

**Minutes of the Parish Council Meeting held at**

**Elmore Village Hall on Tuesday 28<sup>th</sup> September 2021 at 7.00 pm**

<b>Present</b> Parish Councillors: Mr J Field (JF) Chair, Mr N Meek (NM) Vice Chair, Mrs J Hill (JH) Mr M Hodge (MH), Mr V Meredith, (VM), Mrs D Jones (Clerk)		
In attendance. Mrs J. Field, Mrs P Turner and Mr T Jones		
1 Apologies Cllr Davies GCC, and Cllr Oxley SDC		
2 Open Question Time	<p>TJ asked JF in advance if he could ask if the Council share his concerns about:</p> <p>Entrance to Hollow Farm events field. This was discussed later in the meeting in Planning.</p> <p>Sunken trench across road near layby. Left over from Gigaclear Utilities work.. This was discussed later in the meeting under Highways.</p>	
3 Police Report	No response or report from our new PC, Manpreed Thind. PSCO Griffiths & PC Thind had recently visited most houses in Elmore recruiting people to sign up to the Rural Watch Scheme.	
4 Declaration of member's interest in Agenda items	No declarations were made.	
5 Minutes of the previous Parish Council Meeting held on 18 <sup>th</sup> May 2021	The Minutes of the previous Parish Council Meeting held on 18 <sup>th</sup> May were proposed as a true record by NM and seconded by MH . The Council were unable to ask about action about cars parking on the yellow lines at Sellars Bridge.	
6 Matters arising from the Minutes of 18 <sup>th</sup> May 2021	<p>Item 12: Updating The Emergency Plan to be discussed in this meeting under item 14.</p> <p>Item 15 Finance: Scheme of delegation and online banking to be discussed in this meeting under item 9 Finance</p>	
7 County Councillor's Report from Cllr Stephen Davies	<p>Cllr Stephen Davies sent apologies but sent a report:</p> <ul style="list-style-type: none"> <li>• The next 2 weeks are critical for Covid-19. There is expected to be a spike in cases but the critical measure is hospital admissions, which have stayed re-assuringly low during the summer, with less people having to stay in hospital and usually staying for shorter periods.</li> <li>• Gloucestershire County Council have launched a £2m Build back better fund. This equates to £40,000 per Councillor and is administered in a similar way to earlier schemes. If Elmore Parish Council or any other local group is interesting in making an application, please contact me and I will give them the details.</li> <li>• In addition to this GCC is investing £1.8m in the County to support the post Covid recovery.             <ul style="list-style-type: none"> <li>○ £1m to create a "Gloucestershire Restart Fund"</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ £220,000 on Electric Vehicle Infrastructure to fund 500 new charging points.</li> <li>○ A £10,000 increase per Councillor for Highways Local Schemes.</li> <li>• GCC has also allocated £2.6m for Adult Skills which is seen as a significant contribution to addressing unemployment post Covid.</li> <li>• There has been national recognition of the Gloucestershire County Council Apprenticeship scheme which has been awarded "Best training provider and employer partnership"</li> <li>• GCC are piloting an On Demand Bus scheme in the Forest of Dean and the Cotswolds that if successful will be rolled out across the rest of the County.</li> <li>• GCC has completed the new facility at Trevone House providing Ground Breaking support and semi independent accommodation for vulnerable care leavers. This facility has already been nominated for 2 awards.</li> <li>• Following the appointment of a new Chief Fire Officer, Mark Preece, Gloucestershire Fire and Rescue Service will be asking Residents for their views to help shape the future of the Fire Service in an 8 week period starting on the 1st October. This follows an investment in newer greener Fire Engines.</li> <li>• Finally after the May election I was appointed as Cabinet Member for Children Services which is a huge privilege, to have oversight of this very important area.</li> </ul>	
<p>8 District Councillor's Report</p>	<p>Cllr Gill Oxley sent apologies but not a report. However, she has offered to help or answer any questions we might have.</p>	
<p>9 Finance</p>	<p><u>Account update: FY 2021/1922</u>  The account remains in a healthy state with a balance at £5,515.04 at the end September 2021.</p> <p>Expenditure up to March 2022 on defibrillators is forecast to be £251.60. This is within the budget set of £300 per annum.</p> <p>The precept for this year, £2,472, has already been paid to us. It was arranged that we decide at the next meeting in December to continue with the same Precept request for FY 2022 – 2023.</p> <p>Scheme of Delegation of Authority to the Clerk, allowing direct payments on behalf of the Council should continue in consultation with the Chair and or Vice Chair.</p>	

	<p>Online banking payments were reported to be working well. It was agreed that both Lloyds Bank Statements as well as Forecast Spreadsheet should be scrutinised at each meeting</p>	
<p>10 Highways</p>	<p>RE: TEMPORARY CLOSURE AND RESTRICTIONS OF VARIOUS ROADS 73287 3/222 and 3/223 Longney-Elmore loop Entire Length 10700 metres NM confirmed this Highway patching is planned to be happening 25<sup>th</sup> &amp; 26<sup>th</sup> October.</p> <p><u>Purchasing Salt/Grit Bins.</u> Cllrs agreed to purchase new bins to replace the existing home-made bins at the existing 4 locations plus another on the ‘triangle’ at the turning to Weir Lane. (total 5) JH agreed to take the lead in selecting these and arrange for supplies of grit and salt for them. The Council agreed a sum of £550 should be made available for this.</p> <p><u>Rubbish Bins.</u> Cllrs discussed the potential benefit and pitfalls of installing bins in Elmore’s lay-bys. NM suggested a trial using an old Salt /grit bin with a rubbish bag to be placed in the layby as you enter Elmore. This would help assess how the public used these and whether it was worth spending money on ‘professional’ bins.</p> <p><u>Footpath Survey:</u> Following a plea for helpers JF delivered maps to Fiona Lee, Jenny Voyce, Ben &amp; Dee Dale Chris Camm, Jennie Field Covering all the footpaths in Elmore JF had offers of help from The Guides and Clare Stewart. Once we have a clearer idea of the state of the footpaths and the need for new signs we can approach GCC for the replacement signs etc. We can then organise a team of locals to put the signs in the right places. JF reported on where the responsibility lies:  <ul style="list-style-type: none"> <li>- GCC for maintenance of stiles, bridges and signage (not currently happening!)</li> <li>- Landowners (or tenants) for keeping the paths open and maintaining the ground. (not currently happening!)</li> </ul> </p> <p><u>Trench across the road left from Gigaclear Utilities work.</u> NM thought that Highways would consider the trench too shallow to send out a pot-hole filling team. It was agreed that a special request should go to Highways pointing out the risk to crossing this trench by motorist and cyclists, to ask if Highways could bring any pressure on the Gigaclear Utilities team to fix it.</p>	<p>JH JH</p> <p>NM</p> <p>JF</p> <p>NM</p>
<p>11 EPC Membership</p>	<p><u>New Chair and Co-opting</u></p> <p>JF outlined the options for changes in the council and chair. It was agreed the NM would take the chair with immediate effect.</p>	

	<p>At the next meeting in December 2021, a new councillor will be co-opted and JF will retire from the Council.</p> <p>There was discussion about the length of tenure for the Chair. The value of annual changes or up to a max of 3 year changes were discussed. NM thought that frequent rotation of the chair would mean that all councillors would be more involved and all with learn about everything. VM thought 1 year was not long enough to use the skills of being chair.</p> <p><u>Standing Orders</u></p> <p>JF stated that he would draft an amendment to EPC Standing Orders outlining the max tenure for a Chair in line with GAPTC's recommendation "<i>that the maximum term of office for the Chair of Elmore Parish Council is no longer than 3 years.</i>"</p> <p><i>The role of Chair could then be rotated amicably.</i></p>	<p>JF</p> <p>All</p>
<p>12 Defibrillators update</p>	<p>MH reported that both defibrillators were in full action and that he was up to date with the future needs for spares.</p> <p>There was no further information about the use of the Phone Box defibrillator a few weeks ago.</p> <p><u>Associated First Aid Training</u></p> <p>JF suggested organising a further 1<sup>st</sup> Aid Course to include the use of the Defibrillator.</p> <p>JF suggested a Saturday morning in March. Paula Turner approached the instructor and he is available on either 12<sup>th</sup> or 26<sup>th</sup>. The 12<sup>th</sup> March 2022 was the agreed date. The instructor suggested a group of + / - 20. It was agreed that £100 should be allocated for the Instructor. Depending on the uptake we may consider running 2 sessions.</p> <p>Once a date is fixed we need to publicise details in The Bridge.</p>	<p>PT</p> <p>DJ, TJ</p> <p>TJ</p>
<p>13 Queen's Platinum Jubilee</p>	<p><u>Official Announcement:</u> <i>In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.</i></p> <p><i>Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June.</i></p> <p><i>An extended bank holiday, from <b>Thursday 2nd to Sunday 5th June 2022</b>, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.</i></p>	

	<p>For the Diamond Jubilee in 2012 the village held an Open Air evening picnic on Thatcher’s Field (situated at the top of Velthouse Lane) – Mike Watts has already agreed that this area can be used again if required. This was a free BYO picnic event for all villagers.</p> <ul style="list-style-type: none"> <li>- We had a large bonfire, which was lit as part of a nationwide beacon lighting event. This was accompanied by a firework display paid for in part by EPC and in part by Sir Jamie Guise and laid on by Mark Turner.</li> <li>- Graham Taylor provided a generator and portaloos.</li> <li>- John Attwooll provided and erected a marque free of charge.</li> <li>- EPC paid for commemoration pottery mugs which were presented to all children aged 16. They were also on sale for others to buy. (Organised by Jenni Hobbs).</li> <li>- the event was covered by our insurance – the small print would need checking but I recall that we asked the insurers about cover.</li> </ul> <p>One of the main themes of the Platinum Jubilee is to be tree planting. We have already undertaken a similar but very small tree planting project – do we want to engage in a larger one or wait and see what the local authorities are planning?</p> <p>Provided we think that Elmore should be involved in the nationwide Platinum Jubilee event in June 2022 then JF suggested:</p> <ol style="list-style-type: none"> <li>a that a committee is formed from villagers (not just Councillors) to plan and run the event. Maybe it should contain at least one Councillor who would be responsible for the purse strings.</li> <li>b. an initial budget of £1,000 to meet incidental expenses, including fireworks if required and purchase of commemorative items etc. Fund raising or a raffle might be necessary to help cover costs.</li> <li>c. It is not too soon to plan such an event so things should be being formalised before Christmas – to do this we need a Councillor to be part of the team.</li> <li>d. We can publicise the event and ask for volunteer members of a steering committee.</li> </ol>	
<p>14 Approval of Amendments to Elmore Emergency Plan</p>	<p>At our last meeting JF undertook to amend the <b>Elmore Emergency Plan</b> to incorporate a new section dealing with Pandemics.</p> <p>This was adopted by the members of the Council, and the revised version will be published on our website.</p>	<p>DJ</p>
<p>15 Possible Community Projects.</p>	<p><u>Renewal of Fencing around Millennium Ponds</u></p> <p>The Millennium Ponds were constructed in 2000 as part of Elmore’s contribution to mark the Millennium. Around two of these ponds (opposite Barhouse Farm and opposite Dower House) wooden rails were erected, possibly for safety reasons as the ponds were so close to the road. There is also a little green ‘Health &amp;</p>	

	<p>Safety' notice on the railings advising passers by that no fishing and no swimming is permitted!</p> <p>The woodwork has now rotted so much in places that the railings are not only unsafe but also very unsightly. We have a few choices:</p> <ul style="list-style-type: none"> <li>- Replace the railings 'like for like'</li> <li>Or</li> <li>- Remove them altogether</li> </ul> <p>JF consulted some of those who were on the PC then ( Graham Littleton, Andy Nash), to ascertain the rationale for putting up the railings in the first place. .</p> <p>We can discuss this again once we have more information</p> <p>If we need to replace them then we should allocate a reasonable budget. Maybe a bit of research and then a decision at the next meeting?</p> <p>The lead for this project can also be decided at the December meeting.</p> <p><u>Repainting of the Red Telephone Box</u></p> <p>MH has a new 'free of charge' supply of red paint and JF has the remaining gold paint. There was discussion about when to do the job and who would be involved in the work. Prior to painting, the box will need a good clean with a high-pressure washer. JF offered to help with the work again as he has a suitable access ladder and high-pressure washer.</p> <p>TJ also offered to help.</p>	<p>JF</p> <p>MH, JF, TJ, +others</p>
<p>16 Parish Communications</p>	<p><u>Website.</u></p> <p>DJ reported that the website is up to date. The Annual Hosting fees have been paid to Nettl, the company who set up the website for the Parish Council.</p> <p><u>The Bridge.</u></p> <p>TJ will continue to collect and publish local information in The Bridge. NM asked if some of the residents might prefer to receive just an electronic copy. This could reduce the cost of printing but may depend on a viable print run. MH asked if we could accept 'donations' for a 'mention' in the Bridge. TJ agreed to ask the printers if they would like a 'mention' in our next issue for a reduction in cost.</p> <p><u>E-mail database.</u></p> <p>JF will continue this record which is maintained securely to comply with GDPR rules.</p> <p><u>Village Hall Notice Board. Not discussed</u></p> <p>Afternote: VM has given he EVH notice board a new coat of linseed oil to prolong its life.</p>	<p>TJ</p> <p>JF</p>

<p>17 Planning Review /Update</p>	<p><u>Elmore Court's Tree Houses:</u></p> <ul style="list-style-type: none"> <li>- The PC has submitted comments giving tacit support to the tree house project but highlighting certain concerns: JF circulated these comments for approval prior to submission to SDC</li> <li>- JF noted on the SDC Planning Portal that several Public Comments have also been submitted-</li> <li>- Status: Awaiting decision.</li> </ul> <p><u>Ongoing work at:</u></p> <ul style="list-style-type: none"> <li>- Kenton Green</li> <li>- The conversion of the Barn at Farley's End</li> <li>- Orchard View, Elmore Back</li> </ul> <p><u>Public Events at Hollow Farm:</u></p> <p>Over the last 2 months there have been 3 separate events held at Hollow Farm by outside agencies:</p> <ul style="list-style-type: none"> <li>- Two dog Agility events</li> <li>- Soul Circus</li> </ul> <p>The PC was not informed of any on these events and although Soul Circus has been held in the past, the organisers have applied for a licence from SDC and we have been informed. DJ contacted the licencing office at SDC who said that Soul Circus had applied for an 'ongoing' licence for a few occasions, in 2019. They were unaware of the Agility events and said that they ought to have been made aware of these events to keep track on Covid issues in the Authority.</p> <p>It has also been noted that the entrance to the field where the events are held has been extended. However, it was agree that this entrance is on a blind bend and emerging traffic cannot see road traffic clearly. A solution would be to move the entrance to a straight stretch of the road. Action: JF to write to owners</p> <p>JF reminded the meeting that many residents in Elmore have followed the correct procedure for Planning Applications as well as paying the required fees and following the rules regarding the submission of such applications.</p> <p>PCs have also been extolled in the past to be the eyes and ears for SDC on Planning matters.</p> <p><u>Illegal Barn on Haywicks Lane</u></p> <p>JF outlined the history of this barn, which has continued to be been built although planning permission has been refused. This fact has been reported SDC several times but EPC has not yet received a reply.</p> <p>A further chaser was sent in September and we await a response before we escalate the matter.</p>	<p>JF</p>
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Elmore Parish Council

	<p>JF to monitor progress.</p> <p><u>The Barn Conversion – Hollow Farm</u>          JF outlined the sequence of events following the erection of the barn at Hollow Farm in late 2019, including various planning applications and an Appeal, which was upheld in May 2021. However, certain ‘conditions’ which were included as part of the Appeal decision do not all appear to have been completed.</p> <p>Therefore, after discussion as to what action the PC should now take, it was decided that we should send a report to SDC seeking clarification on the status of this building.          JF would circulate a draft prior to submission.</p>	<p>JF</p> <p>JF</p>
<p>18 Any Other Business</p>	<p>JF agreed to obtain a wreath as he normally does from British Legion to be laid on Sunday 14<sup>th</sup> November at 11 am.</p> <p>JF reported that he would attend the SV meeting on Tuesday 2<sup>nd</sup> November 2021 which will be held in Elmore Village Hall. This is a Councillors only meeting and not open to the public. However, all Councillors are welcome.          No Agenda has yet been published.          As hosts, we would normally lay on tea and biscuits.  <u>Afternote:</u> Although JF has handed over s Chair of EPC he agreed to Chair the SV meeting.          The Agenda has now been published.</p> <p>Dates for 2022 meeting were circulated to Councillors for them to mutually agree. These will be published at the next meeting</p>	<p>JF</p> <p>JF/ NM</p>
<p>Date of the next Parish Council Meetings - Tuesday 7<sup>th</sup> December 2019 at 7.00 pm</p> <p><u>2022 Meeting Dates for discussion</u>          Monday March 2022          Tuesday May 2022 (Annual Meetings)          Monday September 2022          Monday December 2022</p>		
<p>The Chairman thanked those present for attending and declared the meeting closed at 9.15 pm.</p>		
<p>Signed..... Date .....</p>		