

Woodchester Parish Council

Clerk: Ann Bijkerk

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Minutes of the Meeting of Woodchester Parish Council held on 11th May, 2017 in the Village Hall, North Woodchester at 6pm

Present: Cllrs. Hamilton, Baldauf, Grundy, Lead, McNealey and Warnes

In attendance: The clerk and two members of the public

- 2017/49 To elect a chairman and vice chairman and for relevant councillors to sign Acceptance of Office forms.**
Cllr. Hamilton was nominated for Chair, proposed by Cllr. Warnes, seconded by Cllr. Lead and voted in unanimously. Cllr. Lead was nominated as Vice Chair, proposed by Cllr. Hamilton, seconded by Cllr. Grundy and voted in unanimously.
- Committee roles were clarified as follows:
Planning Committee: Cllrs. Lead (Chair), Hamilton, Baynham-Honri
Finance Committee: Cllrs. Hamilton, Baynham-Honri and Warnes
Rights of Way Committee: Cllrs. Warnes (Chair), McNealey, Hamilton
Personnel Committee: Cllrs. Hamilton (Chair), Lead and Baldauf
Emergency Planning: Cllr. Hamilton
Snow Warden: Cllr. McNealey
Bike Trail Working Party: Cllrs. Baldauf, Baynham-Honri, McNealey
Website Working Party: Cllrs. Warnes, Baynham-Honri, Baldauf and Grundy
- 2017/50 To receive apologies for absence.**
Apologies were received from Cllr. Baynham-Honri, District Councillor Phil McAsey and County Councillor Steve Robinson.
- 2017/51 To receive declarations of interest in items on the agenda.**
There were no declarations of interest in items on the agenda.
- 2017/52 To receive questions from members of the public and those attending in an official capacity.**
There were no questions from those present.
- 2017/53 To confirm the minutes of the Parish Council Meeting of 2nd March, 2017.**
These were confirmed and signed (with amendment) as a true record. Cllr. McNealey was recorded as bring present and as sending an apology for absence. She was absent from the meeting and should not have been recorded as present.
- 2017/54 To receive the clerk's report.**
This was received. Overgrown vegetation between Berryfield and Church Road had also been reported to Amey. The clerk reported the maintenance work carried out by Ian Smith since the last meeting.
- 2017/55 To note the latest financial statements.**
These were noted. The clerk reported that the balance for the Woodchester Word account is very low and will currently be insufficient for the next edition. It was resolved that the clerk will arrange a meeting with the editor and councillors to discuss possible solutions.

Initials.....

- 2017/56 To approve expenditure and approve cheques as per annex.**
It was resolved to approve expenditure. The clerk reported that the sum of £136.82 spent on insuring the Bike Trails may be refunded in part as the period of insurance was only a proportion of the year.
- 2017/57 To note an internal financial check carried out by a member of the Finance Committee.**
Cllr. Baynham-Honri carried out an internal check on 27th April and found everything in order. A suggestion had been made to mark all transactions on bank statements and in cheque books to ensure all payments have been authorised. The clerk will ensure this becomes procedure.
- 2017/58 To note the new pay scale for clerks agreed by the National Joint Council for Local Government Services to be implemented from 1st April, 2017.**
This was noted.
- 2017/59 To note planning applications, decisions and appeals from SDC as per annex.**
These were noted. It was resolved that the clerk contact SDC concerning the clearing of land and erection of fence at Hillgrove House. It was believed that this contravenes planning law when within the curtilage of a listed building.
The building and cars in the layby on the A46 opposite Selsley Road are being dealt with by SDC Enforcement team.
The Development Control Committee meeting for the Rooksmoor Mills application is provisionally set for the 6th June. However it was noted in the subsequent Annual Parish Meeting that it may not go ahead on this date due to the general election being held on the 8th June.
- 2017/60 To note the appointment of Grant Thornton as external auditor.**
This was noted.
- 2017/61 To review the asset register.**
This was reviewed. Councillors questioned whether the kissing gates recently installed should be included or whether they are the property of the landowner. The clerk will contact Rights of Way for clarification.
- 2017/62 To authorise the clerk to renew the council's insurance policy with Zurich for the final year of a three year long-term agreement.**
This was agreed.
- 2017/63 To review Standing Orders.**
Standing Orders were reviewed and approved with no amendments.
- 2017/64 To discuss a proposal put forward by residents to extend the area currently being used for Bike Trails to include other play facilities and to agree a course of action.**
Councillors discussed the suggestion that a group of residents look into creating a play area adjacent to the Bike Trails, particularly one with younger children in mind. They agreed that a period of time, six months to a year was required as a settling in period for the Bike Trails to see what issues arise, if any, before any serious consideration is given to an additional play facility on the site.
Councillors were in agreement then to a group of enthusiastic residents moving forward with plans for a play area, discussing a lease agreement with Gloucestershire County Council, fund raising and researching what type of play equipment residents would like to see.
The project to improve the cycle paths and sustainable transport in the area involving Councillors Paul Denney and Simon Pickering was discussed. £300,000 was recently awarded by SDC. The money has been initially spent on employing a project manager to look into funding opportunities and to create a plan for priorities.

The Parish Council have asked to be kept in touch with dates for meetings as it will be important that Woodchester has input into the future of the cycle path from Stonehouse to Nailsworth.

Councillors agreed this project may also bring about opportunities for land adjacent to the cycle path, particularly if SDC have a greater input into the maintenance and 'ownership'. However, the project is only in the early stages at the moment. It was agreed the clerk respond to the residents concerned.

2017/65 To receive an update on the adoption and use of telephone boxes.

Cllr. Grundy had carried out an inspection of the telephone boxes which both require some maintenance. Ideally both would be stripped and re-painted and the box in the High Street requires a replacement pane of glass. Otherwise it was felt the boxes are structurally sound.

Cllr. Grundy agreed to look into the maintenance with the aim of setting up a willing group of residents. Some volunteers came forward during an initial Facebook discussion on the future of the boxes.

The clerk will consult with Minchinhampton Parish Council as the telephone box in Box has recently been re-painted.

The telephone box on Selsley Road will house a defibrillator. This has been organised by a resident through the charity Community Heartbeat.

2017/66 To receive an update from the Bike Trails working party.

The Bike Trail working party met on the 27th April. The minutes of that meeting are attached and were summarised.

Black 8 Bikes were thanked for their support as they have provided a prize for the Logo Competition and have offered to fund a bin and sign for the site.

The bin currently on the site had been used for dog waste bags. Councillors agreed a sign be erected to discourage dog owners from using the bins at the Trails, but directing them to the nearest dog bins.

2017/67 To receive an update from the Rights of Way Committee.

Cllr. Warnes directed Councillors to the Rights of Way report for the Annual Parish meeting.

2017/68 To receive an update from the Events Committee.

Open Gardens is due to take place on the 17th June. The Rededication Service for the Wayside Cross will take place on the 10th July.

2017/69 To receive comments from members of the public on items discussed at this meeting.

There were no comments from members of the public.

The meeting closed at 6.58pm.

Chair..... Date.....

Initials.....

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Minutes from Bike Trail Working Party Meeting, 27th April, 2017

Present: Cllr. McNealey, Cllr. Baldauf, Cllr. Baynham-Honri, the clerk

2017/06 Issues arising from Post-Installation inspection

Several issues were raised by the post-installation inspection carried out prior to the Bike Trails being open for use. The following were rectified by Trailcraft as part of the completion of the Trails: completed fencing, top dressing and rolling of the tracks and the ends of fencing were covered to remove sharp edges.

Tree growth will be monitored by the maintenance team to ensure the riding area is clear of branches.

The areas of loose soil were also raised as an issue. The maintenance team will remove stones from the Trails in the short term. It is hoped that as the vegetation returns, this will help bind the soil. Soil creep will be monitored for the initial year and if the problem remains, a long-term solution will need to be found.

2017/07 Alterations/interventions required – bin, bench, additional fencing, safety interventions

An offer of donating a second bin and sign was kindly made by Mr. Pettitt of Black&Bikes. The clerk will draft a letter thanking Mr. Pettitt, giving prices and suggested wording for the sign. Councillors suggested, 'Please look after your Bike Trails – put litter in the bin'. Ian Smith has been asked to provide a quote for additional fencing below the level of the existing wooden fence. This will prevent dogs running on to the Trails.

A number of riders are cycling from the Blue Trail down onto the Green Trail, which as well as causing erosion, creates a potential hazard. The clerk had been in contact with Trailcraft to suggest placing a low wooden fence between the Trails and to ask for their view on this. A response had not yet been received.

It was agreed the purchase of a bench be delayed and that a local company may be willing to sponsor one.

2017/08 Issue of litter

A second bin and sign will be provided for the site and located adjacent to the log seat. Councillors agreed the Maintenance Team be encouraged to ask youngsters to put litter in the bin.

2017/09 Issue of road safety at Paul's Rise

A resident of Paul's Rise raised a concern that cyclists are crossing the road without due care. Councillors agreed the clerk will contact Gloucestershire Rights of Way and ask that a sign be erected along the lines of, 'STOP – cyclists dismount'.

The situation will be improved once the wooden gate is in place. Cyclists will then be required to pass through the metal barriers as before.

Initials.....

- 2017/10** **Permanent sign and alterations already suggested – no dogs, suggested ages, no scooters** Additional suggestions made included a request for riders to keep to the Trails, to pick up litter, to report signs of damage to the Parish Council. It was agreed the permanent sign should make it clear the project was implemented by the Parish Council. An additional board may be required for sponsor names. Once the wording is agreed the clerk will approach C.R. Signs to assist with the design and production.
- 2017/11** **Plan for the gate and dropped kerb**
Councillors agreed to accept the quote from Richings for £675 + VAT. Gloucestershire Rights of Way have agreed to contribute £250 of this cost. Amey charge £165 to apply for a dropped kerb and the implication is that the applicant will then pay the cost of the work. The clerk contacted the Local Highways Manager to ask if Gloucestershire Highways would be willing to pay for the work as it is for Emergency access only. Since the meeting the Highways Manager suggested Amey be asked for a quote to carry out the work in the first instance.
Councillors agreed the clerk contact the Ambulance service to ask whether, from their point of view, a dropped kerb is a necessity.
- 2017/12** **Logo competition**
The clerk had received a few entries for the competition. The deadline for entries had not yet passed and therefore more entries were expected. The clerk will produce voting slips for the Annual Parish Meeting.
- 2017/13** **Plan for Opening Ceremony**
Councillors agreed this was not required. The clerk will send a letter of thanks to sponsors with photos of the Trails and invite them to visit if they wish to do so.
- 2017/14** **Update on volunteers**
Iain Dunbar is coordinating a group of volunteers. There are a few more parents the clerk intends to approach for their support. Councillors agreed a laminated sign be attached to the fence asking for volunteers, with the Parish Council as the initial point of contact.