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## **FREThERNE WITH SAUL PARISH COUNCIL**

I hereby give notice of a Parish Council Meeting to be held on Wednesday 29<sup>th</sup> March 2023 at 7:30pm in Saul Memorial Hall. Members of the Parish 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**

- 010323** To receive apologies for absence.
- 020323** Declarations of Interest on the Agenda
- 030323** To approve the minutes of the meetings held on 22<sup>nd</sup> February 2023 and 13<sup>th</sup> March 2023 as a true record.
- 040323** To consider applications for councillor, with co-option of councillors.  
An application has been received for the vacant seat on the Council which has been advertised. Applications and checks have been carried out with a view to co-opting the councillor at this meeting
- 050323** **Public Question Time**  
20 Minutes is allocated to allow members of the public to address the Parish 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)(k).
- 060223** To receive a report from County Councillor Stephen Davies.
- 070223** To receive a report from District Councillor John Jones.
- 080223** **Planning Applications**  
**Application Number:** S.23/0294/HHOLD  
**Location:** 25 Passage Road, Saul, Gloucestershire.  
**Application Type:** Householder Application  
**Description:** Two storey rear extension  
**Respond by date:** 21.03.2023
- Planning Decisions**  
**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
- 090323** To receive an update regarding the safety barriers along Moor Street and repainting of double yellow lines at Sandfield Bridge.  
Further to the discussion at the February meeting, agenda item 050223, Cty Cllr S Davies will provide an update following his meeting with the Local Highways Manager.
- 100323** To review and approve the Unified Code of Conduct document issued by the Stroud District Council Monitoring Officer  
A Unified Code of Conduct Policy has been circulated by the Monitoring Officer, the policy has been circulated and Councils are requested to adopt. Council to review and vote to adopt this policy.

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Signed / Date



**110323 To discuss and approve the revised copy of the Town and Parish Council Charter and Protocols issued by Stroud District Council**  
A revised copy of the draft Charter sent out in 2022 has been issued with Protocols, Councillors to discuss with a view to approving adoption.

**120323 To note correspondence received**  
An email has been received requesting that the Parish Council support Fretherne Church' in their bid to the Diocese for funding for their spire repairs appeal, this would be a letter supporting the bid. The email has also requested that the Parish Council make a donation to the upkeep of the lawn mower used to cut the grass at the churchyard.  
Emails have been received from concerned Parishioners regarding the removal of hedging at the entrance to the Memorial Hall Playing Field.  
PCSO Treble has advised that he is on extended leave until 17<sup>th</sup> April 2023.  
A number of emails have been received from members of the public regarding payment of costs following recent court proceedings. Response including instructions on the process involved have been sent.

**130323 Finance: To approve the following payments in accordance with the budget. Supporting documents have already been sent to councillors.**

Payee	For	Amount
Clerk	To inc March PAYE and NIC	£470.80
Wold & Vale Tree Consultancy	Survey of the willow root in the Stroudwater Canal	£260.00
Society of Local Council Clerks (SLCC)	Annual Membership 01.05.23	£112.00
Severn Voice Clerk	Rotational payment by hosting parish for Clerks hours	£50.00
Glasdon UK	Topsy bin for the Memorial Hall car park	£286.34
GAPTC	Annual Subscription 2023/24	£197.18

<b>To ratify payments made between meetings –</b>		
<b>Water Plus Feb '23</b>	<b>Allotments</b>	<b>£39.66</b>
<b>Pithangar</b>	<b>Envelopes for the Bee Squared/Coronation project</b>	<b>£474.00</b>
<b>Boston Seeds</b>	<b>Seeds for the Bee Squared</b>	<b>£174.29</b>

**To review and approve March bank reconciliation and accounts.**  
These have already been circulated to the Councillors

**140323 To discuss and approve training courses for Councillors and the Clerk**  
**Councillors and the Clerk have expressed an interest in doing the following training courses.**  
Planning In Plain English 20<sup>th</sup> March virtual £35 – Cllr Bierer  
Data Protection for Councils Part 2 Accountability & Lawfulness 17<sup>th</sup> April virtual £30 – Clerk  
Data Protection for Councils Part 3 Dealing with Data subject rights and information security 24<sup>th</sup> April virtual £30 – Clerk  
Code of Conduct Training – National Association of Local Clerks (NALC) course All Councillors @ £14 ea.

**150323 To approve extending the grass cutting contract for a further year as per the clause on the 2019 Tender.**  
As per the 2019 agreement, subject to the mutual agreement of both parties, the contract can be extended for two years. It has previously been extended in 2022/23, Council to discuss extending for a further year.

**160323 To review and approve the Parish Council Asset list**  
An updated asset list has been circulated to the Councillors, Council to approve the amended list.

**170323 Clerks Report - Feedback from items raised at the last meeting and other points to be discussed**

1. Some issues with the standard of work and work quoted for but not done have been raised with GB Sport & Leisure. They are reviewing the work and will advise when it has all been completed.
2. The allotment notice board due to be installed in November is still to be installed. The weather to date has been prohibitive.
3. Online approval of payments – Clerk has circulated information for Councillors to complete next steps required to authorisation permissions
4. **BUILD BACK BETTER** bid for lifebelts at either end of the disused section of the Stroudwater Canal update. The application has been approved.

Signed / Date



5. **The Gloucestershire Rural Community Council Flood Warden Flyer** was posted on the Website and on the Fretherne with Saul Community Facebook page.
6. **Tree survey**, the Clerk has contacted the Tree Consultant asking if an annual survey is something he would consider carrying out. Maps of the areas to be surveyed has been sent to him and he will review, consider what is involved and quote accordingly.
7. The commissioned report on the willow tree in the Stroudwater Canal has been completed and circulated to the Councillors for review. To note its completion and findings.
8. Emails have now been received from both Internal, April Skies, and External, PKF Littlejohn, auditors with regards to the end of year audit, Annual Governance and Accountability Return (AGAR). Requested information will be sent to the internal auditor following the end of the financial year, 31<sup>st</sup> March 2023.
9. Allotment tenancy – a number of reminders of non-payment of rent were sent to one allotment holder last year culminating in a letter being sent asking them to vacate the allotment. There are still items on the allotment which will incur cost to remove. Councillors have received a copy of a letter that is proposed to be sent with their approval.

- 180323 To receive an update on Christmas on the Pound 2023 plans and arrangements**  
Following initial discussions at the January and February meetings, Cllr Jeffries will further update the Council on progression of plans to date.
- 190323 To receive feedback on the Water Vole presentation at Fromebridge Mill on 24<sup>th</sup> March 2023**  
Cllrs Van Der Hooff to update.
- 200323 To discuss and approve proposals made for how the Parish could best celebrate the May Coronation of King Charles III**  
At the February meeting it was agreed that up to three Oak trees, sited around the parish, would mark the Coronation of King Charles III and suggestions would be taken for their location. The ownership of the land and the suitability of the locations would need to be checked. It is hoped that help with the actual planting of the trees could be supported within the local farming community. Cty Cllr S Davies said that a Build Back Better bid for funding towards the cost of the trees would be supported. Cllr Lever to update on the progress.
- 210323 To discuss the Councils 'Community Investment', funding for the projects and leadership of each project.**
- **installing village 'gates' on the main roads through the Parish.**  
Details of design, cost and effectiveness have previously been circulated to the Councillors to consider prior to discussing. Village gates are a proven statistic for speed reduction.
  - **Bee Squared** will now be linked with the celebration of King Charles III Coronation. The seed packets have been ordered from the second supplier to provide a quote, they gave the best reproduction of the design and were cost effective. The seeds have also been ordered.
  - **In agreement with the Memorial Hall Committee, the cost for an extra rubbish bin will be shared 50/50.** In popular periods during the summer, the existing bins cannot cope with the level of rubbish being left so it has been agreed to replace an old metal bin that had collapsed. This replacement has been ordered.
- 220323 To receive feedback from the recent Severn Voice meeting held on 15<sup>th</sup> March 2023.**  
To receive a review of the recent Severn Voice meeting. To include in the details of the 2023/24 verge cutting contract offer for discussion and approval and correction of invoicing error from 2022/23 for discussion and approval. Cllr's Lever and Bierer to give the feedback.
- 230323 To discuss renewing the agreement with the Memorial Hall Committee to hold the Parish Council meetings at the Memorial Hall, Saul.**  
The ten year agreement with the Memorial Hall Committee to hold Parish Council meetings at the hall has now expired. Hall charges are £6.50 per hour. Cllr Cobb to give update on the cost of CCTV, what is entailed in fitting any equipment, viability, costs and legislation.
- 240323 To review and adopt the Zero Tolerance Policy and Equality Policy.**  
The policies have been circulated to the Councillors prior to the meeting to prepare for discussion at the meeting.
- Zero Tolerance Policy
  - Equality Policy
- 250323 To review and discuss updates to the Parish Council Website, email addresses and information provided.**  
The Clerk has been reviewing the relevance of information available on the website, the information which could be on the website, how the website host can carry out updates to the information and at what cost.

Signed / Date



- Visitor counter and information break down available
- The relevance of some information on the home page
- Website domain name and use of gov.uk emails

**260323 To give an update on the Memorial hall meeting and consider Parish Council attendance at future Memorial Hall meetings.**

The Memorial Hall Chairman has confirmed that a member of the Parish Councillor is welcome to attend future meetings of the Memorial Hall Committee. To discuss how proactive this is and if it should be added to the Roles and Responsibilities. Feedback on the meeting held on March 27<sup>th</sup> 2023 by Cllr Jeffries or the Clerk

**270323 To receive an update on the Saul Defibrillator and consider adopting its management and the costs involved once the person presently managing the checks and maintenance leaves the area.**

Cllr Jeffries to give a brief on what is involved in the management of the equipment and costs to maintain. Maintenance includes replacing batteries and pads estimated at £100 annually. The light in the phone box is also not working, look to repair or replace. Council to decide on future involvement of managing the equipment.

**280323 Date of next meeting is 26<sup>th</sup> April 2023**

Signed: Kay Brown 23<sup>rd</sup> March 2023

*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.*