

# Clutton Parish Council

Monday 16<sup>th</sup> March 2020 in the Village Hall

## Minutes of the monthly meeting of the Parish Council

Present: Councillors S. Barran, J Bush, I Myatt, R Naish, A Parfitt, N Skinner, K Warrington, G Williams (Chair), S Davis (Ward Councillor) and Mrs H Richardson (Clerk) and 4 members of public

Item	<i>Public Submissions.</i> A resident and allotment holder asked the Parish Council to consider concessionary rates for Allotments rents and to consider that allotment holders plan a year ahead on their plots.	Action
38/20	Apologies were received from David Hayward, Ian Myatt, Tony Starr and Declarations of Interest were received from Rosemary Naish, Karen Warrington, Tony Parfitt and Neil Skinner for Item 48/10. All four councillors applied in writing for a dispensation, which the Parish Council approved.	
39/20	The minutes of the meeting on Monday 17 <sup>th</sup> February were approved.	
40/20	It was reported that there were no matters arising from last month's minutes that are not covered on the agenda for this meeting.	
41/20	<p>The Clerk reported the latest advice from NALC regarding the Covid-19 outbreak, and measures that should be taken to reduce the risk of spreading the disease at meetings, the impact on forthcoming meetings (Annual meeting of the Parish council, Annual Village Meeting and Year end Accounts) and co-ordinating the community action response. The Parish Council agreed to support the Village Agent who would lead the plan to contact vulnerable residents and residents in need of help.</p> <p>The Parish Council resolved to extend the delegation of council decisions to the Clerk during any period of restricted activity declared by the government in respect of the Covid 19 virus, such delegation to enable the Council to fulfil its responsibilities to its residents in line with the approved procedure.</p> <p>The Clerk also reported that the Council should expect an invitation to consult with planning policy officers shortly regarding the development of the Local Plan.</p>	
	<b><u>Planning Consultations:</u></b>	
42/20a	20/00993/FUL. 9 Lower Bristol Road. Erection of conservatory to the rear. The Parish Council resolved to Support this application.	
	<b><u>Planning Decisions:</u></b>	
43/20a	a)20/00081/FUL. Cherry Lynn, Broomhill Lane: Proposed internal alterations and new rear extension with two small dormers either side to habitable loft space. <b>PERMIT</b>	
	b)20/00081/FUL. Cherry Lynn, Broomhill Lane: Proposed internal alterations and new rear extension with two small dormers either side to habitable loft space. <b>PERMIT</b>	
	<b><u>Finance, Legal, HR &amp; Admin</u></b>	
44/20	The Finance reports and payments for March were approved.	

<b>Financial information for the meeting to be held on 16th March 2020</b>			
<b>Cashbook balance reported February Meeting</b>		<b>£</b>	<b>46,395.69</b>
<b>plus Receipts since last meeting</b>			
		<b>£</b>	<b>-</b>
<b>less Payments January Meeting</b>			
Cheques per February Meeting	£	6,643.82	
dd NEST Feb	£	109.52	
		<b>£</b>	<b>6,753.34</b>
<b>Balance per Cashbook at 10/03/2020</b>		<b>£</b>	<b>39,642.35</b>
<b>Receipts due</b>			
		<b>£</b>	<b>-</b>
<b>Available before March cheques</b>		<b>£</b>	<b>39,642.35</b>
<b>Cheques to be signed on 16/3/2020</b>			
Salary Cheques		1,989.85	March
HMRC		411.84	Tax & NI
Greenways Grounds Maintenance		48.80	2 visits - dog waste
Marc Betton		171.60	6 months webhosting
Philip Edwards		20.00	Footpath Maintenance
EDF Energy		413.75	Street Lighting
Hags-Smp Ltd		54.00	Replacement protection Pipe for slide
Clutton Village Hall		132.00	Room Hire - 4 pc meeting oct-jan & 4 xThursday club
Jenny Bush Reimburse		8.75	Bee wildflower seed mix
Peter Rogers reimburse		29.43	Postcrete for allotments & evostick clear for phonebox
H Richardson reimburse		117.40	Expenses, Survey monkey, Mileage & Paper
		<b>£</b>	<b>3,397.42</b>
<b>Balance at bank after this months cheques</b>		<b>£</b>	<b>36,244.93</b>
<b>less</b>			
<b>ringfenced</b>	Legal Fees	1600.00	
	S106 Open Spaces	11212.00	(39300 less 28088 for purchase of
		<b>£</b>	<b>12,812.00</b>
			<b>£23,432.93</b>

- 45/20 a) The Parish Council approved the grant application from the Horticultural Society for £250 towards the Clutton Flower Show.
- b) The Parish Council rejected the grant application from the Clutton with Cameley PCC for £2000 towards the cost of grass cutting of the Churchyard. NALC have advised Parish Councils caution over providing financial assistant to the church. (LO1-18 Financial assistance to the Church)
- c) The Parish Council approved the grant application from the Cam Valley Arts Trail for £100 towards the trail which includes at least 3 venues in Clutton, to be held on Oct 31<sup>st</sup> and November 1<sup>st</sup>.
- 46/20 The Parish Council received a report from the Chew Valley Forum which included a presentation on the Climate Emergency.
- 47/20 The GDPR Documents were reviewed
- The Data Map was adopted
  - The Data Protection Policy was reviewed and adopted with no change, the Data Breach policy was adopted, and the records Retention Policy was adopted.
  - the Privacy notices were adopted.
  - Karen Warrington was appointed Data Protection Officer.

### **Parks, Open Spaces & Environment**

- 48/20 It was reported that wooden play equipment had been ordered, the deposit had been paid and should be installed shortly.

- 49/20 The Parish Council approved the new rent structure for the Allotments which is made up of a £25 admin fee plus £2.50 per pole to take into account the size of the plot.  
The Parish Council considered the new allotment agreement and allotment policy and approved the documents, with some minor amendments, subject to consultation with the Allotment Association.

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

- 50/20 It was reported that the Clerk had received notification of the Road Closure at Clutton Hill from the 16<sup>th</sup> March for up to 8 days (THTTC2175).
- 51/20 Updates of Potholes & Blocked drains reported to B&NES were received including;  
a) Pothole opposite Cuckoo lane – road washing away due to blocked drains  
b) Overflowing drains at the bottom of Station Road  
c) Blocked drain / flooding in King Lane
- 52/20 The Village Operative has resealed the glass in the Phone kiosk as it was leaking, cleaned graffiti of the new noticeboard in the allotments, litter-picked and cleared drains, removed old wooden edging in the park, cleaned green algae off the small slide, filled a hole in Station Park, cleared tree debris from the road in Rogers Close and weeded the road kerb in Fernleaze. This coming month he would be asked to install the new bench in the allotments and to check if any more road signs need cleaning / renovating.
- 53/20 The Parish Council considered a request from the Railway Inn to assist with new road signage. Unfortunately, no-one from the Railway Inn attended the meeting and it was agreed that more details were required. The Railway Inn should return with a proposal, once written permission had been obtained from the relevant authorities, also detailing the level of financial support the project required from the Parish Council.

### **Community Engagement**

- 54/20 It was reported that plans for VE Day celebrations were cancelled due to Covid-19 and that a celebration was instead planned for VJ Day in August. It was agreed that although residents could not gather to celebrate VE Day, bunting would be purchased and put around the village.
- 55/20 It was reported that 'Clutton Community on Display' due to take place on 26<sup>th</sup> March was cancelled due to Covid-19 and would be rearranged in due course.
- 56/20 It was agreed that Cllr Tony Parfitt would take over as lead for the Neighbourhood Watch Scheme, assisted by Pete Rogers.
- 57/20 It was agreed that Cllr Karen Warrington would take over as lead for the Environment Working group.
- 58/20 It was reported that the Clutton Clean up took place on Sunday 15<sup>th</sup> March. It was extremely wet but 23 sacks of rubbish were collected. It was noted that the Car Park of the Warwick Arms was heavily littered and so it was suggested that the Clerk write to the new owners to ask them to tidy it up.

### **Correspondence**

- 59/20a The Parish Council received correspondence asking for assistance as her Boundary Wall on Church Lane has been repeatedly damaged by large vehicles. The Parish Council agreed that the Clerk would write to highways to ask them what options they would suggest to prevent this from happening
- 59/20b The Parish Council received notification from B&NES that they would be holding a series of meetings 'Action over the Air Quality in Temple Cloud & Farrington Gurney'
- 59/20c The Parish Council received notification from B&NES of their Resilience Day to be held on 19<sup>th</sup> March but was subsequently cancelled due to Covid-19.
- 59/20d The Parish Council received notification from B&NES of their new campaign which aims to create a more Compassionate Society. Cllr Akroyd is liaising with B&NES
- 59/20e The Parish Council received notification from B&NES and the Royal Voluntary Service: Reducing Isolation in older people. Cllr Akroyd & Cllr Bush are liaising.
- 59/20f The Parish Council received correspondence from a resident regarding the Clutton Neighbourhood Plan which had previously been circulated to all councillors.
- 60/20 The **Ward Councillor** reported that repairs to Featherbed Lane had been scheduled, however the Road Signs for the Greville Road development had still not been put up by CURO.
- 61/20
- a) Clutton United Charities Trustees reported that they met in February to progress plans for their 400<sup>th</sup> Anniversary in October.
  - b) The Village Hall committee representatives reported that there was no change to the situation with the Bank.
  - c) The Flood wardens reported the blocked drains at the bottom of Station Road and the drains in King Lane had still not been cleared.
  - d) The Allotment association reported that the water would be turned on shortly.

The meeting finished at 9.53pm

The next meeting is scheduled to take place on Monday 17<sup>th</sup> April 2020 7.30pm in the Village Hall.