

Minutes of the proceedings of the Siston Parish Council meeting held remotely via Zoom on Thursday 18th June 2020 commencing at 7.30pm

Present – Parish Councillors Andrew Stacey (Chair), John Hunt, James Hackett, Alan Bryant, Pippa Maytham and Jonathan Maytham and District Councillor Sam Bromiley.

1. Apologies for Absence

None required.

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

None declared.

3. Minutes of the Meeting of Thursday 16th April 2020

Resolved: the minutes were passed and will be signed as a correct record when Covid 19 lockdown restrictions have been lifted and meetings in person can be arranged.

4. Public Participation

Non in attendance.

5. Appendix to Standing Orders

a. Members received the NALC suggested supplementary appendix to the parish councils Standing Orders regarding remote meeting protocols.

Resolved: members unanimously approved adoption of the appendix to the Standing Orders.

6. Co-option

a. Members received and considered the applications received from local residents expressing an interest in being co-opted to fill the current councillor vacancies available for co-option.

Resolved: members unanimously agreed Gloria Smith and Jon Gadsden be invited to join the parish council, Clerk to make necessary arrangements.

7. Finance

a. Members were provided with the 2020/21 account summary noting the first instalment of the precept had been received plus the South Glos Council VE Day grant, CIL and VAT reclaim receipts. All to be checked and signed together with HSBC account statements when lockdown restrictions are lifted.

b. Members received the Annual Governance and Accountability Return 2019/20 and considered each section in turn:

1. Section 1 – sound system of internal control

Resolved: members unanimously agreed all statements had been met (trust funds N/A). Andrew Stacey, Chair and Clerk signed form to approve on behalf of council.

2. Section 2 – year ending figures

Resolved: members unanimously approved the year end figures. Andrew Stacey, Chair and Clerk signed form to approve on behalf of council.

3. Annual Internal Audit report

The positive findings of the Internal Auditor was noted by members.

c. Notice of Public Rights to inspect unaudited accounts for year ending 31st March 2020.

Resolved: Notice to be displayed for 30 days on 26th June 2020 and to remain in situ Monday 29th June to Friday 7th August 2020 inclusive on parish council website www.sistonparishcouncil.org.uk and noticeboards at Warmley Community Centre and Station Road, Warmley – Clerk to make necessary arrangements.

d. NB Chair introduced emergency item – Scheme of Delegation. The Scheme of Delegation was remotely approved for adoption by members 24th March 2020 and, whilst this would be seen as defensible under the circumstances, it was felt this action should be reaffirmed and minuted.

Resolved: members unanimously approved the decision taken and the adoption of the Scheme of Delegation.

8. Planning

a. Planning Applications – see attached.

b. Planning Decisions – see attached.

9. Accounts for Payment

a. Members received the monthly payment approval spreadsheet and authorised the on-line payment of the following items:

1. NEST pension provider – auto enrolment – Direct Debit - £115.13
2. AED Locator UK – 2 x defib pad kits - £249.48 (pre-payment arranged 27th May 2020)
3. E. Kenny – salary & expenses - £1,336.74
4. HMRC – PAYE quarterly payment April, May and June - £867.71.

10. Any Other Business – for information purposes only

a. Cllr. Stacey:

1. A reminder to all members to respond to planning application emails
2. Station Road noticeboard to be re-instated by Handyvan, South Glos Council 22nd June.
3. Council to share enlarged noticeboard at St Anne's Church Hall – agreed, council will be provided with a pro rata invoice and access keys.

- 4. Siston Park noticeboard replaced and arrangements now in place for council agendas/notices to be accommodated as space allowed.
- 5. Defibrillator – request for additional councillor to share regular service checks and then to provide updates to South West Ambulance Service – Cllr. Hackett offered to help – councillors to make arrangements to meet with social distancing in mind.

b. Cllr. Bryant:

- 1. War Memorial – seven local fallen names not included on current plaques. Cllr. Bryant to investigate adding a new plaque via War Memorials Trust, Planning, South Glos Council and arrange for quotes for work – Clerk to be advised of input needed. Members to be updated at the next meeting as any works/costs will need to be approved by council.

c. Cllr. Hunt will provide members via email with information about the possibility of arranging for a new bench to be sited in the Memorial Garden in the next financial year and the request received to add a plaque in honour of a local lady who died in 2017.

d. Cllr. Hackett – informed members the Friends of Siston Commons’ Lottery funding bid to improve the access/track Webbs Heath to Goose Green project had not been successful and he wondered if this project could be considered by members for funding in the next financial year. In the interim, it was suggested, as UK Government had announced the intention to improve walking and cycling routes that Cllr. Hackett provide District Councillor Sam Bromiley with details of the bid to allow investigation in to whether funding from this scheme may be available locally via South Glos Council.

Date of next meeting: 21st August 2020 (TBC as lockdown restrictions may allow for meeting 17th July 2020)

Meeting closed at 20.10

Confirmed and signed Chairman.....

Date.....