



1 French Burr Place  
Gloucester  
GL1 5PH

Tel: 01452 247040 or 07775 935739  
Email: [fwsparrishclerk@gmail.com](mailto:fwsparrishclerk@gmail.com)  
[www.frethernewithsaul.org.uk](http://www.frethernewithsaul.org.uk)

## **FREETHERNE WITH SAUL PARISH COUNCIL**

I hereby give notice of a Parish Council Meeting to be held on Wednesday 28<sup>th</sup> September 2022 at 7:30pm 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.

### **Agenda**

- 010922 To receive apologies for absence.**
- 020922 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.)
- 030922 To approve the minutes of the meetings held on 27<sup>th</sup> July 2022 as a true record.**
- 040922 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. Standing Orders item 3, para (e)(f)(g)(h).
- 050922 To receive a report from County Councillor Stephen Davies.**
- 060922 To receive a report from District Councillor John Jones.**
- 070922 Planning Applications**
- Application Number:** S.22/1764/OUT  
**Location:** Dunstalls Farm, Arlingham Road, Saul, Gloucester.  
**Application Type:** Outline Planning Application  
**Description:** Erection of 2 no. buildings to provide 4 no. commercial units (B8 Storage with ancillary office) and associated works  
**Respond by date:** extension to 30.09.2022
- Planning Decisions**  
**Planning Appeal**  
**Appeal ref:** S.22/015/APPREF **Planning ref:** S.22/0289/HHOLD 39 Passage Road Saul  
**Description:** Erection of two storey and single storey rear extension and loft conversion along (resubmission of S.21/2485/HHOLD)  
**Decision:** permission granted
- Application Number:** S.22/1708/TCA 2 The Cottage, Framilode, Gloucester, Gloucestershire.  
**Description:** Sycamore tree - reduction of 2.5m to prune.  
**Decision:** Approved
- Application Number:** S.22/1492/TCA The Coach House, Framilode, Gloucester, Gloucestershire.  
**Description:** Willow - Removal  
**Decision:** Approved
- Application Number:** S.22/1204/HHOLD Mayview, Moor Street, Saul, Gloucester.

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Signed / Date



**Description:** Removal of existing single storey extension to rear and construction of new to meet current building regulations. Re-planning internal space to provide improved living space configuration

**Decision: Permitted**

**Application Number:** S.22/1202/FUL Site For Proposed Livery Yard Associated With Dunstalls Farm, Arlingham Road, Saul,

**Description:** Construction of livery yard with associated parking and paddocks  
(Resubmission of S.22/0331/FUL)

**Decision: Awaiting Decision**

**Application Number:** S.22/1243/HHOLD Fretherne Court Cottage, Arlingham Road, Saul, Gloucester.

**Description:** Erection of summer room to the front of existing cottage

**Decision: Permitted**

**Application Number:** S.22/1078/HHOLD Cotswold View, Moor Street, Saul, Gloucester.

**Description:** Single storey rear extension to create a kitchen / dining room

**Decision: Awaiting decision**

**Application Number:** S.22/0882/HHOLD 1 Riveredge, Framilode, Gloucester, Gloucestershire

**Description:** Erection of rear two storey extension. Alteration to single storey garage annexe to raise floor level and demolition of rear conservatory

**Decision: Awaiting decision**

**080922 To review and approve Section 3 – External Auditor’s Report and Certificate 2021/22. This is the final step in the Annual Governance and Accountability Return 2021/22 (AGAR).**

Councillors to discuss the external auditor, PKF Littlejohn, report and approve for Publication of conclusion of Audit.

**090922 To consider the option to opt out of the SAAA central external auditor appointment arrangements.**

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. The submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, Council has the option to opt-out of the next round of 5-year audit appointments. To be discussed and decided the course of action.

**100922 To discuss the withdrawal of internal audit services and agree steps to find another internal auditor.**

The Internal Auditors, IAC Audit and Consultancy Lf (IAC) have written to advise that they regretfully will be unable to continue to provide Internal Audit services to the Council due to staffing issues. Council to discuss the implication of this withdrawal of service and what action now needs to be undertaken.

**110922 To Receive an update on the Gloucestershire County Council Community Speedwatch Safety Fund Application.**

Cllr P Van Der Hooft to advise the council on what was included in and the progress of the application.

**120922 To approve the Community Infrastructure Levy (CIL) Return 2021 - 22**

Stroud District Council have circulated the CIL Return form 2021 – 22 for completion and return. Fretherne with Saul have no developments within the time period therefore there is no submission.

**130922 To discuss and approve the cost of installation of the two noticeboards.**

Following the purchase of the notice boards, a replacement one at Framilode Passage and one for the allotments, it has proved difficult getting a quote to install them. Cllr Cobb has volunteered to do this but requires four bags of ready mix postcrete to install the one at the allotments. Cllr Cobb to provide details of cost at the meeting. The noticeboards at Framilode Passage will be installed using existing post and rails.

**140922 Finance:**

**To approve the following payments in accordance with the budget.**

Supporting documents have already been sent to councillors.

Payee	For	Amount
Clerk	Including clerks wages September 22 and stamps	£370.30
HMRC	P32 payment Clerks PAYE	£39.00

Signed / Date



Clerk	Expenses for since May1st 2022	£62.10
Clerk	Floral Tribute to HRH Queen Elizabeth II S137	£40.00
Saul Memorial Hall	50% cost of replacement defibrillator battery	£132.50
Greenbarnes Ltd	Framilode Passage replacement notice board	£881.04
Severn Grass Services Ltd	Village maintenance July including removal of fallen tree inv 165	£446.20
Severn Grass Services	Village maintenance Aug inv 178	£113.91
Nigel Lake	Saul Phonebox restoration	£526.61

**To ratify payments made between meetings –**

Water Plus Limited – Allotment water Supply	£22.83
Notice Board Company (UK) Ltd – allotment noticeboard	£562.30
Joe's Oil – Fuel for the generator pumping water into the canal	£80.85
Clerks paye August 2022	£362.70
Pump Supplies – hire of pump and generator	£959.33
Gallaghers Insurance Brokers Ltd – council insurance	£1433.30
Dave Davies – DJD Agri Verge cutting 2 <sup>nd</sup> cut Inv 1739	£462.40

**To review and approve September bank reconciliation and accounts.**

These has already been circulated to the councillors.

n.b. Bank rec and account not produced in August as there is not a parish council meeting that month.

150922

**To note correspondence received**

- Members of the public have reported, with photos supplied, that a DC Merrett lorry has damaged the railings along Moor Street. Highways are aware of this and discussions with the company are on-going.
- An allotment holder has contacted the clerk regarding returning the allotment to the parish council. She has worked the allotment for in excess of forty years. Not only this but she, and another lady, funded the construction of the allotment pond many years ago. Sadly, she is having to give up her tenancy on health grounds. Would it be appropriate for the council to send a card in respect of her long standing involvement with the allotments?
- An email has been received from the Canal Project Officer, who also works for Gloucestershire Wildlife Trust, with regard to work being carried out on the disused section of the Stroudwater Canal at Upper Framilode. To be discussed in agenda item 240922.

160922

**Clerks Report - Feedback from items raised at the last meeting and other points to be discussed**

The noticeboard for the allotment has been delivered

The replacement noticeboard for Framilode Passage has been delivered

The bond, minus administration charge, has been refunded to the exiting allotment tenant.

The prospective tenant viewed the allotment and accepted the terms of no rent for the remaining months of the year due to the work involved to clear the allotment, they have already completed the agreement and paid the bond.

Re the enquiry to dig a pond, the allotment holder was sent an email to explain why the request has been refused. This was accepted. With reference to looking at the allotment pond, this is to be discussed in agenda item 180922.

Clerk has contacted the member of public re the quote to paint and repair the outside of Saul telephone box. This is to be further discussed in agenda item 220922.

Cllr Cobb to advise as to whether the notice on the end of the Memorial Hall has been removed.

170922

**To discuss and approve the replacement of rubbish bins at Saul Memorial Hall car park.**

A recurring problem with overflowing bins and broken bins has been evident recently. The Memorial Hall Committee have confirmed that they are happy to contribute to the cost of replacing the broken bin with a bin which is from the Stroud District Council (SDC) supplier. The details and cost of the bin has been circulated to the councillors in advance of the meeting.

180922

**To discuss matters arising from the allotments.**

- The tenant who wished to dig a wildlife pond has considered the alternative option of managing the allotment pond. She has looked at the pond and reported that the level of work involved to bring the pond to a reasonable condition is more than she would be comfortable taking on. Cllr P Van Der Hooff and the clerk have since looked at the pond and support these comments and will feed back their findings.

Signed / Date



- On a recent visit to the allotments, a tenant voiced concerns around the condition of some of the trees around the boundary. Whilst these were deemed safe at an inspection earlier in the year, it was suggested that a gradual reduction of overhanging branches be carried out over a period of time. Cllr P Van Der Hooft and the clerk have looked at the overhanging branches along the left boundary and will report on their observations.

- 190922 To discuss and approve the hire of a skip to provide the allotments the means to have a general tidy up.**  
Following discussion at the July 2022 meeting around green waste and items being piled against the boundaries, the Clerk contact Smiths Hire re skip hire, there is no difference in cost between hiring a skip for green waste as opposed to metal and non-recyclable items. Costs of hire were circulated to councillors. Council to discuss whether to proceed with the hire or a skip, size of the skip and how to monitor what is put into it and by whom.
- 200922 To discuss the recommendations made by GB Sport and Leisure following their inspection of the play equipment at the Memorial Hall Playing Field.**  
The equipment report has now been inspected, recommendations made and a quote for £5682.48 supplied to carry out the work. Cllr P Van Der Hooft and Cllr L Jeffries have reviewed the repair quotation and are to report on their findings for discussion and approval.
- 210922 To consider the reminder from the Play Inspection Company that the Annual inspection of the play equipment at the Memorial Hall Playing Field by is due in November**  
Council to discuss whether this further inspection is needed so soon after the inspection reviewing suggested repairs was carried out by GB Sport and Leisure, or to wait until the work has been completed and re-arrange the annual inspection until a date to be agreed in 2023. There is a 10 – 12 week lead time on requests and the cost would be £195 inc vat.
- 220922 To receive an update on the repairs to the telephone box opposite Passage Road and discuss any further actions which may be required.**  
The quote for repair to the phone box has been approved, £500 plus parts required. An offer to sponsor the supply of the red paint has been made. Council to formally accept the supply of paint; unfortunately, the paint supplied was cherry red. The person who was originally going to restore the phone box has supplied the correct paints to be used, council to approve reimbursing the cost of these materials. Total cost of materials passed over is £54.08. Also to consider the installation of a shelf for a book exchange.
- 230922 To approve the cost of a floral tribute to Her Majesty Queen Elizabeth II.**  
The cost of a floral tribute would be £40 inclusive, s137.
- 240922 To approve the cost of the splash tribute page on the Fretherne with Saul Parish Council website.**  
The cost to create the commemorative 'splash' page on the web site by Town and Parish Council Websites is £80. This will contain the Queens photo and a script marking her passing and the condolences of the parish council. There is a black background and an Enter Website button.
- 250922 To discuss the letter received from the Canal Project Officer at Gloucestershire Wildlife Trust, and consider the next steps following his comments.**  
The Canal Project Officer has raised some concerns regarding the work being carried out on the disused section of the Stroudwater Canal at Upper Framilode and its potential impact on wildlife within the canal. Whilst discussing the matters raised, also to consider the need to carry out a Risk Assessment and Method Statement for the work being carried out and insurance cover.
- 260922 Date of next meeting is 26<sup>th</sup> October 2022.**

Signed: *Kay Brown 22<sup>nd</sup> September 2022*

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.

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Signed / Date