



## GORSLEY & KILCOTE PARISH COUNCIL

Chairman: Councillor Nigel Warwick | Clerk: Mrs Arin Spencer

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### MINUTES OF THE ANNUAL MEETING OF GORSLEY & KILCOTE PARISH COUNCIL

Held on Monday 13<sup>th</sup> May 2019 at 7:30pm in the Upper Room Christ Church, Gorsley

**Present:** Cllr John Barker Cllr Steve Excell Cllr Catherine Gardner  
Cllr Nigel Poole Cllr Graham Price

**In attendance:** Mrs Arin Spencer (Clerk)

In the absence of outgoing Chairman Warwick and outgoing Vice-Chairman Clough, Cllr Poole proposed, Cllr Barker seconded, and it was unanimously agreed that Cllr Price should chair the meeting.

**1 To elect a Chairman for 2019/20**

Cllr Price welcomed everyone to the meeting and requested nominations for chairman of the Council for 2019-2020.

Although he could not attend the meeting, Cllr Nigel Warwick had indicated in writing that he was willing to continue as Chairman and was the only councillor nominated.

**Resolved:** Approved the appointment of Councillor Nigel Warwick to the office of Chairman of the Council for the 2019-2020 civic year.

**2 Chairman to sign declaration of acceptance of office.**

Could not be signed as Cllr Warwick was not at the meeting.

**3 To consider co-option of a councillor to fill the one (1) vacancy remaining after the election as a result of insufficient nominations.**

David Clough had indicated in writing his willingness to be co-opted to the Council. No other applications for co-option were received.

**Resolved:** Approved the co-option of David Clough onto the Council.

**4 To ELECT a Vice-Chairman for 2019/20**

David Clough was nominated by Cllr Poole and seconded by Cllr Barker.

**Resolved:** Approved the appointment of Councillor David Clough to the office of Vice-Chairman of the Council for the 2019-2020 civic year.

**5 To decide when any declarations of acceptance of office which had not been received as provided by law should be received.**

Outstanding declarations of acceptance of office should be received by 3 June 2019.

**6 To receive apologies for absence**

Apologies received from Cllr Nigel Warwick.

**7 To receive declarations of interest in items on the agenda**

None.

**8 To receive requests for dispensation regarding items on the agenda**

None.

- 9 Minutes**  
Minutes of the meeting held on 25 February 2019 (previously circulated) were unanimously approved and signed by the chairman as a correct record of the decisions made.
- 10 To appoint a planning committee**  
It was agreed that no planning committee will be appointed. Meetings of the full council will be held in alternate months if there are planning applications to consider. (See item 23 Schedule of Meetings.)
- 11 To appoint a Lead Member for Finance**  
Cllr Graham price was nominated.  
**Resolved:** Unanimously approved the re-appointment of Cllr Graham Price as Council's Lead Member for Finance.
- 12 To consider renewal of annual subscriptions**  
12.1 Gloucestershire Association of Parish & Town Councils (£72.45)  
12.2 Gloucestershire Rural Community Council (£25.00)  
12.3 Local Council Review (£17.00)  
12.4 Parish Online (£36.00)  
12.5 Information Commissioner (£40.00)  
**Resolved:** To renew all five annual subscriptions listed above.
- 13 To confirm Parish Council's insurance provider for 2019/2020 and review the insurance provided by the policy.**  
Cllr Price advised that this is the annual renewal of a three-year contract with BHIB entered into last year. It provides the insurance cover required by council at a good rate.  
**Resolved:** To renew the insurance contract with BHIB for 2019/20.
- 14 Annual Governance and Accountability Return 2018/2019**  
14.1 **Resolved:** Certified as exempt from a limited assurance review and completed the Certificate of Exemption.  
14.2 Received the internal auditor's report and considered action to be taken.  
The internal auditor recommended that the website be updated. Clerk to action accordingly.  
14.3 **Resolved:** Agreed the Annual Governance Statement 2018/2019  
14.4 **Resolved:** Approved and signed the Accounting Statements for 2018/2019
- 15 Financial Matters**  
15.1 Cllr Price, Lead Member for Finance, will make his next report to Council at the meeting on 1 July 2019.  
15.2 **Resolved:** Approved the annual accounts up to 31<sup>st</sup> March 2019  
15.3 **Resolved:** Agreed payments as per cheque approval sheet. Proposed by Cllr Barker, seconded by Cllr Gardner.  
15.4 To approve and sign Clerk's expenses schedule for 2019/2020  
Telephone expenses on the Clerk's expenses schedule were queried.  
**Action:** Clerk to confirm what is included in the *working from home allowance* and resubmit the expenses schedule for approval at the next meeting.  
15.5 **Resolved:** Approved and signed Clerk's salary schedule for 2019/2020
- 16 Planning Matters**  
16.1 **Decisions:**  
**P0147/19/LBC – Briery Hill House, Briery Hill Lane, Kilcot**  
Listed Building Consent for the proposed replacement of windows in north east elevation and repainting of all other windows.  
Application **refused** on the recommendation of the conservation advisor to Forest of Dean District Council.

## 16.2 New Applications:

### **P0076/19/FUL – Barn at Little Bull Hill, Kempley Road, Gorsley, HR9 7EF**

Erection of a replacement stable block and feed store including the change of use of existing horse box and stable to provide farrier forge and workshop. Demolition of existing field shelter.

After a discussion it was agreed that the Parish Council response would be to “Object” to the application with the following comments:

*The application implies an existing establishment with an employee and parking spaces for cars and light commercial vehicles where no such permissions exist.*

*The field, which currently is for "equestrian" use only, has been the subject of several planning applications and numerous non-compliance issues in recent years.*

*Currently we note hard standings and tracks have been created, together with floodlighting to the manège area which has also become an unlicensed tip for redundant construction materials.*

*Paragraph 1.5 of the Design and Access Statement describes the "agricultural" barn of sound construction and large in scale. That is because it was built twice the size of the original planning permission and subsequent retrospective permission had to be granted.*

*The Parish Council's view is that this is an unacceptable commercial development in open countryside and will result in additional traffic on the rural road network.*

### **P0424/19/LD1 – The Annexe, Standfast, Kilcot Hill, Ross Road**

Application under Section 191 to confirm whether the use of an existing annexe as an ancillary annexe together with attached conservatory is lawful.

After a discussion it was agreed that the Parish Council response would be “No Objections”

### **P0552/19/FUL – Orchard House, Blue Lane, Kilcot**

Erection of a single storey side extension with associated works.

After a discussion it was agreed that the Parish Council response would be “No Objections”

16.3 **Enforcement Action:** Clerk to report on enforcement action at next meeting.

## 17 **Report from the Clerk on actions requested in the minutes dated 25<sup>th</sup> March 2019 not covered elsewhere in the agenda including Action Tracker**

The Action Tracker had been circulated to all councillors. It was agreed that the Clerk’s Report could be deferred to the next meeting.

## 18 **B4221 and Related Matters**

See 19 and 20 below.

## 19 **Highway Matters**

*Severn Trent work on B4215*

Severn Trent has confirmed work on the B4215 will go ahead but without closing the road completely. There may be traffic control lights but there will still be access to Gloucester and no need for long alternative routes.

## 20 **Local Transport Plan and HGV’s**

Andrew Middlecote, Local Highways Manager, responded to Council’s letter *Reduction of HGV traffic through Gorsley & Kilcot* advising Council that:

- Gloucestershire County Council (GCC) continues to monitor HGV traffic through Gorsley & Kilcot and while HGV traffic on the B4221 showed an increase up to 2017, it decreased from 2018.
- GCC has designated various roads as *preferred lorry* routes and the Freight Association and Road Haulage Association are made aware of these.
- With the changes to the Severn Bridge Tolls there may be a reduction in HGV traffic on the minor road network in Forest of Dean. GCC will continue to monitor this.

**Action: Clerk** to thank Andrew for the reply and request the statistics referred to for HGV traffic on the B4221.

**21 Councillor Training**

Council considered GAPTC training for new councillors (Being a Better Councillor £95.00)

**Resolved:** That Cllr Steve Excell should attend the training.

**Action: Clerk** to send training dates to Cllr Excell and make the necessary booking.

**22 Resolutions for GAPTC AGM**

None.

**23 Schedule of Meetings**

Council approved the following schedule of meetings for 2019/20:

*Planning Meetings*

Monday 3<sup>rd</sup> June 2019 at 6:30pm

Monday 5<sup>th</sup> August 2019 at 6:30pm

Monday 7<sup>th</sup> October 2019 at 6:30pm

Monday 2<sup>nd</sup> December 2019 at 6:30pm

Monday 3<sup>rd</sup> February 2020 at 6:30pm

Monday 6<sup>th</sup> April 2020 at 6:30pm

*Ordinary Meetings*

Monday 1<sup>st</sup> July 2019 at 7:30pm

Monday 2<sup>nd</sup> September 2019 at 7:30pm

Monday 4<sup>th</sup> November 2019 at 7:30pm

Monday 6<sup>th</sup> January 2020 at 7:30pm

Monday 2<sup>nd</sup> March 2020 at 7:30pm

Monday 4<sup>th</sup> May 2020 at 7:30pm

**24 Tree Safety**

**Action: Clerk** to establish what tree liability cover is included in the BHIB policy and what tree safety action is required of Council by the insurer.

**25 Items for the July meeting agenda**

25.1 Local Transport Plan and HGV's

25.2 Tree Safety

**26 Councillors'/Clerk's Submissions – FOR INFORMATION ONLY**

None

As there was no further business, the meeting was closed at 8:55pm.

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Signed (Chairman)

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Date: