**AN ORDINARY MEETING OF NORTH NIBLEY PARISH COUNCIL WAS HELD ON MONDAY 3rd APRIL 2017, IN THE VILLAGE HALL, NORTH NIBLEY, AT 8.15 PM AFTER THE ANNUAL PARISH MEETING.**

**Present:** Mr D Purnell (Chairman), Mr K Brown, Mrs J Burton; Mr S Hale, Mr K Larkin, Mr D Palmer, Mr L Smitherman.

**District Councillors:** Mrs C Braun, Mr G Butcher

**County Councillor**: Dr J Cordwell

**The Clerk:** Mrs E Oakley

The Parish Burial Clerk was in attendance.

**The Chairman opened** the Parish Council Meeting.

1. **The Chairman invited apologies.** Apologies had been received from Mr K Tucker.
2. **Declaration of Interests**. The Chairman invited members to declare any Interests relating to this Meeting.There were no declarations of interest.
3. **The Council approved and signed the Minutes of the Ordinary Council Meeting held on 6th March as a true record.** The Minutesof the March Ordinary Meeting of the Council had previously been distributed to all members and displayed on the public notice boards and the website**. All members agreed the Minutes should be signed, as a true and accurate record**. The Minutes were duly signed by the Chairman.
4. **The Council noted matters arising from the Minutes, not covered by agenda items.**
* **Cemetery Parking Space.** The clerk had contacted the recommended supplier for a quote for a request sign on railings outside the cemetery to cover design and installation. This would reserve a space for visitors to the cemetery and memorial garden. (Agenda Item)
* **Initial Training for the Speed Awareness Project.** The clerk had contacted Mike Trebble for his availability in April and May to run training at the Village Hall and waited to hear of available dates after he returned from three weeks annual leave.
* **Website.** The clerk had received instructions from the website developer for changing the clerk’s contact email address to a generic clerk’s account to replace the yahoo account. The monthly reports on “traffic” to the website ceased and had been re-requested. Cllr L Smitherman requested the clerk arrange a changeover period between old and new email accounts such that all outgoing, as well as incoming, emails for council business were moved across to the new account. These new account details needed to be publicised amongst the local community and through On The Edge.
* **Planning items.** The clerk reported that planning itemsrequire a manual update on the new website once Planning Alerts and Planning Decisions listings are received from the Planning Authority.
* **External Audit.** The standard audit forms together with a pack of instructions had been received from Grant Thornton. These require completion to include a report from the internal auditor. The final set of reports are required to be sent to Grant Thornton by early June.
* **2017 Grant Recipients.** The clerk had sent letters to recipients of Parish Council grants following the March council meeting**.** Some beneficiaries indicated they would attend the April Annual Meeting to receive cheques. Alternatively the clerk would deliver cheques after the meeting.
* **Talking Newspaper.** Initial enquiries had shown that this service still covers the North Nibley area. However, enquiries by phone and email to the contacts given had not elicited a response to date. £50.00 grant monies are available if a reply is received in due course. The clerk undertook to pursue the contacts and request new ones to ensure contact is made.
* **Neighbourhood Warden.** The clerk had reported the incident of fly tipping of two washing machines at Old Hollow to the Neighbourhood Warden. She had also received details of a restructuring of the Neighbourhood Warden Service following staff changes to include a recent resignation. However, the existing warden for North Nibley continues in post.
* **Highways.** The clerk had reported the incident of the trees against a property in Binley Lane to Highways. Cllr L Smitherman confirmed that no action had yet been taken with regard to the trees and the clerk undertook to follow through on the work needed.
* **County Council Elections.** The clerk had received notification of the 4th May County Council elections and nominations. This information had been posted on Parish Council noticeboards as requested.
1. **The Chairman closed the Meeting for Public Discussion and Questions.**

**The Chairman re-opened** the Meeting without further discussion.

1. The Council considered and commented upon the following Planning Application:

 **Application Number: S.17/0643/HHOLD** Location: Tidnams, Howley, Wotton-Under-Edge, Gloucestershire. Application Type: Householder Application Description: The extension and conversion of the existing garage to form an annexe.

 Councillors commented with respect to the Policy HC7 of the Stroud District Local Plan, November 2015:

 Allowing for the creation of, "annexes for dependants or carers, providing the following criteria are met:

 i. the annexe is linked to the main dwelling by an internal door or doors, ii. the annexe is readily convertible into an extension to the main dwelling when no longer required for family health circumstances. The Parish Council stated it required the condition the development is subject to elderly relatives/ dependents only and that the same condition provides a prohibition against a separate dwelling.

 **Application Number: S.17/0565/HHOLD** Location: Park Farm House, Park Lane, Stancombe, Dursley. Application Type: Householder Application Description: Extension and remodelling of existing property.

 Councillors wished to make no comment on this application.

 **To note the following Planning Applications decisions by Stroud DC Planning:**

 **S.17/0481/DISCON** The Old Dairy, Millend Lane, North Nibley. Discharge condition 4 (ecology mitigation measures) and Condition 6 (parts 4 and 5) (contaminated land) of S.15/1601/FUL. **Permitted.**

 **S.16/2888/FUL**. Mount Pleasant Forthay, North Nibley, GL11 6EJ, Demolition of existing dwelling, garage and hard landscaping; erection of replacement dwelling with detached double garage; widening of driveway and associated external works. **Permitted.**

 **S.17/0125/HHOLD.** Plumtree Cottage, Waterley Bottom, North Nibley, GL11 6EF. First floor extension**. Permitted.**

 **S.16/2813/LBC** - Alter bedroom to form dressing room and bathroom for master bedroom. Move current plasterboard wall and move door (& doorway) back to original position. Old Bournstream House, Bournstream, Wotton-Under-Edge. **Consent.**

 **S.17/0232/COU** - Change of use of land from Agricultural to Residential Domestic garden, 4 Stancombe View, North Nibley, Dursley. **Permitted.**

 **Application Number: S.17/0205/FUL**. Location: Swinhay Small Holding, North Nibley. Erection of Barn style Stabling and Menage. **Refusal.**

1. **To receive a written District Council Report. The Council received a** written report from District Councillor G Butcher (verbally) on behalf of the ward’s District Councillors. (See Report aside). The Chairman thanked Councillor Butcher who reported there had been no environment meeting nor recent strategy and resources meeting. Cllr G Butcher drew attention to a proactive health and wellbeing plan with links to community services to tackle social isolation in a more permanent way. This included family counselling and initiatives to keep people off the streets. A community safety partnership was a four year strategy with a harmonised approach. There had been some concern these initiatives tended to deal with towns rather than rural areas but the team were working to tackle these. Cllr C Braun informed councillors of a community led housing initiative from the Department for Communities and Local Government. After considerable discussion it had been agreed a part sum from the funding available of £149,000 would be used to employ a community housing enabler with the brief of facilitating small amounts of new affordable housing. There was also additional seed funding to be spent over the next three years. North Nibley had already been put forward as a parish that would benefit from these initiatives. Cllr L Smitherman requested that as soon as the community housing enabler was in post North Nibley Parish Council be regarded as a contact. Cllr D Purnell informed councillors that after the previous housing enabler had left her post, subsequently a degree of initiative had been lost. Cllr C Braun also requested feedback from councillors for the local business support strategy on how to help local businesses. Cllr Les Smitherman stated that a reduction in verge cutting impacted local business. Councillors stated that better broadband services would benefit local businesses.
2. **To receive a written County Council Report.** **The Council received** a written County Council Report from County Councillor Dr J Cordwell. (See report aside). The Chairman thanked Councillor Cordwell for his report who highlighted that it had been decided not to appoint a new Chief Constable for the time being following the current post holder’s retirement in April. Questionnaires requesting views of parish councils had been postponed until May. County Council elections were due in early May.
3. **To receive and discuss Reports of Committees and Meetings** **attended by Parish Councillors and the Clerk.** There were no items to report.
4. **Parish Council Finances.**
5. **To approve the Invoices and draw up cheques for items on the enclosed Payments Schedule.** (Final version to be issued at the Meeting) The Council received and approved:
* **Gloucestershire Association of Parish & Town Councils:** Annual membership subscription for 2017/18 **£215.87**
* **Severn Trent Water, cemetery supply,** 28th August 2016 to 26th February 2017.  **£27.33**
* **Mrs E Oakley:** Clerk’s salary Quarter 4, 2016/17. **£1,276.13**
* **Mrs E Oakley:** Clerk’s expenses Quarter 4, 2016/17. **£38.56**
* **Mrs E Oakley:** Clerk’s broadband and phone, Quarter 4, 2016/17. **£100.00**
* **Mrs E Oakley:** Clerk’s mileage, Quarter 4, 2016/17. **£162.90**

**11 (2) To consider quotes for scheduled work.** (Final version to be issued at the Meeting)

The Council considered quotes for scheduled work.

 **1/T.W. Hawkins and Sons:**

 **To cut all of cemetery including new area, strimming around trees, cutting verge:**

 **£110.00 per cut** (before VAT)

 **Cutting grass in churchyard, May and September:**

 **£205.00 per cut.**

(before VAT)

This quote for cemetery and churchyard work was approved.

 **2/North Nibley Gates with horse access, Matt Stephens**

 Fabricate supply and Install purpose made gate complete with horse access.

 Materials to be used:

* 120x120 square Box sections posts, to be set approx. 500mm into the ground.
* 100 x 50 rectangular hollow section to from the remaining gate structure.

 All steel work treated with 1 coat Zinc chromate red/Grey primer.

 Supply only including delivery to site for the sum of: **£980.00 +VAT**

 Additional top coat paint to a colour of your specification: **£155.00+VAT**

 Installation on site for a further: **£495.00+VAT.**

Councillors considered options for buying the gate and installing it with local expertise. The council agreed however a second quote for this work was required. Cllr L Smitherman agreed to contact a local fabricator. Cllr K Brown agreed to ask contacts with a view to securing a second quote.

Cllr D Purnell referred to previous discussions on the proposed new works in the cemetery as there had been similarly agreed a requirement for a second quote.

**12/ To receive and approve Cemetery and Closed Churchyard Reports.** (Report aside)

The clerk informed councillors she had received an initial enquiry for a new plaque to be set vertically in the wall at the back of the memorial garden either to left or right of existing plaques in the central area. The family plan to visit the memorial garden before making a final decision. She had been informed by a Memorial Company they will receive the new Celtic cross memorial at their Bristol offices during April. The date for the erection on the grave is likely to be during April or May but the date had not been confirmed.

The clerk had received notice of a further death in the village in the last few days but the arrangements for burial or cremation had not yet been confirmed. She had also received from the Burial Clerk a cheque for a funeral held in mid-March. This was a second interment as the spouse previously buried. The clerk had also recently received a cheque for purchase of a new plot in the garden of remembrance.

The Burial Clerk informed councillors she had received a request for a future memorial garden burial of remains from a local resident very active in the parish over many years but resident just outside parish boundaries. Councillors agreed that the requirement for permission for payment of parish rates on the scale of burial charges included residents who had lived and worked in the parish.

The clerk informed councillors from a recent visual inspection that the St Martin’s Churchyard boundary wall appeared in reasonable condition with no further marked deterioration.

**13/ To consider options for tree maintenance in the Cemetery where this impacts on grave sites** (Report aside and photos).

The clerk informed councillors The Burial Clerk had received a recent complaint from relatives visiting a family grave concerning tree growth impacting the grave. This complaint was discussed with the Parish Clerk and photographs taken to record tree growth and position. Pictures show the effect of growth from the tree to the left hand side of the grave that has likely created an uplift of the line of the grave tilting it towards the right hand side. As the tree is near to the grave the clerk considered there is also likely an underground root system causing some uplift especially on the left hand side of the grave itself. The root system likely impacts the grave contents as well as the grave although this would require further investigation to determine the effect. The clerk had also taken photos of two further graves for comparison with tree growth but where the trees are positioned on the graves themselves. No comments had been received from relatives with respect to these. Councillors agreed the tree external to the first grave above required removal and the clerk undertook to seek appropriate quotations. She would also need to further consult cemetery regulations with regard to works proposed impacting the site of previous human burial.

**14/To consider options for a request parking sign outside the Cemetery** (Report aside and photo).

The clerk had received a quotation and design for the proposed works.

* To supply only A3 aluminium sign with rails (including fixings) £45.00 + vat.

* To supply and fit £85.00 + vat.

Councillors agreed the privet hedge needed cutting back by the cemetery gates before installation of the sign. Consequently the wording would need adjustment to remove, “not on the right” to reflect the new position of the sign.

**15/ To receive update report on BT consultation on phone boxes.** The clerk informed councillors she had spoken that day to the Planning Authority but there was no further update available on the outcome of the BT consultation on the future of the two parish phone boxes. Cllr L Smitherman advised that whilst a decision is awaited local parishioners be given the opportunity to enliven the phone boxes to show community involvement. A small financial contribution from the Parish Council would facilitate this.

**16/ To receive for information details of Correspondence received.** (Final version to be issued at the Meeting). The clerk informed councillors she had received, a recent statement of the balance of the Public Works Loan, information that the (just under) half acre of land at Stumpwell lane had been sold, and guidance on avoiding banking fraud from Lloyds Bank. Cllr L Smitherman advised that a summary of the Stop Fraud guidance notes be forwarded to On The Edge for further community advice.

**There being no further business the Chairman closed the meeting at 9.00 pm.**

**The next meeting of the Parish Council will be held on Monday 8th May at 7.30 pm, due to the Bank Holiday falling on the first Monday in May.**