

You are invited to attend a meeting of Tidenham Parish Council that has been arranged for **Wednesday 22<sup>nd</sup> May 2024 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 – 16 Clanna Country Park, Alvington Gloucestershire, GL15 6AN. Telephone: 07356052752

[www.tidenhamparishcouncil.co.uk](http://www.tidenhamparishcouncil.co.uk)

[clerk@tidenhamparishcouncil.co.uk](mailto:clerk@tidenhamparishcouncil.co.uk)

*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. CHAIRMAN

- a) **To elect** a Chairman for 2024/2025.
- b) **Chairman to sign** the Declaration of Acceptance of Office.

### 2. VICE CHAIRMAN

- a) **To elect** a Vice Chairman for 2024/2025.
- b) **Vice Chairman to sign** the Declaration of Acceptance of Office.

### 3. 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.

### 4. DECLARATIONS OF INTEREST

- a) **To confirm that all changes to Councillors' Register of Interest have been notified to the Clerk**
- 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.  
*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. (All councillors appointed to the Mopla Cottages committee should request a dispensation once appointed, to be considered at the next meeting of the Council.)

### 5. RESIGNATION OF COUNCILLOR STRONG

**To note** resignation of Councillor Strong and that a Casual Vacancy notice has been notified to the District Council and posted on noticeboards and website.

### 6. PUBLIC CONSULTATION

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

### 7. REMIT OF COMMITTEES

**To consider for adoption the** Remit of Committees.

### 8. STANDING COMMITTEES

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

Amenities Committee

Planning, Development Control and Highways Committee

Finance and Probity Committee

Mopla Cottages Committee

### 9. PARISH COUNCIL WORKING GROUPS

YETI Project

Staffing Sub Group

Open Spaces Group

**10. PUBLIC AND CHARITABLE BODIES**

- a) **To consider** appointments to Public and Charitable Bodies  
Poor's Allotment  
Tidenham War Memorial Hall and Recreation Trust  
Severn Area Rescue Association (SARA)  
Forest Economic Partnership  
A48 Meeting  
Sedbury Space  
Sedbury and Beachley Village Hall
- b) **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)  
Partnership Chepstow  
The River Severn (in combination with SARA)  
Elderly Residents  
Forest Economic Partnership  
Neighbourhood Watch  
Local Schools.

**11. PROVISION OF INFORMATION UNDER FREEDOM of INFORMATION ACT**

**To consider** adoption of Provision of Information – Model Publication Scheme.

**12. EMAIL POLICY**

**To consider** adoption of Email Policy.

**13. MINUTES OF PREVIOUS MEETING**

- a) **To consider for approval** as a correct record the minutes of the meeting held on 17<sup>th</sup> April 2024.  
b) **To consider any questions** arising from those minutes.

**14. POLICING IN THE PARISH**

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

**15. 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 24<sup>th</sup> April 2024.  
Questions to Councillor Wall, Chairman of the Committee  
ii) Amenities Committee meeting held on 8<sup>th</sup> May 2024. (Draft minutes to be circulated at or before meeting.)  
Questions to Councillor Swambo, Chairman of the Committee.

**16. CHAIRMAN'S ANNOUNCEMENTS**

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

**17. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

**To note** reports from Chris McFarling and the District Councillors who may attend the meeting.

**18. 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.

**19. YOUTH PROJECT**

**To note** no report from Emily Timmins, Youth Worker.

**20. FINANCE**

- a) **To approve payments** according to the Financial Statement for April 2024 (to be circulated at the meeting).  
b) **To receive and approve the Financial Statement** for April 2024.  
c) **To note** receipt of first half of the 2023/24 annual precept payment of £61,319.50 was received 12 April 2024.  
d) **To note** an invoice for £41,139.29 has been sent to the FoDDC for refund of the costs of the Electric Vehicle purchase, EV Charger and installation, first year's insurance premium and livery.

21. **ANNUAL INTERNAL AUDIT REPORT 2023/24**  
To consider Annual Internal Audit Report for 2023/24 and note no issues identified or actions required.
22. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24**  
a) To consider responses to items 1-9 of section 1 of the Annual Governance and Accountability Review (AGAR) 2023/24.  
b) To consider signing of the Governance Statement.  
c) To consider the Annual Accounting Statements as shown in the Annual Return and certified and signed by the Clerk, and that the Chairman sign the Statements if approved.  
d) To consider the dates for the period for exercising of public rights to be set as from Monday 1<sup>st</sup> July to Friday 9<sup>th</sup> August 2024.
23. **TIDENHAM COMMUNITY TRANSPORT**  
a) To consider Standard Operating Procedures for the use of the electric vehicle.  
b) To consider Driver Registration Form.  
c) To consider arrangements for the vehicle launch on 25<sup>th</sup> May 2024.
24. **SEDBURY AND BEACHLEY VILLAGE HALL**  
To consider proposal for an Administrative Committee for S&BVH.
25. **ANNUAL PARISH MEETING**  
To note arrangements for the Annual Parish Meeting on 31<sup>st</sup> May 2023.
26. **TREE FELLED – BUTTINGTON ROAD / WYEBANK ROAD**  
To note Councillor Stead reported a tree had fallen on Friday 10<sup>th</sup> May. The Assistant Clerk contacted Trunk Arb who visited the site as a matter of urgency in the evening and advised the tree should be felled for safety reasons at a cost of £450 + VAT – total cost £540 and that the Clerk authorised the payment under emergency expenditure.
27. **SEDBURY AND DISRICT LEISURE GARDENERS ASSOCIATION**  
To consider if a review of the Agreement between the allotment association and Parish Council is required.
28. **DEVELOPMENT SESSION**  
a) To note date of the next development session 23<sup>rd</sup> September 2024 at 6pm.  
b) To consider cost of Kim Bedford as facilitator of £300 plus mileage @ 45p per mile.  
c) To consider working group of councillors to discuss report from previous session.
29. **CORRESPONDENCE**  
To receive and consider any other correspondence as detailed in the Clerk's Report
30. **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.
31. **FUTURE MEETINGS**  
To note the dates of future council and committee meetings:  
Wednesday 29<sup>th</sup> May 2024 – **ANNUAL PARISH MEETING**  
Wednesday 5<sup>th</sup> June 2024 – Finance and Probity Committee meeting.  
Wednesday 5<sup>th</sup> June 2024 – Mopla Cottages Committee meeting.  
Wednesday 19<sup>th</sup> June 2024 – 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 or one of its Committees.