

Minutes of the proceedings of the Siston Parish Council meeting held on Thursday 18th April 2019 commencing at 7.30pm (view online at www.sistonparishcouncil.org.uk)

Present - Councillors' John Hunt, Alan Bryant, Andrew Stacey, Paul Jermy and Pete Goodman.

211. Apologies for Absence received

Apologies received from Cllrs. Adams and Hackett.

212. Declarations of Interests under the Code of Conduct adopted 19th July, 2012

None declared.

213. Minutes of the Meeting of Thursday 21st March, 2018

Resolved: the minutes were passed and duly signed by Cllr. Hunt as a correct record. (NB admin error regarding date of minutes noted following the meeting and now amended).

214. Public Participation

No members of the public present.

215. Matters arising

- a. Members were provided with a copy of the printed Parish Plan publication.
- b. Cllr. Hunt informed members that ex-councillor Gloria Smith expressed sincere thanks for the Thank You card and letter to acknowledge her work for the community during her years as a parish councillor.

216. Common Land

- a. Cllr. Hackett, having sent apologies, provided the following updates:
 1. Cllr. Hackett had asked the Commons Stewardship Officer for details of the forests in the parish for inclusion on the proposed parish map.
 2. Cllr. Hackett had arranged for the Commons to appear as an agenda item for the next meeting of the South Glos. Green Forum meeting on 25th April to be held at Page Park.
 3. The next meeting of the Friends of Siston Commons is scheduled for 21st May at Warmley Community Centre.
 4. The Fields Day Picnic to be held on Siston Common was to take place on 6th July.

217. Annual Parish Meetings

- a. Members were informed that, given the current Chair would not be available at the May meetings, the Clerk had taken the opportunity to clarify how proceedings should be conducted. In relation to the Annual Parish Meeting there were no

issues raised.

In relation to the full council meeting, those councillors attending will need to identify a Chair elect prior to the commencement of proceedings. Cllr. Hunt advised members that eight nominations had been received for elections on 2nd May and of those five would be elected. Within 35 days of the election, council would need to advertise the remaining four vacancies and in the event no nominations were received, council would be able to co-opt. Cllr. Hunt wished it be recorded that he felt the three nominations that were unsuccessful in the election process should be approached for co-option as they had expressed their interest in joining the council. Cllr. Hunt went on to say whilst he was not standing in the elections if there was a vacancy that he could be approached for co-option. Cllr. Hunt extended an invitation to members to seek his opinion on any matter.

- b. Members were provided with information on the submitted Chair's, Finance, Planning and Allotment reports for the Annual Parrish Meeting.

ACTION: Clerk to forward copies of all reports to all members.

218. Parish Map

a. Members were advised the Working Party made up of Cllrs. Hunt, Bryant and Hackett together with the Clerk recently met to discuss the possible style and content on the proposed Parish Map. Members were provided with a draft received from the company, Images by Hand. All members were disappointed with the draft map. It was felt that Cllr. Hunt had provided a very good draft for the company to work from but the scale, detail and accuracy of placement of sites of interest was regarded as very poor.

Resolved: Clerk to contact the company to express members' disappointment and ensure it is made clear that should the company wish to provide further examples that the quality would need to improve dramatically and that they be made aware that no payment for services would be made if the map was not viewed as satisfactory.

219. Newsletter

a. The Clerk confirmed all copies had been delivered by the distribution company. Councillors had delivered their allocated copies to rural areas with Cllr. Jermy and Goodman, due to holidays, had yet to complete their delivers but confirmed this would be done within the next few days

220. Finance

- a. Members were provided with and reviewed the final 2018/19 accounts summary.
- b. Members were advised the Clerk had made enquiries regarding measures which could be taken in the event insufficient signatories were re-elected in May in order to ensure councils financial commitments could be met. ALCA confirmed that

newly elected members, using delegated powers, could instruct ex-members to sign/authorise on-line payments until the bank mandates were updated. This action to be minuted.

c. Members reviewed the current Asset Register.

Resolved: the following adjustment be made:

1. Benches – increase to 27 at a replacement value of £254.00 each

2. Beacon – add to register with a value of £5,000.00

3. All other assets to increase by inflation at 3%

d. Members, having received the report for consideration prior, reviewed and discussed the report provided by Cllr. Hunt following the recently held Finance Committee meeting. At this meeting, year end accounts were reviewed together with documents required by the External Auditor and found all to be in order. The committee also considered the electricity supply to the floodlight provided by Npower following receipt of notification of a significant increase in cost. The Clerk is due to meet with an electrician from South Glos Council at the Memorial site in the hope of receiving guidance on how best to proceed. Members were informed that default charges would apply in the interim and noted invoices were to be presented for approval but the default costs, whilst higher than recent years, were in fact lower than that offered on a contract arrangement at £1500.00 per annum. Those present took the opportunity to review the Warmley Community Centre progress towards achieving Charitable Incorporated Organisation status and members were advised that Siston Parish Council would, in the near future, need to appoint legal services in order to be removed a Custodial Trustees. Members were advised that notification of the CiL funds to be allocated for 2018/19 was £1,431.00. The proposed Parish Map was also reviewed.

e. Members received the quotation received from South Glos Council Internal Audit Services for a further 3 year contract effective from 2019/20.

Resolved: Clerk to review alternative providers in terms of service and prices and report back to council for a decision to be made at a later date.

f. The Clerk provided further detail about the electricity supply arrangements and the planned meeting with the electrician which is due to take place on 29th April 2019.

221. Skate Park

a. Members commented on the works so far and how quickly the structure had been formed. Members were advised that the budget for the work was tight and allowed for little contingency. Damage had been caused to the tarmac which would need to be repaired. It was noted that South Glos Council had withdrawn various works that were viewed as necessary to help improve the area surrounding the Skate Park. A meeting was to take place at the site on 24th April, Cllrs, Hunt and Stacey to attend.

222. Change of condition ref. parking near Scout Hut, Warmley Forest Park

a. Cllr. Adams, having given his apologies, provided an update on the progress so far with regard to the change of condition. Initially Tina Rainey, Open Spaces was approached by Cllr. Adams and was told by Ms Rainey that she would contact Planning Services. Emails received early April show that due to a change of role, the correspondence was to be forwarded to the relevant Officer.

Resolved: Clerk to follow up and appraise newly elected members of the status at a future meeting.

223. Planning

a. Planning Applications – see attached.

b. Planning Decisions – see attached. A typographical error was noted in relation to one of the decisions in relation to The White Harte, 111 London Road regarding the description of what was proposed in the application.

Resolved: Clerk to provide members with clarification.

224. Correspondence

a. Resident – regarding continuing concerns that the land in front of his property would be targeted by unauthorised travellers as a result of the bund being constructed on Common Land in front of The Horseshoe pub.

Resolved: Clerk to write to the resident to advise that members received his correspondence and to forward the recently received ‘new protocols’ to be adopted by South Glos Council in relation to unauthorised encampments (as noted below).

b. SGC – to advise of a new Tree Preservation Order at 8 London Road.

c. Resident – to advise that, following contacting the Environment Agency and Streetcare, SGC that no response had been received in relation to her concerns expressed about the surface of the pond in Warmley Forest Park being covered in what appears to be a green plant which could be having a negative impact on wildlife.

Resolved: Clerk to write to Officers at South Glos Council and state that members expect action to be taken on this long standing complaint.

d. SGC. – New Council protocol for unauthorised Gypsy and Traveller encampments on Council owned land.

NOTED.

225. Warmley Community Centre

a. The progress towards the CIO had been covered by the Finance Committee report earlier. Clerk to await contact from Helen Black, CVS in order to know how to proceed and the appointment of suitable legal services.

226. Members External Committees

No updates received.

227. Accounts for Payment

a. Members were advised that the Clerk had purchase 2 diaphragm spares kits as the bilge pumps to provide water at the allotment site had broken therefore tenants had no safe access to water.

Resolved: members approved the decision to purchase.

b. Cllrs Hunt, Goodman 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 - £115.13
2. Mr A Phillips – website - £600.00
3. E. Kenny – salary, expenses and bilge pump spares – on-line payment - £1,457.43
4. Avoca Marketing Solutions Ltd – newsletter and Parish Plan - £1,109.84
5. Eurooffice Ltd – stationery - £78.34
6. Npower Ltd – electricity supply to floodlight - £577.62
7. Mr M Batchelor – bus and bench cleaning - £240.00

228. Any Other Business – for information purposes only

a. Cllr Bryant – parish map

b. Cllr. Goodman – update on pub sign, Signal Box and tree damage.

Date of next meeting: Thursday 16th May, 2019 – to follow Annual Parish Meeting at 7.00 pm

Meeting closed at 21.05

Confirmed and signed Chairman.....

Date.....