

Randwick and Westrip Parish Council

Minutes of the meeting held at 7.15 pm on Thursday April 19th at Cashes Green School

Present

Councillors:

Shaun Egan

Alex Egan

Matt Reed

Mike Woods

Robert Davies

James Holder

Debbi Smith

Clerk - B Parsons

1/4/18 **Apologies:** Cllrs Fontenla and Byford and District Cllr Edmunds.

2/4/18 **Public Forum:** There were three parishioners present. Mr Badham spoke about replacing trees in the hedge at the southern boundary of Randwick Playing Field and suggested that Stroud Tree Workshop be asked to provide trees at a subsidised price of approximately £1 each and to provide volunteers to plant them.

3/4/18 **Declarations of interest in items on this agenda:** None.

4/4/18 **Minutes:** The minutes of the meeting held on March 15th were approved and signed.

5/4/18 **Report from the Officer of the Council:** Cllrs noted the contents of the Clerk's report.

6/4/18 **Annual Parish Meeting:** The meeting was scheduled for May 17th at 8 pm, to follow the Annual Meeting of the Parish Council.

Resolved: A working party, to include Cllrs Smith and Shaun Egan, would review Council documents and report at the June meeting.

7/4/18 **Correspondence:** Cllrs noted the correspondence listed in the Clerk's Report.

8/4/18 **Questions from Councillors:** Cllr Smith asked about any action that could be taken to deal with cars parked too close to the junction by Cashes Green School. Poor parking reduces visibility and risks collisions

when drivers cannot see approaching vehicles as they pull out of the side roads.

Action: The Clerk to ask the PCSOs to take action.

9/4/18 **District and County Cllrs reports:** No County or District Cllrs were present. Cllr Edmunds had sent his apologies.

10/4/18 **Planning, Traffic and Transport:**

a) **Planning applications:**

S.18/0640/OHL

High Voltage Overhead Line Randwick To Browns Lane, Far Westrip, Proposed rebuilding of overhead 33kV electricity line between Randwick and Doverow Hill (Phase 4: Pole 29 - Pole 15a) (382191 - 205766) - no comment.

S.17/2712/REM - Discharge of condition 3 (construction method statement) from permission of the application S.17/2712/REM (382914 - 206095) Somerdale Townsend - no comment.

b) **VAS and traffic report:** Cllr Reed shared the latest data. 85th percentile speeds were still between 24 and 29 mph and there were several instances recorded of vehicles travelling at 45mph through the Parish.

c) **Speed bump:** A parishioner had asked the Council whether it would ask GCC to install a speed bump by the junction of Ocker Hill and The Lane where vehicles were seen driving at excessive speeds. Cllrs doubted whether GCC would install a speed bump but agreed to site the VAS at that point to record speeds and possibly deter drivers from speeding.

d) **Road closure:** Cllrs were concerned about access to properties in Bread Street during resurfacing work scheduled for May 2nd to 10th. If there were to be no access to properties by vehicles there would be problems for elderly parishioners and difficulties in parking anywhere at either end of the closed area.

Action: The Clerk to contact GCC to confirm arrangements for access to properties during and outside working hours.

The Clerk to ask the Head of Randwick School to remind parents who drive children to school that Bread Street was to be closed and also to avoid parking on the grass at the the playing field when there were free spaces on the surfaced area.

11/4/18 **Finance:**

a) **Bank reconciliation:** Cllrs considered the bank reconciliation for March.

b) **Internal Financial Controls:** Cllrs reviewed and approved the Council's internal financial controls: -

The Council approves all payments.

Two signatories are required on cheques; cheque stubs and invoices are initialled by signatories.

The RFO reconciles bank statements and accounts monthly.

The reconciliation is checked by a councillor who is not a cheque signatory.

The Council monitors expenditure and reviews the budget quarterly.

Internal and external auditors scrutinise accounts.

c) **Annual statement of account:** Cllrs approved the annual statement of account (receipts and payments account).

d) **Reserves:** Cllrs confirmed that part of the unallocated reserve in the 2018/19 budget was earmarked for the final payment for repairs to the area of the playing field used for overspill parking, which had begun in the financial year 2017/18. The final payment was expected to be £3,000 plus VAT. Cllrs confirmed that the allocation of £3,500 for refurbishing the play area at Randwick Playing Field in the 18/19 budget might need to be increased to £7,000 following an estimate received for the work.

e) **Annual Governance Statement:** Cllrs approved the annual governance statement for 2017/18.

f) **Accounting Statements:** Cllrs considered the accounting statements for 2017/18.

g) **Accounting Statements:** Cllrs approved the accounting statements for 2017/18.

h) The Accounting Statements and Annual Governance Statement were signed by the Clerk and RFO and the Chairman.

i) **Community initiatives - GCC councilor led grant scheme:** Cllrs considered suggestions made at the March meeting which might

qualify for a grant.

Action: The Clerk to contact the 'rural cinema' group to ask them to prepare a costed proposal for equipment for the 'cinema' at Randwick Village Hall, for consideration at the May meeting.

12/4/18 **Environment:**

a) **Report from RVH&PFC:** Cllr Egan reported on the recent RVH&PFC meeting. The Committee was still working with VH users to manage parking: the plan seemed to be working well.

b) **Hedges at Randwick playing field:** Cllrs discussed recent works to the hedge at the southern boundary of Randwick Playing Field. The SDC Arboriculturalist required the planting of some trees to replace trees cut down when the hedge was cut back. He had agreed to the Council's proposal to plant 25 trees. Cllrs decided to plant native species. Trees planted previously had been field maple, hawthorn, spindle, dogwood, blackthorn, sloe, damson, rowan, guelder rose and hazel. Cllrs noted that the heights of trees would need controlling where they were likely to reach the power lines.

Action: The Clerk to write to the Arboriculturalist asking for a site meeting with him to advise the Council about sizes of trees and positioning.

Cllrs expressed some dissatisfaction with the quality of the work done, in particular stumps that had been left.

Action: The Clerk to write to the contractor asking him to meet cllrs onsite to discuss what they would like to improve the condition of the hedge.

c) **Finn's Way:** Cllrs discussed work to remove some trees against a parishioner's hedge which were overshadowing her garden. The contractor had suggested waiting until the trees were coming into leaf before carrying out the work. There would be an extra cost.

Cllr discussed a request by another resident who had asked the Council to fell or remove branches from a tree in Finn's Way, some distance from his garden, which shaded it. In April 2017 the Arboriculturalist had advised against felling the tree. Cllrs decided to visit the site to consider whether branches could be removed from the tree.

Action: Cllrs to agree a date for a site visit.

Action: The Clerk to contact the parishioners.

d) **Parking:** The parking spaces were still to be marked out. Other work had been completed. The contractor would be asked to clarify whether there was or wasn't a plug for the drain.

Action: Cllr Reed would ask Mr Humphreyson to plant a bush where he had suggested it would help prevent drivers from crossing the kerb.

Action: Cllr Reed to acquire fertiliser for top-dressing the recovering grass area.

e) **Play area:** Cllr Davies outlined the latest plan.

The Council had compared manufacturer's prices. Cllr Davies had previously recommended that financial regulations relating to contracts be waived to enable a price to be negotiated without competition.

Resolved: To waive financial regulations relating to contracts.

Wicksteed had offered a further discount. The cost was estimated at £12,900: volunteer labour would be needed to fill in the sandpit and move the fence. This would avoid paying further costs of over £1,000.

Volunteers would also install a 'surfboard dual axis roundabout' (a 'springy' for children to balance on) which would be purchased online. Cllrs discussed the timing of the work and suggested it should be done during the school holidays rather than during times when the playgroup was in session.

Action: Cllr Davies to obtain specifications and a quotation for the work and a PDF plan that could be published on the Council's website.

Action: The Clerk to issue a purchase order on receipt of the specification and quotation.

13/4/18 **Communication - Use of digital media:** The Chairman spoke about the Council's wish to improve communication between the Council and parishioners. Cllrs discussed the possibility of getting feedback from parishioners via digital media and whether using 'Facebook' would support the Council's intentions. It was suggested that this topic could be considered at the Annual Parish Meeting.

14/4/18 **General Data Protection Regulation:** The Clerk had been preparing documents and procedures for complying with new legislation, GDPR, following advice from the SLCC, GAPTC and the Information Commissioner.

15/4/18 **Items delegated to the Clerk and items for the next agenda:** As listed above.

16/4/18 **Orders for payment:**

DVLA Swansea	DVLA admin fee
M Lammas	April monthly contract payment
Westcotec	Brackets for VAS
B Parsons	April salary less PAYE due in 1st quarter
O2	Mobile phone 12 Apr - 11 May

15/4/17 **Next meeting:** Annual Meeting of the Parish Council Thursday May 17th at 7.15 pm at Randwick Village Hall.

The meeting closed at 9.25 pm.