

**The Minutes of the Meeting of Pendock Parish Council**  
**Held at Pendock School at 7.30pm on Tuesday 27<sup>th</sup> March 2018**

**Present:** Cllrs Mr John Humphreys (Chairman), Mr John Davison, Mr Simon Fellows, Mrs Sue Giles and Mr Charles Rush

**In attendance:** The Parish Clerk

There were no members of the public and therefore no matters raised for discussion prior to the meeting.

- 1. Apologies:** Cllr. Rosemary Philipson-Stow
  
- 2. Declaration of Interests:** All Councillors were reminded of their duty to keep their register of interests updated and were asked to declare any personal interests in items on the agenda.
  
- 3. Minutes:** The minutes of the meeting held on 19<sup>th</sup> December 2017 were approved and signed.
  
- 4. Progress Reports:**
  - a. The Moors :** Following inspection of the work the final invoice for the re-fencing of the Moors was paid. The total bill amounted to £7,650 excluding VAT which was refundable. The Moors Committee had noted that there may need to be some weed killing and/or re-seeding but that would be assessed after the summer let.
  - b. M50 Bridge Works:** It was reported that Highways England would be installing protection to the parapets in early April. This would entail the Queens Arms Bridge being closed over a period of 5 nights from 8pm – 6am, there would also be a temporary 40mph speed limit placed on the bridge for a duration of 18 months.
  - c. Operator’s Licence - Lake Farm:** The office of the Traffic Commissioner had responded to the Council’s enquiry and concerns by assuring the council that careful consideration of their decision had been made to grant the licence and that all necessary advertising of the application had been made and thus stating there were no grounds upon which to commence a review of the decision. The council commented that all advertising of the application had probably taken place in Gloucestershire which is why Pendock was not aware of the licence application.
  
- 5. Finance Report:**
  - a.** The Council approved the transactions below:

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<b>Outgoings:</b>		
Lengthsman		236.00
HMRC		20.00
F A Priday & Son		3,180.00
Hire of Hall		20.00
Churchyard Upkeep		250.00
Salary		<u>188.00</u>
<b>Total Outgoings</b>		<b>£3,894.00</b>

<b>Incomings:</b>		
Interest		.53
Farm payment		1,394.87
Lengthsman Scheme		<u>354.00</u>
<b>Total Incomings</b>		<b>£1,749.40</b>

Total funds at 19<sup>th</sup> December 2017 £5,465.31

**Total funds at 27<sup>th</sup> March 2018 £3,320.71**

- b. **Appointment of Internal Auditor:** It was agreed that Mr Robert Mealing would again do the internal audit for the Accounts.
  - c. **Review of the Financial Regulations:** The Council reviewed the financial regulations and in the light of no changes to current policies, were satisfied that their governance met the requirements of the regulations.
- 6. Pendock S106 Agreement funds:** The Council considered the document circulated relating to possible funding options most of which were not relevant to the village. It was agreed by all that the single most important amenity that could be introduced would be an increase in pavement area around the cross and along the B4208 but there did not seem to be a category of supporting improvements to fit this amenity. The Clerk was asked to look at the application form and if possible complete it with this amenity in mind and report back to the Council.
- 7. New Data Protection Laws:** It was reported that all town and parish councils would be required to comply with the new act. The Council had been supplied with a 63 page tool kit on the way forward to meet the Act's requirements together with recommendations for the appointment of a Data Protection Officer. The Clerk reported that all the data she holds is either secure on the Cloud or in hard copy in a lockable filing cabinet. Personal information is only that which is also on the worldwide web or legally required to be available to government sources. However, she would keep a record of all information kept. It was felt that as there was no conflict of interest and therefore there would be no reason not to appoint the Clerk as Data Protection Officer.

- 8. Defibrillator:** Cllr Sue Giles reported that she had spoken to Yvonne at the shop and she was happy to have a defibrillator at the shop and to monitor it. The British Heart Foundation had offered a grant but with the conditions that the equipment must not be locked or covered which would not be relevant for its intended use.

The Clerk reported that excluding VAT which would be refundable the defibrillator should cost just over £1,300. There would be a charge for fixing it unless a volunteer could be found to do the work. A further £30 for registering it with the Guardian Vigilance would also be necessary. The Council agreed to proceed with the purchase of the equipment as soon as possible and Cllr. Giles would obtain a quote for a suitable model.

**9. Correspondence:**

- a. **Planning application 18/00064/RM:** – Reserve matters for layout, scale appearance and landscaping at brookend, Pendock were fully supported by the Council
- b. **Planning Application 15/01403/OUT** – Notification of appeal for outline permission for 3 new dwellings to include demolition of existing dwelling at Heatheridge, Pendock. The council's comments from the original application would be forwarded to the appeal inspectorate.
- c. **Application 17/01838/HP:** Refusal at Little Carpenters Pendock for the erection of a two storey side extension. It was noted that this was the second time this application had been refused on – in the view of the Council, un-necessary grounds and it was agreed that should Mr Cale make a third attempt the Council would make every attempt to persuade the planning authority to approve the application.
- d. **Mulbury Cottage, Pendock** – Following inspection of the site the Land Drainage Enforcement Officer approved the work carried out and requested that a regular inspection and maintenance regime is put in place to ensure the problem does not arise again.
- e. **Letter from churchwarden of Berrow with Pendock PCC** – thanking the council for the donation of £500 as a contribution to the installation of the water supply at the Church of the Redeemer.
- f. **Tree Preservation Order number 608 (2018)** – Notification of a Tree Preservation Order on land at Lane End Cottage, Pendock.
- g. **Upton Police Monthly Newsletters** – for information
- h. **Temporary Road Closure:** From Camers Green to Whiting Hill Lane from 10<sup>th</sup> April for nine days to facilitate Western Power upgrade work.

- 10. Parish Council Vacancy** – Cllr Stephanie Bottomley had failed to attend a Parish Council meeting since September and therefore the Clerk had no option but to enforce the 6 month rule and notify the Monitoring officer of her resignation. Due process will be put in place to find a replacement by election or co-option.

- 11. Date of the Annual General Meeting and Parish Meeting:** 7.00pm on Tuesday 15<sup>th</sup> May 2018 at Pendock Primary School.

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The meeting closed at 8.45pm.

Signed .....

Chairman

Date.....

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