

Minutes of the proceedings of the Siston Parish Council meeting held on Thursday 17th October 2019 commencing at 7.30pm (view online at www.sistonparishcouncil.org.uk)

Present - Councillors' John Hunt, Alan Bryant, James Hackett, Jacquie Stephens, Pippa Gibbs, Paul Jermy and District Councillor Sam Bromiley.

91. To elect a Chair

Cllr. Paul Jermy was duly elected

92. Apologies for Absence

Received from Cllrs. Andrew Stacey, Becky Tose and Jonathan Maytham. Cllr. Stephens extended apologies as she would need to leave the meeting at 8.30 pm.

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

None declared.

94. Minutes of the Meeting of Thursday 19th September 2019

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

95. Public Participation

None present.

96. Matters arising

a. Response from District Councillor Steve Reade regarding residents enquiry about the use of land at Shortwood Golf Course if sold off as individual small parcels to travellers to state site was listed on Call for Sites list and South Glos Council would have no views on suitability of the buyer just what the buyer did with the land.

b. Litter bins – Clerk confirmed order had been placed and locations of each confirmed with SGC.

97. District Councillor updates

a. District Councillor Steve Reade not in attendance.

b. District Councillor Sam Bromiley informed members he had toured the parish with Dave Perry, Chief Executive, South Glos Council and visited the field at Grange School identified as having development potential, the High Street where pollution was noted and the new Skate Park.

In relation to the change of condition attached to planning regarding parking at the scout hut, he informed members Property Services had suggested he speak to the Scouts – he will report back to members.

Regarding the trees at Crane Close, he said only works to trees that posed a health

and safety risk were being prioritised by SGC but members reaffirmed the need for works to be carried out as the trees were denying residents the right to light and the fallen leaves were a hazard for the elderly residents. District Councillor Sam Bromiley will pursue and report back to members.

98. Commons

a. Cllr. Hackett informed members the Friends of Siston Commons AGM would be held on 18th November. He provided an update on the Ancient Commons signage – grant and locations. Future work had been discussed with the Commons Stewardship Officer who had suggested the parish council allow for additional funding for works in the 2020/21 budget. He told members an area of Common Land near the Sort It Centre on Carsons Road had been deregistered and that Felicity Park would be replace this. The Friends Group were to pursue the use of the Future Proofing of Parks scheme and hoped to arrange for rangers from the Scout group. He told members that the benches being stored at the Signal Box would be installed on 24th October and that additional volunteers were required. He ended by detailing the external meetings he would be attending – Avon Ramblers and the South Glos Council Climate Emergency meeting.

99. Pollution A420

a. The Clerk informed members Highways, SGC stated there were no immediate plans to re-direct HGV's but had confirmed the Transport Policy team were investigating options to monitor/improve air quality. District Councillor Sam Bromiley advised the matter was to be presented to Cabinet.

100. Remembrance Day Service

a. Cllr. John Hunt provided members with an update of the recent planning meetings held and of his attempts to find a local British Legion representative who, it was hoped, would attend the event and provide the wreaths and crosses. Cllr. Hunt hoped his messages would be responded to shortly. District Councillor Sam Bromiley confirmed the road closure had been arranged. The procession was due to leave Warmley Community Centre at 10.35 am on 10th November and, in the event of bad weather, the service would be held at the Community Centre.

NB Cllr. Jacquie Stephens left the meeting.

101. Website Accessibility

a. The Clerk informed members that work continued in order to assess whether the council's website would meet the standards or be exempt in-line with legislation coming in to force in September 2020.

102. Finance

a. Members were provided with the 2019/20 account summary and, once checked, the HSBC account statements were duly signed by the Chair, Paul Jermy.

b. Members received the Finance Committee minutes of the meeting held 10th October – appendix A. Members were asked to consider and approve:

- Reinstatement of cash reserves of £16,000.00.

RESOLVED: members unanimously approved.

- Purchase two noticeboards to be located at Bridgegate and Siston Village (Siston Park to be scheduled for 2021/22) and for the existing Station Road noticeboard to be refurbished. Subsequent to Finance Committee meeting, Cllr. Stacey met with the Vicar, St Anne's Church, Siston Village and was informed a new noticeboard was about to be bought and, it was suggested, a larger noticeboard be purchased so that council could utilise half of the space for notices.

RESOLVED: members unanimously approved the purchase/share of noticeboards and refurbishment of Station Road noticeboard.

- Remembrance Day additional costs of:

Promotion of event in the Week In at potential cost of £126.00 +VAT

RESOLVED: following vote, approval not given. Clerk to provide A4 advertisement for display on noticeboards and at Heritage Museum and Signal Box.

- Charge for band at a cost of £100.00.

RESOLVED: members approved payment.

- Warmley Community Centre room hire charges for planning meetings.

RESOLVED: members approved payment.

Subsequent to Finance Committee meeting, in addition to the usual purchase of a wreath at £17.00, approval was sought for the purchase of crosses to be provided to children for placement at the War Memorial, cost at present unknown.

RESOLVED: members approved the purchase.

- Skate Park insurance 2019/20

RESOLVED: members approved higher premium with Siston Parish Council's share at 16% = £520.00.

- Bund funding

RESOLVED: members approved Cllr. Hunts' suggested correspondence be submitted to the legal team at South Glos. Council with a request for a rebate of monies paid to SGC for works on the bund on Siston Common.

All other matters noted.

c. The NS&I withdrawal form was signed to approve transfer of monies from Floodlighting account to cover electricity bill paid in April of £577.60.

103. Planning

a. Due to time constraints, the Joint Spatial Plan item to be taken at another time.

ACTION: add to November agenda.

b. Planning Applications – see attached.

c. Planning Decisions – see attached.

d. Cllr. Bryant informed members that South Glos Council Officers had been supportive about the need to review/assess the options at the Champion Warmley Brassworks site following planning permission for the siting of 5 new mobile homes but, as a new mobile home had been delivered to the site and the site owner would not enter in to communication, it was felt little could now be done to amend the scheme.

e. Whilst it was acknowledged Cllr. Maytham may feel he does not currently have a thorough understanding of planning, Cllr. Hunt asked the Clerk to write to Cllr. Jonathan Maytham (not in attendance), to ask, as a member of the Planning Committee, that he provide his comments/thoughts on applications received.

ACTION: Clerk to email Cllr. Maytham.

104. Allotments

a. Cllr. Bryant advised members that the bilge pump had received attention to make it more stable. Also, the plots notified of being in a poor state had been worked and huge improvements had been observed on a recent site visit.

b. Regarding review of allotment rents 2021, this to be considered by the Finance Committee at the next meeting as any increase would need to be notified to tenants December 2019.

ACTION: Clerk to arrange to include on Finance Committee meeting agenda.

105. Correspondence

a. Resident – council copied in to correspondence sent to District Councillors and SGC Officers regarding works recently carried out on Siston Common near The Horseshoe pub to state works should be carried out more frequently. The Clerk advised she had contacted the Commons Stewardship Officer to ask about the reasoning behind leaving the grass to grow and received a full response.

ACTION: Clerk to provide reasoning provided to residents.

b. SGC – Claimed footpath between Goldney Ave & PSN 52, Warmley notice. NOTED.

c. Resident – council copied in to correspondence to SGC Officers about the possible encroachment of the Common near the Gin House where there appeared to have been attempts to establish a cultivated bed.

NOTED.

d. Resident – how to improve the poor state of the Raleigh – Humber sign on the wall of the, previous, Webbs Cycle shop, Warmley and ways to commemorate the local sign writer responsible for the design with a request for comments and

suggestions from members about how to take the idea forward.

ACTION: Cllr. Hunt to review conditions attached to planning with a view to reporting back to council in November.

e. Cllr. Stacey – regarding meeting with Vicar, St. Anne’s Church, Siston Village – matter reviewed earlier.

f. SGC – consultation – Annual Council Budget.

ACTION: Clerk to forward to Cllr. Hunt for review.

106. External Committees

No reports received.

107. Accounts for Payment

a. Cllrs Jermy, Hunt and Gibbs were instructed, by Council, to authorise the on-line and cheque payments of the following items as set out on monthly reconciliation approval form:

- 1. NEST pension provider – auto enrolment – Direct Debit - £115.13
- 2. Eurooffice Ltd – printer ink and 2020 diary - £55.49
- 3. E. Kenny – salary, expenses inc home working allowance - £1,453.78
- 4. Mr A Stacey – Chair’s allowance - £50.00
- 5. Warmley Community Centre – room hire - £92.00

108. Any Other Business – for information purposes only

No matters raised.

Date of next meeting: Thursday 21st November, 2019

Meeting closed at 21.40

Confirmed and signed Chairman.....

Date.....

Appendix A

SISTON PARISH COUNCIL

Finance Committee

Report of Finance Committee meeting held on Thursday 10th October 2019.

In attendance Cllrs Andrew Stacey, John Hunt, Pippa Gibbs and the Clerk, Ms E Kenny.

1. Cllr. Stacey to continue as Chair.

2. Members noted the project ideas identified by members at the September full council meeting were included in the proposed budget and took the opportunity to consider additional items – cash reserves, noticeboards and Remembrance Service:

- Cash Reserves – it was noted that, prior to 2019/20, cash reserves of £16,000.00 were held for the possible buy back of services. Cash reserves in 2019/20 were reduced to £10,000.00 in recognition of expected extraordinary expenditure - payment of the 2nd instalment for the bund and projects. In anticipation of the increasing likelihood of the need to buy back services from South Glos Council, members believed the cash reserves of £16,000.00 should be reinstated.

ACTION: members approval to be sought at the 17th October full council meeting.

- Noticeboards – Cllr. Stacey suggested, in order to promote inclusivity among residents not living in Warmley, additional

noticeboards be purchased and sited in Bridgegate (near The Griffin pub), Siston Village and Siston Park.

It was noted the noticeboard at Siston Hill Estate was broken and ownership of the noticeboard at Siston Village Church Hall was unknown. The existing noticeboard at Station Road, Warmley was in need of refurbishment.

ACTION: Clerk to make enquiries about ownership and repairs.

ACTION: at the 17th October full council meeting seek approval for the purchase of two noticeboards 2020/21 – Bridgegate and Siston Village and the inclusion of a noticeboard for Siston Park in 2021/22.

- Remembrance Service – the Clerk advised that, in previous years, the only cost met by the parish council was for the wreath (£17.00) but additional costs had been suggested/become apparent for the coming event 10th November.

Cllr. Hunt suggested the service be promoted in the Week In to encourage attendance. By way of example, a 10cm X 3 column advertisement would be £126.00 +VAT.

Cllr. Stacey said he had been advised the band who perform at the event charge would be £100.00.

The Clerk advised room hire had been charged for use of the Committee Room at Warmley Community Centre for the planning meetings at a cost of £11.50 – one further meeting to be held.

ACTION: members opinion to be sought on promoting the event in the Week In with a view to determining whether to approve plus seek retrospective approval of the charge for the band.

ACTION: Clerk to prepare amended budget and Precept Justification papers for review prior to presenting to full council in November with a view to final approval for the Precept request to be made at the full council meeting in December.

3. Skate Park – insurance.

- 2019/20 - the Clerk advised members the insurance renewal was due end October and that quotes received were at £3,255.00 and, if the skate park and surrounding area were not insured against physical loss or damage, this would reduce to £2,870.00. Members were informed, due to the small difference in premium, Oldland and Bitton Parish Councils had approved the higher premium. Siston Parish Council's share of this premium at 16% would equate to £520.00.

ACTION: members approval to meet share of higher premium be sought at the October full council meeting.

- Future years – insurance costs will be met solely by Siston Parish Council from 2020/21 for a period of 10 years or until the capital investments made by Oldland and Bitton Parish Councils to meet grant shortfall is equalled. As items within the insurance provision are duplicated by existing parish council insurance arrangements, the Clerk explained she had made enquiries in preparation for arranging insurance provision in future years and as long as it is acknowledged that the lease is held jointly by the three parish councils this should be possible to arrange and could reduce the premium.

ACTION: Prior to insurance renewal date, Clerk to enquire about adding skate park cover to councils insurance.

4. Doing More Together – the Clerk advised members she had attended the launch of this new service at the South Glos Council office in Kingswood. It was announced a variety of services were available from SGC for parish councils to use at a cost. The benefits being SGC had the skill/expertise and access to local information.

ACTION: members felt no action was necessary but, as and when projects arose, SGC would be contacted.

5. Internal Audit contract – members reviewed the contract received from the Internal Audit team, SGC which stated internal audits would, in future, be conducted over a minimum of 2 days hence a cost of £500.00 +VAT.

ACTION: Clerk to sign contract on behalf of council as approval had been given at the full council meeting in September.

6. HSBC – as the Clerk had received notification that a telephone interview needed to be arranged to verify account information but, due to not being listed as a signatory as per the mandate, was unable to do so, visited the Kingswood branch. The branch were now in the process of re-arranging for the correct mandate to be applied and would advise when this had been completed in order for the Clerk to arrange the telephone interview.

7. Grants for Friends of Siston Commons – review of VAT implications. Members reviewed the possibility of helping the group to save VAT.

ACTION: the Finance Committee were unable to identify legitimate methods to share the councils tax advantages, therefore, in order to

protect the integrity of the parish council accounting practices and the reputation of the Responsible Financial Officer, it is recommended future requests for help to save VAT should be refused.

Minutes taken by the Clerk.

8. Clerk's appraisal – members received appraisal guidelines and examples of appraisal forms.

ACTION: Clerk to complete employee element of appraisal form and forward with Job Description to the Chair with a view to arranging an appraisal date by end November.

9. Bund funding – Cllr. Hunt brought to the attention of members correspondence received from a journalist at the Week In highlighting an item in SGC Cabinet minutes about SGC providing £15,000.00 funding for a £20,000.00 bund scheme in Alveston. The journalist enquired about the financial arrangements with regard to the bund installed by the parish council in front of The Horseshoe pub. Cllr. Hunt responded stating Siston Parish Council, having met with Officers at SGC, had been informed that, due to budget constraints, no funding was available hence the entire cost was met by Siston Parish Council.

ACTION: Cllr. Hunt to bring this matter to the attention of members at the 17th October full council meeting with a suggestion that members approve writing to SGC for an explanation as to the basis of the decision taken to part fund the provision of a bund in Alveston but not in Siston.