



Clerk – Kay Brown

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FRETHERNE WITH SAUL PARISH COUNCIL

I hereby give notice of a Parish Council Meeting to be held on Wednesday 29th September, 2021 at 7:30 pm in Saul Memorial Hall. Members of the Council are hereby summoned to attend for the purpose of transacting the following business, residents of the Parish are welcome to attend. Anyone attending should be aware that the meeting may be recorded.

Please be respectful of the proximity to other people attending the meeting and take relevant steps to respect their welfare. The Parish Council will be working within the Health and Safety stipulations of the Memorial Hall (to be confirmed) so please bring mask's in case you need to wear them and be prepared to use hand sanitiser. Numbers may be restricted.

Agenda

- 010921 To receive apologies for absence.**
- 020921 Declarations of Interest on the Agenda**
Register of Interests: Councillors are reminded of the need to update their register of interests.
To declare any personal or pecuniary interests in items on the agenda and their nature. (Councillors with pecuniary interests must leave the room for the relevant items.)
- 030921 To approve the minutes of the meeting and EG meeting held on 18th August 2021 as a true record.**
- 040921 To receive a report from County Councillor Stephen Davies.**
- 050921 To receive a report from District Councillor John Jones.**
- 060921 To receive a report from PCSO M Trebble and Neighbourhood Warden Simon Jarvis.**
Unfortunately, NW Simon Jarvis is unable to be at the meeting, he has sent some information to the clerk.
- 070921 To consider applications for councillor, with co-option of councillors.**
- 080921 To report on the questions raised by a member of the public at the last Parish Council meeting on 21st July 2021.**
The questions raised at the meeting have all been responded to by letter sent to the member of public in August.
- 090921 Public Question Time**
20 Minutes is allocated to allow members of the public to address Council, 5 minutes will be allocated to each person. Speakers are requested to keep their comments brief.
- 100921 Planning Applications**
Planning Applications Awaiting Decision
Application Number: S.21/2018/TCA
Location: The Old Vicarage, High Street, Saul, Gloucestershire
Description: Trees in a conservation area. T1-T5 Italian Alders - fell to near ground level and treat stumps.
Resond by date: 08.09.21

Signed / Date



Application Number: S.21/1543/HHOLD

Location: The Old Barn, Saul Lodge West, Arlingham Road, Saul

Description: Erection of single storey extension and conversion of garage space to bedrooms

Respond by date: 11.08.21

Application Number: S.21/0026/FUL

Location: Land Adjacent to Lion House, High Street, Saul

Description: Construction of 2 dwellings and associated landscaping works

Respond by date: 04.02.21

Permissions granted

Application Number: S.21/17/18/HHOLD Alpha Cottage, Moor Street, Saul, Gloucester

Description: Replacement single story extension to rear.

Decision : Permitted

Application Number: S.21/1518/FUL St Peters Church, Framilode, Gloucester

Description: Replacement of fence

Description: Permitted

Applications Withdrawn – None

110921

To discuss any correspondence received

A concerned allotment tenant has contacted the clerk regarding produce being taken from their allotment. A reminder has been sent to all allotment tenants that produce is not to be removed from any allotment without prior agreement from the tenant.

Following receipt of the above email, another allotment holder has been in touch with the clerk to say that they have also had items, a raspberry bush, an entire strawberry crop and a large pumpkin, taken from their allotment.

120921

To receive an update on the repair and maintenance of the phone box/defib housing.

To receive an update on the progress of the repairs and painting of the village phone box. Initial outlay has already been approved, to discuss and approve any additional cost. Cllr Bierer to advise.

130921

Finance:

To approve the following payments in accordance with the budget.

Supporting documents have already been sent to councillors.

Payee	For	Amount
Admin costs	Inc. clerks wages (Sept), HMRC p'mt and postage	£396.80
PKF Littlejohn LLP	External Audit	£240.00
GAPTC	Training for councillors	£418.00
Severn Grass Services	Village grass cutting	£196.20

Cheques written out and payments between meetings –

Admin costs inc clerks wages (Aug)

£312.80

To review and approve August and September bank reconciliation.

This has already been circulated to the councillors.

140921

Clerks Report

Feedback from Clerks actions at previous meetings –

A bid has been submitted for the English oak trees from the Honourable Company of Gloucestershire to commemorate the Queens forthcoming Platinum Jubilee. Had confirmation from the Memorial Hall Committee that one of the trees could be planted at the Memorial Playing Fields if the parish were successful in their bid. The insurance recommendations have been passed to the allotment holder who wanted to make a wildlife pond on his allotment. By return the allotment holder asked if this was being applied retrospectively to the other pond on the allotments. The clerk has now contacted the other allotment holder as well and they are looking into getting insurance and doing a risk assessment.

The land at the bottom of the allotments has now been cut back.

The Asset List has been updated and circulated to councillors.

The Roles and Responsibilities list has been updated and circulated to councillors.

Signed / Date



Councillor training with the GAPTC has been arranged and the venue booked. Surrounding parish council councillors also attending.

Clerk still looking into the detail of moving council email to Outlook from Gmail.

The clerk wrote to the parishioner regarding the overgrown hedge, it has since been trimmed. The hedge at Framilode was reported to Highways, however by the time they inspected it had been cut back as had the hedge at the other side of the road. The immediate highway restriction thereby being eased.

The SDC CIL Report for 2020-21 has been submitted.

150921 Memorial Hall, Playing Fields and Playground

Cllr's Bartlett, Cllr van der Hooft and the clerk have had a meeting with the committee of the Memorial Hall to discuss the replacement of rubbish bins and inspection of playing equipment. The inspection has now been arranged for all equipment, both the parish councils and the Memorial Hall's as per the agreed action on the July meeting. Clerk has tried on a number of occasions to get this information from SDC, still waiting for a response.

160921 To receive an update on the register of The Ship public house as a Community Asset.

The five year listing of The Ship as a Community asset is due to expire in August 2021, this has been resubmitted. Cllr Bartlett to advise.

170921 To discuss and approve the Asset List.

The Asset List has been updated, to be approved by council.

180921 Allotment Update.

The clerk has received a suggestion from an allotment tenant with regards to allotment 13b which is a reduced size allotment due to two large nut trees growing on them. 13b being one of the two allotments presently untenanted. A neighbouring tenant has offered to take on 13b and get it back to a workable standard. Council to understand, discuss and decide if this is acceptable.

Work on the allotment pond is planned to tidy up the area and consider whether the large conifer needs to be removed and assess if any other work is needed. The work is being carried out by councillors on the 2nd/3rd October.

190921 To review, discuss and agree the Roles and Responsibilities of Councillors.

The approved list of the Roles and Responsibilities has been updated but will now need to be revisited following the resignation of a councillor. Also, a council representative nominated as a contact for the snow warden. The updated list has been circulated to the councillors for their consideration.

200921 To review, discuss and agree the Fretherne with Saul Parish Council regulations.

The following regulations have been previously been sent to the councillors for review – Complaints Procedure, Charity Policy, Freedom of Information Policy, Behaviour Policy and Transparency Policy. These are to be finalised and approved.

210921 To review and discuss Appraisal briefing.

To discuss and review the Appraisal briefing which has been circulated to councillors. NALC does not have a policy as such but details of appraisal protocols have been circulated to councillors for their consideration. Cllr Bartlett to update council with the process.

220921 To review and sign off the 2020/2021 AGAR Part 3

The review of the Internal Auditors Audit has been returned by PKF Littlejohn LLP, the external auditors. Council to review their findings and 'sign off' the AGAR (Annual Governance and Accountability Return) part 3. The report has previously been circulated to councillors for their consideration.

230921 To discuss the development of the Village Flood Plan.

The council is now in the possession of 200 empty sand bags presently stored in a councillors garage. To discuss the possibility of a central location for storage/access to sand bags and sand on the occasion of emergency. To agree an initial budget for equipment for the VFP (Village Flood Plan), to possibly include storage equipment, sand, shovels, lighting.

240921 To discuss and approve the purchase of council computer equipment.

A need for additional computer equipment has been identified by the councillors. To discuss and approve a budget for the equipment.

Signed / Date



- 250921 To approve legal support further to on-going complaint.**
This was discussed at the closed meeting on 18th August 2021, after clarification of interest to now agree initial outlay and formally approve the support.
- 260921 To approve the purchase of three wreaths for the parish Remembrance Day ceremonies.**
The clerk has been asked if the council require three wreaths as have been ordered in previous years. To formally confirm and approve the expenditure.
- 270921 To discuss the Oak Trees to be provided to celebrate the Queens Platinum Jubilee.**
These will be delivered to the clerk in early December and will need to be planted as quickly as possible, instructions have been sent for their initial planting and care. To consider and agree location, planting and general care of the trees and agree any cost in planting the trees.
- 280921 To approve the hire of a pump and equipment to complete the annual top up of the Stroudwater Canal at Framilode.**
And to discuss future possibilities of buying a pump for the extraction of water from the Frome for the Stroudwater Canal and to potentially alleviate flooding during the winter.
- 290921 To approve the cost of Better Councillor training and hire charges for Frampton Village Hall for the two evenings of councillor training.**
The hall has been provisionally booked for the training, formal approval of training charges and of the payment of the hire charge needs to be confirmed.
- 300921 To approve finance for legal advice following Complaint.**
To discuss and approve an initial outlay for further legal advice with respect to the Formal Complaint.
- 310921 To agree a date to discuss the budget for 2022/2023.**
- 320921 Date of next meeting is 27th October 2021.**

Signed: *Kay Brown 23rd September 2021*

Members are reminded that the Council has a general duty to consider the following matters in exercising any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.