

Newnham Parish Council & Burial Authority

Public Consultation

Harmony Plan – A parishioner gave further information regarding plans to work on an area next to the football pitch to create a low cost., low maintenance environment, sensitive to nearby residents. Planting proposal are being considered and community engagement sought. Several other attendees provided additional information on other similar projects and potential funding opportunities. Further updates would be provided at future meetings. It was also suggested that the group prepare a report for the Annual parish meeting in April where an open format allows greater discussion.

Minutes of a Parish Council meeting held on Monday 28th January 2019 at 7.00 p.m. in the Armoury Hall, Newnham on Severn. Page 28

Present: Chair Cllr T Weeden, Cllrs, F Bihlmeier, N. Hughes, J. Larkham, L. Love, G Murray & S O'Leary,.

In attendance: The Clerk County Cllr R Boyles, and 11 member of the public.

1. **To Receive Apologies for Absence**
Cllr C Kenny & District Cllr S Phelps
2. **To Receive Declarations of Interest**
None
3. **Approval of Minutes of the Parish Council Meeting held on the 26th November 2018**
Minutes of the meeting were duly approved
4. **To receive a report from the clerk on outstanding actions for items not on the current agenda.**
None
5. **To receive the Clerk's report**
All matters by agenda item
6. **To Receive Reports from County and District Councillors.**
County Cllr Boyles advised that the **county history archive** has been supported by funding from Glos County Council (£1.6M) and lottery funding (£1.1M). Children's services have received a further Ofsted report that shows progress is being made, but further work needs to be done. Residents at Sheens Meadow have referred the **Maple 333 agreement** back to planning at FoDDC but (as applies to many other such schemes in the area) it is not expected to receive a positive outcome from the referral. **ReNewnham** have approached the County Council and support maybe forthcoming if their plans progress. **The county Fire Brigade** have recommended that all residents register their electrical appliances with the manufacturer (however old) so that any recalls etc can be notified to them. This is in response to a number of fires caused by faulty appliances that needed rework. **The Victoria Hotel**, a response from the owner is awaited regarding recent discussions. The lack of response is to be discussed with the county barrister on the 29th Jan and next steps agreed.
7. **To consider the casual vacancy arising from the resignation of Cllr Shaw.**
After consideration it was **resolved** that with the ordinary election due in May the vacancy would not be filled by co-option. Interested candidates could submit nominations to FoDDC when the election is called.

Financial

8. **Financial Statement**
The monthly financial statement was received and duly approved.
Monthly payments were received and duly approved
9. **To receive a finalised draft budget and consider a recommendation from the finance committee to increase the precept by 7%.**
After discussion it was **resolved** to accept the draft budget and increase the precept to £32,019 (7%) as recommended by the finance committee. This will result in a £2.55 increase per annum on a Band "D" property.

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10. **To consider a quotation for £1250 from Stone Art & £2880 from Heritage Stone to clean the war memorial.**

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The clerk confirmed that the quotes were “apples for apples” given the significant difference. It was also recognised that the precept increase would be significantly offset by additional expenditure such as this, which is not currently in the approved budget. Cllr Hughes volunteered to take the cleaning costs to the Royal British Legion to see if there was any finance available to share the cost with council. The decision was made to hold further discussions over until the February meeting when a response from the RBL should be available.

Highways

11. **To Receive an update from the Highways sub group**

Highways

Have been requested to consider erecting a sign at the green advising that the road is unsuitable for heavy vehicles, a significant number use the road as a short cut to Dean Road. Tree roots at Dark Orchard were inspected and although they are significant, they are not considered any worse than in previous years and would therefore not be regarded by Highways as a priority.

Community

12. **To strategically consider the various community projects listed below, plus any other proposals that may merit consideration.**

To Receive an update on the mediation process between the WI & The Club led by Cllrs Love, Kenny & Weeden – Considerable debate took place regarding this subject, the desire of many is that the original agreement is fulfilled. The legality of the S106 funding not being channelled into the club was also discussed. A WI attendee confirmed the planning department at FoDDC had been informed and were happy that this may not occur.

To receive an update from the ReNewnham group regarding fund raising efforts for the George café.

Cllr Love advised that regular meetings are being held and fund raising was going well, with significant monies already being raised. A revaluation of the property is currently being considered.

To consider a request from the ReNewnham group to support bank charges for the first year of accounts.

As significant funds have now been secured the request for support has been withdrawn.

13. **To Consider Planning applications received**

P1866/18/FUL Ruddle Farm was discussed and support for the re submission was agreed. However, as the application closing date for comments was 21st December council could not feed comment back to FoDDC.

P1979/18/TCA Romaleyn, Church road. Was discussed and council had no objection to the application. However, as the response date was 2nd January council could not feed comment back to FoDDC.

14. **To receive an update from the clerk on the works on the green**

The clerk advised that all works by K Morris were now complete and paid for. £2863 remains in the project fund, with £1850 already committed to additional tree works. This leaves the balance to support upgrades to the telephone box as an information point, and information boards. No progress has been made on the boards, work to the telephone box or the addition of a further dog waste bin.

Cllr Love advised of concerns about waste being tipped down the bank. The clerk reminded council that this had been agreed as part of the specification for all quotes to reduce cost.

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15. **To receive a report from Cllr O’Leary regarding the meeting with the Post Office rep.**

Cllr O’Leary advised that the meeting had been useful as the P.O. rep confirmed that although all such facilities were being moved over to a commission base, whilst the current post master was in place Status Quo would prevail. Any future proposal for re location would

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be supported by the P.O. and a number of requirements would need to be met for the proposal to be supported by them.

16. **To receive an update on land ownership and registration in the burial ground**
Awaiting an update from the solicitor.
17. **To receive an outlook of costs associated with pursuing adverse possession with regard to the chains and agree next steps.**
After discussion it was agreed to hold this item over until the February meeting so that Cllr Kenny could report back on enquiries he has been making. The clerk was requested to contact Highways to see if they have the legal right to act if the trees are considered a danger to the public.
18. **To receive an update from the clerk on internet banking implementation.**
The clerk advised that further info was now available and he needed to arrange a joint call between several signatories and the bank to progress further.
19. **To discuss inconsiderate parking opposite the tenanted spaces at the Beeches**
Cllr Love advised that she had discussed this with the Highways manager who felt that a Traffic Restriction Order (TRO) was not justified. Warning signs were also considered, however, Cllr Murray advised this had been done in the past with little effect. It was also noted that to date only one tenant had complained, although Cllr Love felt other tenants had experienced problems
20. **To consider a request from a member of the public for an electric vehicle charging point in the village**
It was generally agreed that this suggestion should be considered and the clerk was requested to explore the 70% grant mentioned in the request e-mail, so that further consideration could be made at the February meeting.
21. **To Receive an update from the clerk on a second quotation to remove a large Pine tree from the playpark on health & safety grounds due to decay for £765**
The clerk advised that he was still trying to get a further quotation, but as this is a single tree this is proving difficult due to the contract value.
22. **Implementation of GDPR requirements.**
 - **To consider and approve the Subject Access Request (SAR) procedure**
 - **To consider and approve initial response to SAR to be made by the clerk & RFO.**
 - **To Consider and approve an updated documentation retention process**
 - **To consider and approve the data audit schedule**
 - **To approve the data breach reporting form**
 - **To consider and approve the data protection policy**
After discussion it was **resolved** to adopt the above procedures and give the clerk authority to process initial responses
 - **To receive a report from the clerk on Councillor responsibilities and data processing**
The clerk advised councillors that they were responsible as individuals (as data processors) to comply with the requirements of the legislation.

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- **Receive an update from the clerk regarding non personal e mail addresses for all Cllrs.**
The clerk advised that he was making progress with help from the FoDDC DPO to establish a domain name for the council and then he would be administrator of the sub addresses for councillors. Dedicated addresses for councillors would reduce the amount of private information published and as administrator he would be able to see all the accounts, recommended for GDPR compliance. As there would be no link with personal e-mail accounts the clerk would not have any access to them.

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- **To receive an update on next steps.**

Some councillor permission forms allowing the clerk to hold and publish information remain outstanding and need to be returned by councillors to the clerk. From the May ordinary elections on, acceptance of office forms have been modified to give permission.

Further work to reduce the amount of historic information held by council is ongoing by the clerk.

An implementation audit will be conducted by the DPO at the time of the annual parish audit in April.

23. **To consider future options for opening and closing the toilets at the cliff.**

It was agreed that the position should be advertised on the facebook page and website with a monthly payment of £60. The clerk was requested to check if FoDDC offer an opening service and if so at what cost. The forestry commission also use a contractor for their toilets and he committed to speaking to them. However, he is aware of the Forestry activity and that it is linked to toilet cleaning by the contractor, which at the cliff is conducted free of charge to council by FoDDC.

Post meeting note: A member of the public in attendance volunteered to take on the activity for one month to see how it goes. Therefore no information will be posted on either site.

24. **To consider current notice board locations and future needs.**

After discussion it was agreed that legally only one notice board is required and the one on the wall at Red Lion House should be used. The clerk was authorised to purchase thicker cork to line the back of the cabinet to enable notices to be posted easily. Cllr Larkham volunteered to arrange for the casing to be re painted later in the year. Now that the board on the outside of the bus shelter would no longer be used by council. Private notices could be posted either inside of outside the shelter.

Other Matters

25. **To consider correspondence received to date**

None

26. **Matters for the Next Agenda**

Grave yard, condition of graves after burial – next agenda

Drain cover damage Dean Rise – Clerk to advise highways

Sunken drain Velindra House – Clerk to advise highways

Damaged fence at the cliff – Next agenda and quote via the clerk

Dean Road slippery surface – Next agenda

27. **To Confirm date & time of next meeting**

- Parish Council Monday 25th March 2019

There being no further business the meeting closed at 8.40 p.m.

Signed

Date