

MINUTES (subject to agreement at the next Council meeting)
Of A MEETING of Twynning Parish Council
held in Twynning Village Hall at 7.30pm on the 13th December 2021

Councillors Present : Cllr Bartlam, Ellis, Ferguson, Hadley, Holden, Horsfall (Chair),
Also Present: Clerk/RFO, 4 members of the public, County Cillor Cate Cody, Borough Cllrs. Philip Workman and Mike Sztymiak

457	<p><u>Welcome</u> The Chairman will ask if anyone wishes to record or film the meeting. There were no requests</p>
458	<p><u>Apologies for absence</u> Councillors are reminded to give their apologies in writing to the clerk prior to any meeting. Apologies were accepted from Cllr. Nottage, Cllr. Murray, Cllr. Wardrop</p>
459	<p><u>Declaration of interest/Requests for Dispensation</u> Councillors are reminded to update their interests with any relevant change of personal circumstances There were no declarations or requests</p>
460	<p><u>To receive and agree the Confidential Minutes of the Staffing Committee meeting of 1st November 2021</u> The recommendations of the Committee were agreed. <u>To agree the Minutes of the Parish Council meeting held on 8th November 2021</u> The Minutes were agreed</p>
461	<p><u>Progress on Matters from Previous Minutes</u></p> <ol style="list-style-type: none"> 1. Investigation into reported misuse of land Showborough Common – Progress report on police escort appointment to give Notice to Quit/action by Planning Enforcement (Cllr Horsfall) – No Progress 2. Footpath gang to look at improving drainage/possibility of using wood chip from tree felling on footpath next to TRAC – (Cllr Nottage) – No report 3. Noticeboard repairs – volunteer required – Cllr Ferguson to progress 4. Action Plan – Clerk/Bulletin Editor to progress in January – an address for collection of paper responses required (Clerk) Cllr Horsfall agreed to receive paper replies 5. Additional defibrillators (locations/volunteers/funding – Cllr. Horsfall) – No Progress 6. Post Office response to complaint about poor service (Clerk) – Post Office Counters are now aware of the situation and trying to remedy
462	<p>PLEASE NOTE REPORTS FROM COUNTY/BOROUGH COUNCILLORS ARE INVITED IN WRITING AND WILL BE POSTED TO THE MINUTES</p> <p style="text-align: center;">Borough report to Twynning Parish Council 13/12/21</p> <p>Committee determination for the land at Nut Orchard has been delayed again until probably January. Paul Skelton has now left his post and we have a temporary Development Manger by the name of Mitchell Kitts for 3-6 months until a replacement is found.</p> <p>Mike Dawson, Chief Executive, has tenders his notice and will leave at end of June next year. The process to find a replacement has started already.</p> <p>Nominations for the Local Heritage List closes 10th January.</p> <p>At the last Council meeting the Borough had proposed a change in the scheme of delegation. At the moment if a Parish objects to a planning application it automatically goes to the Borough planning committee for consideration. The proposal takes away this right. The Council however voted to defer this until after Parishes have been consulted with so we encourage you to make your feelings known.</p> <p>If you what to comment on the Boroughs new house strategy you can online or obtain printed copies at the Public Services Centre. You have until the 4th January.</p> <p>We have mentioned before about the Council Tax Bills going paperless. This work should be completed by the end of the year to be in place for next years bills.</p> <p>The project to replace the water pipes at the Severn Ham has been completed although there is still some reinstatement of the Ham post the work to complete.</p> <p>The Fleet/Downfield lane planning appeal will be held this Wednesday at TBC.</p>

Gloucestershire County Council Report - Cate Cody - 13th December 2021

Covid in Gloucestershire The latest Government announcement to move to Plan B in response to the spread of the Omicron variant, includes the following measures:

- From Monday 13th December, those who can are advised to work from home.
- From Friday 10th December, the government will extend the legal requirement to wear a face mask to most public indoor venues, including theatres and cinemas. There will be exemptions in venues where it is not practical to wear one, such as when you are eating, drinking or exercising.
- From Wednesday 15th December, and subject to parliamentary approval, the NHS Covid Pass on the NHS App will become mandatory for entry into nightclubs and settings where large crowds gather - including unseated indoor events with 500 attendees or more, unseated outdoor venues with 4,000 attendees or more, and any event with 10,000 attendees and more. Proof of two vaccine doses or a negative lateral flow test will be accepted.
- The government also intends to introduce daily contact tests for contacts of confirmed positive Omicron cases instead of the ten-day self-isolation period.

Avian Bird Flu Further to recent Government advice that the risk of avian flu in wild birds has increased from medium to high and a confirmed case in Worcestershire, please report all cases of dead wild waterfowl (swans, geese or ducks) or other dead birds such as gulls or birds of prey. Please contact Defra on 03459 33 55 77. It is important that you do not touch or pick up any dead or visibly sick birds that you find. Consultations Waste Local for Gloucestershire Gloucestershire County Council is preparing a new countywide Waste Local Plan. As part of this process it must comply with planning legislation covering co-operation with other organisations on strategic planning matters. This is known as the 'Duty to Co-operate'. The County Council has invited views from a wide range of organisations and others likely to have an interest in waste planning across the county over the coming years. The consultation is due to end at 5pm on Tuesday 21st December 2021.

<https://haveyoursaygloucestershire.uk.engagementhq.com/waste-local-plan-forgloucestershire-duty-to-co-operate-scoping-paper-consultation> Responses can also be received via e-mail: m-wplans@gloucestershire.gov.uk or by post to Shire Hall.

Have your say on pharmacies in Gloucestershire Gloucestershire's Health and Wellbeing Board are asking residents to provide feedback on pharmaceutical services in the county. Every three years, the Health and Wellbeing Board (HWB) has to publish a statement of the needs for community pharmaceutical services in Gloucestershire. This is referred to as a pharmaceutical needs assessment (PNA). Community pharmaceutical services include local chemists, dispensing doctors (doctors that can dispense medication to patients in rural areas) and dispensing appliance contractors (businesses which dispense medical appliances such as catheters). The PNA helps identify whether there are any gaps in the provision of pharmaceutical services in the county which means identifying if any new services, improvements or better access to existing services, are needed. The PNA considers the demographics of the Gloucestershire population and the health priorities of the county, as well as how pharmaceutical services can contribute to improving the health of Gloucestershire's residents now and in the future. Not only do pharmacies supply and dispense prescribed medication to the public, they also provide many other essential services such as vaccinations, promotion of healthy lifestyles, support for self-care, and sign-posting to other healthcare services and support. They play a key role in the community and the PNA gives residents the chance to give the Health and Wellbeing Board their opinion on the services in their local area. The consultation is now open and will close on the Monday 31st January 2022. You can have your say by going to www.gloucestershire.gov.uk/pna If you require a paper copy, please contact publichealth@gloucestershire.gov.uk or call 01452 328214

Launch of M5 Junction 10 statutory public consultation The statutory public consultation for our proposed M5 Junction 10 Improvements Scheme went live on Wednesday 8th December 2021. It runs for 10 weeks until 15th February 2022. The proposals will see M5 Junction 10 upgrades, a new road linking Junction 10 to West Cheltenham and the widening of the A4019 Tewkesbury Road. Members of the public are being asked to share their feedback on the detailed proposals by completing the online survey. There is a dedicated consultation website and portal for the duration of the consultation. These contain key information, including the consultation brochure, details of our consultation events and a visualisation of the scheme. There are a series of public consultation events where the project team will present the scheme designs and answer questions:

- Face-to-face events at Cheltenham West Community Fire and Rescue Station on Tuesday 14th December 2021 10am – 7pm and at Hesters Way Community Resource Centre on Saturday 15th January 2022 10am – 5pm.
- Online events on Wednesday 15th December 2021 7pm – 8.30pm, Thursday 13th January 2022 2pm – 3.30pm, Saturday 29th January 2022 2pm – 3.30pm and Wednesday 2nd February 2022 7pm – 8.30pm.

The statutory public consultation

follows on from an options consultation on the scheme which was held in autumn 2020. 84% of the options consultation respondents agreed there is a clear need for the scheme. 37% of respondents favoured option 2, an all-movement junction in the location of the existing Junction 10. This was subsequently announced by the council as the preferred route on 16th June 2021. Since then, design changes have been made as a result of public feedback and further technical work has been progressed. For more information about the statutory public consultation and to view the scheme proposals in more detail, visit www.gloucestershire.gov.uk/J10

Platinum Jubilee Fund The National Lottery Community Fund is setting out a number of initiatives that enable communities across the United Kingdom to take part in celebrations marking Her Majesty The Queen’s historic reign. The Platinum Jubilee Fund has been launched to enable communities across the UK to access a share of £3.5 million designed to support celebrations across the UK. The fund will award grants of £30k-£50k to 70 exemplar projects across the UK that focus on three areas: •Intergenerational and Young People- Strengthening relationships between generations and creating a legacy for future generations •Community Renewal- Supporting new opportunities for people to develop skills and experiences in their local community, as well as opportunities to bring people together in new ways, and in new or different places and spaces •Our Shared Natural World- Deepening our care and action locally for the natural world. For further information see: <https://www.tnlcommunityfund.org.uk/news/blog/2021-11-17/community-spirit-set-to-shinefor-the-platinum-jubilee-celebrations>

Tewkesbury Halifax branch The Halifax branch in Tewkesbury will be closing on 2nd February 2022. Customer’s have all be notified.

Severn Trent pipework on the Severn Ham Severn Trent’s teams made great progress over the summer laying new pipes and completing complex connections to the existing mains. The new mains have now been live for a good few weeks which completes the infrastructure elements of the scheme. There is still work to do to reinstate the Ham following the construction work, and Natural England along with local groups are engaged in this. This means you may still see activity on and off the area for some time as equipment and materials are carefully moved and repeated visits made at different times of the year to ensure the reinstatement has been done correctly

Tewkesbury Repair Cafe Dates 2022 8th January, 19th February, 19th March, 16th April. These are all Saturdays, 2-5pm at the Baptist Church. Bring things that need fixing (toys, electronics, gadgets, clothes etc etc) and tools that need sharpening.

A Greener Christmas Gloucestershire County Council’s waste team, in partnership with district councils, is asking people to make ‘greener’ choices this year to reduce the impact Christmas waste has on the environment. The campaign will focus on four key areas – food waste, gifts, trees and traditional items such as advent calendars and Christmas crackers.

463	<p><u>Receive reports from any external meetings attended by Parish Councillors</u> To confirm attendance to the GCC Road Safety Workshop on 15th December – Clerk to attend</p>
464	<p><u>Working Group/Councillor Reports:</u></p> <ul style="list-style-type: none"> a. Minibus – (Cllr Holden) The minibus has had a full service to a cost of £493.91. We also had the windscreen wipers replaced. The minibus was also fully valeted and cleaned in November. There have been a couple of private hires and we continue to transport people to and from Luncheon Club, thanks to our great team of volunteers. b. Village Hall - (Cllr Holden) – After a few days of no heating the VHMC is pleased to report that County Boilers have spent 8 hours diagnosing the problem and on Friday have replaced a part and the system seems to be running OK. There was an online presentation from Hallmaster (https://www.hallmaster.co.uk/) for an improved system to manage, schedule and invoice bookings for the Hall. We are looking into it in more detail and plan to conduct a free 3 month trial in the New Year. Sarah Holden, TPC representative, is stepping down now and we would request that the Parish Council ask for another representative to join our Committee. Bookings have been steady and the Hall

hosted the Twyning Players' panto earlier this month and, despite the lack of heating, it went very well to packed audiences

The Council discussed the vacancy on the village hall committee and Cllr. Horsfall volunteered to represent the Council.

- a. Emergency Committee – (Cllr Ferguson) – Empty sandbags have been ordered from TBC and will be available from the Village Hall
- b. Recreation Working Group – (Cllr Bartlam)
- c. - To receive TBC response to new S106 request from TRAC for £2400 and to discuss the plan for changing rooms and support to the playgroup – **following an indication by the S106 officer that funding could be released the officer has now said that the donation to be reclaimed is from another pot and he will have to get further authorisation. Cllr Bartlam advised that TRAC have not met for a long time so there is nothing to report about the changing rooms.**
 - To receive request for a refund of donation Touch Rugby and discuss pitch use for exclusive play – **The Council agreed to make a refund of £100 for this year and charge £5 per session in the next year.**
- d. Village Green Working Group – (Cllr Nottage) – No report
- e. Tree Warden Report – (Dave Lockett) – Mr Lockett observed a few branches down following recent storms and advised the Council to carry out another tree inspection by a specialist in Winter 2022
- f. Receive Planning Committee report and consider their recommendations for restructure – **There were no volunteers to join the Planning Committee therefore planning matters would return to full Council for the time being.**
- g. To note obstruction to footpath at Nut Orchard (landslip) has been reported to GCC PROW & TBC Development – **Cllr Cody said she would follow this up and see whether the parish footpath team are permitted to clear themselves.**

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Finance & Governance

1. To agree payments in November and bank reconciliation November – The following were agreed and the bank statement was checked by Cllr Ellis.

Payments November

Hedge cutting	150	150	0
Administration Expenses	55.75	55.75	0
Clerk	1086.89	1086.89	0
Website Editor	140	140	0
Minibus	456	380	76
Ryman Stationers- printer toner	111.93	93.27	18.66
Twyning Village Hall - meeting room	32	32	0
Royal British Legion - donation	268.5	268.5	0
Smith of Derby - clock maintenance	316.8	264	52.8
Balance reconciled	21021	<u>2617.87</u>	<u>2470.41</u> 147.46

2. To receive the budget analysis to end of November **Expenditure £30192 and income £34016 noted without comment**
3. Discuss management of Kilmore carpark to prevent flytipping/ensure use for the sports field and consider cost implications of any security measures and maintenance – Not discussed. **Cllr Horsfall advised that the transfer had not taken place/ awaiting ransom strip agreement. B/F**
4. Discuss ad hoc planning advice costs and discuss review of the NDP as previously agreed by Council but vetoed by the NDP group. **The Council agreed that retained planning advice would be useful at a fee of £100 per hour but not to proceed with the NDP review at this stage.**
5. To consider the draft budget for 22/23, discuss and agree the Precept if tax base known – **The Council agreed to remove £1500 for street furniture/ RFO to rework figures.**
6. Website Accessibility Compliance – receive feedback from audit – a full audit had been carried out by the website editor as follows:

Website Accessibility Audit – www.twyningvillage.co.uk

This was undertaken using the gov.uk guidance. The majority of the accessibility requirements were met or not relevant. There are a couple of ones that did not appear to work and I will be contacting the web developers to check whether the web design supports these requirements. I will also check any with them that I was unable to assess due to the web browser I use.

Sarah Don-Bramah, December 2021.

The simple audit is split into six sections. All details follow.

1. Text content

Proper headings

The headings on the home page of the website are in a different Heading style which means they can be read as such by accessibility software.

Check for pages content when stylesheets are disabled.

I checked the home page and the news page using the <https://wave.webaim.org> as recommended by the gov.uk guide. I can confirm that the website is navigable when style sheets are turned off, as required.

Check that instructions are styled properly

I have checked that our instructions are styled properly and I believe they meet what is needed.

Check that links make sense

I have reviewed a sample of the links from the News Feed. Some are clear, others less so, so I have amended those that did not meet the required level and they now meet the requirements.

Check that pages have good titles

I believe that the website pages have good titles and meet the requirements.

2. Images, video and audio content

Check any images have a description

Previously the images on the website did not have alternative text attached. I have now updated all the news stories appropriately, and will continue this work throughout the website. Decorative/background images are not included in this requirement.

Check any video or audio content is properly described

This is not relevant at the moment for the parish website as the site does not contain any video or audio files.

Audio descriptions for video and audio content

This is not relevant at the moment for the parish website as the site does not contain any video or audio files.

Check for images containing text

The site does not have any images that fit this criteria

3. Interactive tools and transactions

Check form fields are marked up appropriately

Whilst the forms are marked up clearly I do not believe that currently meet all the criteria required i.e.” You can check your form fields are marked up properly by going to a form and clicking on a field label (the text above, below or next to the field that explains what it’s for). If the field is marked up correctly, clicking the field label should cause your cursor to appear inside the corresponding field.”

I will take this action up with the web company to see if the system allows for this to be addressed.

Check it’s clear what information users need to provide

I believe that our forms meet this criteria across the site.

Check form elements are consistent across your website

I believe that our forms meet this criteria across the site.

Check users get a warning before they’re timed out

I do not believe that this criteria is applicable to the website.

Check that any error messages are helpful

I have checked that error messages appear when incorrect information is entered, e.g. when the email address is not in a valid format and I can confirm that the error message comes up and is helpful.

Check users can review their answers before submitting a form

I can confirm that our forms do not offer this facility. However the form allows people to clearly see their information.

Check that form elements behave as expected

I can confirm that the form elements behave as expected.

4. PDFs and other documents

Check the documents have meaningful titles

I can confirm that the PDF downloads e.g. parish council agendas and minutes, have meaningful titles which makes it easy to understand for the website visitor.

Check for headings

I am unable to check whether the headings on PDF documents meet the accessibility requirements by being styled differently and not just in bold.

Check the documents convey instructions in an accessible way

I can confirm that this is not relevant in the sample of documents I reviewed.

Check that any link text makes sense

I can confirm that this is not relevant in the sample of documents I reviewed.

Check that images, charts and tables have a description

I can confirm that this is not relevant in the sample of documents I reviewed.

5. Technology

Tests using a mobile or tablet device

I can confirm that the website works correctly on both a mobile and tablet device.

Check the page orientation

I can confirm that the site works well when the page orientation is changed.

Check you can navigate using just one finger

I can confirm that you can navigate the site with just one finger.

Check you're not relying on complex motions

I can confirm that this is not relevant to the website.

Navigating just using a keyboard

I was unable to assess this accessibility section as, using Safari, I was unable to enable the tabs that would make this possible. I will ask the web company to confirm that this is possible.

Check forms are still usable without a mouse

I can confirm that you are able to navigate the forms without a mouse.

Check users can skip to the main content on a page

This action is not possible on my laptop.

Checking content is usable when zoomed in or magnified

I can confirm that the website is usable when text size is increased without lose of navigation.

Colour contrast

No contrast errors were found when sample pages were run through wave.webaim.org

	<p>Check any buttons and navigational elements This is not relevant.</p> <p>Pop-ups and interactive or flashing content This section is not relevant for the twynning parish website.</p> <p>Search and other forms of navigation</p> <p>Check your navigation behaves consistently The navigation address works consistently. The website does not have a search function or site map.</p> <p>Check links do not trigger on the down-press of a mouse I can confirm that links are correctly triggered by the up function, not by the down-press of the mouse.</p> <p>6. HTML checks</p> <p>Checking tables and bullet lists are styled properly I am unable to make this assessment at this time as there are not any relevant pages to check.</p> <p>Check the language the content is written in I can confirm that the language is clearly visible in the HTML as required.</p> <p>Check any video players are accessible This is not relevant to the website currently.</p> <p>7. Consider a request for an easement over common land for a water supply (if further information requested from the applicant available)</p> <p>Council discussed at length and agreed to put a proposal to the applicant that a compensation of £10K is paid together with the Council's legal or other fees for the water pipe connection to one dwelling, namely Showborough Lodge.</p>
466	<p><u>Traffic Monitoring</u> To receive results of traffic survey Pages Lane (w/c 22nd Nov) if available and compare with previous survey: Survey Dec 2021 Average Mon-Fri Volume (rounded) 840 780 1620 Average Mon-Sun Volume (rounded) 770 720 1500 (volume flows rounded to nearest 10 vehicles, speeds rounded to nearest whole number) Survey Feb 2019 Average Mon-Fri Volume 920 862 1783 Average Mon-Sun Volume 840 787 1627</p>
467	<p><u>Public Participation</u> Members of the public can raise questions/comment on items on this agenda. There were no questions.</p>
468	<p><u>Date of Next Meeting/Venue & Format</u> 10th January 2022</p> <p>The Parish Councillors and Clerk would like to wish you all a very Happy Christmas and look forward to seeing you in the New Year.</p>