

**Minutes of the meeting of Woodchester Parish Council held on June 9<sup>th</sup> 2011 in the Endowed School, North Woodchester at 7pm**

Present: Cllrs Hamilton, Lead, Brown (in part), Wigzell, Swait (in part), Bastin (in part) and Syrett  
Cllr Swait arrived late at 7.02 pm, Cllr Brown arrived late at 7.15pm and Cllr Bastin arrived late at 7.45pm  
In attendance: The clerk and ten members of the public

**2011/45 To receive apologies for absence**

No apologies.

**2011/46 To receive declarations of interest in items on the Agenda**

Cllr Hamilton declared an interest in item 20 and confirmed he would leave the room when the item was discussed.

**2011/47 To receive questions from members of the public and those attending in an official capacity**

Many residents from the High Street area of South Woodchester were in attendance to express their concerns over safety and parking issues, particularly the Bospin Lane and High Street junction. The clerk confirmed the details concerning the advice she had received from Gloucestershire Highways and the local Police Community Support Officer over the parking issue in South Woodchester as presented in her report to the meeting of the Parish Council on 15<sup>th</sup> May. The clerk advised that she had met with a representative from Public Rights of Way on 8th June 2011 who had confirmed that their responsibility is to ensure that pedestrians can safely walk over public rights of way, not drive. The officer has agreed to liaise with Adrian Boyes from GCC Highways to establish where the highway starts and finishes and further investigate whether repairs to the highway can be undertaken. The resident advised that she did not feel it was safe to walk over the area of land in question but the clerk confirmed that the clerk and the Public Rights of Way representative had assessed the area and felt it was.

The Parish Council were asked by the residents to make investigations as to ownership and therefore liabilities regarding the area of land in front of Tower House and whether this land could be used for general parking.

It was agreed that the PC would:

1. Continue to liaise with Public Rights of Way and Highways.
2. Write to Mr Gardiner asking for help in establishing who owns the land on which he parks and whether he knows why this is not being used for public parking.
3. Keep residents informed of progress

A resident from Frogmarsh also asked if there had been any progress with their concerns over the Old Mill. The Clerk confirmed she had written, had not heard back yet but would chase and keep them posted.

**2011/48 To approve the Minutes of the Parish Council Meeting May 5th 2011**

Initials.....

These were approved.

**2011/49**

**To receive the Clerk's Report**

Cllr Syrett questioned the response received by the Clerk following a complaint by a resident about car scrapping, land fill and burning of waste at the Rooksmoor Industrial Estate. He confirmed that bonfires are being held at weekends, cars are being scrapped and land fill is taking place on a large scale. He has photographic proof which he will forward to the Clerk to action.

The clerk presented the report for June. The clerk will investigate the Statement of Intent on training which the Parish Council need to have in order to fulfil the criteria for Quality Council status.

**2011/50**

**To note the latest financial statements**

These were noted. Cllr Lead advised that The Little People need to be invoiced for 1 advert for the Woodchester Word for £35. The Clerk asked if administration for funding of WW should be passed to the Woodchester Word. The clerk to check historic minutes to see what had been agreed as to the 'ownership of the WW' and for the Parish Council to discuss at the next Parish Council meeting.

**2011/51**

**To approve expenditure and approve cheques as per annex**

These were noted and approved.

**2011/52**

**To note planning applications and decisions from SDC**

These were noted.

Cllr Lead confirmed that Conrad Moore from SDC has advised him that for the Village Design Statement to carry more weight it needs to be sent to a number of bodies and agencies. Cllr Syrett had offered to do this but it was felt it should be done by the clerk.

**2011/53**

**To note correspondence received**

This was noted.

**2011/54**

**To discuss the Annual Return for 2010-2011, approve and sign the statement of accounts, approve and sign the annual governance statement, approve and sign the financial statement for year end and agree submission of the accounts for external audit**

These were discussed, approved and signed and the submission of the accounts for external audit was approved.

**2011/55**

**To consider submitting a resolution for debate at the GAPTC Annual General Meeting**

The Parish Council does not have a resolution to submit.

**2011/56**

**To approve the amended standing orders**

These were approved.

**2011/57**

**To approve the list of parish assets**

This was approved.

**2011/58**

**To review the Parish Council verge management policies to ensure they are in line with our statutory duty to conserve and enhance the AONB**

It was agreed to provide a copy of the Gloucestershire Verge Management Policy to the Parish Council's maintenance contractor.

**2011/59**

**To discuss and approve the Parish Council's vegetation policy**

Cllr Syrett advised that the thinking behind producing this document was to end confusion about who is responsible for what. Cllr Lead had commented that local resident's information shouldn't be in the document and this was supported by others. It was agreed to provide a guidance document which is very generic with a caveat for land owners to check what applies for their own specific circumstances. It was also agreed that the document would be for guidance not a policy document.

Initials.....

Regarding a number of recent instances where the clerk had been asked to look into overgrown hedges on Station Road and Convent Lane, the clerk confirmed that Adrian Boyes from Highways had advised her GCC policy was to get PC's to write/contact in first instance as this often leads to a more positive outcome. GCC will then enforce if necessary. The Parish Council agreed that it is Highways not the Parish Council's responsibility to keep highways clear. The clerk will write to GCC Highways to confirm that the Parish Council do not believe they have responsibility and ask Highways to act.

**2011/60 To finalise an action plan for the restoration of the war memorial**

It was agreed that Cllrs Brown and Syrett would meet with the clerk to review progress.

**2011/61 To discuss parking in the village**

It was agreed that this had been covered at the start of the meeting.

**2011/62 To consider, and if necessary approve, the funding of a reprint of the Convent of Poor Clare's booklet**

It was agreed that this is not the responsibility of the Parish Council. The clerk was asked to write to the Catholic diocese to provide details of costs as supplied by Leopard Press

**2011/63 To discuss the issue of the pond at Lawns Park**

Cllr Hamilton has been approached by 3 residents about the state of the pond. He advised that there is a historic agreement with Mrs Lamplough that residents would look after the pond but Mrs Lamplough maintains ownership and responsibility.

***Cllr Hamilton left the meeting while the Parish Council discussed.***

The Parish Council agreed that the pond is on private land so it is not the responsibility of the Parish Council.

**2011/64 To consider a formal response to the Bus Network Review**

The clerk confirmed that posters about the review have been put on all notice boards, bus shelters and a supply of questionnaires placed at the Post Office. Cllr Swait has also dropped off questionnaires to a number of residents. Cllr Wigzell asked if the focus had been concentrated on the elderly residents of the village and perhaps not on the young people who also use the service. It was agreed that the Parish Council have done as much as they can.

**2011/65 To receive comments from members of the public on items discussed at this meeting**

Concern was raised about obstruction to the sight lines around the triangle between Frogmarsh Lane and the A46 - both coming off the A46 and not being able to see to the left and coming out of Frogmarsh lane to turn right towards Nailsworth. The latter problem was due to very tall grass but it has now been cut down.

The meeting closed at 8.55

Chair.....

Date.....

Initials.....