

Clutton Parish Council

Monday 19th November 2018, 7.30pm in the Village Hall

Public Submissions: A representative from the horticultural society asked if they could take responsibility for one of the planters in the village and had requested one on the village green. It was explained that we couldn't put one on the village green until the Parish Council had taken over ownership of the village green, but that another representative of the horticultural society had already taken over the two planters at the junction of Station Road and the Upper Bristol Road.

A representative from Clutton with Cameley PCC spoke in advance of item 181/18 in support of their grant application.

The new editor of the Clutton and Temple Cloud news introduced himself to the PC and spoke in advance of item 182/18 in support of their grant application.

A resident asked for the Parish Councils support as the planning officer looking after their application for equine facilities for land at the bottom of Clutton Hill had indicated that it would be refused. As the Parish Council had supported the application it would be referred to the chair of the planning committee. Rosemary Naish (Chair) offered to speak on behalf of the applicant if it was referred to committee, as did Karen Warrington (Ward Councillor)

Minutes of the monthly meeting of the Parish Council

Present: Councillors R Naish(Chair), J Bush, B Bailey, A Hillier, G Williams, I Myatt, A Parfitt, T Starr, K Warrington (Ward Councillor) and Mrs H Richardson (Clerk). and 5 members of public

Item	Action
170/18	Apologies were received and accepted from S Piddock, D Worskett, D Veale, D Phillips. Brian Bailey declared an interest in item 181/18, Tony Parfitt declared an interest in item 182/18
171/18	The minutes of the meeting on Monday 15 th October 2018 were approved.
172/18	It was reported that following the last meeting: -B&nes officers are still unclear how to authorise the sale of the Village Green & Burchill Close play area, and are looking into it.(150/18) -The clerk is taking advice on 'green councils and putting together a proposal. (156/18) -A new heads of agreement has been received for the purchase of Station Park (161/18)
173/18	Planning 18/044592/FUL. Land West of Southway, Clutton Hill. It was reported that the clerk had submitted a response in favour of the development as the applicant had made significant efforts to consider the Parish Councils' response to the previous unsuccessful application and made amendments to the proposals. The applicant reported that they had been notified that the officer was minded to refuse the application and so the decision would be referred to the Chair of the planning committee. The Ward Councillor and the Parish Council Chair said that they would speak in support of the application if it was going to be considered at Development Control Committee.
174/18	The following planning decisions were received this month: None
175/18	The site assessments have been submitted for the local plan, but there was no progress to report on the neighbourhood Plan
176/18	Rosemary Naish would put together a response on behalf of the Parish council for the consultation on the Local plan.

Finance, Legal, HR, & Admin.

177/18

The monthly finance report was accepted and this months payments approved.

Clutton Parish Council			
Financial information for the meeting of the Council to be held on 19/11/18			
Cashbook balance reported at October Meeting		£	58,524.01
plus Receipts since last meeting			
Truespeed	£	1,638.00	
			£ 1,638.00
less Payments since October meeting			
Cheques per Oct meeting	£	5,245.46	
NEST	£	99.80	
NEST	£	99.80	
			£ 5,445.06
Balance per Cashbook at 1/11/18			£ 54,716.95
Receipts due			
			£ -
Available before November cheques			£ 54,716.95
Cheques to be signed on 19/11/18			
Salary Cheques	£	1,834.51	November
HMRC Oct	£	507.97	Tax & NI
Village Operative Expenses			
Avon Local Councils Association	£	40.00	training
payman.co.uk	£	57.00	
SSE	£	1,413.18	led lights station park
H Richardson reimburse (one cheque)			
Mileage 46 Miles	£	20.70	
Ink	£	74.99	
Poppies	£	200.00	
Stamps	£	13.92	
Survey Monkey	£	37.00	
			£ 4,199.27
Balance at bank after May cheques			£ 50,517.68
less ringfenced			
Legal Fees		1600.00	
Bins		800.00	
Led lights		12088.00	
			£ 14,488.00
			£36,029.68
Outstanding debtors		£	-
Outstanding creditors			
Community Payback	£	360.00	
			£ 360.00
			£35,669.68

178/18

The Parish Council were asked to consider the first draft of the budget and it was agreed that Rosemary Naish and Gareth Williams would meet with the clerk to go through in further detail.

179/18

The Progress of S106 applications were reviewed:
Green Space Contribution: £39,300 Approved, awaiting funds
Allotment Contribution: £1916 Approved in principle, awaiting funds
Bus Service Contribution: £150k -see item 180/18
Youth Services: £7.2k JB to put together a proposal
Strategic Highways Contribution: £65.5k -It was suggested that the definition of Strategic should be established as a cycle track was suggested.
School Contribution: Clutton School governors have been advised.

180/18

Bus Service contribution – £150k. The Parish Council agreed to support a proposal to set up a community bus with the funds, by joining with Farmborough, Timsbury, and other parishes on route to Odd Down Park & Ride. Keynsham Dial a Ride have expressed an interest in joining forces on the project, which will overcome several issues by storing the bus, providing trained drivers and having replacement vehicles available if required. The S106 funds should cover all costs except for the set-up costs and licence, which would cost about £1000 and would be shared between the Parishes taking part.

- 181/18 A grant application from Clutton with Cameley PCC was considered to assist with cutting the grass in the graveyard. Advice from NALC on funding for Churches had been circulated prior to the meeting. A grant of £2000 was approved by a majority vote, with one abstention, as it was agreed that the Graveyard was a village asset, used and appreciated by the wider community, not just members of the church.
- 182/18 A grant application from Clutton and Temple Cloud news for £365 was approved to enable a free issue be delivered to every address in the Parish to generate more subscriptions.
- 183/18 The following documents were reviewed and adopted:
- a) Code of conduct
 - b) freedom of information publication Scheme
 - c) Training Policy
 - d) Complaints procedure
 - e) Equality & Diversity Policy
 - f) Disciplinary & Grievance policy
 - g) Grant Awarding policy
 - h) Child Protection Policy
 - i) Community Engagement Policy

Highways, Rights of Way & Infrastructure

- 184/18 **Maynard Terrace/ Clutton Hill Junction**
 The Ward Councillor reported that Council Highways officers will:
- 1) review the pavement on the north side of Station Road at the Junction with Clutton Hill / Maynard Terrace and work with CURO to review the recently installed kerbing as part of a wider traffic/safety review.
 - 2) Council Highways officers are going to review the whole of Station Road Traffic Management including:
 - a) traffic calming measures and a new speed check
 - b) the junction at A37 and consider a TRO to restrict parking on the north side of Station Road due to limited visibility when turning left into Station Road from the A37.
 - c) the junction at Station Road / Clutton Hill / Maynard Terrace.
 - d) resurfacing Station Road is required and will be programmed in conjunction with any traffic management works.
 - 3) Review the Maynard Terrace / Clutton Hill Junction, This will be included as part of the traffic study and not have to wait until overall completion of the development.

Parks & Open Spaces

- 185/18 It was reported that the Clutton Station Park Committee were still waiting for S106 funds to materialise but were still gathering quotes for proposed works. The updated heads of agreement for the purchase of Station Park had been received. Next meeting due before Christmas.
- 186/18 **Community Engagement**
 There was no update from the community engagement portfolio
- 187/18 It was reported that 30 residents have been signed up to the Neighbourhood Watch and the signs have been ordered. The police contact is on holiday so nothing more to report until he returns.

Correspondence

- 188/18 It was reported that the Parish Council had received a letter of thanks from Clutton with Cameley PCC for last years grant.
- 188/18b The Parish Council received notification from B&NES that Lower Bristol Road would be closed on 22nd November for a maximum period of 5 days.
- 188/18c The Parish Council received notification from B&NES that a section of Station Road would be closed on 2nd December for a maximum period of 2 days.
- 188/18d The Parish Council received notification from B&NES that King Lane would be closed on 6th December for a maximum period of 3 months.
- 188/18e Notification had been received from Zurich – the councils old insurance company that they had suffered a data breach, and to take precautions against phishing attacks.
- 188/18f The Parish Council had received a request for a meeting from the Gigaclear Community Engagement Manager for Clutton and it was agreed that he should be invited to the next Parish Council meeting.
- 189/18 The Ward Councillor reported that:
-The new library and Café at Bishop Sutton has opened in the Church. It has a click & collect and books taken out from other libraries can be returned there.
-the consultation for the Clean Air Zone in Bath and will close shortly, it is important for people to comment.
- 190/18 a) It was reported that the Village hall Committee meetings would now be taking place every other month.
- 191/18 It was reported that this month the Village Operative has finished clearing the space at the back of the play park and temporarily fenced that gap. He has fixed the fence in Station Park and cleared the path by the Village Hall.
- 192/18 The Clerk reported that the LED lights had been installed in Station Park and the rest of the village was due to be converted to LED's within the next 2-3 weeks.

The meeting finished at 8.47pm

Communication Stats: 203 Facebook likes, 134 Newsletter subscribers

Website 228 sessions, 174 unique users, 535 pageviews.