

North Nibley Parish Council Meeting - Minutes

Recorded by: Clerk

Date: 4th September 2024

Meeting Commenced: 19:30

Meeting ended: 21:30

Present:

Parish Councillors:	Lisa Carr (Chairperson) James Smith (Vice-Chairperson) Liesl Smith George Harper Roland Brown Deborah Artingstall
District Councillors:	Catherine Braun, Gareth Kitchen, Linda Cohen
County Councillor:	Linda Cohen
Clerk:	Mandy Rossiter
Other:	1 member of public (attended from item 19)

Agenda Items

1. To receive and accept any apologies for absence
There were none
2. To note receipt of Acceptance of Office from Councillor Deborah Artingstall
Noted
3. To invite and receive any declarations of interest
There were none
4. Meeting for public discussion and questions
No public present at this point in the meeting
5. To receive and approve the accuracy of the minutes of the council's July 2024 meeting (appendix 1)
The minutes were approved by the Parish Council and signed by Councillor Carr
6. To receive an update on actions from previous meetings (appendix 2)
Parish Council noted receipt from clerk. Comments and agreed next steps were noted as below:

Litter Pick date to be changed from the 26th to 19th October to facilitate Defib training. Halloween theme still to be applied. Litter Pick to be more of a Clean Up day and include drain and pavement weed clearance.

Councillor Liesl Smith to continue work on increasing number of defibs in the parish, it was agreed that Parish Council would procure another defib under the discount scheme previously used to obtain the defib at the Chapel should it occur before the next Parish Council meeting. The defib at the Sports Pavillion was discussed, and it was noted that the Recreation Field Trustees rent the device, although there may be an option to purchase it for a nominal amount.

Councillor Cohen has spoken to Gloucestershire County Council about parking around Swinhay and been advised that no action can be taken

The Parish Council acknowledged that completing all the recommended work from the Cemetery tree survey at once would significantly alter the area's visual character. Consequently, it was agreed

that tasks with a two-year advisory would be postponed, and the Clerk was directed to instruct the contractor to proceed with the works advised for completion within six-months.

No action has been taken on proposals to have a greenway from North Nibley to Wotton-Under-Edge. Councillor Braun has offered support to Councillor L Smith with this project.

Action: Councillor L Smith to procure new defib if offered on discount

Action: Councillor L Smith to speak to Recreation Field Trustees about purchasing the AED

Action: Clerk to change Village Hall booking from 26th to 19th

Action: Clerk to change litter collection arrangements with Stroud District Council

Action: Clerk to rearrange litter picking equipment hire

Action: Updated dates to be advertised in On The Edge and Halloween theme to be promoted (Councillor Carr/Clerk)

Action: Councillor Carr to liaise with supporting member of the public on arranging a visitor count at the monument

Action: Clerk to instruct tree surgeon to start work on trees needing immediate attention as per recent survey

Action: Clerk to add cemetery tree management plan to the next suitable meeting agenda

Action: Clerk to share preplanning information with public

Action: Councillor L Smith to discuss Greenway and potential funding options with Councillor Braun and report back in next meeting

7. To receive and approve applications for co-option (if any)

There were none

8. The Council to receive the following reports:

a) Written report from district councillors

Parish Council noted receipt of report and thanked District Councillors. Report will be available on the Parish Council website

Action: Clerk to advertise community support section from report on Parish Council Facebook page

b) Written report from county councillor

Parish Council noted receipt of report and thanked County Councillor. Report will be available on the Parish Council website. Councillor Cohen is looking at the drainage at Woodend Lane. Noted Gloucestershire County Council Highways' Leaf it Out Campaign

Action: Councillor Cohen to look into bin collection from the cemetery

Action: Councillor Cohen to look into grit bin lid at cemetery (currently stuck on close)

Action: Clerk to share Flu Vaccination info from report

Action: Clerk to share young carer

Action: Clerk to look at Community incentives in Councillor Cohen report and share

Action: Councillor L Smith to write a statement for On The Edge on Flu Vaccination

9. To review and comment on the following planning applications, enforcement notices and appeals:

a) S.24/1544/HHOLD | Westridge Smarts Green North Nibley Dursley Gloucestershire GL11 6EQ | Erection of single storey carport/porch side extension. Erection of replacement shed

The Parish Council discussed the application and noted that a pre-application had been sought. The Parish Council resolved to make no comment.

10. To note decisions on planning applications, enforcement notices and appeals since last meeting of the council as per planning report (appendix 3)

Parish Council noted receipt of report from clerk which will be available on Parish Council website

11. To discuss Parish Council responsibility for Closed Churchyard Maintenance and agree any actions

PCC provided a comprehensive file of documents and the Parish Council have agreed to meet with the PCC at the Churchyard on the 12th September.

Correspondence has been received requesting use of the area for a forest school. The Parish Council agreed to discuss the proposal at their site meeting on the 12th.

12. To receive an update on Play Area planning and funding and agree any actions

Councillor J Smith gave an update on the position and proposed a public meeting. Discussion has been had with local landowner who is happy to sign revoke of covenant. Placement of safety nets was discussed. Play area working group is meeting on 5th September.

Action: Councillor J Smith will circulate key stakeholders list

Action: Councillor J Smith to find a date and plan for community meeting

13. To receive an update on Road Safety actions and funding and agree any actions

Councillor Carr attended an online meeting re "20 is Plenty" scheme and provided a summary. Discussion took place on speed calming options including road surface options and road markings

Action: Councillor Carr to contact Highways and discuss options

Action: Councillor Carr to have training on speed unit

Action: Councillor Carr to get prices for "20 is plenty" signage

14. To receive an update on Biodiversity Planning and agree any actions

Councillor Brown received correspondence from member of the public offering support with biodiversity.

Action: Cllr Brown to arrange for a meeting to be held at Black Horse on the 22nd at 7pm

Action: Councillor L Smith to book place at Black Horse

Action: Councillor Brown to prepare information

15. To consider and agree the adoption of a gov.uk domain name for Parish Council website and emails

Clerk provided a summary of advice to move Parish Council to gov.uk domain and discussed options and prices. Parish Council agreed to delegate authority to clerk to source and implement a gov.uk domain and website & Email provider

Action: Clerk to arrange for new gov.uk domain website and email addresses to be set up

16. To consider and agree the purchase of Remembrance Day wreaths

The Parish Council agreed to purchase a wreath from Royal British Legion, Councillor Brown agreed to represent the Parish Council at the service on the 10th November

Action: Clerk to purchase

Action: Roly to represent Parish Council on the 10th November service at the war memorial

17. To review and agree Parish Council Policies and Procedures as per review timeline (appendix 4)

a) Risk Management (appendix 5)

The Parish Council agreed the policy but noted that the risk assessment document needed review and detail

Action: Clerk to arrange RoSPA inspection and request checklist

Action: Councillor Artingstall and Clerk to add detail to risk assessments

b) Business Continuity (appendix 6)

The Parish Council agreed to adopt the policy

18. Parish council finances

a. To review and agree payments on the payment schedule (appendix 7)

The following payments totalling £4038.67 were approved with the exception of payment amount to GAPTC which was provisionally approved following clarification from GAPTC

Payee & Powers to Spend

A Rossiter

Salary (Local Government Act 1972, S112 (2) (2A))
Expenses (Local Government Act 1972, S112 (2) (2A)

HMRC

Salary (Local Government Act 1972, S112 (2) (2A))

NEST

To pay employer pension contributions: (Local Government Pension Scheme Regulations 2013, Regulation 67)

North Nibley Village Hall

Room hire (LGA 1972 s111)

VisionICT

Webhosting (LGA 1972 s142)

Water Plus

Water (Local Government Act 1972, S214)

TW Hawkins

Cemetery (LGA 1972 s214 & s215)
Churchyard (LGA 1972 s214 & s215)

GAPTC

To pay for councillors to attend training: (Local Government Act 1972, Section 111)
Audit (Accounts & Audit Regulations 2003)

Jax First Aid

(Local Government Act 1972, S112 (2) (2A)

SLCC

Expenses (Local Government Act 1972, S112 (2) (2A)

ICO

GAPTC (LG Act 1972 s111 & LG Act 1972 s112)

Action: Clerk to check accuracy/relevance of GAPTC training invoice

- b. To note any receipts (appendix 8)

Receipts Jul - Sep	Sum of Income
Lloyds	45.64
Bank Interest (Local Government Act 1972, S111(1))	
Cemetery Fees	325
To receive income from cemetery: (Local Government Act 1972, Section 214)	
Grand Total	370.64

- c. To review and agree bank reconciliation (appendix 9)
The accounts were reviewed and agreed by the Parish Council

- d. To carry out internal finance risk management check
Councillor Brown carried out a review of the Parish Council statements and invoices and agreed that payments were in order

19. To receive an update from clerk on Parish Council correspondence not included within agenda (appendix 10)
The Parish Council noted receipt of clerk's report

20. To receive and approve written cemetery report from Burial Clerk and agree any actions/requests
The Parish Council noted receipt of the report and thanked the burial clerk for her work. There were no items to approve. Thanks were given to volunteers who had carried out mole management and tree works

21. To note any risk assessments carried out
Councillor L Smith confirmed checks on both Defibs

Action: Councillor L Smith to send clerk updates of defib checks

22. To receive verbal update from councillors on their activities since last meeting
Parish Council thanked Councillor Harper for the emergency tree work carried out at the Jubilee Tree

Councillor Harper attended recreation field trustess meeting. The proposed location of the play area was discussed. Cllr Harper reported that the Recreation Field Committee had enquired whether the Parish Council could assist with funding to improve the current car park surface.

Councillor J Smith – Shared ideas on Halloween themed litter pick

Member of the public has trimmed around Jubilee tree, new oak tree and the 2 footpaths in Forthay. Parish Council thanked them for their support.

Councillor Harper is now in receipt of the footpath maps.

Action: Councillor Carr to help find grant funding for car park

Action Clerk to share Litter Pick Arrangements

23. To note that the next Parish Council meeting will be held on the 2nd October 2024

Meeting Closed