

Clutton Parish Council

Monday 19th May 2014 in Clutton Village Hall at 7.30pm

Minutes of the Annual Meeting of the Parish Council followed by the May monthly meeting

Present: Councillors R Naish, V Adie, S Dagger, J Fletcher, A Hillier, P Mullins, S Piddock, D Phillips, Councillor J Sparks (Ward Councillor), Mrs H Richardson (Clerk) and 2 members of the public.

Item	Action
61/14 Election of the Chairman of the Council Councillor Rosemary Naish was unanimously elected as Chairman. Councillor Naish signed the Declaration of Acceptance of Office	
62/14 Election of the Vice Chairman of the Council Councillor Vic Adie was unanimously elected as the Vice Chairman. Councillor Adie signed the Declaration of Acceptance of Office.	
63/14 Apologies for Absence Apologies were received from Cllr Bailey, Veale, Starr & Myatt	
64/14 Declarations of interest There were no declarations of interest	
Submissions from Members of the public <ul style="list-style-type: none">• A visitor questioned the difference between the Annual Parish Meeting and the Annual meeting of the Parish Council and how the monthly Parish Council meeting fitted in.• A resident commented on the state of politics today	
65/14 The minutes of the meeting held on Thursday 24 th April 2014 were approved	
66/14 Reports on any further matters arising from the decisions of the last meeting Item 51/14: Dropbox – Councillors were reassured that it was safe to sign up to dropbox. We are still waiting for quotes for the repairs for Venus Lane playground and the Clerk will present to the services working group once they come in.	Clerk
Item 53/14: New Notice Boards – Payment has been sent. The position of the new notice board by the school was discussed and the Clerk will ask the school if we can site it by their vehicular access to the school, a few metres from its original position to keep it off the pavement and away from the road.	Clerk
Item 56/14: Emailing the draft minutes - It was confirmed that there is a cap at 2000 subscribers, which should not affect us and so the 6 month trial of sending out the draft minutes to e-news subscribers has started. All councillors were asked to subscribe to the e-news from the new website so that they are aware of what is being sent out to parishioners.	ALL
Item 59/14: Sewage at the sidings – The Ward Councillor previously circulated an email from Paul Crossley confirming that this issue is being dealt with by the environment agency. The Clerk still needs to contact BaNES building control to ask them not to sign off the site until this matter has been resolved.	Clerk

- 67/14 Report from the Clerk on activity since the last meeting**
Following the exchange at the last Parish Council meeting a resident concerned about the councils finances in particular the **2014 budget and precept**, the resident was invited to look at the accounts, invoices and supporting documents. The resident did not respond to this invitation.
- Leisure Area Lighting**
A site visit was held on Thursday 8th May for Southern Electric Contracting, Western Power, and the youth club electrician to arrange the changes required altering the street lights at the leisure area to the Parish Councils unmetered supply. Awaiting quotes. **Clerk**
- A **Finger post** in Marsh Lane was reported broken to BaNES Highways Maintenance
- The Allotments** has been raised as an area of concern and will be an item on the Agenda next month to be discussed in details. In the meantime to address the issue of unattended plots the clerk will write to the less well cared for plots and ask the tenants to control the weeds on their plot. It was agreed to schedule a site visit for the services working group to meet with the allotment holders to look at the allotments and to help to understand the issues. The clerk will arrange the date, invite the services working group and write to the allotment holders to invite them. **Clerk**
- The Clerk has now been trained to update the **news blog** on the website and has also set up a **village diary**. The Clerk was asked to write to all groups in the village to ask them to provide dates and details of any events that could be added to the diary. **Clerk**
- The Clerk has received the renewal documents for the **insurance**, but has also asked for a quote from AON. Policy renewal due 27th July – to be added to next months agenda for a decision. **Clerk**
- Councillor Adie and the Clerk attended a workshop on paperless planning and notes on the workshop were circulated.
- 68/14 The Standing Orders** were reviewed and amendments need to be made. They need to be renumbered and the amendment to the standing orders – ‘response to a casual vacancy’ needs to be incorporated, and then re-presented to the council for approval **Chair**
- 69/14 The Financial Regulations** were reviewed and it was decided that it was necessary to postpone the decision on adopting them until they had been reviewed by the finance working group. The finance working group will make their recommendations to the parish council at the next meeting. **Finance working group**
- 70/14 The membership to working groups** was reviewed and it was decided that all councillors present were happy to remain on the same working groups as last year except for one change removing Councillor Myatt from the Neighbourhood plan working group. It was agreed that the Clerk should write to the councillors who were absent, to tell them that it will be assumed that they will continue on the same working groups as last year (apart from the change mentioned above). It was also noted that Councillors Phillips and Myatt judged the allotments once a year for the Parish Council Cup. **Clerk**
- 71/14 Representatives to the Village Hall and United Charities** was discussed. Cllr Piddock expressed an interest in becoming the representative on the Village Hall Committee –

The Clerk will contact Cllr Bailey who currently holds that position. Cllr Phillips will continue as the representative on United Charities. **Clerk**

72/14 The council's **asset register** was reviewed by the services working group prior to the meeting and it was recommended that more detail was needed with photos of each item on the register. This is underway and progress was shown to the parish council at this meeting. More work needed before this can be accepted **Clerk**

73/14 The council's risk assessment was reviewed and with a couple of small amendments was accepted. Clerk to update. **Clerk**

74/14 The dates and times of ordinary meetings of the council for the ensuing year were agreed. Clerk to book them with the venue. **Clerk**

Monday 16th June
Monday 21st July
No meeting August
Monday 15th September
Monday 20th October
Monday 17th November
Monday 15th December
Monday 29th January 2015
Monday 16th February
Monday 16th March
Monday 20th April

75/14 The letter from **horticultural society** was considered and the clerk will respond stating that the Parish Council is pleased that the sponsorship will be made more obvious in the 2014 schedule and that the parish council will have a space in the main tent and that the parish council will take control of the best kept allotment. The shield should be returned to the clerk for engraving. **Clerk**

76/14 a) The letter from Tom Haywood (BaNES) regarding the **Rural 20mph speed limit** programme was discussed and it was decided that the clerk should respond to express our interest and explain why Clutton should be a priority village. **Clerk**

b) The proposal for the 6'6" width restriction at Harts Lane Hallatrow was discussed and decided that a comment from the Parish Council was not necessary.

c) Councillors were invited to attend the CPRE North Somerset AGM on Wednesday 11th June, 7.30pm at Bath City Football Club. Anyone wishing to attend should inform the Clerk.

77/14 There were no **planning applications** to be discussed. It was reported that 14/01021/FUL: Parcel 8545 Upper Bristol Road, New vehicular access was Permitted.

78/14 It was reported that an open invitation consultation for the **neighbourhood plan** will be held on the 21st June at the village hall 2pm-5pm. As part of the open consultation villagers are being invited to submit photographs of their favourite view/place in the village, that they would like safeguarded in the plan. Those submitted will be entered into a competition with a prizes for various age groups.

79/14 The ward councillor reported that he met with David Dixon and discussed the traffic issues on station road. They noted the lack of pavements close to the school, at the Mead, and the railway pub and suggested scrubbing out the centre line and adding a virtual pavement. It was decided that the approach is currently too disjointed and that a meeting should be arranged between David Dixon, Tom Haywood, the Chair, the vice Chair and any other relevant parties so unified plan could be made. **Ward Cllr**

Bus subsidies had been discussed at the last BaNES cabinet meeting and although Clutton has lost the 768 service it has been replaced by other services. The ward councillor will distribute the link to these details and the clerk will publicise on the website.

Clerk

80/14 The finance reports were approved, but it was noted that they are subject to change until the end of year accounts have been approved.

Close The meeting ended at 21.18pm