



KING'S STANLEY PARISH COUNCIL

Parish Clerk – Frances Ashfield
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MINUTES OF PARISH COUNCIL MEETING OF KING'S STANLEY PARISH COUNCIL held in the Lounge Room of the Village Hall on **May 24th 2017** at 7.30pm.

Present: Cllrs John Graham, Lawrie Hall (Chairman), David Hauser, Wendy McNamee, Nina Rogers, Lesley Williams. Also present: District Cllr Nigel Studdert-Kennedy, Frances Ashfield – Parish Clerk, Jean Edwards, Frank Nicholson and Jenny Matcham.

- 49/17 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office** – Nominated by Cllr Hauser and seconded by Cllr Graham – Cllr Lawrie Hall accepted and signed the declaration of acceptance of office
- 50/17 To elect the Vice Chairman** and to receive the Vice Chairman's Declaration of Acceptance of Office – Deferred to June PC meeting as 3 Cllrs not present
- 51/17 To receive apologies for absence** - Cllrs David Owen, Symon Parsley, District Cllr Steve Lydon and County Cllr Steve Robinson
- 52/17 To receive any declarations of interest from Members** – Cllr Williams (County Cllr)
- 53/17 Public Participation Session** – Concerns about speeding in Woodside Lane and parking in Broad Street – advised that meetings were taking place with Highways and Cllr Robinson to look at said issues and both issues were part of the Parish Business Plan. Footpath to the school across the playing fields is an issue. Marling Trust would be open to suggestions and the school should be encouraged to get involved in a solution.
- 54/17 To receive updates/reports from the County and District Councillors**
Reports from Cllr Lydon and Robinson were circulated to Cllrs prior to meeting. Cllr Studdert-Kennedy reported: lead from Stanley Mills roof had been stolen; SDC's Annual Governance Statement had been completed; leaflet available re Caring for cows on the common; Neighbourhood Plans have proved useful in appeals being dismissed; need 58,000 houses in the county by 2051 – concerted plan and agreement for the county to be discussed; unclear how much of Broad St will be closed – signage needs to be looked at re access to shops/school services (Cllr Robinson and Andrew Middlecote).
- 55/17 To approve the minutes of the meeting held on Thursday April 27th 2017**
Minutes were agreed and signed as a true record by the Chairman
- 56/17 To review Advisory Group structures and to appoint members, including convenors, to serve on the under mentioned Advisory Groups:**

- i) Planning **Cllrs Hall/Hauser/Parsley** (*Cllr Parsley to convene meetings*)
- ii) Resources (finance related) **Cllrs Hall/Hauser/Owen/RFO**
(*RFO to organise meetings and chairing role to be shared*)

A vote of thanks was given to members on the Advisory Groups

57/17 To review the terms of reference for the Planning Advisory Group

Terms of reference from November 2015 were accepted with the addition of 'prepare a brief written report and circulate to Cllrs prior to PC meeting'.

58/17 To appoint representatives onto the under mentioned bodies as required and to decide on reporting back process

- Village Hall Management Board (**Cllr McNamee**) (1 Member)
- Marling Trust (**Cllrs Hauser /Parsley**) (2 Members)
- To discuss amendment of KS&ST governing document – Cllr Hall reported that there isn't anything in the KS&ST governing document that states that members to the Trust from the PC should be elected every 4 years and suggested they should be elected annually. Some Cllrs disagreed and were concerned about continuity. Cllr Hall to discuss with KS&ST.
- KS&ST (currently until 2020 - **Cllrs Hauser/Parsley**) (2 members)

It was agreed that Cllrs on Boards/Trusts would report back to PC meetings after each bi-monthly meeting.

59/17 Annual review of parish council procedures and policies:

- i) **To review and agree the Standing Orders for King's Stanley Parish Council**
Agreed to remove wording re S.O. no.21 and mentioned in 'Managing meetings generally' re allowing recording of meetings and incorporate recommended wording from the Openness of Local Government Bodies Regs 2014.
- ii) **To review and agree the Code of Conduct for KSPC** – agreed and accepted
- iii) **To review and decide on amendments to Council policies** – Complaints policy agreed and to be reviewed in 2019
- iv) **To identify a range of policies/procedures still required** – The Clerk identified a range of policies still to be agreed. She will send a list and examples to Cllr Hauser and Rogers who agreed to read through prior to them being adopted at future PC meetings.

60/17 Financial Issues:

- i) **To approve end of year accounts and bank reconciliation** – approved. Cllr Hall reported that he had checked the accounts.
- ii) **To receive RFO report and approve any payments for May 2017** - approved
- iii) **To approve and adopt the Financial Regulations for KSPC** – approved and adopted. Signed by Chairman
- iv) **To review the Council insurance policy and discuss quotes for 2017/18** – deferred to June or July PC meeting as awaiting further quotes
- v) **To review and agree the Council asset register** – agreed. Query re whether or not phone boxes should be on the list.
- vi) **To receive the Annual Governance Statement** – completed and signed by Chairman and Clerk/RFO
- vii) **To agree names of Cllrs to make quarterly checks on accounts to prevent fraudulent activity** – *Cllrs Rogers, McNamee, Williams and Hauser. Clerk to send through dates.*

61/17 To adopt the Business Plan for King's Stanley Parish

- *Discuss revised Parish Business Plan, make any amendments if required and adopt* – Agreed in principle subject to names, timelines and actions being inserted. Cllrs were asked to send any comments through asap.

62/17 To appoint members, including convenors, to serve on the under-mentioned Working Groups as identified in the Business Plan

- Friends of the Green – Cllr Graham and Peter Wheatley
- Youth Shelter/Infrastructure Working Group – Cllr Williams, Rogers and Hall – Clerk to invite SDC youth council member to future meeting
- Other groups to be discussed/agreed – Agreed that Task and Finish groups to be set up as required, which should include members of the public as well as Cllrs.

63/17 Planning:

i) To receive and approve recommendations from PAG on planning applications received (Report from PAG was circulated prior to PC meeting).

- S17/1030/FUL Bristol and Gloucester Gliding Club. Extension to hangar-*Support*
- S17/1064/DISCON Castle Farm Woodside Lane - *noted*
- S17/0933/HHOLD 30 Borough Close. Two storey site extension and porch. The Parish Council notes that adding value to properties further reduces the availability of less expensive housing.- *no comment*.
- S17/0902/HHOLD 10 Gardeners Way, KS. Garage. Whilst increasing the area of land built on, this is in keeping with surrounding housing and therefore the PC *supports* this application.

ii) To receive a progress report from the Clerk on applications already responded to

- S.17/0340/HHOLD Sunny Brae, Selsley Hill - Dormers/ garage/porch - *Permission*
- S.17/0797/MAM bi-fold doors - *Approved*

Central Garage – Cllr Graham reported that he had met with the PROW Officer and she was looking into whether or not the footway by Central Garage should have PROW status. Cllr Williams to follow this up.

64/17 To receive the Clerk's Report and any correspondence received

The Clerk's report was circulated prior to the PC meeting. She reported that the numbers of complaints received had dramatically reduced. Her main priorities for May had been getting the end of year finances and audit files completed ready for Audit and pulling together all the paperwork required for the Annual Council Meeting.

65/17 Councillors' Submissions (for notice of forthcoming events or reminders, not for discussion)

- The Kings of King's Stanley event had been very successful and enjoyable
- New managers at the Gliding Club. Cafe open all day.

66/17 Date of next PC meetings Thursday June 22nd at 7.30pm in the Scout HQ in Selsley

There being no further business, the meeting closed at 9.30pm