

Shipton Parish Council

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Minutes of Parish Council Meeting

Sunday 21st January 2024 in the Reading Room at 7.00 pm.

Councillors present: Cllr Harry Chalklin, Cllr David Hellens, Cllr Ann Hanagarth, Cllr Andy Gibbs

In attendance: 11 members of the public.

240121/1	<p>Chair's Opening remarks and welcome</p> <p>Cllr Chalklin welcomed everyone to the meeting and covered various village related topics including paths that have been swept by Glos Highways and social events being well attended in the village.</p> <p>Cllr Chalklin then resigned from the position of Chair, staying on as a Councillor. Cllr Hellens was nominated as Chair by Cllr Chalklin and seconded by Cllr Hanagarth. Cllr Hanagarth was nominated as Vice Chair by Cllr Hellens and seconded by Cllr Chalklin. Cllr Hellens and Cllr Hanagarth signed the necessary paperwork and the meeting continued with the new Chair in post.</p>
240121/2	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Cllr Jasmina Tyler and County Cllr Paul Hodgkinson who sent a report.</p>
240121/3	<p>Public Session</p> <ul style="list-style-type: none">• Members of the public asked about the statutory provision the Parish Council have regarding works to Highways and footpaths – Cllrs DH and HC explained that there is no provision by the Parish Council and any Highways repairs are carried out by Gloucester County Council Highways Dept.• A member of the public asked to see up to date information regarding finance and budget for this and next financial year and queried the precept preparation. Cllr DH explained the financial position of the Parish Council in detail and covered it again in the agenda item 240121/9.• A member of the public asked about the cost of purchasing dog waste bags which are distributed via the dispensers by the bins throughout the village and much discussion took place about whether stopping the provision of these bags will mean more dog mess in the village. It was agreed that a village survey will be carried out (through the new website – agenda item 210121/10) to evaluate opinion of a wider audience.• A member of the public expressed concern about the poor state of the bench on the triangle and it was agreed that this will need to be removed and replaced/repared after the work to the wall has been completed.• A member of the public expressed concern regarding a pot hole and damage to the bank by the stream at Wyatt Court and it was agreed that this should be reported to Glos Highways using fixmystreet.gloucestershire.gov.uk/ . Concern was raised about the quality of any repairs made and that Highways need to be mindful of the cobbles in the area.

	<ul style="list-style-type: none"> A member of the public raised the issue of the Public Works Loan and asked why the Reading Room Committee could not use any profits made from bookings to pay some of this off. Cllr DH and HC explained that this was not the platform to discuss this issue and financial information regarding the Reading Room is available from the Charities website. It was agreed that this should be discussed with the Reading Room at their meetings rather than at a Parish Council meeting.
240121/4	<p>Co-option of new Councillor: Two residents had applied between meetings to join the Parish Council. There are currently 2 vacancies, so no vote was required. Andy Gibbs and Jasmina Tyler were co opted to the Parish Council. The necessary paperwork was completed for the Clerk to return to CDC.</p>
240121/5	<p>Declarations of Interests: Cllr DH reminded the Parish Council of their responsibility to update their personal, pecuniary, and prejudicial Declaration of Interests with CDC when applicable. There were no updates.</p>
240121/6	<p>Minutes of Previous Meeting The minutes of the meeting held on 27th November 2023 were signed by the Chair. Cllr Hanagarth's name was corrected.</p>
240121/7	<p>Planning Applications: It was noted that the Parish Council are updating their policy regarding Planning Applications and any new applications will be automatically added to the new website.</p>
240121/8	<p>Gloucestershire Highways – Wall update Notes were made about the steps on the triangle, by the broken wall, about poor cementing work that had been carried out several years ago by Gloucestershire Highways. Cllr HC will liaise with County Cllr Paul Hodgkinson to try to ensure that any work carried out (to the footpath rather than the triangle) is of a better, sympathetic nature. Cllr DH explained that the triangle is owned by the Parish Council and therefore the repair of the wall falls to them. The Parish Council have now received an interim report from Gloucestershire Highways which was undertaken in October 2023 but not shared to the Parish Council until January 2024 which shows that the whole wall, tree and grass area are in need of extensive repair and the road needs to be kept closed for safety reasons. It was resolved that the Parish Council will employ the services of a Structural Engineer to report and advise on this further. The interim report and the brief for the engagement of an Engineer is available on the website https://www.shipton-village.uk/community/shipton-village-20361/home/ It is hoped that most of the funding for this project can be paid from reserves held by the Parish Council which have accrued over several years but may need to be spread over two financial years. More information and decisions can be made once a report is received, and quotations received. It was agreed that Cllr JT will take the lead on this project, supported by the whole Parish Council.</p>
231127/9	<p>Finance Cllr DH explained that the precept (income to the Parish Council from CDC Council Tax) is in two parts as the Public Works Loan taken out in</p>

	<p>2019 is one part and operational costs are the other. The PWL cost does not change each year and is fixed for the term of the loan at £8626 per year. It was noted that the previous Clerk generously gave her time (also as a Councillor) for the previous 4 years and this had allowed some reserves to be built up, but the precept was not raised at all last year resulting in a decrease of approximately -1% (Precept 23/24 = £17600).</p> <p>It is hoped that at the end of this financial year there will be an approx. £32000 bank balance which can be used towards the wall repair.</p> <p>It was resolved to raise the precept this year by 12.02% to £19276 (a rise of £1676. How much this equates to each band property is available to view on the website https://www.shipton-village.uk/community/shipton-village-20361/home/</p> <p>It was agreed to purchase 2 new batteries and chargers for the speed sign.</p>
231127/10	<p>New Village Website https://www.shipton-village.uk</p> <p>Cllr AG explained that the new website will cover all the information held on the old website plus much more information which will make it very inclusive of the whole village including all the clubs and groups within the village. It will also include a village calendar, making it much easier to navigate and promote communication and transparency. There will also be an official Parish Council Facebook page to help the current village website page from being overrun with Council issues. It was resolved to close the old website and engage the new website as soon as possible and payment for the hosting was also approved. There will be a new email list which all residents will be able to join to receive updates from the village. Small business type cards may be printed for all households to advise of the new website.</p> <p>It was agreed that physical noticeboards are still needed and the board in Hampen needs repairs. There is a notice board at the Reading Room but the one on the triangle is too badly damaged to repair.</p> <p>Cllr AG offered to write a communication policy for review by the Parish Council.</p>
231127/11	<p>Grass Cutting</p> <p>The previous tender documents are currently being reviewed and will be sent out for tender by the Spring.</p>
231127/12	<p>Date of Next meeting</p> <p>The next meeting was scheduled for Tuesday 5th March 2024 in the Reading Room at 7pm but a date may need to be set before this. TBC</p>

Meeting concluded at 8.47pm

SHIPTON PARISH COUNCIL - ACTION GRID

January 2024

Task	Responsibility	Due Date	notes
Request to Highways Sweeping of Dark Lane	Cllr HC	Dec 2023	completed
Investigate power sources for Speed sign	Paul Morrish/Clerk	Dec 2023	completed
Advertise Co Option of P Councillor	Clerk	Dec 2023	completed
Review website details	Cllr AG/ Clerk	Jan 2024	completed
Review state of notice boards	Cllr DH	Dec 2023	ongoing
Liaise with Withington for speed sign	Paul Morrish	Dec 2023	ongoing
Speed sign – purchase new batteries	Clerk	Feb 2024	
Arrange grass cutting contract tenders	Clerk	Marc 2024	
Send New Councillor paperwork to CDC	Clerk	Jan 2024	
Village Survey regarding dog waste bins	Cllr DH/Cllr AG to post on website	March 2024	
Bench removal on triangle to store for later use	Any Councillor	Asap	
Report to Highways of pothole and bank damage by Wyatt Court	Cllr HC to liaise with Cllr P Hodgkinson	Jan 2024	
Planning Policy review and other policies	Cllr DH/Clerk/ All Cllrs	March 2024	
Engage Structural Engineer to write a report for wall work	Cllr JT/ Cllr DH	Feb 2024	
Precept request submission To CDC	Cllr DH/ Clerk	Jan 2024	completed
Implement new website and advertise/close down old website	Cllr AG and All Councillor	Jan 2024`	
Rewrite and distribute new grass cutting tender	Cllr DH/Clerk	Feb 2024	
Write communication policy for review by Cllr.	Cllr AG	March 2024	
Confirm date of next meeting	Clerk	Feb 2024	

Finance January 2024 update

Financial year 2023-2024

Precept income	£17600
Spending so far (Apr23 – Jan24)	£16060
Bank Balance 21 January 2024	£34460