

**Minutes of the Meeting of  
LONGHOPE PARISH COUNCIL  
held on Monday 16<sup>th</sup> May 2016**

PRESENT: Cllrs. C Tilling (Chair), T Barnes, M Phelps, A Toomey, S Collins, L Isko and D Attrill

IN ATTENDANCE: Mr A Maliphant (Clerk), District Cllr. D East, County Cllr. B Robinson and three local residents

**1. Election of the Chair and Vice Chair for 2016/7**

Carol Tilling was elected chair of the council for 2016/7 (proposed SC, seconded AT, unanimous approval)

Terry Barnes was elected vice chair of the council for 2016/7 (proposed MP, seconded AT, unanimous approval)

**2. Annual Meeting agenda items from standing orders:**

- i. CT delivered her acceptance of office form as Parish Chairman
- ii. The minutes of the meeting on April 18<sup>th</sup> were agreed as a true record and signed accordingly
- iii. The existing councillor portfolios and portfolio holders were confirmed, with the exception of Longhope charities which was transferred to AT, and the village fete which was agreed to be a village rather than a parish council responsibility
- iv. After discussion it was agreed to no longer have planning committee meetings, but to discuss planning applications in advance of the regular monthly parish council meetings, starting at 7 pm
- v. There were no other committees to which to appoint membership
- vi. No new committees were appointed
- vii. The standing orders and financial regulations had been reviewed in Autumn 2014 and were kept unchanged
- viii. The only arrangement with other authorities, street cleaning on behalf of the District Council, was noted to continue as before
- ix. It was agreed that LI would continue to attend Road Safety Partnership meetings and report back to the following parish council meeting.
- x. The council accepted with thanks the revised inventory of land and assets previously circulated by the clerk, with a request that the land behind the Latchen Room last valued in 2000 be re-valued, and the value of the Latchen Room and pavilion be reviewed in light of external audit advice.
- xi. After a summary by the clerk the council confirmed the existing arrangements for insurance cover.
- xii. The council's membership of GAPTC and GPFA was confirmed
- xiii. The circulated draft complaints procedure was approved
- xiv. It was confirmed that in the event of receiving requests under the Freedom of Information and Data Protection Acts, advice would be sought from the District Council.
- xv. The policy of councillors speaking to the media rather than the clerk was confirmed, with individual councillors being careful to advise the chairman beforehand, remembering that policy statements could only be made once agreed by the full council
- xvi. It was agreed that the full parish council would meet on the third Monday of every month at 7 pm in the Latchen Room during 2016/17, except in August and December.

3. Apologies for absence were received from Cllr. S Stephens

4. There were no declarations of interest

5. There was no public forum discussion

## 6. Members' Reports

DE reported that someone had been leaving rotten meat (possibly from an abattoir) in a bin by the bus shelter.

AT reported that Rob Guest had advised her of some dead trees on the top of May Hill that needed removal. It was agreed to ask Rob to mark the relevant trees accordingly, and to seek bids for the work.

**ACTION: AT/AM**

LI spoke to the agenda item about the A4136 to advise that:

- Brian Watkins from County Highways had reported by email that the lining and red reflective studs had been installed at Hopes Hill
- The extension of the 40 limit to Blaisdon junction was with the county contractors Amey to design, consult and implement within the current financial year
- The order for locating the Vehicle Activated Sign (VAS) was with the contractor
- There had been preliminary discussions with the road safety partnership on possible engineering options for the Velthouse Lane junction.
- Brian had added that he had issued the instruction to design, consult and implement the section of double yellow lines at the Church Road / Latchen junction, and also chased up Amey on the new access protection marking and refreshment of the school zig-zag markings.

LI reported that Severn Trent were carrying out their own investigation into flooding on Nupend Lane, and that if there was no progress then County Highways would ask Amey to carry out the work and send Severn Trent the bill. The road surface at Nupend Lane had been added to the list of minor highways works for the current year.

Gary Sutton had received a £2,000 grant towards sports equipment for the youth club. An average 40 young people were attending each week, and Gary was looking for more funds and volunteer helpers.

Following previous discussions, LI reported that the temporary bus stops on the A4136 at Harts Barn had been asked for by Stagecoach as they were picking up a worker there. A safety assessment from the Road Safety Partnership and the police had been damning, but the temporary stops were still going ahead.

DA reported that a stile had replaced a gate on the Gloucestershire Way, and it was agreed to ask local footpaths warden Roger Cox for more details.

**ACTION: AM**

CT reported that there had been a site visit to review the hedge between the rear of the Latchen Room and neighbour Mr Swordy, and the clerk confirmed there was agreement to carry out major works to the hedge in the autumn.

CT added that she had cleared the footpath opposite the Latchen bus stop with DE, as well as renewing the salt bin by Rectory Meadow. Remembering discussion at the Annual Parish Meeting about an events diary for the village, it was agreed to contact the villager in question and offer to buy her diaries for 2016 and 2017.

**ACTION: AM**

## 7. Committee Reports

### (a) Latchen Room Management Committee

SC reported that plans had been drawn up for the proposed extension, and were currently out to tender with local builders. The downstairs area had been cleared prior to re-use, and drainage work on the car park had been completed.

### (b) Recreation Ground Management Committee

Recreation Ground warden Les Meadows reported to the meeting that CCTV had been installed at the pavilion. Agreement had been reached with the tennis club about converting the tennis courts to multi-sport use, and several cost estimates had come in, but new fencing would be the most expensive item due to the need for a reinforced lower part to allow for five-a-side football.

There was considerable discussion about the potential for a new access path from Church Road to the pavilion, and a number of points were made including:

- There could be a survey to confirm what local people would like
- A new path would cost a lot of money, over £9,000 for curved tarmac
- Other surface options would need more maintenance
- The new play area by Church Road would mean parents with toddlers would not need to travel up the field
- There was a risk of creating a skateboarding track
- Wheelchair access to the pavilion toilets wouldn't be viable when the pavilion was shut, and people using the pavilion could access it from the top of the field
- A path might be too close to the area for organised games, which might include rugby in the future due to recent enquiries
- More play areas and paths would mean less green field

A show of hands found one councillor in favour of taking the idea of a path forward with six against.

LI reported complaints from the shop and its customers about parking during the motor show the previous weekend, and it was agreed that organisers of future such events would be asked to also organise the parking.

## 8. Clerk's Report & Correspondence

The clerk advised it was time for his annual staff review, and it was agreed he would send the regular proforma to CT and MP. **ACTION: AM/CT/MP**

Following the agreement at the April meeting, the clerk confirmed that Steve House as the lowest bidder had been appointed to move the Latchen Room play area to the Recreation Ground.

The clerk reported that the new website provider Mr Site had not provided an easy function for downloadable reports as anticipated, and it was agreed to move to a local provider who could offer a much more manageable solution using Wordpress. **ACTION: AM**

The clerk reported a number of items of correspondence including:

- A change to site inspection dates before FODDC planning committee meetings

- A reminder from FODDC that residents should check their names were on the electoral register before the referendum on June 23<sup>rd</sup>
- A new “lengthsman’s” scheme was available from 20<sup>th</sup> June for minor highways works, and BR confirmed he would recommend to the scheme the works at Nupend Lane and a dangerous pothole at the junction of The Willows and The Wend

## 9. Finance

The financial report for May was received with thanks.

The clerk’s proposal to retain the current contractor for the street cleaning work funded by the District Council was agreed, in line with the contract. **ACTION: AM**

The circulated draft grant awarding policy was approved, in line with which the annual request for support for the parish churchyard was agreed at £200. **ACTION: AM**

The following invoices were approved for payment:

|                                |        |                             |
|--------------------------------|--------|-----------------------------|
| Mr Site Ltd                    | 60.00  | Website domain              |
| Centigen Facilities Management | 66.00  | Grass cutting               |
| Merlin Waste                   | 33.90  | Dog waste collection, April |
| Mike Brooks                    | 5.99   | Allotment mower petrol      |
| Andrew Maliphant               | 535.51 | Salary - April              |
| Andrew Maliphant               | 37.33  | Expenses - April            |

After discussion it was agreed that DE and CT would organise the annual Rose Barton & Margaret Skelton party and present a bill to the charity as in past years.

## 10. Planning

The circulated progress report on planning applications was received with thanks.

After discussion it was agreed there were no objections to the proposal for an extension to the Old Vicarage.

## 11. Localism and Neighbourhood Plan

MP reported that there needed to be a habitat survey thanks to the recent discovery of bats at School Lane, but it was hoped that the neighbourhood plan referendum would still take place this calendar year. He had spoken to the site owner about the number of unsightly vehicles on the industrial estate as previously discussed, and the clerk was asked to write to the recycling firm in question to express the parish council’s concerns. **ACTION: AM**

**12. Next Meeting** - Monday 20<sup>th</sup> June at 7 pm, for which AT gave her apologies for absence

Signed:.....Chairman. Date:.....