

# Clutton Parish Council

## Monday 20<sup>th</sup> MAY 2019 in the Village Hall

### Minutes of the monthly meeting of the Parish Council

Present: Councillors R Naish, J Bush, I Myatt, A Parfitt, D Veale (part), G Williams (Chair), N Skinner, S Davis (Ward Councillor) -part and Mrs H Richardson (Clerk). and 8 members of public

Item	Action
77/19	Gareth Williams was elected as Chairman and signed his declaration of acceptance of office.
78/19	David Veale was elected as Vice Chairman and signed his declaration of acceptance of office.
79/19	Sally Davies sent her apologies that she would miss the start of the meeting. T Parfitt & N Skinner declared an interest in item 96/19
80/19	Following the recent elections 7 councillors stood for Clutton and were elected uncontested. The remaining vacancies can be filled by co-option and so anyone interested should send a statement to the clerk explaining why they would like to be a Parish Councillor and what they would bring to the role, by Sunday 9 <sup>th</sup> June, to be considered at the next meeting. The Clerk explained the implication regarding the 'General Power of Competence'.
➤	<b>Public Submissions</b> -The Village Agent for the 'West of England Rural Network' (WERN), introduced herself and her role in helping over 60's gain access to help as needed to gain advice and support services for independent living. -Two residents spoke in opposition to the planning application to be discussed in item 91/19a due to the impact on the neighbouring property due to overcrowding, overlooking and loss of privacy and road safety concerns during construction.
81/19	The Following Councillors were appointed to Working groups and as Lead Councillors: (But would be updated once the 6 vacancies had been filled) <b>Planning</b> – David Veale (Lead), Ian Myatt <b>Community Engagement</b> – Jenny Bush <b>Highways, Rights of Way &amp; Infrastructure</b> – David Veale (Lead), Tony Parfitt, Gareth Williams <b>Finance, Legal, HR &amp; Admin</b> – Rosemary Naish (Lead), Neil Skinner <b>Parks &amp; Open Spaces</b> – Jenny Bush (Lead), Ian Myatt, Tony Parfitt, Neil Skinner.  <b>Clutton Station Park Committee</b> – Jenny Bush (Chairman), David Veale, Neil Skinner, Adrian Hillier, David Philips, Colin Gibbs, Sophie Piddock. The Terms of reference were reviewed & adopted unchanged.
82/19	The following representatives on external bodies were appointed: <b>ALCA Representatives:</b> Gareth Williams & Ian Myatt <b>Village Hall Committee Representatives:</b> Jenny Bush & Neil Skinner <b>Clutton Station Park users:</b> Vacancy <b>Clutton United Charities:</b> Jenny Bush & Tony Parfitt
83/19	The Standing Orders were reviewed and adopted unchanged
84/19	The Financial Regulation were reviewed and adopted unchanged

- 85/19 The Asset register was reviewed and the new strimmers were added.
- 86/19 The Risk Assessment was reviewed and adopted unchanged
- 87/19 The dates & times of the ordinary meetings of the Council were fixed for the coming year.
- 88/19 The minutes of the meeting on Monday 15<sup>th</sup> April 2019 were approved.
- 89/19 Matters arising from the decisions from the last meeting: Clerk  
 The insurance payment for the Carpark wall had been agreed and so the builder had been instructed to replace the car park wall. He had suggested adding RSJs to make the wall stronger but the Parish Council agreed to seek an alternative solution and to contact B&NES highways for recommendations
- 90/19 Following correspondence from a resident the Parish Council considered ways of improving the experience of a Parish Council meeting for the members of public. Councillors were urged to speak clearly and avoid looking at the screen when talking as this faced away from the public. Changes had been made to the presentation to increase the size of some information, although the slides are meant to act as a reference, not as a presentation. Other venues were also considered. Other suggestions were invited.
- Planning**
- 91/19a Consultation -19/01380/FUL: 15 The Mead. Erection of a two storey detached dwelling and reconfiguration of Parking area. The Parish Council agreed to OBJECT to this application due to overcrowding and loss of privacy for the neighbours and the changes from the previously refused application were not enough to change the Parish Councils decision. It was noted that no-one representing the applicant had attended the meeting. Clerk
- 91/19b Consultation - 19/011861/FUL: 120 Station Road. Erection of rear/side first floor infill extension. The Parish Council agreed that they had no objection to this application.
- The meeting was halted and standing orders suspended for an informal discussion about a planning application for the erection of a bungalow at 1 sunnyside, Clutton Hill, which has arrived too late to be included in the agenda. The Clerk would make a delegated response to the consultation based on comments made in these discussions.
  - The meeting and standing orders resumed.
- 91/19b Report of Decision -19/00670/FUL, parcel 4134 Lower Bristol Road. Erection of stables and associated works was PERMITTED.
- 92/19 The Local Plan briefing note was circulated.
- Finance, Legal, HR, & Admin.**
- 93/19 The Finance reports and payments for this month were approved. Clerk

<b>Financial information for the meeting of the Council to be held on 20/5/19</b>			
<b>Cashbook balance reported at April Meeting</b>		<b>£</b>	<b>80,429.79</b>
<b>plus Receipts since last meeting</b>			
		<b>£</b>	<b>-</b>
<b>less Payments since April meeting</b>			
Cheques per April meeting	£	3,555.42	
NEST	£	99.80	
		<b>£</b>	<b>3,655.22</b>
<b>Balance per Cashbook at 1/5/19</b>		<b>£</b>	<b>76,774.57</b>
<b>Receipts due</b>			
		<b>£</b>	<b>-</b>
<b>Available before May cheques</b>		<b>£</b>	<b>76,774.57</b>
<b>Cheques to be signed on 20/5/19</b>			
Salary Cheques	£	1,751.08	May
HMRC	£	442.59	Tax & NI
Primrose Garden Maintenance	£	397.72	May grass Cutting
Greenways Grounds Maintenance	£	24.40	emptying dog bins
Payman.co.uk	£	60.00	Payroll Feb - April
Village Hall Committee	£	105.00	Village Hall rent
SSE Lighting	£	13,103.23	Lighting upgrade to LEDS
Grant Thornton	£	186.96	Local Searches for Station Park Purchase
Surebond Surfaces UK	£	2,132.40	Rubber mulch - swings
Phillip Edwards	£	95.00	Footpath Ranger
ALCA	£	293.71	Subscription
ALCA	£	60.00	Training - N Skinner
H Richardson reimburse	£	37.00	Survey monkey
J Bush reimburse	£	838.73	Skip, Wood& Allotments
		<b>£</b>	<b>19,527.82</b>
<b>Balance at bank after this months cheques</b>		<b>£</b>	<b>57,246.75</b>
<b>less ringfenced</b>			
Legal Fees		1600.00	
Bins		609.20	(spent 3 months @48.80 and 1 month @24.40 & emergency deal
S106 Open Spaces		39300.00	
S106 Allotments		494.48	
		<b>£</b>	<b>42,003.68</b>
		<b>£</b>	<b>15,243.07</b>
<b>Outstanding debtors</b>	£	-	
<b>Outstanding creditors</b>			
		<b>£</b>	<b>-</b>
		<b>£</b>	<b>15,243.07</b>

95/19 The Clerks pay award was approved (recommended by NALC) and level increased from SCP29 to SCP30 backdated to the 1<sup>st</sup> April.

### **Parks & Open Spaces**

96/19 The Parish Council agreed the constitution for the Allotment Association and clarified that the Allotment Association had no delegated powers from the Parish Council. The Allotment agreement was in place between the Individual Allotment Holders & the Parish Council. The allotment association is not affiliated to any other body, and is a working group of interested parties who want to work together to improve the area owned by the parish council, known as the allotment gardens. Clerk

The Draft allotment agreement & allotment policy were approved. All documents would be reviewed in one year.

97/19 The Draft minutes from the last meeting of the Station Park Committee were circulated

### **Correspondence**

98/19a) The Parish Council received notification of the annual play area inspection from RoSPA clerk

98/19b) The Parish Council received notification of Road Closure for Stowey Road for resurfacing from the 13<sup>th</sup> May for a maximum period of 6 months.

98/19c) The Parish Council received a briefing on the Community Infrastructure Levy (CIL) which had been circulated.

- 98/19d) B&NES have notified the Parish Council that their weed spraying contractor would be in Clutton on 8<sup>th</sup> June – weather permitting.

### **Highways, Rights of Way & Infrastructure**

- 99/19 The Ward Councillor summarised the main highways issues she would be following up on our behalf:
- Resurfacing of Station Road. The Section from the Sidings to Venus Lane was scheduled to be resurfaced at the end of July. She would be pushing for the rest of Station Road/Cooks Hill to follow.
  - New Maynard Terrace junction to be monitored and amended if needed.
  - New Speed Test to measure the speeds through the village & effectiveness of the 20mph limit.
  - A new road safety scheme throughout the village
- David Veale left the meeting

- 100/19 The **Ward Councillor** reported that she had been dealing with a planning enforcement issue in the village.  
The Ward Councillor would be setting up a facebook page to communicate events, notices and other messages useful for residents.

- 101/19 It was reported that Clutton United Charities would be looking for a web designer to help put together some information pages to be added to the Parish Council website.

- 102/19 It was reported that this month the **Village Operative** had been carrying out maintenance work in the Playground, replacing the wooden edging at the back of the park, and replacing the safety fence by the swings which had rotten. He had also moved the goal posts to spread the wear on the football field. He had looked at the bench on the A37 and found that it could not be relocated. He has started renovating the road sign for Church Lane.  
This month he will be asked to install the new bench on the allotments, put up the neighbourhood watch signs and remove road side weeds, 3 weeks after the council weed spray them.

Clerk

- 103/19 -The Clerk reported that B&NES footpaths & Bath Ramblers had repaired the wooden bridge on CL6/7, put two new self-close gates on the bridge on the other side of the field.  
- The footpath ranger is now using Aspen Oil, which will cost the Parish Council and additional £10 per year, but is more environmentally friendly, kinder to work with and improves the performance of the strimmer.  
- A quote of £125 has been received to remove the tree stump at the back of the play park.  
-Thatcher & Hallam are progressing with the purchase of station park.

Clerk

The meeting finished at 9.30pm  
231 Facebook Likes; 144 Newsletter Subscribers.