10/24-25

DYMOCK PARISH COUNCIL MEETING

Minutes of the Parish Council Annual Meeting held on,

Tuesday 14th May, 7.30pm in Dymock Parish Hall

Present: Cllrs T Eagle (in the Chair); N Fairburn; I Bruce; J George; G Kilmurray; T Blandford

In attendance: Rachel Freestone - Clerk

Public: 11

1. **Election of the Chairman of the Council for 2024/25:**
   Cllr Tony Eagle opened the meeting and requested nominations for the position of Chair for the forthcoming year. Cllr Anthony (Tony) Eagle was proposed, seconded and duly elected. Cllr Eagle signed the Declaration of Acceptance of Office.

2. **Apologies for Absence:**
   Apologies had been received and accepted from Jackie Tweedale, the Footpaths Officer.

3. **To Receive any Declarations of Interest or Written Applications for Dispensation:**
   There was none.

4. **Parish Council Vacancy.**

a. To consider applicants for co-option onto Dymock Parish Council:
   Both applicants gave a brief introduction and explanation of why they would like the position. Members voted by paper ballot as laid out in Standing Order 8a. **It was RESOLVED:** Mrs Rebecca Rose to be co-opted onto the council.
b. Cllr Rebecca Rose was welcomed by all and duly signed the Declaration of Acceptance of Office.
c. To submit the Register of Interests Form to the Forest of Dean District Council within 28 days: This item was not considered at the meeting. The Clerk to informed Cllr Rose at the close of the meeting.

7.40pm Cllr Rebecca (Becky) Rose joined the council.

5. **Election of the Vice-Chairman of the Council for 2024/25:**
   Cllr Kilmurray was proposed, seconded and duly elected. Cllr Kilmurray signed her Declaration of Acceptance of Office.

6. **To adopt the General Power of Competence:**
   Members considered and agreed that the Parish Council met the criteria for eligibility. **It was RESOLVED:** to adopt the General Power of Competence.

7. **Minutes:** Members considered the minutes of the Parish Council meeting held on the 9th April 2024**. It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by the Chairman.

8. **Public Participation:**
   A member of the public representing the Church Council informed members that they are looking to extend the churchyard and GCC are willing to sell a 10m wide strip for this purpose. The PCC will need to apply for Change of Use for the land and subsequently request support from the Parish Council prior to commencing. **It was RESOLVED:** to support the PCC with their work to extend the Churchyard. Additionally, they are arranging for a specialist to assess the condition of the church spire using a micro-bore test. The Oak in the Parish Hall carpark is suffering from bracket fungus which is being monitored by the PC. Would the PC like the specialist to assess the tree at the same time using the same method? **It was RESOLVED:** for a quote to be obtained and for the matter to be added to the Agenda for June for proper consideration.

A member of the public commented that the website is much improved, however the Councillor page needs updating.

A member of the public questioned whether members could use microphones as the sound is not great in the Parish Hall.

9. Reports:

a. To receive a report from County Councillor Gill Moseley:
In her absence there was none.

b. To receive a report from District Councillor Gill Kilmurray:
Cllr Adrian Birch has been elected as FoDDC Council Leader and replaces Cllr Mark Topping.
Anti-social issues continue to be a problem in Western Way. Anti-social orders are in process for a number of residents. FoDDC has a link with Two Rivers Housing which manages the property, she has requested to be put on the team to be more aware and up to date with what is happening. She is hoping to arrange a multi-agency meeting to include the Police and Two Rivers Housing. A member questioned what the Parish Council can do? Cllr Kilmurray replied that the Parish Council need to be aware and support residents.
A member of the public informed members that the issues extend to the properties that Two Rivers Housing manage at Winding Pool. They requested Two Rivers Housing and the Police be made aware at any multi-agency meeting.
A member commented that it is the hope that Western Way will return to being a retirement residence.

10. To review the following policies for Dymock Parish Council:

a. Code of Conduct. **It was RESOLVED:** to adopt the Code of Conduct for 2024/25.
b. Financial Regulations. **It was RESOLVED:** to defer to the next meeting pending the Finance Working Group reviewing the new Financial Regulations.
c. Standing Orders. **It was RESOLVED:** to approve the Standing Orders for 2024/25.
d. Risk Register. **It was RESOLVED:** to adopt the Risk Register for 2024/25.
e. Risk Management Policy. **It was RESOLVED:** to adopt the Risk Management Policy for 2024/25.
f. Reserves Policy. **It was RESOLVED:** to defer to the next meeting pending the Finance Working Group reviewing the Reserves Policy.
g. Members agreed to comply with the transparency code.
h. The Clerk reminded councillors of the self-disqualification law.

11. Members noted the attendance record of councillors at meetings during 2023-24.

12. To appoint Members to serve on Working Groups:
It was RESOLVED: to appoint Councillors as follows:

a. Finance and Compliance – Cllrs Tony Eagle and Ian Bruce with Rachel Freestone as RFO.
b. Beauchamp Arms – Cllrs Gill Kilmurray, John George and Becky Rose.
c. NDP – Cllrs Nick Fairburn and Ian Bruce
d. Planning – Cllrs Nick Fairburn, Trevor Blandford and John George.
e. Highways – Cllr Ian Bruce.
f. Play Areas and Public Conveniences (Other Assets) – Cllrs Ian Bruce and Tony Eagle.
g. Environment and Conservation – Cllrs Gill Kilmurray, Becky Rose and Tony Eagle.
h. Communications, Media and IT. **It was RESOLVED:** to defer to the next meeting to determine the terms of the Working Group.

13. To Appoint Representatives to Outside Bodies:
It was RESOLVED: to appoint Councillors as follows:

a. Dymock Parish Hall – Cllr John George
b. FOBA – Cllr Tony Eagle
c. Murzell and Wintours Charity - To nominate two trustees who need not be councillors:
Mr Andrew Perry informed members that he is a trustee along with Mrs Dorothy Brookes and have been for a number of years, they are happy to continue. Rev'd Kat Mepham is ex-officio and they have just appointed Mrs Caroline Dunnett. **It was RESOLVED:** to nominate Mr Andrew Perry and Mrs Dorothy Brookes as PC trustees. Mr Andrew Perry to report at Parish Council meetings.

14. Neighbourhood Development Plan:

a. Members considered the NDP report provided in Appendix 1 explained by Cllr Nick Fairburn. A member added that during the process a hard copy of the NDP will be available to look at in the pub, church and in Brooms Green. Thanks were given to everyone that has been involved in the NDP for all their hard work and support.

15. Beauchamp Arms:

a. Members considered Greenman as Project Management for the Beauchamp Arms Pub: A member questioned whether we are getting value for money? Cllr Eagle responded that it is as it takes a lot of pressure off the Parish Council with Risk Assessments completed on our behalf and quotes obtained. **It was RESOLVED:** to approve Greenman as Project Management for the Beauchamp Arms.

b. Cllrs Eagle and Kilmurray presented the priority maintenance quotes circulated previously:
They explained that the Extractor fan replacement is the tenants responsibility to replace.
The Emergency Lighting quote is for £532.35 net.
Two quotes were received for the fire alarm system, both remote systems. The system requires a dedicated mains supply for the two panels, one quote did not include that work or the making good afterwards.
Greenman quote includes all the work required at £8202.69 net. The tenant will have to pay for annual service costs of the Fire Alarm System following installation.
Electrical work required to meet safety standards, £1700 net. Following this work, the next EICR test will be in 2026 and the Tenants responsibility.
Total Cost £10435.04 net.
The only work left after this is the two emergency push bars doors.
20.28 2 members of the public left.
Cllr Eagle commented that not sure who to quote for this work? A member queried why Greenman had not been asked to quote and complete all the required work at the same time?
It was RESOLVED: the Clerk to instruct for the Emergency Lighting, Fire Alarm and Electrical work to be completed as per the quotes. To request a quote for the Emergency Doors.
A member commented that the rent review is due in June. A member reminded all that the Beauchamp Arms Lease gives the Parish Council authority to access the Accounts so recommends that we look at those prior to any rent discussions. It was suggested in the next month that the most recent set of figures be sent to the Clerk for distribution. It was proposed and seconded to call for a vote by a show of hands to request the accounts prior to rent discussions. **It was RESOLVED:** 4 in favour, 3 object. To request the accounts prior to a rent review.
A member commented that the deadline of May 10th was given to the tenant for everything to be compliant with regards to Health and Safety. Cllr Kilmurray confirmed that no formal meeting had taken place prior to the deadline. Completion dates had been given for all outstanding items and a letter of confirmation received from the tenant which had been shared with members. The outstanding items are now the parish council's responsibility as per Agenda item 15b. **It was RESOLVED:** Cllr Kilmurray to check the with the tenant. The Parish Council are satisfied that the tenant is now Health and Safety compliant with regards to his areas of responsibility.

16. Common Land/Assets:

a. Members considered the Asset Register for 2024: **It was RESOLVED:** to approve following the addition of the noticeboard situated at the Beauchamp Arms.

b. Members considered the maintenance to the Telephone Boxes: A report had been circulated previously. The four telephone boxes are in poor condition. A member mentioned that a long term aspiration could be to add defibs to all the telephone boxes as currently only supplied defibs in Dymock village. All the phone boxes need the doors attending to with the one in the Village needing all of it addressing. One quote has been received to paint the Village telephone box along with the noticeboard. **It was RESOLVED:** to approve the upkeep of the telephone boxes and for the Clerk to obtain two more quotes.
A member queried whether members had seen the phone box in Kempley which has a defib and is used as a mini tourist information office, by looking after them it shows we care.

c. Members considered the Playground Inspection for April 2024: The Clerk received the check forms for April and May. The equipment needs jet washing and the damaged table tennis table needs removing.

It was RESOLVED: Cllrs Eagle and Bruce to arrange the cleaning of the equipment and Cllr Eagle to arrange for the table tennis table to be removed for scrap.

d. Members considered the quote received from Perpetua for signage as per the meeting on the 5th March: **It was RESOLVED:** to approve Metal Option 1. Cllr Bruce to measure the email address part on the Playground signs to obtain a quote to cover it with current email address.

17. Planning:

a. Members considered the Clerk's delegated authority to respond to planning queries between meetings. **It was RESOLVED:** to approve the Clerks delegated authority to respond.

b. Members commented on Planning Applications for Determination by the Forest of Dean District Council:
- P0438/24/FUL Gamage Hall Farm, Crowfield Lane, Dymock. Roofing of an existing cattle gathering area. **It was RESOLVED:** to SUPPORT the application.
- P0498/24/PQ3PA Old Rock Farmhouse, Kempley Road, Dymock. Prior approval for the conversion of existing agricultural building to residential building. **It was RESOLVED:** to SUPPORT the application.

c. To note Planning Responses Submitted between Meetings under Devolved Powers:
There was none.

d. Members noted the planning decisions made by Forest of Dean District Council:
- P0073/24/FUL Engine Meadow Lodge REFUSED
- P0199/24/FUL Shakesfield CONSENT
- P0278/24/FUL Barn, Windcross Farm CONSENT
- P0246/24/LBC The White House CONSENT

Cllr Fairburn requested to make further comment on current planning applications:
- The Crypt and disabled parking space. He had been informed that if the resident has a doctors letter and takes this to GCC Highways they will consider a personal allocated disabled space. **It was RESOLVED:** the Clerk to write to the resident.
- The unlawful access at Roseland has not yet been reinstated, Cllr Fairburn has informed FoDDC.
- The application at Mother Farm, FoDDC enforcement team have written to the owner to ask for his aspirations for the development and will assess the reply.

18. Environment and Conservation:

a. To receive an update on the community verge clearing of cultivated daffodils:
Cllr Kilmurray informed members that the turnout to clear the verge was phenomenal, a lot was achieved. All the volunteers were thanked. Need a meeting with Chris Bligh from DyFRA to look at the next stages. **It was RESOLVED:** the Clerk to book the small room in the Parish Hall to hold a planning meeting with Chris Bligh from DyFRA.
A member of the public commented that there are protected verges highlighted in the NDP at Dymock Wood, Normansland and Pitt House Green Lane and questioned whether they too had been considered for upkeep as part of a long term plan like the verge opposite the pub. Cllr Kilmurray replied that they hadn't but will considered going forwards.
A member of the public commented that the Gloucester Wildlife Trust completed a wild daffodil survey in the area. It was confirmed that this information is in the NDP.

19. Highways/Footpaths:

a. To appoint the Footpaths Officer for 2024/25: Mrs Jackie Tweedale has informed the Clerk that she would like to continue as Footpath Officer into 2024/25. **It was RESOLVED:** to approve her appointment for the next year. She was thanked for all her work.

b. To receive a report from the Footpaths Officer: In her absence the Clerk read the report provided in Appendix 2.

c. Members received a report from Cllr Bruce. He asked residents to keep sending in any problems to the Parish Council. Large sections of the roads are being replaced as Highways have got a new machine. A member commented that Greenway Bridge is noticeably sinking again. Cllr Bruce added that an urgent referral has been put in to GCC Highways re the railway bridge in Dymock but with as yet no response. A member commented that the bridge is still owned by the railway. GCC however still need to survey it.

A member informed council that the road sign opposite the Ledbury/Dymock Road has 2 signs for the Parish Hall. **It was RESOLVED:** this has been referred but Cllr Bruce to send Highways photographs.

d. Members received a report on Community Speedwatch. Cllr Bruce informed members that the teams get out 4 times a month in Brooms Green and Dymock. However, they do need more volunteers. They are catching 5-10 people per month. Offenders receive a first warning, second offence is a serious warning and third a police visit.

20. Finance

a. Members noted the Bank Reconciliation and Bank Balances for April 2024. **It was RESOLVED:** for the Chairman to sign the bank reconciliation as a true record.

b. Internal Audit Report 2023-24: Members NOTED the report and the non-compliance of item 4 of the Annual Governance Statement.as per the External Auditors Report in 2022-23. **It was RESOLVED:** to approve the Internal Audit Report for 2023/24.

c. Annual Governance Statement: **It was RESOLVED:** to approve the Annual Governance Statement for 2023/24.

d. Annual Return Accounting Statements: **It was RESOLVED:** to approve the Annual Return Accounting Statements for 2023/24.

e. Members considered the end of year explanation of variances: **It was RESOLVED:** to approve the explanations given.

f. Members noted the dates for the Notice of Public Rights as 3rd June to 12th July.

g. Schedule of regular payments for 2024-25: The Clerk highlighted the standing order to the Playing Association due to leave the account on the 28th May. **It was RESOLVED:** to approve the schedule of regular payments.

h. Members noted the VAT return for the period 01/02/24-30/04/2024 with £502.10 to be returned.

i. To appoint a competent internal auditor external to the council for 2024-25: **It was RESOLVED:** to appoint GAPTC as Internal Auditor for 2024/25.

j. Members considered the use of SCRIBE accounting and the "payments and receipts" accounting method for 2024-25: **It was RESOLVED:** to approve the use of SCRIBE Accounting software and adopt this method for 2024/25.

k. Members considered the Unity Bank signatories: **It was RESOLVED:** Tony, Ian, Trevor and Nick.

l. To note the insurance provision for 2024-25. Defer next meeting due on 1st October.

m. Appointment of PATA payroll services for 2024-25: **It was RESOLVED:** to approve the appointment of PATA payroll for 2024-25.

n. Members considered the clerk's delegated authority to make payments between meetings as necessary. **It was RESOLVED:** to approve delegated authority to the Clerk.

o. To consider and approve the grounds maintenance of St Mary's Church Burial Ground £608 annually**: It was RESOLVED:** to approve the payment of the service for 2024-25.

p. **It was RESOLVED:** to approve the following invoices for payment:

• Clerk's Expenses printer cartridge	£23.24 net/£27.89 Gross
• Greenfields	£665.55 net/£798.66 Gross
• Greenfields	£76.00 net/£91.20 Gross
• Gareth Kemp	£140.00
• GAPTC Internal Audit	£245.00

The Clerk requested that an invoice received following the Agenda to Quedgeley Computer Solutions for NDP Website hosting be considered. **It was RESOLVED:** to approve the payment of £98.14.
A member of the public commented that the Play Area and Winding Pool are not being maintained to an adequate standard as per the contract by Greenfields. Members agreed. **It was RESOLVED:** Cllr Eagle to contact Greenfields.

q. Members ratified the following payments made between meetings:

• Nest DD	£48.60
• Luke Hyde Public Conveniences Painting	£400.00
• Luke Hyde Public Conveniences Painting	£1160.00
• Groundwork Locality Grant Repayment	£290.78

r. Members noted the income received:
- Beauchamp Arms April Rent £1666.67Net/£2000.00 Gross
- Precept £16500.00

s. Members noted virements made between Unity Accounts:
- Instant Access to Current 11/04/2024 £3000.00

21. Members considered the Clerks request for Annual leave 8th – 12th July and 2nd- 6th September: **It was RESOLVED:** to approve the Clerks request for annual leave.

22. Correspondence: Members NOTED the correspondence. **It was RESOLVED:** Cllr Kilmurray to attend the GAPTC AGM on the 20th July 2024.

23. To consider items for the next meeting:
Oak Tree, Community Action Plan, Snow Warden. FOBA, NDP vote.

24. Next meeting: Members NOTED that the next full meeting of Dymock Parish Council will be held on Tuesday 11th June at 7.30pm in the Parish Hall.

Signed: ……*Tony Eagle*…… Date: ……*11.06.2024*…….

Chairman

Meeting Closed at 21.23

Appendix 1 – attached

Appendix 2

Footpaths Officer's report
The paths are drying up slowly and I've managed to walk several in the Leddington area. I've reported 3 issues - a stile that needs repair, top of a footpath sign missing so you don't know where you're meant to be heading and a very overgrown stile. This is down a steep bank and needs a lot of work and a new sign as the top is missing. There is nowhere to park safely here as it's on the B4215 and so I've reported it. I've checked a couple of paths around Brooms Green and need to tackle 2 stiles which are very overgrown with vegetation. This is a yearly problem on this path as the landowner isn't keen on people using it!

The newly installed gate opposite the Beauchamp Arms had only been in place for a few weeks before a car crashed into it. The post is split in half, the gate off its hinges and bent. The incident was caught on CCTV and the owner did come and confess what had happened. He is going to pay for the damage and is dealing with the PROW team at Gloucester County Council who are going to install a new one.

The Windcross Paths Group has been in existence since 1986 and set up The Daffodil Way, Poets Path 1 and 2 and the Poets Cottages Walk. There are only 4 people running this group and we would like more help please. We try and keep the maps up to date and ensure the paths are walkable.