

## UPLEADON PARISH COUNCIL

Minutes of a meeting of Upleadon Parish Council held on Thursday 7<sup>th</sup> September 2023 at Upleadon Village Hall at 7.30 pm.

Present:- Cllr M Manning, Cllr E Wood Cllr Mrs W Fabian, Cllr Mrs P Turner, Cllr H Dunn, Cllr T Rickard, Cllr P Dallow

Also present: District Cllr P Burford,

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There was one Member of the public present (see Agenda item 2.4)

### 2.0 Apologies and approval for absence

Apologies were given from Cllr Wood who was on holiday and County Cllr Mrs G Moseley

### 2.1 Declarations of Interest

A Declaration of Interest was made by Cllr M Manning in Planning application P0456/23/FUL Bullar Trees, Upleadon

### 2.2 Approval of Minutes – Council meeting 11 May 2023

Approval of the Minutes of the Council meeting of 11 May 2023 was proposed by Cllr Mrs Turner, seconded by Cllr Fabian and unanimously agreed.

### 2.3 Matters Arising

1.10.14 Cllr Manning advised that a further report of the breaking up of the road outside the Village Hall had been made to Highways with accompanying photographs. The Clerk advised that this had been acknowledged and the enquiry re-opened with the Council's concerns having been passed to the Safety Inspector.

### Business

- 2.4 Agenda item 7.1 was brought forward to this point – Mr P Cooke, Administrator of Upleadon Village website was in attendance by invitation of the Council to discuss the potential of the Parish Council joining the Village website and the savings to be made by supporting one website.

Mr Cooke advised that his proposal would be for Upleadon Parish Council to move the current information and files, held on Upleadon PC website, to the village website in order to store, display and make available to the public. Any Parish files, information, documents, notices and any other information the Parish Council wishes to pass on to the villagers of Upleadon would equally be available as it is currently. Mr Cooke in advance of the meeting had prepared a paper detailing relevant matters to the website with regard to:-

- Government Policy in particular the Web Content Accessibility Guidelines (WCAG 2.1) relating to making the website accessible to everyone including users with impairments relating to vision, hearing, mobility, thinking and understanding.
- Secure web browsing
- Searching for Parish information
- Parish Council website access

- Parish Council email access
- File migration

With regard to costs:-

The domain name – Upleadon-village.co.uk and the website currently cost £31.00 plus vat. The Parish Council currently agree to meet these costs.

Option A – migration of the Upleadon Parish Council menu structure and generation of blank pages for ongoing population by the Parish clerk or other Parish Council member. Ongoing annual administrative support to the Parish Clerk or other nominated Parish council person. £100 (no vat) annual charge, plus ongoing website administration costs outlined above.

Option B – migration of the Upleadon Parish Council menu structure and generation of fully populated pages to enable access to all currently available content. All currently available information would be seamlessly transferred to the Upleadon Village website without any page editing requirements being placed on the Parish Clerk. Ongoing annual administrative support to the Parish Clerk or other nominated Parish Council person £175 (no vat) one off charge, subsequent years would be £100 (no vat) annual charge, plus ongoing website administration costs outlined above.

A member asked Mr Cooke what would happen to the website in terms of its function, should he be incapacitated in any way. Mr Cooke responded that he would already have produced a Word document detailing log in details, username, passwords etc so that continuing access to the website would be maintained.

Members thanked Mr Cooke very much for attending the meeting and giving a comprehensive presentation with regard to an alternative proposal to its current website arrangement.

Mr Cooke left the meeting.

A short subsequent discussion took place. Cllr Manning proposed that he had recently spoken with GMT Solutions with regard to website/email provision. He proposed that they be asked to provide a quotation to provide a website/email for the Council. This was seconded by Cllr Rickard and agreed. It was further agreed to write to Mr Cooke to thank him for furnishing the Council with his proposal, and that the matter would be further discussed at the next meeting in December.

## 2.5 Finance/Sundry Payments/Bank Reconciliation/Bank mandate – new signatory

There were no payments to be made. The Bank Reconciliation was noted and approved and a new signatory (Cllr T Rickard) was added to the Bank Account, the form authorised by existing signatories Cllrs Manning and Mrs Turner.

## 2.6 Correspondence

### 2.6.1 Forest of Dean District Council – Strategic Overview and Scrutiny Committee Development Management (Planning) Improvement Programme – contribution to enquiry

Following report PH.511 – Development Management Improvement Programme being presented to Cabinet on 13 July 2023 Cabinet has asked that the Strategic Overview and

Scrutiny Committee scrutinise this matter and report back to them. Consequently an inquiry will be held on Friday 6 October 2023 at the Council Offices in Coleford. An invitation to the Parish Council is given to contribute to this enquiry in that the Scrutiny Committee would like to hear of its experiences of dealing with the Development Management Committee – good or bad.

Members agreed to express concern that it would appear it was no longer possible to approach a Planning Officer at the District Council to enquire even the most basic information appertaining to a planning matter, possibly prior to taking a decision to make an application - or not as the case may be, depending on the outcome of the enquiry, and that in order to gain such information/advice would incur a basic £60.00 fee. Members felt this was inappropriate and would often be disproportionate to the advice required, and could ultimately encourage individuals to infringe planning law through lack of advice/direction and thus incur an increase in planning enforcement cases. Proposed by Cllr Mrs Fabian, seconded by Cllr Mrs Turner and unanimously agreed.

## 2.7 Business

### 2.7.1 To give consideration to Planning applications:-

1. P0944/23/FUL Barleycroft, Gloucester Road, Upleadon, Nr Newent.

Erection of single storey side and rear extensions, new porch, new windows and doors, new roof and finishings. Demolition of existing side and rear extensions.

Cllr Mrs Turner proposed No Objection, seconded by Cllr Dallow and unanimously agreed.

2. P0456/23/FUL Bullar Trees, Upleadon, Nr Newent.

Erection of side extension with associated works. Part demolition of existing dwelling.

Cllr Manning declared an interest. In the absence of the Deputy Chairman, Cllr Manning proposed Cllr Mrs Fabian take the Chair for this item. This was seconded by Cllr Rickard and was unanimous in favour. Cllr Manning left the room.

Cllr Dallow proposed No Objection, which was seconded by Cllr Rickard and unanimously agreed.

Cllr Manning returned to the room and took the Chair.

A comment was made regarding the overgrown hedge fronting the road in the location of Bullar Trees – Cllrs Manning and Cllr Mrs Fabian to contact respective owners of the hedge to request it be cut back to aid visibility.

### 2.7.2 To give consideration to request funding via Glos County Council for provision of Grit bin for use on roadway off roadway leading directly to Upleadon Church

A request for a grit bin in this location had been made by a parishioner who had read about funding being made available in a report given by County Cllr Mrs G Moseley at a previous meeting. Cllr Mrs Moseley who was not able to attend this evening had contacted the Clerk to advise she had put in a request for a grit bin to be allocated for Upleadon. Members were in agreement that a bin would be appropriate at this location. A discussion ensued on the requirement for additional functional bins in the village given that currently existing bins had no lids and were old, lost in hedgerows and were of little/no use. It was ultimately agreed to request via Cllr Mrs Moseley if a further bin could be provided for Forge Lane, at a location a short distance from The Cross.

### 2.7.3 War Memorial – maintenance/insurance

Cllr Manning advised he had sought two quotations – of £2000 and £1870 for cleaning the War Memorial. A discussion on whether to consider cleaning the Memorial resulted in the unanimous view that the names on the War Memorial were clearly visible and that it was not necessary to undertake cleaning of the stone. This was proposed by Cllr Dunn, seconded by Cllr Mrs Fabian and unanimously agreed.

The Clerk advised that should the Council find itself in the unlikely event having to claim on its own insurance to rebuild the War Memorial eg in the case of an accident, it was unlikely it was currently sufficiently covered. Members considered the additional premium to increase the cover to £20,000. Cllr Dallow proposed that the matter be left until renewal of the policy which was seconded by Cllr Mrs Fabian and unanimously agreed.

### 2.7.4 Hills Ford 3 Shires Stages Rally – 17 Sept 2023 – Cllr Rickard

Cllr Rickard advised that he had attended the meeting of the representatives of the Three Stages Rally in May at the Village Hall.

More recently he had been notified that after discussions with the organisers and the three County Councils of Gloucestershire, Worcestershire and Herefordshire, they have concluded that Severn Treescapes (a Gloucestershire, Herefordshire and Worcestershire Wildlife Trusts' partnership project working across the three counties) is one of 2 projects that will receive a donation. The amount will depend on the number of cars that compete on the day, but it was hoped it will be in the region of £300-£350.

### 2.7.5 Date of next meeting

It was agreed that the next meeting would be held on Thursday 7 December 2023.

The meeting was declared closed at 9.00 p.m.