

**Minutes of the proceedings of the Siston Parish Council meeting held on  
Thursday 17<sup>th</sup> January 2019 commencing at 7.30pm  
(view online at [www.sistonparishcouncil.org.uk](http://www.sistonparishcouncil.org.uk))**

**Present** - Councillors' John Hunt, Gloria Smith, James Hackett, Alan Bryant, Andrew Stacey, Paul Jermy and Ian Adams.

**156. Apologies for Absence received** – Cllrs. Goodman and Hynam.

**157. Declarations of Interests under the Code of Conduct adopted 19<sup>th</sup> July, 2012**

None declared.

**158. Minutes of the Meeting of Thursday 20<sup>th</sup> December, 2018**

**Resolved:** the minutes were passed and duly signed by Cllr. Hunt as a correct record.

**159. Public Participation**

None in attendance.

**160. Matters arising**

a. Wreaths/poppies – members were advised that, of the five groups contacted, two groups had suggested March be an appropriate time for the removal of wreaths and poppies from the Memorial and two expressed a preference for removal in December. The groups responsible for the clay poppies had requested these be collected and retained for use next Remembrance Day.

**Resolved:** Wreaths and poppies to be removed on 1<sup>st</sup> March. Groups to be advised the clay poppies needed to be removed as they had deteriorated and were now in an unsightly condition.

b. Polling Station arrangements – Natalie Carr, Democratic and Member Services Manager, South Glos Council provided details of the arrangements and reasoning taken in to account when considering the use of Warmley Community Centre on Polling Day.

**Resolved:** Clerk to reply to advise members would recommend that the use of the entrance to the Community Centre located on Baden Road would provide a safer alternative than the entrance off the A420 plus, allowed for wheelchair access.

c. A420 – members were advised that no response had been received from South Glos Council regarding enquiries regarding when the road markings would be re-instated following re-surfacing works.

**Resolved:** Clerk to follow up, with particular reference to the need to re-instate the zig zag lines from a safety point of view.

**161. Skate Park**

a. Cllr. Hunt provided members with a report (appendix A) detailing the points covered at the recent meeting with representatives from Bitton and Oldland Parish Councils and the Skate Park Users Group also in attendance.

Cllr. Jermy expressed concerns about the safety of users of the Skate Park from the point of view of the ability of being visible due to the height/depth of the proposed design.

Following assurances that the councils' 2019/20 budget could, with careful management, accommodate the suggested monetary contributions, members resolved to the following:

**Resolved:** members unanimously approved Siston Parish Councils' share of third party contributions (to release the £100,000.00 grant funding secured) of £1,196.00.

**Resolved:** members unanimously approved Siston Parish Council take sole responsibility for operating costs, currently in the region of £3,020.00 annually, for the period suggested of 10 years.

**162. Common Land**

a. Cllr. Hackett updated members on matters considered during a recent meeting with Matthew Lipton, Commons Stewardship Officer, South Glos Council:- potential funding opportunities for a community project to involve retired people, interest in a nature trail in Warmley Forest Park, grazing of cattle, funding of signage for Common Land sites, Leyhill Prisoners to work on clearing brambles, how to link Goose Green and Webbs Heath and the annual Spring Clean initiative.

b. Cllr Hunt advised members that he and a representative of Friends of Siston Commons met with Miles Harris, Open Spaces, South Glos Council in Felicity Park regarding planned works and, following receipt of permission, the siting of the councils' bench which was confirmed could be sited alongside the brook.

c. Cllr Jermy brought to members attention the fact that motorbikes were regularly using the top field at Warmley Forest Park, due to ease of access via a low gate.

**Resolved:** Cllr. Hackett to raise this matter with South Glos Council.

d. Regarding the allocation of Special Expenses, the Clerk confirmed South Glos Council had provided an extensive spreadsheet covering the costs associated with each maintenance activity by area and confirmed that other departments had been asked to provide maps of the areas, colour coded to highlight each type of maintenance activity.

**Resolved:** Clerk to follow up.

**163. Allotments**

a. Members were informed that £560.00 of the expected £760.00 from rents had been received. 7 rents were outstanding – 4 single and 3 double plots - recent

notification received that plots 7 & 8 were to be given up which the Allotment Committee will convert to 2 x single plots to be let from 1<sup>st</sup> February.

The Clerk confirmed reminder letters had been sent, informing tenants failure to pay by end of January would be taken as an indication they no longer wished to retain the tenancy.

#### **164. Asset checks**

a. Following receipt of members checks on allocated assets, Cllr. Bryant brought to members attention that the Welcome to Warmley sign near Deanery Road had been damaged.

**Resolved:** Cllr Hunt to visit to assess damage and whether a repair would be possible and report back to members.

**Resolved:** Cllrs. Jermy and Adams to provide details of checks conducted on their allocated assets, if not before, at the February meeting.

#### **165. Parish Plan**

a. Cllr. Hunt advised members that the final Parish Plan document had been received from Nick Carter, Consultant today with promised photographs to follow in due course. Cllr Hunt confirmed the Clerk would prepare, for publication, a full and summary version of the Parish Plan and reminded members that it may be necessary for the Clerk to claim overtime to accommodate this additional work.

**Resolved:** members approved the Clerk monitor time taken and claim additional hours as necessary.

#### **166. Finance**

a. Members were advised that, due to the Clerk's recent house move, the correspondence addresses on both the HSBC and NS&I accounts needed to be changed.

**Resolved:** members approved and Cllrs Hunt, Smith and Jermy were instructed to sign the HSBC change of address form.

**Resolved:** members approved and Cllrs Hunt, Smith and Jermy were instructed to sign the NS&I change of address form.

b. Members were provided with a copy of the 2018/19 accounts summary.

#### **167. Planning**

a. Planning Applications – see attached.

b. Planning Decisions – see attached.

#### **168. Correspondence**

a. Resident to acknowledge receipt of information in relation to The Station Master pub sign.

NOTED, members to await further promised update.

b. SGDEN (South Gos Disability Equality Network) – Can't Wait scheme – asking for assistance in the promotion of the scheme.

NOTED, forward email with details to Cllrs. Smith and Bryant.

c. Resident to express continuing concerns regarding the speed of traffic and litter along Siston Lane plus notification of 2 events organised by Siston Residents Group with an invitation for Siston Parish Council to be represented.

**Resolved:** Clerk to reply to express mutual agreement of the unpleasant nature of litter generally and how it appears to be that a minority continue to have no regard for others or the environment and to recommend the resident continue to and on regular basis report any incidents to South Glos Council via its Report It facility on the website. With regard to traffic calming, South Glos Council have provided a full report on the situation and that Siston Lane has been added to the Risk Schedule for consideration.

d. South Glos Council – notification of the CVS Annual Conference to be held 8<sup>th</sup> February providing key speakers and workshops.

NOTED, Cllr, Hackett to attending in the capacity of a Friends of Siston Commons Group representative.

e. South Glos Council – notification of the annual Spring Clean details.

NOTED.

f. ALCA – regarding the removal and impact of the withdrawal of Local Council Tax Rebate (LCTR).

NOTED.

#### **169. Warmley Community Centre**

a. Cllr Smith advised that progress towards amending the constitution was continuing to go well and that a meeting between representatives of Siston Parish Council, the Community Centre and Helen Black, CVS was planned for 18<sup>th</sup> January 2019. Members will be advised at the February meeting of what will be required, from a legal perspective, to remove Siston Parish Council as a trustee from the constitution.

#### **170. Members External Committees**

Updates received:

a. Cllr Adams – Area Wide Grants Forum

b. Cllr Hunt – forthcoming Community Engagement Forum – 7<sup>th</sup> February.

#### **171. Accounts for Payment**

1. Members were advised that the cheque for the approved Signal Box grant application of £250.00 had not been prepared as notification of the correct payee details had not been received, cheque would be prepared for approval in February.

2. Councillors' Hunt, Smith and Jermy were instructed, by Council, to authorise the on-line/cheque payments for the following items as set out on monthly

reconciliation/cheque approval form:

1. NEST pension provider – auto enrolment – Direct Debit - £112.86
2. Eurooffice Ltd – stationery - £38.74
3. E. Kenny – salary and expenses – on-line payment - £1,322.76

**172. Any Other Business** – for information purposes only

a. Cllr Hunt – newsletter – planned for March, latest mid-April. Topic ideas to date:- Skate Park, Parish Plan, bund update, Friends of Siston Commons, Remembrance/beacon events, Signal Box.

**Resolved:** Newsletter to appear on February agenda in order for members to put forward other topic ideas.

b. Cllr Adams regarding possibility of applying for planning permission to change the condition attached which prevents the car park near the Scout hut from being used as a car parking facility for other users.

**Resolved:** Cllr Adams to investigate and report back to members at the February meeting.

**Date of next meeting: Thursday 21st February , 2019.**

**Meeting closed at 21.30**

**Confirmed and signed Chairman.....**

**Date.....**