

# SHIPTON GORGE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 13 March 2019

-----

**Open Forum** There were no parishioners present.

**19.19 Present.** - Cllr Mary Boughton (MB) - Chairman, Cllr Richard Cunningham, Vice Chairman, Cllr Hilary Cunningham (HC), Cllr Gerry Pyke (GP), Cllr Christine Huxtable, Cllr Andrew Fry,

**In attendance** - Parish Clerk, Paula Biss (PB) Cllr John Russell - District Councillor

**19.20 Apologies for Absence** – Cllr John Porter, Cllr David Bass, Cllr Mark Roberts – District Councillor

**19.21 Declarations of Interest.** There were none.

**19.22 Chairman to sign as correct record the minutes of meeting held on 9<sup>th</sup> January 2019.** Unanimously agreed and signed by the Chairman. Pro HC, Sec RC.

**19.23 To consider any matters arising from the Minutes not covered by this agenda.** There were none.

**19.24 Chairman's Report – March 2019. This was read out at the meeting.**

*I was contacted by Chris Griffiths-Hardman, chairman of the Village Society, regarding the Information Pack that they provide for newcomers to the village. They carry out an annual review of the information provided by village organisations and asked if we could check if any updates are needed to the current information they have from the parish council. There were only a few minor changes to be made at this time, which I have done. I explained that with a new council being elected in May, there may be changes required later in the year which we will do then. They will contact us when further copies of the information to go into the packs are needed, which we will provide with the new information.*

*Our CPR and Defibrillator training session on 16<sup>th</sup> January with 14 people attending, including some from groups who use the village hall regularly. Although the session was provided free to attendees, donations covered the fee of £25 which Exe Training Solutions charged to do the evening. My thanks to Christine who ferried me to and from the hall on the evening and also made the tea and coffee for those attending and filled out the form for British Heart Foundation stating numbers of people we had had trained.*

*At the beginning of the month there was a considerable amount of mud left on Barr Lane, Smacombe Lane and Markets Lane. This was a contractor spreading slurry from West Mill Farm in Puncknowle, and it is not the first time that we've had a similar problem originating from this farm. Janice Symes kindly arranged for the worst of it to be cleared as it was a real hazard for both motorists and pedestrians, and a number of complaints were received. I would like us to discuss what action we can take to prevent further occurrences, which might include a letter to the owner, copied to Puncknowle Parish Council, but I would like your views on this. It was agreed a letter would be sent to the owner and following information received from Cllr Fry it would be copied into the contractor rather than the parish council. Cllr Fry to provide the contractor's address.*

*In January we learnt that the tenants of the New Inn had left and it is understood that interim measures are in place so that the pub has limited opening at present. The Parish Council has not been notified or included in any discussions on its future so there is no more information available on this.*

SIGNED.....CHAIR)

DATED.....

*You will probably have already seen that I submitted our entry for the March edition of the Bride Valley News, including asking people to come forward to stand at the council election and listed some of the achievements this council has made in recent years. We have had one resident ask for a Nomination Pack, which the clerk has provided, and another resident who is seriously considering standing also. If you know any further people who may be interested please tell myself or the clerk.*

*The deadline for the April edition is Friday 8<sup>th</sup> March so I have submitted an entry from the parish council including the following items – Litter Pick & Village Tidy-Up; Parish Assembly; Council elections. It is very difficult now that the deadline each month is before our meeting, so if anyone has any items that they feel we should include could they let me know by the end of the preceding month.*

It was discussed and agreed that all reports should be sent to the Clerk one week prior to the next meeting to enable reports to be read on line and that if a Councillor had no report he/she would also let the clerk know.

**19.25 Clerk's Report** - read out at the meeting – see agreement Item 19.25 No 14.

1. *Various updates completed on website.*
2. *Wally Axford reminded of date of next meeting. To be sent a reminder of the importance of reports and also to ask if he is willing to continue as the Rights of Way Officer from May when the new council is elected. There were no further comments on footpaths or rights of way at this meeting.*
3. *Donation to CAB. Agreed £50.00. Pro CH Sec HC*
4. *Encryption and back up details now actioned on Clerk's PC and MB's PC.*
5. *Co-option policy to be approved/adopted at the July meeting*
6. *New Planning Database now up and running.*
7. *British Heart Foundation asked for numbers of people trained to use the defibrillator. CH kindly did this survey as she was at the training.*
8. *Equipment has been organised for the Litter Pick/General Tidy up day on Saturday 13 April*
9. *I have written to Roger and Rose Sorrell at Manor Farm re horses going down Cuckoo Lane but have not to date received a reply, although no further incidences of horses going down this one way road had been reported.*
10. *I have written to Blair Turner re Cuckoo Lane and he has had the verges cut and written letters to the appropriate residents re keeping their hedges trimmed, which I understand have been received. I wrote commenting on debris left after hedge cut. It was thought that it had been cleared but not very effectively as drains still blocked with debris.*
11. *Mail received from company re electronic speed signs (similar to the ones going into Burton). I can't see any prices in their catalogue but guess they will be very expensive but I/Hilary can follow up If you feel we should.....? It was agreed no further action to be taken on this at present.*
12. *Renewal received for our domain name (shiptongorge.co.uk – early May) and Data Protection fee. (April) – to be discussed in item 19.26.*
13. *I have photocopied restrictive covenants in connection with village green for discussion on item 19.27 and will hand them out at the meeting.*

INITIALLED.....

14. Reports – do we want these online before the meeting or read out at the meeting? This was discussed and agreed that all reports should be sent to the Clerk one week prior to the next meeting to enable reports to be put online before the deadline and read before the next meeting and that if a Councillor had no report he/she would inform the Clerk. This would also mean the reports would be available for the public.

15. Sort out To Do list for Litter Pick and Tidy Up See 19.30 below

## 19.26 Finance Report – (CH)

Financial Report March 2019

Cheques to be approved

16	16/01/2019	P Biss	21.33	October expenses
17	16/01/2019	C. Kelly	25.00	CPR training-covered donation
18	07/02/2019	SGVHT	200.00	Annual hall hire and storage
19	11/02/2019	SG Heritage Ltd	120.00	Grass cutting village green
20	11/02/2019	St Martin's Church	100.00	Upkeep churchyard
21	22/02/19	Axe Valley ring & ride	50.00	Donation
22	11/03/2019	Wicksteed	162.74	New swing
23	11/03/2019	P Biss	55.30	Jan/Feb Expenses
24	11/03/2019	P Biss	747.20	Wages
25	11/03/2019	HMRC	373.60	Income tax Clerk

I reclaimed the VAT in February, the refund was paid into our bank account on 25th February.

£1293.60 of the £1636.11 reclaimed was the VAT on the Rotaweb for the Playing Field. To pay the invoice we withdraw funds from the playing field account, I will pay this amount back in.

We have received the renewal for ICO Data Protection due 15/04/2019. This is now an annual fee of £40.00 We could pay this by Direct Debit and save £5.00 per annum.

We have also received the renewal for our Domain name due 04/05/19. We could pay for 2 years @ £12.64 or 5 years @ 26.59.

Cheques approved. Pro AF, Sec HC

Both renewals agreed. Pro RC, Sec HC

**19.27 Policy regarding the Village Green (HC).** Restrictive covenants for the Village Green were circulated and it was confirmed no advertising material for forthcoming events should be put on the VG. It was noted that there is a village notice board nearby.

INITIALLED.....

#### **19.28 Completion of Election Nomination Forms.**

MB had helped complete one with Cllr J Porter prior to his going away and shared their understandings, of a complicated form, with other councillors.

Pages to fill in:

1a - nothing for Ward just fill in Parish. Date of Election 2<sup>nd</sup> May, Name, and Description - leave blank. Proposer, Seconder and Electoral Roll Number. These numbers can be provided by the Clerk as appropriate.

1b - Home Address form

1c – Date and name of Parish Council.

Also noted that the proposer shown on 1a must be the same person as the attester on 1c  
The clerk will make an appointment for herself and the chairman to deliver the nomination papers to WDDC. Later confirmed to be on 29<sup>th</sup> March.

#### **19.29 Donations – CAB request**

A request for a contribution had been received and it was unanimously agreed to contribute £50.00 Pro CH, Sec MB

#### **19.30 Arrangements for Litter Pick and Tidy Up.** As agreed at the last meeting - 13<sup>th</sup> April at 11.00am starting at the New Inn. Posters done.

To Do List

(i) Cut away undergrowth around fingerposts

(ii) Cut away stinging nettles

(iii) There were some superfluous signs in Cuckoo Lane and it was asked if anyone was able to take out some posts. The signs on the posts could be unscrewed.

#### **19.31 Parish Assembly –** I was confirmed that CH and DB (who would be at the Assembly) would organise the evening on 17<sup>th</sup> April in a similar format to 2018 which it was agreed had been successful.

#### **19.32 To receive the following Reports:**

**Resilience –** *Nothing to report*

**Highways –** HC

*Buses - Service C2 (Shipton Gorge to Sir John Colfox Academy) - details were put in the Bride Valley News.*

*New signs in Cuckoo Lane now erected and Chapel Street sign now in place at the bottom of the road. Thanks to HC for pursuing this and getting a result.*

**Playing Field** *Over the winter period not a lot has happened with the Playing Field.*

*I have been in contact several times with Townsend Engineering but they have not yet visited the Field to inspect the Roundabout. THIS WAS FELT TO BE URGENT.*

*I will be issuing a new schedule for carrying out inspections of the Playing Field when I know who all the Councillors will be after the Elections.*

*The new child seat for the swing has been replaced.*

INITIALLED.....

*The sign showing the position of the Telephone box has been taped over and a new sign will be purchased.*

*Unfortunately, one of the slats on a seat is in need of replacement and will be done shortly, but the seat is still safe to use.*

*Also, the net on one of the football posts has been damaged but can be repaired. The ties holding the nets in place at the bottom of the football posts have been removed and will be replaced in April.*

**Planning** – RC Only outstanding application is 8 Rosamond Avenue. Meeting unanimously agreed “no objections”.

**Rights of Way/Footpaths** – No Report received. See 19.24

**Grateful thanks** were given to Cllr Richard Cunningham (who is standing down this year) for his 12 years dedicated work for the Council on behalf of the village, which was greatly appreciated. He had during this time been a member of the Council, Chairman and Vice Chairman and Chairman of the Planning Committee. We will miss him.

District Councillor, John Russell was also retiring this year and was thanked for attending most meetings and contributing much useful information over the years. It was commented and appreciated that he had been the only District Councillor to regularly attend Shipton meetings.

**To confirm date for the next SGPC meeting** – 8<sup>th</sup> May 2019.

Meeting ended 9.30pm.