundation Award Scheme.
 - b) **Resolved to approve** Tidenham Parish Council has all documentation and information in place to meet the criteria required under Governance, Community and Development for the Local Council Quality Award and that a formal application for the Council to be considered for the Award should be made.
21. **SEDBURY AND BEACHLEY VILLAGE HALL**
Resolved to approve purchase of No Parking sign in 3mm reflective aluminium composite, for the S&BVH Gates at £44.64 inc. delivery, anti-graffiti coating plus VAT. Total price £53.67 from Safety Signs 4 Less.
22. **ELECTRIC COMMUNITY VEHICLE**
- a) **Resolved to note** the Citroen E-Space Tourer XL, 100kw Business Edition (9 seat) 5dr Auto has been ordered. Expected delivery date to be confirmed and payment of £250 deposit has been made by debit card. The Clerk reported that a delivery date of mid March had been confirmed.
 - b) **Resolved to approve** logo for the Tidenham Parish Council Community Transport project. The Chairman thanked Councillor Swambo for designing the logo.
 - c) **Resolved to approve** initial draft Standard Operating Procedures for the Project as prepared by the working group.
 - d) **Resolved to approve** subscription to Hall Booking Online to be used for vehicle bookings, subject to successful use and evaluation of a free 60 day trial period, at £10 per month.
23. **PARISH CLERK**
Due to the confidential nature of this item members of the public were excluded from the meeting.
- a) **Resolved to approve** Clerk's salary from 1st January 2024 as per Contract of Employment.
 - b) **Resolved to approve** Clerk to take on role as Clerk and RFO to Alvington Parish Council. The role will not adversely affect the role of Clerk to Tidenham Parish Council, nor will it accrue any tax or insurance liabilities to the Council.
24. **CORRESPONDENCE**
To receive and consider any other correspondence as detailed in the Clerk's Report
 Mr John Powell had sent best wishes to councillors for Christmas and the New Year.
25. **COUNCILLORS' REPORTS AND FEEDBACK FROM LEAD COUNCILLOR ROLES**
To receive and note any matters which councillors wish to raise or feedback and where appropriate add to the agenda for the following meeting or meetings of committees.
 Councillor Swambo – will be stepping down as representative Trustee to Tidenham War Memorial Hall.

Councillor Stead – had attended an online cyber security course hosted by the Glos PCC team. The host was muted for the duration of the session and ignored attendees attempts to notify them of the situation, consequently all but 3 of the attendees left during the session. Clerk to email PCC office.

Councillor Cracknell – wanted to add to councillors’ comments regarding the report from Emily Timmins on the first two years of the YETI Project. He is very keen to be involved in the next steps and the future of the Project. Clerk to arrange a meeting of the YETI working group for January.

Councillor Jenkins – continuing to work to identify additional funding streams for the community garden. He has several local organisations interested in becoming involved and suggested a community consultation meeting on Saturday 27th January 2024. This to be widely publicised.

Councillor Russell – had been unable to attend the recent FEP meeting. Subject to approval he would like to present the presentation he has been working on regarding the YETI Project to the FEP group.

Councillor Wall – Tidenham War Memorial Hall Trust have not mentioned the shelter for the recreation ground that the council has ordered. The Council should remind them that this was a joint project that was agreed.

Clerk to meet with Christie Love, Chairman of the Trust, in the New Year.

26. **FUTURE MEETINGS**

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

Wednesday 20th December 2023 – Planning and Highways Committee meeting.

Wednesday 10th January 2024 – Amenities Committee meeting.

Wednesday 17th January 2024 – Full Parish Council meeting.

The meeting concluded at 20.45hrs