

**Minutes of the meeting of Woodchester Parish Council held on May 5<sup>th</sup> 2011 in the Endowed School, North Woodchester at 7pm**

Present: Cllrs Lead, Brown, Wigzell and Swait

In attendance: The clerk, three members of the public and a representative from the Library Service, GCC (in part)

**2011/24 To elect a chair and sign acceptance of office**

Cllr Hamilton was proposed as chair by Cllr Lead and seconded by Cllr Swait. In the absence of Cllr Hamilton the signing of the acceptance of office was deferred and Cllr Lead agreed to chair the meeting.

**2011/25 To receive apologies for absence**

Apologies were accepted on behalf of Cllrs Hamilton, Syrett and Bastin.

**2011/26 To receive declarations of interest in items on the Agenda**

There were no declarations of interest.

**2011/27 To receive a report from Jo Hand, Libraries Representative from GCC, on the future of library services**

Jo Hand presented an update on what had been agreed, as follows:

- Mobile libraries will cease to operate from the end of July. The Library Service is in the process of communicating with all users to ensure alternative arrangements, such as a housebound service, are put in place, particularly for vulnerable users.
- There will be 3 different tiers of library services. The first tier covers main libraries, such as Stroud. Opening hours and services will remain the same. The second tier are Library Expresses which will be open for less hours. The nearest Library Express to Woodchester will be Tetbury. The third tier is Library Links and includes Nailsworth Library. These libraries will have 12 hours of paid staffing for 2 members of staff per week. They are also in talks with potential partner organisations that may be able to provide volunteers to give additional staffing and therefore increased opening hours.
- Community libraries such as Minchinhampton may take over the running of the library services and pay 'peppercorn rents' to GCC. They themselves may partner with other organisations to provide income generating services such as cafes. They will receive funding and support (£10k per year for 4 years) and will continue to benefit from inter-library links. It is anticipated that the community libraries will submit their plans in June.
- By the end of June GCC will know if there is stock to donate.
- There may be some 'tweaking' of bus routes if there are transport issues for mobile users.
- GCC are also investigating posting books to existing housebound users of the library service.

Initials.....

- Village agents, who provide information and support to older residents in rural communities, may also be able to distribute books. GCC are currently investigating this option.

The members of public in attendance pointed out the advantages of using the Nailsworth library over the Stroud library - free parking, close to a bus stop versus the cost of parking in Stroud and a steep climb, particularly for elderly residents, from the bus stop. Jo Hand explained that what they have tried to ensure is a geographical spread across the county. This looks at travelling times for users as well as the libraries which are most used. They will also be looking to install self-issue machines in libraries to enable the public to become more self-sufficient.

Jo Hand agreed to provide the sheet detailing the services that can be bought into and to confirm how many Woodchester residents currently use the mobile library. She will be in contact in June once the library service is in a position to know what could be offered to Woodchester by way of resources.

**2011/28 To receive questions from members of the public and those attending in an official capacity**

A resident of Frogmarsh asked for the Parish Council's assistance with the state of the Old Mill. There is a lot of rubbish to the front which is extremely unsightly and there are concerns at the proximity of rubbish at the rear of the property to the water and the possible collapse of the culvert due to the weight being placed on it. Members of the Planning Committee would be asked to visit the site.

**2011/29 To approve the Minutes of the Parish Council Meeting March 3rd 2011**

Cllr Wigzell queried what had been agreed as she could not understand what she had read in the draft minutes on the parish website. The clerk to investigate but the minutes as presented at the meeting were approved.

**2011/30 To elect a vice chairman and sign acceptances of office**

Cllr Swait proposed Cllr Lead as chair and this was seconded by Cllr Wigzell

**2011/31 To review membership of committees and advisory groups**

Membership of committees and groups remain as follows:

- Planning – Cllr Lead (Chairman), Cllrs Brown, Hamilton, Syrett and Swait
- Finance – Cllr Bastin (Chairman), Cllrs Swait and Wigzell
- Personnel - Cllrs Bastin, Brown, Hamilton and Wigzell

Responsibilities for advisory groups also remain the same:

- Cllr Brown – Events and Environment (including footpaths)
- Cllr Bastin – Parish Plan
- Cllr Hamilton – Emergency Plan, Parish Plan, responsibility for review of organisational matters outside of the parish council, such as changes in local government, health issues, community safety and policing; he also agreed to help with footpaths.
- Cllr Lead – Village Design Statement and Events
- Cllr Syrett – Environment (including footpaths), Youth and Water Warden

Initials.....

- Cllr Swait – Events, Traffic, Snow Warden and Village Hall representative
- Cllr Wigzell – Events, Parish Plan and Website.

- 2011/32 To receive the Clerk's Report**  
The clerk presented the report. It was agreed that the clerk would write to HMP Leyhill to thank the prisoners for the recent work they had done in the village.
- 2011/33 To note the latest financial statements**  
These were noted.
- 2011/34 To approve expenditure and approve cheques as per annex**  
These were noted and approved.
- 2011/35 To note planning applications and decisions from SDC**  
These were noted.
- 2011/36 To note correspondence received**  
This was noted.
- 2011/37 To note the appointment of Moore Stephens as external auditor**  
This was noted.
- 2011/38 To review the list of parish assets**  
This was reviewed. It was agreed that the sum insured for 5 notice boards of £4,744 was sufficient. The location of the stone bench was queried and the clerk will establish where this is in order for the Council to approve the list of assets at the next Parish Council meeting in June.
- 2011/39 To authorise the clerk to renew the council's insurance policy**  
The clerk advised that renewal terms had been provided rather late by the current insurer and alternative terms could not be secured in time for the meeting. There has been a reduction in this year's premium and the Parish Council authorised the clerk to renew the council's insurance policy with the holding insurer.
- 2011/40 To review responsibility for vegetation in the parish**  
The relevant report was not provided in sufficient time for the meeting so this item was deferred to the next meeting.
- 2011/41 To receive an update from the Events Committee**  
Good feedback has been received about the Tea Party held to celebrate the Royal Wedding. Planning is well underway for this year's Produce Show and Christmas Carols. It is hoped that a full scale Fete and Produce Show will be held next year and also an event to mark the Queen's Diamond Jubilee in 2012. It was agreed to use the next edition of the Woodchester Word to ask for volunteers. The next meeting of the Events Committee is Monday 10<sup>th</sup> May.

Initials.....

**2011/42 To receive an update on the Parish Plan**  
This was provided by Cllr Wigzell. Cllrs Wigzell and Bastin went on a Parish Plan update course some time ago. A lengthy consultation process isn't required to update the Parish Plan. Funding has been secured which will match what the Parish Council spend. It has been agreed to fund refreshments for the Annual Parish Meeting where it is anticipated that Cllr Bastin will provide an update of what has been achieved since the Parish Plan was completed in 2007.

**2011/43 To receive an update on the Village Design Statement**  
Cllr Lead confirmed that the VDS is online and waiting for comments. It is hoped that it will be presented at the Annual Parish Meeting. Cllr Brown congratulated Cllr Lead for all his efforts.

**2011/44 To consider our effectiveness as a parish council**  
The clerk confirmed this item is an opportunity to review all that has been achieved by the Parish Council. This includes closer links with St Dominic's School resulting from Cllr Lead's involvement with the school, the website and Village Design Statement. It was agreed to try and capture email addresses for residents who have expressed an interest in becoming involved with Parish Council activities. Cllr Wigzell suggested reviewing the criteria for becoming a Quality Council to ensure the Parish Council do not find themselves with a qualified clerk but failing on some other ground.

**2011/44 To receive comments from members of the public on items discussed at this meeting**  
A member of the public asked for a copy of the draft Village Design Statement as they are not online. Cllr Lead agreed to print a copy and deliver it to them.

The meeting closed at 8.30

Chair.....

Date.....

Initials.....