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## FREETHERNE WITH SAUL PARISH COUNCIL

Minutes of Fretherne with Saul Parish Council Extra Meeting held at Saul Memorial Hall at 7:30pm on 29th March 2023.

Present: Cllr Lever (Chairman), Cllr B Findlater (Vice Chairman), Cllr Bierer, Cllr Jeffries, Cllr van der Hooff, Clerk K Brown

In attendance: Cty Cllr S Davies, Alison Robinson, CEO of Gloucestershire Association of Parish and Town Councils


Register of General Public attending meeting: one

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**  
Apologies received from Dist Cllr J Jones and Cllr Cobb
- 020323      **Declarations of Interest on the Agenda - None**
- 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.**  
Proposed, seconded with all in favour
- 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.  
D Wynn was co-opted as a member of the Parish Council  
Proposed, seconded with all in favour
- Cty Cllr S Davies arrived at 19:33
- 050323      **Public Question Time**  
No questions raised
- 060323      **To receive a report from County Councillor Stephen Davies.**
- Work on the junction at the top of Frocester Hill is being carried out in April
  - GCC will be distributing winter fuel payments for those hosting Ukrainian families
  - Holiday Activity Fund is being continued until March 2024
  - Secondary school places have been allocated but it was noted that there was a bigger fluctuation of numbers this year and likely next year too. This has therefore had an impact on some being given school places but the transport services may not be adequate to support. 84% got first choice of secondary education across Gloucestershire however there were some issues locally. Let Stephen know of any specific issues, he is happy to help
- 070323      **To receive a report from District Councillor John Jones.** – apologies received although Cty Cllr S Davies did give a brief report on behalf of the District
- District Councillors meet in a couple of weeks
  - The Local Plan inspection continues although the inspector is asking a lot of questions, there is a possibility that the Plan will be thrown out.
  - Re drainage – Stephen and Cllr Burnside (Frampton on Severn) are having regular meetings with Severn Trent re drainage issues. The sewage from the new estate is being piped via Stonehouse
- 080323      **Planning Applications**

Signed / Date

 26/04/23



**Application Number:** S.23/0294/HHOLD 25 Passage Road, Saul, Gloucester, Gloucestershire.  
**Description:** Two storey rear extension  
**Decision:** No comment

**Planning Decision**

**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. Local Highways Manager is looking for a long-term solution to the problem; he is working with the engineering department to this end.  
 The damage to the verges around Sandfield Bridge area will need to be repaired; the work, including yellow lining, will be done in stages. Cty Cllr Davies will enquire what the work will entail, will it include bollards?

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.  
 Councillors approved the adoption of the Unified Code of Conduct.  
 Proposed, seconded with all in favour

**Action:** Clerk to send copy to Cllr Wynn

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.  
 Councillors raised concerns that the Charter implies that the Parish Council website would need a change in domain name which would incur annual costs. The Charter was not adopted until this had been clarified.

**Action:** Clerk to clarify the need for a change to the website domain name

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.  
 Councillors approved supporting the bid to the Diocese but will not make a donation towards the upkeep of the mower.

Emails have been received from concerned Parishioners regarding the removal of hedging at the entrance to the Memorial Hall Playing Field.

The hedge does not contravene the hedge cutting laws as it is a privately owned boundary hedge. This information will be fed back to concerned parishioners.

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.

**Action:** Clerk to respond re Fretherne Church and mower and with regards to the hedging  
 Cllr Beirer to write the letter to the Diocese supporting Frethernes funding bid

130323

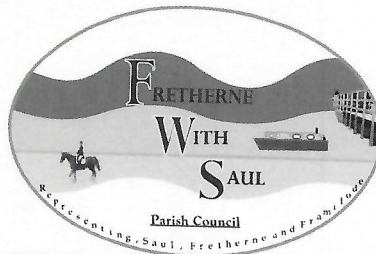
**Finance: To approve the following payments in accordance with the budget. Supporting documents have already been sent to councillors.**

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

Signed / Date

*[Handwritten Signature]* 26/04/23





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

Proposed, seconded with all in favour

**To ratify payments made between meetings –**

Water Plus Feb '23	Allotments	£39.66
Pithangar	Envelopes for the Bee Squared/Coronation project	£474.00
Boston Seeds	Seeds for the Bee Squared	£174.29

Proposed, seconded with all in favour

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

These have already been circulated to the Councillors

Proposed, seconded with all in favour

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

Above training courses given approval

Proposed, seconded with all in favour

Code of Conduct Training – National Association of Local Clerks (NALC) course All Councillors @ £14 ea.  
Following advice from Alison as to the content of the NALC Code of Conduct Training and being informed that Alison and the Monitoring Officer are working on a Code of Conduct training package, Councillors agreed to wait until this was available.

**Action: Clerk to send Cllr Wynn details of appropriate training courses for a new Councillor**

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.

Proposed, seconded with all in favour

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.

Proposed, seconded with all in favour


**Action: Clerk to send Cllr Wynn a copy of the Asset list**

170323

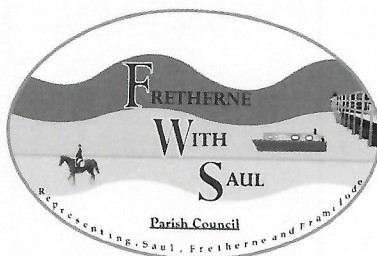
**Clerks Report - Feedback from items raised at the last meeting and other points to be discussed**

- 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. The Clerk notified Councillors that payment has been withheld until the work is complete
- The allotment notice board due to be installed in November is still to be installed. The weather to date has been prohibitive.
- Online approval of payments – Clerk has circulated information for Councillors to complete next steps required to authorisation permissions.
- BUILD BACK BETTER** bid for lifebelts at either end of the disused section of the Stroudwater Canal update. The application has been approved.
- The Gloucestershire Rural Community Council Flood Warden Flyer** was posted on the Website and on the Fretherne with Saul Community Facebook page.
- 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.
- 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. The report confirms that there has been no damage to the adjacent property. The Root can be cut and treated to gradually die back.

Signed / Date

 26/04/23





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.

**Action: Clerk to look into the cost to remove tyres before advising the tenant that costs to clear the allotment will be passed to them**

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.

Cllr Jeffries had no further update. The Clerk has contacted a member of Longney Choir who thought they would be interested to sing at the Pound. Details of date, time etc are to be emailed to the contact who will pass them to the Choir organiser.

190323

**To receive feedback on the Water Vole presentation at Fromebridge Mill on 24<sup>th</sup> March 2023**

Cllrs Van Der Hooft to update.

The Water Vole presentation was well attended mostly by the Canal Restoration Group volunteers. Having heard the information at the presentation, the information that Cllr Cobb has presented to the Parish Council all comes together with what was learnt on the day. Realise that the canal is a brilliant habitat for water voles and should the group be celebrating that it is the perfect place for them as well as Otters. The creature that we definitely do not want to see is the American Mink which will kill off the water voles.

It is important to manage the canal whilst being mindful to protect the Water Voles. The positives that came from the presentation is that the group understand how to manage the vegetation and the water quality.

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. 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.

Canals and River Trust (CRT) may own the proposed area at Framilode Passage, this is being looked into. Other areas including Upper Framilode Pound and the bus stop are on Passage Road have restrictions due to overhead wires. Revert to Jubilee plans to plant at the Memorial Hall (MH) Playing Fields. It was agreed to purchase trees as large as possible within the budget. Agreed to spend up to £420 per tree and £20 per plaque plus transportation cost and planting costs.

**Action: Clerk to contact CRT re land at Framilode Passage and MH committee re planting on the Playing Field. Cllr Lever to submit the Build Back Better application**

210323

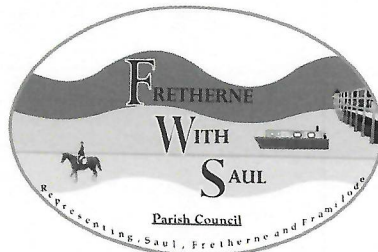
**To discuss the Councils 'Community Investment', funding for the projects and leadership of each project.**

- **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. Discussion took place over possible locations, signage and effectiveness.  
**Action: Cllrs Lever and Jeffries to look around the Parish to identify possible locations for Parish Gateways**  
**Clerk to contact Highways to ask for advice on location, installing and signage. Also to contact the Clerk at Slimbridge PC for tips and pitfalls on Parish Gateways as they had recently installed them**
- **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.  
The seeds and envelopes have been delivered, it was agreed that Councillors would put the seeds into the envelopes and then divide to deliver them to each household in the Parish.  
**Action: Clerk to compile list of availability to do the envelopes and delivery. Also to post details on social media and the Parish Council website**
- **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

Signed / Date

 26/04/23





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.

Cllr Bierer gave feedback – a very useful meeting. A discussion at the meeting agreed that there was a value to Severn Voice continuing and increasing to three meetings a year. Provided an explanation that when the contractor raised the invoice for the second verge cut in 2022, he forgot to include the agreed fuel allowance. This has left him embarrassed but hoping that the individual Parishes will correct his mistake.

Councillors approved the payment to correct the verge cutting invoicing error.

Proposed, seconded with all in favour.

**Action: Clerk to contact contractor and ask he submits an invoice for the correction**

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.

As Cllr Cobb sent apologies, this discussion is postponed to the next meeting

Cty Cllr S Davies left the meeting at 21:05

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 – Proposed, seconded with all in favour
- Equality Policy – Proposed, seconded with all in favour

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.

- 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

Concerns were raised about the cost to change the domain name of the Parish Council Website, to create gov.uk emails for Councillors and the annual maintenance charges. This was deferred until more details were available.

**Action: Clerk to clarify whether it actually is a necessity for the domain change to adopt the Town and Parish Charter.**

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 Council 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

Neither Cllr Jeffries or the Clerk were able to attend the meeting, however it is known that there will be changes to the Treasurer and Bookings person.

**Action: Cllr Jeffries to update further at the next meeting**

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.

Cllr Jeffries explained the checks and maintenance responsibilities of the defib. Council approved that the Parish Council would take over the management of the defibrillator. Added to the Roles and Responsibilities which will be reviewed at the next meeting.


Proposed, seconded with all in favour

**Action: Cllr Jeffries to look into solar lighting for the phone box and compiling instructions on the defib checks**

280323

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

Signed / Date

 26/04/23  
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**Meeting closed at 21:32**

Signed:

*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.*

Signed / Date

26/04/23