

SISTON

PARISH COUNCIL

Minutes of the proceedings of the Siston Parish Council Meeting held at Warmley Community Centre, on Thursday 19th May 2022 commencing at 7.30pm

Present – Parish Councillors Andrew Stacey Chair, Alan Bryant, Mandy Dixon, Jon Gadsden, James Hackett, Ros Mahoney, Nathan Reed and Aled Rees. Ward Councillor Stephen Reed and June Event Project Manager Ian Adams

18. Appointment of the Chair 22.23

Andrew Stacey was re-appointed as Chair for the forthcoming year. He duly signed his Acceptance of Office.

19. Apologies for Absence None advised

20. Declarations of Interests under the Code of Conduct adopted May 2021

James Hackett – Member of the Friends of Siston Common Group.

21. Minutes Approved

Full Council Meeting – Thursday 21st April 2022.

Resolved: the minutes were passed and signed as a correct record.

22. Public Participation

Two members of the public were in attendance

23. June Community Event

Ian Adams (June Event Project Manager) presented an update of the June Event Plans
Mowing of the Warmley Forest Park will take place on the 1st June 2022, as we are currently in No Mow May

There have been changes to predicted expenditure: St John's Ambulance do not have availability to cover the event, so an alternative private medical company has had to be sought, at double the cost. The number of first aiders is thought to be the correct number for the size of the event.

The number of security guards required has increased from 7 to 9. In addition, there was no planned expenditure for banners, bunting, spray and programmes. Councillor Stacey reminded everyone that even though the expenses have increased, they remain inside the limits originally put aside, in the precept budgeting exercise.

Following some residents volunteering for the event, there are sufficient hours to cover all the Marshalling required. Marshalls will be meeting and greeting visitors. A rota will be established, to show where the Marshall's need to be and the timings. This will be put up on the day at the Motorhome, which will form the Information Desk.

Cllr Rees advised that he has other commitments that day, but will make himself available to cover where he is able.

Councillors all agreed that 1000 programmes should be printed. This will be organised by the Clerk. Ian Adam's is to provide the template by the 20th May 2022, with printing to be completed by 26th May 2022.

The bar will close at 8.30pm. Security will then escort people from the area. Siston Parish Council have Temporary Event's Notices, so they are responsible for the event and its closure. It was confirmed that as it is a public area, people will be politely asked to leave. Anyone staying in the area will be there at their own risk.

Raffle prizes will be displayed on an A3 printed and laminated board. The Clerk will type up the prizes and Cllr Bryant confirmed he would print it onto A3 and laminate it for display.

An Evacuation Plan and Fire Plan have been provided by Ian Adams to the Police and South Glos. Council.

The Environment Team at South Glos Council have been in touch with Ian Adams about the noise. Details where the residents should complain if they are affected by noise have been displayed on the Siston Parish Website by Cllr Reed.

Ian Adams asked everyone to be vigilant about possible terrorist activities. Details of what to do in such an event will be part of a pack handed out to all volunteers.

Ian Adams confirmed that arriving and departing stall holders will be guided to marked out areas for each pitch. Cars will be next to stalls on the day, to prevent too much movement of cars. A note was made that keys should be removed from these cars at all times and definitely no keys are left in ignitions.

Stalls will close at 5.30pm.

Cllr Stacey confirmed the parking signs are to be delivered to his home address on the 20th May 2022.

Ward Cllr Reade advised he has 20 cones, which will be set up by the beacon on the 2nd June 2022 and be removed for the 3rd June 2022 Event and delivered to the A420.

There has been some discussion that there be a parking problem on the A420 outside and opposite Cow Mills. Having consulted with South Glos Council and the Police, the only option is to obtain an emergency traffic warden. It was agreed that this was best managed on the day, if a problem occurs. Cllr Mahoney has advised she has been doing a regular litter pick with children from a local primary school, in preparation for the event and as a result there is now only minimal litter.

Ian Adams advised that ten 240 litre bins are being delivered. Ward Cllr Reade advised he would be able to assist with the storage of those bins until the event at cupboard near the Scout Hut.

Consideration was given to having the bins set up with different recyclable materials. Cllr Rees advised that his experience shows that people at large events rarely separate the rubbish. It was agreed that multi-use bins would therefore operate.

Ward Cllr Reade asked about a quicker ignition of the beacon on the 2nd June 2022, as in the past it has taken a long time to get underway. Ian Adams has organised a different way of having the flammable materials with four blue touch points which will help the beacon light much quicker this time.

The road closure with the council has been agreed for the lighting of the beacon.

- a) Further Expenditure was agreed – **Resolved – All agreed**
- b) Cllrs happy with the arrangements being made for first aiders on site on the 3rd June 2022 , with the information that has been provided to them – **Resolved – All agreed**

24. Ward Councillors Update

Ward Cllr Reade was present and all were thankful for his participation in the discussion on the June Event.

25. BHIB Insurance Renewal 22.23

Terms and costs were provided ahead of the meeting. Cllrs confirmed that they were happy to proceed.

The Clerk advised she would check the policy to ensure cover is adequate for Cyber Crime (data protection breaches).

Resolved: All Agreed

26. Review of Code of Conduct and Standing Orders for 22.23

The date on page 6 of the standing orders needs updating.

No other changes advised.

Clerk to change the date on page 6 and publish on the website.

Resolved: All Agreed

27. AGAR and Internal Audit Jan 2021

- a) Financial Statement received and approved for 2021/22. **RESOLVED**
 - b) Annual Governance Statement – Section 1 received from Auditor and signed off, approved by Council for 2021/22. **RESOLVED**
 - c) Accounting Statement Section 2 received and approved by Council for 2021/22. **RESOLVED**
 - d) Internal Audit Jan 2021 reviewed and action points noted as now resolved. **RESOLVED**
- Ward Cllr Reade advised the Council should ensure they know where the original deed is for the allotments. A discussion took place about ownership of the land where the Warmley Community Centre. This has been confirmed by Stone King Solicitors as not in the ownership of Siston Parish Council.

28. Finance

- a) Members received statement of accounts to the 29th April 2022
- b) Members received and approved the bank statements and confirmed all receipts and payments were in order.
- c) Members received Bank Reconciliation to 29th April 2022.

Resolved – All agreed.

29. Accounts for Payment

Members received the monthly payment approval spreadsheet and authorised the on-line payment of the following items for May 2022 –

1. S Thomas (Salary) - £717.40
2. HMRC PAYE - £216.97
3. S Thomas (Expenses) - £48.48
4. BHIB Ltd (Insurance) - £602.04
5. JS Entertainment (June Event) - £1550
6. ALCA - Essential Councillors Course - £40.00
7. ALCA - End of Year Course - £30.00
8. Audio Engineer (June Event) - £600.00
9. Coles Printers (Newsletters) - £485.00
10. AI Entertainment (Security June Event) - £1445.40
11. Men In Sheds (Warmley Shed Group) - Memorial bench repairs - £150.00
12. A Adams (Expenses) - £27.00
13. Rage Designs (Banners June Event) - £270.00

Resolved – All agreed

30. Clerks update and correspondence

- Positive feedback from residents regarding the benches in the Memorial Garden. Thanks, sent to Men In Sheds and local resident for help in the restoration.
- The ash tree that was not safe in the Memorial Park has now been cut back safely.
- Cllr Stacey has written to the Environment Agency regarding the safety of the Warmley Forest Park Pond and Sluice gate to try and get some movement.
- The Week In information went to the Editor, ready for the 18th May edition and will publicise the Jubilee.
- The Newsletters went to print on the 3rd May and have distributed by a third party supplier and by Cllrs Hackett, Dixon, Mahoney and Reed. Thank you.
- An application to change the speed limit on Siston Hill between Stanley Road to Carsons Road junction to 20mph has been submitted via Ward Cllr Samuel Bromiley, as requested by Cllr Hackett.
- The policeman that had planned to come to the April meeting had covid. This has been rebooked for the 16th June 2022.
- Email received from a land owner, as he would like to arrange a meeting to discuss Mounds Farm access and fly-tipping with the SGC Commons Office. The Commons Officer has also corresponded advising that there has been a change of law and loose (gravel) driveways no

longer require Secretary of State approval for new driveways, as long as there is agreement between the land owner and the person making the new driveway.

- The Internal Audit took place earlier than planned and passed with no further actions. The Clerk was asked to share with Councillors the Internal Audit outcome from Jan 2021. See point 27.
- Email from resident enquiring about the new planning application and progress of the Carsons Road Refuge site. Clerk has been corresponding with SGC Planning Dept.

31. Friends of Siston Common

Report sent ahead of meeting

Special notes were made of the forthcoming Bat Walk on the 28th May 2022 and also appreciation to the children of Warmley Park School who have helped with the litter picking.

32. Planning

a) Planning Applications – no objections.

b) Planning Decisions – all noted nothing to add.

c) Clarity was sought on the development of the Horseshoe Pub as there have been parking issues in the area. The planning application made this month was an alteration to an existing application that has already been approved.

Resolved – All Agreed

33. Any Other Business

Cllr Bryant noted some beautiful wild flowers by the underpass at the end of the London Road, next to the A4174 ring road. Ward Cllr Reade advised that photographs can be sent to Streetcare, so that they are persevered, after No Mow May.

Cllr Rees noted that the trees overhead on the Railway Path need cutting, however it is presently bird nesting season.

Clarity was sought on future payments to Friends of Siston Common.

Warmley Community Centre have a Jubilee Event on the 5th June 2022.

Cllr Rees requires a change of date for planned training

Date of next meeting: 16th June 2022 at Warmley Community Centre (subject to change if covid restrictions which may be introduced by the Government.)

Meeting closed at – 20:56

Confirmed and signed

Chairman..... Date

Sara Thomas

Clerk for Siston Parish Council

Email:- sistonpc@gmail.com

Tel:- 07946 858048