

Minutes of the proceedings of the Siston Parish Council meeting held on Thursday 16th May 2019 commencing at 7.30pm (view online at www.sistonparishcouncil.org.uk)

Present - Councillors' Alan Bryant, Andrew Stacey, Paul Jermy, Jacquie Stephens and Philippa Gibbs.

1. To elect a Chair of Council for the year 2019/20

Members proposed and seconded Cllr. Bryant be elected as Chair. Cllr. Bryant accepted but only as an interim measure until all seats on council were filled and another election held.

2. Declaration of Acceptance of Office as Chair and separately as Councillor

Cllr. Bryant signed both declarations.

3. To elect a Vice-Chair for the year 2019/20

Members determined not to elect a Vice- Chair at this time but to wait until all seats on council were filled.

4. Declaration of Acceptance of Office as Vice- Chair

Not required

5. To receive all member's Declarations of Acceptance of Office

All members duly signed Declarations of Acceptance of Office.

6. Apologies of Absence

None required from parish council members.
Apologies received from Cllrs Sam and Elizabeth Bromiley.

8. To receive Declarations of Interest

None declared.

9. Members to review the results of the 2nd May elections for the Warmley Ward and the need to advertise to fill four vacancies in the Commons and Rural Wards. The appointment of Committee members and representatives to external Committees to be deferred to a later date.

It was confirmed the Warmley Ward was contested and the members present elected. Members were advised that as no one stood for the Commons and Rural Wards the election process would start from scratch. The Clerk was advised Notices of Election for display should be received this week. Members reviewed the need to place these Notices in the relevant areas and it was suggested the Clerk ask if they could appear on the noticeboards at St. Anne's Church and Siston Hill.

Members agreed that the selection of Committee members and external group representatives should be delayed until all vacant seats were filled.

10. To review Council's Code of Conduct

Members were provided with a copy of the latest South Glos Council Code of Conduct for review.

Resolved: members approved adoption of the Code of Conduct.

11. To review Standing Orders

Members were provided with a copy of the councils current Standing Orders.

Resolved: members approved adoption without amendment.

12. To review Council's Financial Regulations

Members were provided with a copy of the council's current Financial Regulations and were advised that members of the parish council had suggested some changes.

a. The Clerk requires access to information about Council's accounts and HSBC suggested the Clerk be a signatory to facilitate this therefore, it is seen as necessary for the Clerk to become a signatory but without authorisation to approve payments therefore 6. Instructions for the making of payments 6.4 was amended to reflect this.

Resolved: members approved the amendment.

b. Council wished to extend the electronic payment facility, currently limited to auto enrolment pension payments by Direct Debit and salary and HMRC payments by BACS to include the payment of all invoices by BACS whenever possible. Therefore, 6. Instructions for the making of payments 6.7 was amended to reflect this.

Resolved: members approved the amendment.

NB. All other policy documents and risk assessments to be reviewed at a future date.

13. Minutes to receive and confirm as a correct record the minutes of the proceedings of the Council meeting held on 18th April 2019.

Resolved: minutes approved and duly signed as a correct record.

14. Matters arising – for information only.

NB. Cllr. Steve Reade joined the meeting.

a. Members received an update on the response received from South Glos Council in relation to the complaint made by a resident about the state of the pond in Warmley Forest Park having received reply to previous correspondence. The Clerk confirmed SGC were aware of the issue of weed in the pond and were investigating

the cause and working with the Environment Agency and following further discussions with the Environment Agency would provide council with further information. The resident had been informed of this response.

b. War Memorial floodlight electricity supply – the Clerk confirmed she had met with an electrician and energy expert from South Glos Council and that they had offered to investigate the best options available and would provide members with details of the best options to secure more favourable electricity tariffs.

15. Correspondence

a. Resident - queries in respect of council's 2019/20 budget. The Clerk advised members of the communication to date with the resident and that the resident felt three questions were not adequately answered namely: 1. The budget of £250.00 for the best garden/hanging basket and why this had yet to be promoted 2. £1000.00 to extend CCTV provision at the Warmley Community Centre which is out of parish and 3. Why council meetings were not held at St. Anne's Village Hall.

Resolved: Clerk to write a letter to the resident:

1. To state £250.00 includes publicity – noticeboards, website, local newspaper plus a small amount for prizes.

2. To advise the parish council have a long association with the Community Centre and meetings have been held there since the mid 1940's. In respect of allocating monies to a project outside of the parish boundary, the Local Government Act 1972 s. 137 states:

Power of local authorities to incur expenditure for certain purposes not otherwise authorised:-

(1)A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

3. With regard to why council meetings are not held in St. Anne's Village Hall, advise that whilst it is not restricted in Law, meetings are open to all residents therefore, parish councils tend not to use secular meeting places in order to ensure attendees from all religious denominations feel comfortable about attending.

The Clerk to advise the resident that should he continue to have concerns about the council's budget that he should report those concerns to Democratic Services, South Glos Council.

b. Highways, SGC regarding the temporary closer of Tower Lane Roundabout and Wraxall Road Warmley.

ACTION: forward to all members.

c. Ex-councillor to extend thanks for kindness expressed in letter and card and offer

of best wishes to all members.

d. Highways, SGC – Siston Waiting Restrictions Review Phase 3 – Warmley Nursery Project.

ACTION; Forward to all members.

e. Warmley Rangers FC – to request the loan of the PA system to cover football tournament.

Resolved: members agreed to the loan. Cllr. Jermy to liaise.

f. Joint Planning West of England – Examination of West of England Joint Spatial Plan dates.

ACTION: Clerk to forward to all members and the ex-Chair noting the dates during the first week cover the Green Belt.

g. SGC – regarding invitation to visit Avon Wildlife Trust's wildflower nursery 24th and 25th May plus request for members to consider reducing the number of road verge cuts.

ACTION: forward email to Cllrs. Gibb and Stephens and Friends of Siston Commons representative.

Resolved: Invite the Officer to attend a future meeting to talk for 15 minutes about the proposed reduction in road verge cuts.

h. Resident – parish council copied into complaint made about the maintenance of the school playing field that backs on to his property causing weeds/nettles to enter his garden which subsequently caused his young child to suffer severe nettle sting rash.

NOTED.

i. Highways, SGC – temporary road closure of A420 High Street and London Road between Deanery Road roundabout and A4175 Bath Road.

NOTED.

16 & 17. Planning

a. Planning Applications – see attached.

b. Planning Decisions – see attached.

18. Finance

a. Members received yearend 2018/19 accounts.

b. Members received the Letter of Assurance and report from Internal Auditor, SGC noting a Reliable Standard had been reported. The Clerk informed members that it was felt disappointing that, unlike previous years, the Internal Auditor had given a 'partially' remark on question c of the AGAR. In previous years, the need for additional policy documents or risk assessments had been reported as a recommendation which was always acted on by council i.e. never noted on the AGAR. Also, it was felt unfair that other councils that had two audit appointments were appraised of the new need for a risk assessment covering all council activities but as Siston Parish Council's audit is completed in a single day this information was

not provided until after the full internal audit had been completed hence, the parish council were not given the opportunity to rectify. The Clerk asked members for their permission to write to the Internal Audit Manager to express these concerns.

Resolved: as members agreed the treatment of the council’s audit was not consistent with previous years and the council had not been provided with the information about the change on how matters for review would be reported gave permission for the Clerk to write on its behalf for an explanation.

c. Members reviewed and considered the appropriate response to the Annual Governance Statement 2018/19.

Resolved: members provided an affirmative to all statements and agreed N/A to Trusts.

d. Members received the Accounting Statements 2018/19.

Resolved: members approved the Accounting Statements.

e. Members received the statement of accounts vs budget 2019/20.

f. Members reviewed the HSBC bank mandate.

Resolved: members approved the accounts continued and that:- at 3a. payments be authorised by any three of the signatures listed, that 3b. be crossed through as not required, at 3c. accept any three of the signatures listed as fully empowered to act on behalf of Council in any other transaction, at 3d. that the Clerk and Responsible Finance Officer as fully empowered on behalf of Council to enter in to electronic and/or telephone banking, at (iii) that any three of the listed signatories is authorised to supply the Bank with lists of persons authorised to sign and lastly, to the amendment of Signature of Chief Executive to Signature of Chairman. As requested by HSBC, the amendments at 3b and signature line were initialled by two councillors.

Resolved: Clerk and Responsible Finance Officer to be added as a signatory together with newly elected Councillors Philippa Gibb and Jacquie Stephens. Three remaining councillors already lodged as signatories therefore no action needed.

ACTION: Clerk to take mandate to Kingswood branch of HSBC and confirm when arranged in order for newly elected members to take required ID to the bank.

Members reviewed the NS&I mandate – requirement that Clerk be listed first as signatory in order to change correspondence address and to list personal details of all signatories.

Resolved: Clerk listed as first signatory in order to receive correspondence then all councillors present completed personal details and signed where required.

g. Members were provided with the updated Asset register.

h. Members were advised that Council had entered in to a 3-year insurance arrangement with BHIB Ltd and renewal from 1st June was for the second year. The

Clerk confirmed she had received advice from the insurer that the increases attached to the adjusted Asset register did not affect the premium.

Resolved: members approved the continuation of insurance provision with BHIB Ltd.

i. The Clerk advised members that the Internal Audit had noted the employee P60 showed a higher rate of pay than actual pay which the Clerk queried with HMRC. The discrepancy was due to pension auto enrolment payments. After receiving conflicting information from HMRC it later, and finally, transpired that it would not, as originally suggested, be necessary for Council to explore alternative PAYE software as the Clerk could continue to use HMRC RTI Basic tools.

19. Accounts for Payment

a. Cllrs Bryant, Stacey 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. BHIB Ltd – insurance renewal - £602.04
- 3. E. Kenny – salary and expenses - £1,411.50
- 4. South Glos Council – approved in advance of expected invoice for internal audit - £282.00

20. Any Other Business – for information purposes only

- a. Cllr. Stacey requesting an update of the repair of the tarmac at the Skate Park.
- b. Cllr. Gibb requesting information about the proposed development of the garages site to the rear of Goldney Avenue.

Date of next meeting: Thursday 20th June, 2019f

Meeting closed at 21.20

Confirmed and signed Chairman.....

Date.....