

**Minutes of the Annual Council Meeting held on Wednesday 22<sup>nd</sup> May 2024 at 7.00pm held at Sedbury and Beachley Village Hall, Sedbury.**

**Present:** Councillors: Allan, Bollen, Drew, Koning, Russell, Stead, Swambo, Tullett and Wall.

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

District Councillor – Adrian Birch.

**1. CHAIRMAN**

**a) To elect** a Chairman for 2025/2025.

Councillor Koning was proposed and with no other proposals was elected as Chairman for 2024/2025.

**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 2024/2025.

Councillor Russell was proposed and with no other proposals was elected as Vice Chairman for 2024/2025.

**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 Councillors Cracknell and Jenkins.

**b) Resolved to accept** those apologies received with reasons for absence from Councillors Cracknell and Jenkins.

**4. DECLARATIONS OF INTEREST**

**a) Resolved 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. **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. (All councillors appointed to the Mopla Cottages committee should request a dispensation once appointed, to be considered at the next meeting of the Council.) **None received.**

**5. RESIGNATION OF COUNCILLOR STRONG**

**Resolved 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.

Councillors had been sad to hear of her resignation and expressed their thanks to Councillor Strong for her work with the Council.

**6. PUBLIC CONSULTATION**

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

**7. REMIT OF COMMITTEES**

**a) Resolved to approve for adoption the** Remit of Committees, subject to the change of wording for the Sedbury and Beachley Village Hall Committee.

**8. STANDING COMMITTEES**

**Resolved to Appoint members to** standing committees as approved by the adoption of 'Remit of Committees'. Amenities Committee – Councillors Bollen, Koning, Russell, Stead, Swambo, Tullett, Wall.

Planning, Development Control and Highways Committee – Councillors Allan, Drew, Koning, Russell and Wall.

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

Mopla Cottages Committee – as Finance Committee.

## 9. PARISH COUNCIL WORKING GROUPS

YETI Project – Councillors Cracknell, Drew, Koning, Russell, Stead, Swambo, Tullett.

Staffing Sub Group – Councillors Koning, Russell, Tullett.

Open Spaces Group – Councillors Cracknell, Jenkins, Stead, Swambo.

## 10. PUBLIC AND CHARITABLE BODIES

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

Poor's Allotment – Councillors Koning and Russell.

Tidenham War Memorial Hall and Recreation Trust – Councillor Wall (Clerk to inform the Trust that there will be just one representative at present.)

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 Admin Committee – Councillors Koning, Swambo and Tullett.

### 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 Koning, Russell, Swambo, Wall.

Partnership Chepstow – Councillor Wall.

The River Severn (in combination with SARA) – Councillor Koning.

Elderly Residents - Councillor Swambo.

Neighbourhood Watch – Councillor Drew.

Local Schools. - Wyedean Academy – Councillors Stead and Tullett; Offa's Mead – Councillors Bollen and Drew; Tutshill C of E – Councillor Allan; Dean Close St John's – Councillor Cracknell.

Clerk to contact PCC to ascertain if the councillor advocacy scheme is still in existence under the new PCC.

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

**Resolved to approve** adoption of Provision of Information – Model Publication Scheme subject to amendment of wording under Parish Plan.

## 12. EMAIL POLICY

**Resolved to approve** adoption of Email Policy. To note – this also applies to the official S&BVH email address.

## 13. MINUTES OF PREVIOUS MEETING

a) **Resolved to approve** 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. The monthly meetings with MOD had suggested local councils are involved in Eid observances, however the meeting scheduled for today had been cancelled at short notice.

## 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>

The Clerk reported that this link may no longer be available and will find another accessible source of crime statistics.

## 15. 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 24<sup>th</sup> April 2024.

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

ii) Amenities Committee meeting held on 8<sup>th</sup> May 2024.

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

## 16. CHAIRMAN'S ANNOUNCEMENTS

**To receive and note any announcements from the Chairman** of the meeting. **None.**

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

**Resolved to note** report from District Councillor Adrian Birch who attended the meeting:

There had been a cabinet meeting Thursday last. It had been found that the legal services had not been legally constituted and this is now being done – really rubber stamping what is already being done. The DC has installed 7 new electric vehicle charge points throughout the District in DC car parks. Councillor Allan to find out if the ones recently installed at Wydean School are for public use. Councillors commented that this is another example of how the Tidenham end of the Forest is neglected. Councillor Birch to feed this back as he also receives such comments from parishes in the north of the Forest. The new Local Plan is due to be approved before going out to public consultation. There will be public consultation events week commencing 31<sup>st</sup> July – one has been booked for Sedbury. 600 houses at the Beachley Barracks site will be included for 203 – 2040. There is currently nothing in the plan regarding infrastructure and the DC will need to consult on this with the County Council. There are also two sites zoned for housing either side of the A48. The DC planners are meeting at DEEP to look at planning applications received.

**18. PARISH CLERK'S REPORT**

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

**19. YOUTH PROJECT**

**Resolved to note** no report from Emily Timmins, Youth Worker. Clerk to arrange a meeting of the YETI sub group.

**20. FINANCE**

- a) **Resolved to approve payments** according to the Financial Statement for April 2024.
- b) **Resolved to receive and approve the Financial Statement** for April 2024.
- c) **Resolved to note** receipt of first half of the 2023/24 annual precept payment of £61,319.50 was received 12 April 2024.
- d) **Resolved 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**

**Resolved to approve** Annual Internal Audit Report for 2023/24 and note no issues identified or actions required. The Clerk was thanked for her work in ensuring no issues had been identified.

**22. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24**

- a) **Resolved to approve 'Yes'** responses to items 1-9 of section 1 of the Annual Governance and Accountability Review (AGAR) 2023/24.
- b) **Resolved to approve** signing of the Governance Statement.
- 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 1<sup>st</sup> July to Friday 9<sup>th</sup> August 2024.

**23. TIDENHAM COMMUNITY TRANSPORT**

- a) **Resolved to approve** Standard Operating Procedures for the use of the electric vehicle.
- b) **Resolved to approve** Driver Registration Form.
- c) **Resolved to approve** arrangements for the vehicle launch on 25<sup>th</sup> May 2024. Clerk to send reminder email invites to District and County Councillors and final vehicle preparations.

**24. SEDBURY AND BEACHLEY VILLAGE HALL**

**Resolved to approve** proposal for an Administrative Committee for S&BVH.

**25. ANNUAL PARISH MEETING**

**Resolved to note** arrangements for the Annual Parish Meeting on 29<sup>th</sup> May 2023.

**26. TREE FELLED – BUTTINGTON ROAD / WYEBANK ROAD**

**Resolved 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. The Clerk reported that the emergency quote obtained had been inclusive of VAT so the final total cost was £450.

**27. SEDBURY AND DISRICT LEISURE GARDENERS ASSOCIATION**

**Resolved to consider** a review of the Agreement between the allotment association and Parish Council. Clerk to contact the S&DLGA for information on accounts, waiting lists and those with two plots and then to review the Agreement.

**28. DEVELOPMENT SESSION**

- a) **Resolved to note** date of the next development session 23<sup>rd</sup> September 2024 at 6pm.
- b) **Resolved to approve** cost of Kim Bedford as facilitator of £300 plus mileage @ 45p per mile.
- c) **Resolved to approve** working group of councillors to discuss report from previous session as Councillors Allan, Koning, Russell, Swambo and Tullett plus the Clerk.

**29. CORRESPONDENCE**

**To receive and consider** any other correspondence as detailed in the Clerk's Report. None reported.

**30. COUNCILLORS' REPORTS**

**Resolved 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 Bollen – has had numerous complaints about the grass cutting. The Assistant Clerk had spoken with the contractors who are new this year. They have reported difficulties due to the weather conditions and the odd growing season experienced by all which has resulted in them needing to use different machinery than would ordinarily be used. The Assistant Clerk also pointed out that the Council has now opted for three weekly cuts, not two, and that this may need to be reviewed. Councillor Bollen also reported that the planning application at The Dingle has been controversial amongst some members of the public. The Parish Council has reviewed the application and has supported it.

Councillor Koning – councillors should consider moving forward with open spaces and play areas at the June meeting.

**31. FUTURE MEETINGS**

**Resolved 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.

**The meeting concluded at 20.50hrs**