

**Minutes of the Meeting of
LONGHOPE PARISH COUNCIL
held on Monday 21st May 2018**

PRESENT: Cllrs. M Phelps (retiring Chair), S Collins, J Stephens, L Isko and T Barnes

IN ATTENDANCE: Mr A Maliphant (Clerk) and thirteen local residents

1. Election of the Chair and Vice Chair for 2017/8

Mike Phelps was elected unopposed as chair of the council for 2017/8, and Lenette Isko was elected unopposed as vice chair of the council for 2017/8 – both proposed by SC and seconded by JS, unanimous approval.

2. Apologies for absence were received from Cllrs. R Noblett and A Toomey

3. There were no declarations of interest.

4. Membership

There had been no proposals yet for the current parish council vacancy.

5. There was no discussion in Public Forum

6. Planning

The circulated planning report was received with thanks. After discussion, it was felt that Public Footpath DLH/55 at Dursley Cross should stay as a footpath only, and it was noted that the parish council had no knowledge of any past use by horse riders.

7. Annual Meeting agenda items from standing orders:

- i. MP delivered his acceptance of office form as Parish Chairman
- ii. The minutes of the meeting on April 16th were agreed as a true record and signed accordingly
- iii. The delegation arrangements to committees, sub-committees, employees and other local authorities were confirmed as current, principally the long-standing arrangements around the Recreation Ground and Latchen Room
- iv. There are no other committee arrangements in force
- v. JS and TB were nominated as members of the Recreation Ground Management Committee, and RN as member of the Latchen Room Management Committee
- vi. It was agreed that there should be draft terms of reference agreed at the next community land trust steering group meeting and then brought to the parish council for approval
- vii. The previously circulated revised standing orders were adopted
- viii. The only regular arrangement with other authorities, street cleaning on behalf of the District Council, was noted to continue as before.
- ix. It was agreed that JS would take over the role of Internal Financial Controller, and RN a new portfolio for IT and Data Protection
- x. The council accepted with thanks the revised inventory of land and assets previously circulated by the clerk
- xi. The clerk had previously advised of the level of cover against data protection issues, and it was agreed to review the new policy wording from the insurance company when it comes out in the autumn.
- xii. The council's membership of GAPTC and GPFA was confirmed

- xiii. The current complaints procedure was confirmed
- 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 monitoring officer
- xv. The policy of councillors speaking to the media rather than the clerk was confirmed, with individual councillors being careful to speak to the chairman beforehand
- 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 2018/19, except in August and December.

8. Members' Reports

LI raised the matter of mowing the grass verge along the A4136, following concerns from residents of Velthouse Lane. It was noted that some mowing had been done, but not all, and it was agreed to wait until the full cut scheduled by County Highways for June 4th-10th before taking any further action.

LI reported back from a meeting at District Council offices to consider a councillor's proposal for a new Forest Youth Service. The suggestion had been that if every parish put in 5% of their annual precept, this would raise around £100,000 per year to pay for some staff and office costs but only a small amount of operational funds. This looked rather like a support service for volunteers who wanted to do something for young people. A representative of GAPTC at the meeting had been very sceptical of the proposal, and several issues had been raised by parishes attending, including whether this was simply mirroring what is already being delivered by Young Gloucestershire.

After discussion it was agreed not to take part in this project, but in light of the development work already being discussed by the Recreation Ground Management Committee, to add a budget heading of £2,000 for youth projects in Longhope.

9. Committee Reports

(a) Latchen Room Management Committee

SC advised there was nothing to report at present.

(b) Recreation Ground Management Committee

The committee chairman Les Meadows gave a short presentation about future plans. Following the October meeting with local young people, site visits had taken place looking at skateboarding facilities, and preliminary costs had come to £40,000, though other approaches were being looked at. A youth shelter at £7,000 was much more achievable, and a site has been identified in view of Church Road. It was agreed to forward any information the parish council receives about grant funds. **ACTION: AM**

Keeping dogs on leads on the recreation ground was a very live issue, with the majority of dog owners being responsible but others making it worse for everyone – on two recent occasions a referee had refused to start a football match until the dog waste had been cleared away. It was agreed that new permanent signs should be posted at the entrances to the ground, and that Mitcheldean parish council should be approached to check the wording of their reported new signs. The warning signs about use of CCTV at the recreation ground would also be checked for GDPR compliance. **ACTION: AM/LM**

10. Clerk's Report & Correspondence

The clerk presented information about the activities of the local Dementia Action Alliance. After discussion it was agreed not to formally join the alliance but to support its work where possible.

A new document shredder was needed to help the council meet its requirements under the General Data Protection Regulation (GDPR), and it was agreed to purchase one within a budget of £100. **ACTION: AM**

After discussion of previously circulated information about a "returning soldier" monument, it was agreed to work with the Recreation Ground Committee on the details and contribute up to £250 towards a purchase. **ACTION: AM/LM**

The clerk described the process of meeting GDPR requirements as laid out in guidance from the National Association of Local Councils and presented the previously circulated draft policies and documents concerned. After discussion the following were approved:

- Longhope privacy policy
- Longhope privacy notices
- Longhope schedule of data processing
- Longhope data consent form
- Longhope document retention policy
- Longhope subject access requests policy
- Longhope data breach response plan

Approval of a draft data security policy was postponed until after a presentation of the option for an outside organisation to securely hold parish council digital files. **ACTION: AM**

After discussion it was agreed that nothing commercial should take place on the council's land at May Hill, and to revise the policy wording accordingly. **ACTION: AM**

The clerk presented details of the duty on public bodies under the Natural Environment and Rural Communities Act 2006 to conserve biodiversity.

The clerk reported on a resident's concern about blocked drains and a pothole on Station Lane. It was agreed to ask County Highways for a site visit to review this and other highways issues around Church Road and Hobbs Lane. **ACTION: AM**

The clerk reported back on a more detailed conversation with suppliers of speed warning signs, and it was agreed to invite bids for vehicle activated signs on Church Road and the Latchen. **ACTION: AM**

There were a number of items of correspondence including:

- Details of road improvement works on the A40 at the Over roundabout
- Grant opportunities from Calor Gas and the District Council
- Regular Councils Connected newsletter from the County Council
- The proposed closure of the District Council's pest control service
- Forthcoming merger of the Forest and Gloucester Citizens Advice Bureaux
- The suspension of meetings about dealing with the boar population

11. Finance

The following invoices were approved for payment:

GAPTC (replacement cheque)	416.80	Annual subscription
GAPTC	40.00	Training course
Glebe Contractors	115.80	Grass cutting
Merlin Waste	90.00	Dog waste collection
Nick Thomas Landscapes	120.00	Clearing Latchen pavement
Andrew Maliphant	591.06	Salary - April
Andrew Maliphant	49.32	Expenses – April
Mike Phelps	32.64	Scalpings for May Hill

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**

After discussion, it was agreed that £800 would be made available in advance to the organisers of the annual Rose Barton & Margaret Skelton party.

12. Localism and Neighbourhood Plan

MP reported on the preliminary meeting about developing a community land trust for Longhope, which had considered a number of potential sites for building affordable housing. The newly-formed steering group would now take the project forwards.

13. Next Meeting - Monday 18th June at 7 pm, when agenda items would include the Annual Return for 2018.

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