

Minutes of the proceedings of the Siston Parish Council meeting held on Thursday 19th September 2019 commencing at 7.30pm (view online at www.sistonparishcouncil.org.uk)

Present - Councillors' Andrew Stacey (Chair), Alan Bryant, Becky Tose, James Hackett, Jacque Stephens and Paul Jermy.

76. Apologies for Absence

Received from Cllrs. John Hunt, Pippa Gibbs, Jonathan Maytham and District Councillors Sam Bromiley and Elizabeth Bromiley.

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

None declared.

78. Minutes of the Meeting of Thursday 15th August 2019

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

79. Public Participation

Two residents present:- one resident expressed concerns regarding what may happen with the land at Mangotsfield Golf Course if it was sold but planning permission was not given as it had been intimated the land may be sold off in small sections.

ACTION: Clerk to make enquiries with District Councillor.

80. Matters arising

- a. Defibrillator – Cllr. Stacey confirmed he had conducted the checks and the defibrillator was registered for service. Arrangements were made for other councillors to receive training.
- b. Felicity Park – following registering the Form of Indemnity, it was confirmed the bench had been ordered, delivery expected early November.
- c. EON – the transfer from Npower to Eon had been arranged.
- d. Community Engagement areas – awaiting confirmation of areas covered.

81. District Councillor updates

a. Steve Reade: the pond in Warmley Forest Park – dragging arranged, SGC to continue to liaise with Environment Agency regarding sluice repairs. Cllr. Stephens observed the dragging of the pond and the difficulties experienced and that the result was poor.

ACTION: Clerk to contact District Councillor about the need for further work and for the sluice gate repair to be arranged.

ACTION: Clerk to ask Steve Reade for updates with regard to:- Siston Lane local

traffic only signage, relocation of litter bin near Sunny View kennels and relocation of litter bin at Brunel Play area.

ACTION: Clerk to ask for updates from District Councillor Sam Bromiley regarding change of condition attached to planning ref parking at scout hut and overgrown trees at Crane Close.

82. Commons

a. Cllr. Hackett provided members with an update on Friends of Siston Commons activities – 11th September public meeting with District Councillors and Commons Stewardship Officer, SGC in attendance and Friends meeting at Page Park. Members were informed South Glos. Council had awarded the Friends group a grant for the purchase of an Ancient Commons Sign for Bridgegate Common. Members were advised it was proposed to introduce cattle on the field at the rear of Norman Road once fencing had been arranged.

b. Members received the information from the Commons Stewardship Officer, South Glos Council about the Commons Connection Project and the request for project partners.

RESOLVED: Members unanimously agreed that Siston Parish Council should be project partners, Clerk to confirm.

83. Litter bins

a. Members were advised the cost of purchase, delivery and installation of 3 litter bins would be £1,442.00 plus VAT. As the cost was considerably higher than expected, members deferred decision until 2019/20 budget was reviewed under item 10b.

84. Warmley Community Centre – council representative

a. The Chair advised members a council representative had not yet been arranged to represent council at Warmley Community Centre management meetings and asked for a volunteer. Cllr. Paul Jermy offered to represent council in the short term.

ACTION: Clerk to notify Warmley Community Centre and provide contact details.

85. Finance

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

b. Members received the Finance Committee meeting report:-

1. Cllr. Stacey elected Chair of Finance Committee.
2. The Finance Committee conducted an internal audit of the accounts and found all records were well maintained and accurate.
3. The Committee considered the findings of the Internal Audit 2018/19 and noted

that a Reliable Standard had been achieved but that the report went on to recommend councils' key risks be identified, assessed and recorded in a Risk Register, that bank mandates be made available and the Lone Worker and Health and Safety Policy be reviewed.

The Clerk provided the Finance Committee with a Risk Register for review and it was recommended this be put forward to members for approval and adoption at the September meeting.

RESOLVED: members approved the Risk Register for adoption.

The Clerk confirmed the bank mandates, as updated at the May meeting following the election, had been retained on file for review by the Auditor.

The Committee asked the Clerk to review Council's current Health and Safety Policy with a view to presenting to members for approval and adoption at a future meeting.

ACTION: Clerk to update Health and Safety Policy for review by members at the October meeting.

4. The Finance Committee considered the need to appoint an Internal Auditor 2019/20 onwards as the South Glos. Council 3 year contract had expired. In order to avoid the lack of opportunity to address concerns raised by the Internal Audit during the financial year under review, the Committee believed future internal audits should be arranged over, if possible, 1 ½ days but if necessary over 2 days. The Clerk was asked to make relevant enquiries of South Glos. Council's Internal Audit Service and report back to members and, it was confirmed, South Glos Internal Audit Services were now to be provided to Town and Parish Councils over a minimum of 2 days which would, at £250.00 per day, that is £500.00 + VAT.

RESOLVED: members unanimously approved the appointment of South Glos Council Internal Audit service over 2 days, Clerk to arrange.

5. Members received the conclusions of the External Auditor which stated the information contained in sections 1& 2 of the AGAR was found to be in accordance with Proper Practices and no other matters gave cause for concern. The External Auditor noted other matters not affecting its opinion was the recommendation of the Internal Auditor that a Risk Register should be in place and that subsequently, action had been taken by the parish council to rectify.

6. The Committee considered the current financial position and year end estimates with a view to considering outstanding budgeted projects.

The current expenditure for April to September 2019 stands at £23,860 with a year-end estimate of £58,064.00 (excl. contingency) if all projects were completed.

7. The Finance Committee expressed its view that confirmation of the fees for elections had yet to be received but would likely be more than the budgeted amount of £5,000.00. Of the budgeted projects, the second and final instalment for the bund had been paid and 3 benches delivered and 1 ordered awaiting delivery but these were within budget.

With regard to other project items in the budget, the Committee felt the Gin House

accumulating fund, purchase of litter/dog bins and portable speed sign projects required further discussion by members at the September meeting with a view to determining whether to proceed.

RESOLVED: members unanimously approved the continuation of the £2,000.00 per annum accumulating fund for the possible purchase of the historic Gin House.

RESOLVED: members unanimously approved the purchase of 3 litter bins, cost to be met from CIL funds, Cllr. Stephens to meet with South Glos Council for site visits if necessary.

RESOLVED: members, with regret, due to the South Glos Council change of policy with regard to the siting of speed warning signs, determined not to proceed with the purchase of a portable speed sign.

Members were advised the Finance Committee had, in order to progress the budgeted amount of £1,000.00 for the Warmley Community Centre CCTV, asked the Clerk to provide the Community Centre with a grant application form, which, to date, had not been returned.

It was proposed the Best Garden/Hanging Basket project (£250.00) be delayed and included in the 2020/21 budget with a view to promoting the project in the spring newsletter.

RESOLVED: members unanimously agreed.

Members were informed the Finance Committee would meet in October 2019 to formulate the 2020/21 budget.

c. Members considered project ideas for possible inclusion in 2020/21 budget:-

1. VE Day 75th anniversary - £2,000.00
2. Webbs Heath pond improvements - £450.00
3. Best garden/hanging baskets - £250.00
4. Cairn repair - £1,500.00 (Cllr. Jermy to arrange quote)
5. Benches – zero – use of CIL funds if required
6. Commons improvements - £2,000.00
7. Litter bins – zero – use of CIL funds if required

86 . Planning

a. Members received report provided by Cllr. Hunt concerning the Joint Spatial Plan and implications in relation to the parish.

ACTION: members deferred comment at this time to allow for further consideration of material provided.

b. Planning Applications – see attached.

c. Planning Decisions – see attached.

d. Cllr. Bryant informed members that a meeting had been arranged with South Glos Council Officers to review/assess the options at the Champion Warmley Brassworks site following planning permission for the siting of 5 new mobile homes.

ACTION: arrange as an agenda item October.

e. As Cllr. Hunt not in attendance, item in relation to any communication with

regard to planning issues at London Road, item deferred.

87. Allotments

- a. Members were advised that the remaining poorly tended plot had been re-let and that all tenants, notified of the need to improve their plots, had taken action and made significant improvements.
- b. Members were told the bilge pump and gate to the brook needed attention and repairs would be attended to shortly.

88. Correspondence

a. Scout leader – enquiry regarding the arrangements for the Remembrance Day Service 10th November 2019. Following Chair/Clerk enquiries, informed arrangements for the event had been passed on to District Councillor Sam Bromiley who had made an application for the road closure. It was acknowledged that meetings needed to be arranged and held with local community groups with some urgency.

ACTION: Chair to liaise with District Councillor, Cllr. Bryant to attend meetings and report back to council.

b. South Glos Council – consultation regarding removal of BT phonebox at Victoria Road, Warmley.

NOTED.

c. Town and Parish Council forum – date of next meeting 15th October, venue TBC.

ACTION: Cllr. Stacey to attend

d. Community Engagement Forum – date of next meeting 26th September, Cold Ashton Village Hall.

ACTION: Cllr. Hackett to attend, Clerk to forward agenda.

e. Resident – parish council copied in to correspondence to District Councillor regarding the need to arrange for litter picking at Siston Lane.

NOTED.

f. SGC – invitation to attend Doing More Together drop in event 25th September.

ACTION: Clerk to attend.

g. Resident – notification of residents meeting 21st September to review ‘where we are now and possible next steps’ in relation to planning Goldney Ave/London Road.

NOTED.

h. Commons Stewardship Officer, SGC – to pass on complaints made by resident about the siting of a bench near the Gin House, Siston Common with a request to reply directly to the resident.

RESOLVED: Clerk to write to the resident to answer the complaints/queries raised.

i. SGC – consultation about wheelchair accessible vehicles for taxis.

ACTION: forward to Cllr. Stacey.

89. External Committees

a. Cllr. Jermy provided members with a review of the public meeting he attended at Bristol Airport about expansion plans.

b. Cllr. Bryant provided members with information about the opening times of the Heritage Museum and Grotto.

90. Accounts for Payment

a. Cllrs Stacey, Bryant and Stephens were instructed, by Council, to authorise the on-line payment of the following items as set out on monthly reconciliation approval form:

1. NEST pension provider – auto enrolment – Direct Debit - £115.13
2. TDP Ltd – 3 benches - £1,040.54
3. E. Kenny – salary, expenses - £1,327.98
4. Mr M Batchelor – graffiti removal - £30.00
5. PKF Littlejohn LLP – external audit - £360.00
6. Friends of Siston Commons – grant - £500.00
7. HMRC – PAYE - £899.36

90. Any Other Business – for information purposes only

a. Cllr. Tose – invitation to attend Macmillan coffee morning 27th September.

b. Cllr. Stephens to express concerns regarding the number of lorries using the A420 and the inevitable effect this would have on air quality.

ACTION: Clerk to make enquiries of SGC regarding pollution and the need to monitor/address and report back.

Date of next meeting: Thursday 17th October, 2019 - 7.30 pm

Meeting closed at 21.35

Confirmed and signed Chairman.....

Date.....