**THE ORDINARY MEETING OF NORTH NIBLEY PARISH COUNCIL WAS HELD ON MONDAY 9th APRIL 2018, AT THE VILLAGE HALL, NORTH NIBLEY, FOLLOWING THE ANNUAL PARISH MEETING.**

**Present:** Mr Ken Brown (chair),Mrs J Burton, Mr K Larkin, Mr D Palmer, Mr D Purnell, Mr L Smitherman, Mr R Symons.

**District Councillors:** Mr K Tucker

**County Councillor**: Dr J Cordwell

**The Clerk:** Mrs E Oakley.

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

1. **The Chairman invited apologies.** Apologies had been received from District Cllr G Butcher.
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 5th 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.**

* **Village Clean Up Day.** The clerk reported sixteen volunteers came to the village hall to help on 17th March and considerable amounts of litter, metal, plastic, and car parts were collected. The clerk had confirmed to SDC Public Spaces she and the chair had taken on board the risk assessment requirements through advice given to volunteers.
* **Stroud District Local Plan, Issues and Options document, development of new local plan via consultation.** The clerk haddownloaded the recent report from the Planning website and forwarded to councillors. The document reflects consultee contributions including that sent by North Nibley Parish Council.
* **Affordable Housing, Enterprise Inns, (now Ei Group).** The letter to Group Property Director, reference Land adjacent to Black Horse Inn car park, was sent requesting an update to see if the company still owns the site and whether it wished to reopen discussions.
* **Affordable Housing council records and correspondence.** From archiving listings the clerk had identified two key files and undertook to bring these to the April council meeting.
* **Council Standing Orders Section 6** was updated by the clerk to reflect the new co-option arrangements and uploaded to the council website. The clerk has requested the chair also sign a hard copy of the document at a future meeting.
* **Signpost near bus stop was reported as having letters missing.** The clerk had referred to the Police to investigate. The proposal subsequently came forward from councillors letters on the reverse could be a possible replacement.
* **Grants awarded, additional information.** The clerk requested further data from the pre-school for their breakdown of costs for each item required. They had responded their quote for the play kitchen was £50.00 and thus the remainder was for the tablet computer.
* **Inland Revenue.** During the last financial year the council received regular requests for payment of PAYE for the previous clerk’s earningsbut for the period after his retirement. These requests have now ceased following several contacts by the clerk.
* **Gulley report, bottom of Wood Lane.** The clerk had further referred flooding to Highways. Additionally the resident who lives opposite has offered to monitor the gulley on a regular basis. Cllr Rex Symons confirmed this site needs regular monitoring especially if debris is left in the road. The clerk would request the resident refer the issue directly to Highways contractors.
* **Non Domestic Rating demand for the cemetery**. The clerk was asked to reapply for zero rating status and has received confirmation this now applies to 31st March 2019.
* **Didmarton** **Parish Council.** The clerk had made contact concerning speed sign costs, and received a brochure in the post from ELANCITY, *Information re EVOLIS Radar Speed Sign. (Available from the clerk).*
* **Knoll Trust.** Cllr Ken Brown requested annual payment and the clerk has now banked the land fee cheque.
* **Invoice for defibrillator servicing**. In reviewing 2017/18 annual accounts the clerk found costs for the last defibrillator service were absent. After contacting both the device supplier and the engineers contracted, she received assurance the invoice will be sent but at a discounted rate.
* **External audit.** The clerk confirmed new auditors appointed have formally been in touch. The key deadline for sending council documents is the 11th June.
* **Internal audit.** The clerk had further written to the new internal auditor to request a meeting to discuss this in overall outline before the audit takes place during April and May.
* **Public Works Loan Repayment.** The clerk received notice of the repayment due on the 1st May.
* **Website Monitoring.** The clerk re-subscribed to the monthly reports on council website traffic for the next year as these had automatically lapsed during February.
* **Donation to the Parish Council.** The clerk confirmed a donation from a benefactor had been received for three thousand pounds.

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 Applications:**

**Application Number: S.18/0421/FUL** Location: Tidnams, Howley, Wotton-Under-Edge. Application Type: Full Planning Application Description: Erection of wooden stables for equestrian use in the style of an American barn.

The Parish Council wished to request the following conditions are applied to the application: The stables shall be for the personal use of the occupants of Tidnams only and shall not be used for any commercial or business use. The unsightly storage containers shall be removed from the site within three months of the stable building being first used.

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

**Application Number:** **S.18/0125/HHOLD.** Location: Dingle Farm, North Nibley, Erection of extensions. **Permitted.**

**Application Number: S.18/0183/HHOLD**. Location: Site for annexe at Brookside Cottage, Park Lane, Stancombe. Retrospective application for the erection of perimeter support to platform area and new timber posts and fence. **Permitted.**

**Application Number: S.18/0331/AGR.** Location: Land adjacent to Southwold Bournstream, Wotton Under Edge. Proposed agricultural building. **Permitted**.

**Application Number: S.18/0195/HHOLD.** Location: 4 Stancombe View, North Nibley. Erection of white aluminium garden room to rear of property. **Permitted.**

**8. To receive a written District Council Report. The Council received** awritten report from District Councillor K Tucker on behalf of the ward’s District Councillors. The chairman thanked Cllr K Tucker for his report.

**9**, **To receive a written County Council Report.** **The Council received** a written County Council Report from County Councillor Dr J Cordwell. The Chairman thanked Cllr Cordwell for his report.

**10.** **To receive and discuss Reports of Committees and Meetings** **attended by Parish Councillors and the Clerk.** Cllr Ken Brown reported he had received information of three ewes recently killed and three injured. However, Police were now acting in an official way and had taken DNA samples from the dogs involved.

**11. Parish Council Finances.**

**1/ To approve the Invoices and draw up cheques for items on the enclosed Payments Schedule.**

Council approved and agreed:

**GAPTC Annual membership subscription for 2018/19: £225.55**

**Water bill for cemetery 1st November 2017 to 01st February 2018: £13.35**

**Mount Pleasant trees for village Christmas tree: £45.00**

**Five Valleys Signs for new cemetery sign: £35.00**

**Annual Insurance renewal**: As the current long term agreement was due to cease in May 2018, the clerk had received a quotation for a new long term agreement from Came and Co who provided three quotes from separate companies as well as a recommendation as to their view of the best quotation. However, councillors requested a comparison from Came and Co to contrast the current level of insurance cover with the new quotation now recommended. The clerk confirmed that as the insurance renewal was not due until the end of May 2018 there was time to consider options before accepting a long term renewal quotation.

**Burial clerk’s pay:** The clerk confirmed that an invoice was normally received for payment for Burial Clerk services at the April council meeting. However, this had not been received this year. Councillors agreed to send a letter of thanks to theBurial Clerk and to award a special gratuity of £100 in recognition of the work carried out over the past years.

**2**/ **To consider quotes for scheduled work.**

**S. Merrett Services Ltd.** North Nibley Church to supply and apply a suitable chemical for the control of Ivy on both sides of the shown wall.

**£165.00**

**VAT £33.00**

**Total £198.00**

Councillors agreed to proceed with the treatment of the ivy on the churchyard wall as per the above quote. However, before commencing work requested contractor liaise with Cllr Ken Brown as regards the start date. Secondly councillors requested the contractor report back in writing to the clerk and the chair as to his view as to the next stage of the work required. For this second stage the council will be grateful for receipt of a further quotation in writing.

**3/ Clerks quarter 4 pay, expenses, broadband and mileage.** Council approved payment.

Quarter 4 wages**, £1,320.89.**

Quarter 4 expenses, **£30.28.**

Quarter 4 broadband and telephone, **£100.00**

Quarter 4 mileage, **£41.40**

**12/To receive and approve Cemetery and Closed Churchyard Reports.** Cllr Ken Brown had requested the new contractor George Harper supply documents showing his insurance cover. These were received and the clerk has hard copy details of insurance cover as well as details of his relevant technical qualifications. Following receipt the chair gave permission to start tree work as agreed at the March council meeting. The main work is due to commence in early April. However, the contractor had agreed to clear the fallen branches as soon as possible.

The clerk had received copy of a scanned map of the cemetery from the Burial Clerk indicating which areas are consecrated. She had also received a request for family research on graves for a family which the Burial Clerk investigated on behalf of the family, supplying them with website details that lists burials in St Martin's churchyard. Additionally she suggested they got in touch with the Gloucester Archives or the Gloucestershire Family History Society.

The ashes of Mrs Farrant were interred on the 21st of March in an existing grave in the cemetery. Payment for £135.00 was received and is now banked. The ashes of Mrs Iball are due to be interred in an existing plot in the memorial garden. This area continues to be well visited judging by the numbers of flowers left by visitors. Following sight of animal diggings towards the lower right hand side of the cemetery Cllr Dave Purnell investigated the badgers’ station likely under the shed of the neighbouring property estimating badgers then come into the cemetery to feed. A two yards by two yards fencing of a specific area may assist with containing the badger’s activity and Cllr Dave Purnell undertook to discuss with contractor Ian Hall. Clerk’s inspection on the 5th April also revealed some animal diggings just under the trees and railings by the main road side.

Councillors agreed to review the Burial scale of charges in May and also the risk assessment for the cemetery trees. The clerk would forward both items for the May agenda.

Cllr Ken Brown had met George Harper in the churchyard to discuss the holm oak. The contractor has provided a specialised tree report which has been sent to the church authorities. Ken Brown will liaise thereafter with the family in terms of the costs involved as they previously agreed to pay for this work.

Clerk’s inspection of the churchyard on the 5th April revealed a carpet of spring flowers through the churchyard, to include daffodils, buttercups, and possibly white violets. Some previous tree and bush and some ivy cuttings especially towards the left hand side rear towards the back wall of the cemetery are outstanding for removal from site. There is a moderate fall of small to medium sized branches through the churchyard especially at or near the main pathway running towards the church from the main gate.

The condition of the surrounding metals railings has been raised by the Parochial Church Council. The chair has been informed by the PCC there is a donation available through a local benefactor to put towards the costs of work on the railings.

**13/** **To discuss planning gain for benefit of the Parish, Section 106 statement.** The clerk had clarified the date for submission of a claim for funds for recreation purposes was open until 2020. This item would be forwarded for the May agenda.

**14/To consider issues relating to ivy growth by the closed churchyard.** Cllr Ken Brown had met Sam Merritt in the churchyard who has provided a quote to supply and apply a suitable chemical (Agenda Item 11) for the control of ivy on both sides of the wall and advises this is best applied this spring. After discussion councillors agreed Cllr Rex Symons would draft letters for councillor’s consideration to send to both the neighbour to the wall and the Parochial Church council. These would address the issues of the long standing nature of the condition of the wall and put forward the council’s proposals for the way forward concerning the ivy growth, the wall itself and the electricity pole.

**15/To note forthcoming new rules for data protection.** The clerk reported she had shredded hard copy application received from the candidate not appointed in 2016 to clerk’s role and that the register of interests on the new website is up to date. The register of interests for Cllr Stuart Hale was removed from the website some months ago and Cllr Rex Symons' is due to be uploaded. She has searched and did not find in digital form personal details of past councillors nor past clerks held currently in terms of their CVS, personal data nor registers of interest. She had conducted an archiving exercise of hard copy documents retained on file in 2016 which does not specifically list  council retains details of past clerk's nor councillors' personal data, although this would need to be fully confirmed by the end of May 2018. The next stage is to follow GAPTC advice especially in relation to circulation of email addresses with care as to what is passed on.

**16/** **To consider GAPTC call for resolutions and notice of GAPTC AGM.** Councillors agreed there were no resolutions to forward for the 2018 AGM.

**17/** **To receive for information details of Correspondence received. The** clerk reported receipt of recent correspondence on affordable housing initiatives. Councillors confirmed the next step was to take up the affordable housing manager’s plan for a meeting to discuss with his colleagues and councillors and this was likely for the 1st May.

**18/ Other items**. The clerk noted that the council laptop had been last serviced around eighteen months ago and was thus due a service. The clerk undertook to contact the recommended company to discuss this.

**There being no further business the chairman closed the meeting at 9.40 pm. The next Meeting of the Parish Council will be held in the Village Hall on Monday 14th May 2018**