

# SISTON

## PARISH COUNCIL

### **Minutes of the proceedings of the Siston Parish Council Meeting held at Warmley Community Centre, on Thursday 18<sup>th</sup> May 2023 commencing at 7.30pm**

Before the meeting commenced Councillors Andrew Stacey, Alan Bryant, James Hackett, Ros Mahoney, Nathan Reed and Aled Rees signed their Acceptance of Office in the presence of the Clerk, who countersigned as witness.

**Present** – Parish Councillors Andrew Stacey (Chair), Alan Bryant, James Hackett, Ros Mahoney, Nathan Reed and Aled Rees.

#### **17. Appointment of Chairman for 2023.24**

Councillor Andrew Stacey was elected as Chairman for the forthcoming year. His Declaration of Acceptance of Office as Chairman was duly signed.

**18. Apologies for Absence:** Ward Councillors Ben Stokes, Sandie Davis and Marilyn Palmer

#### **19. Declarations of Interests under the Code of Conduct adopted May 2022**

Councillor James Hackett – Chair of Friends of Siston Common

Councillor Ros Mahoney – Secretary of Friends of Siston Commons

Councillor James Hackett – Trustee of Warmley Community Centre

Councillor James Hackett – Grant Avon Industrial Buildings Trust Minute reference 36

#### **20. Minutes Approved**

Full Council Meeting – 20<sup>th</sup> April 2023

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

#### **21. Public Participation**

2 Members of the public were present.

One member of the public expressed an interest into being co-opted onto the Siston Parish Council. Councillors were keen to accept this application and a co-option was planned of the June meeting.

A Police Constable and Police Community Support Officer arrived at 19:35.

Councillors raised concerns about antisocial behaviour of motorbike users, particularly on the new wildflower meadow and also possible drug use on the track by Turners Farm. Councillor Mahoney also advised of large NOS gas cylinders being left behind, especially in the underpass, which she has had to report to South Glos. Council to get them collected, as they could be dangerous.

The Policemen advised they have managed to secure the resource of a car and a motorbike, which will assist with offenders on bikes. They have recently seized four. They have plans to create a check point on the Bristol and Bath railway track shortly, as it has been noted that motorbikes are using it and some cyclists are travelling too fast.

They advised colleagues in another Neighbourhood Team have a formal plan to assist with stopping the known drug use by Turners Farm.

It was agreed a monthly summary report covering crime statistics will be sent to the Clerk, as it covers some of Siston Parish.

#### **22. Ward Councillor Update**

None present

#### **23. Review of Committees**

Allotment Committee: Councillors Alan Bryant and Aled Rees.

Finance Committee: Councillors Ros Mahoney, Nathan Reed (Chair) and Andrew Stacey.

Planning Committee: Councillors Ros Mahoney, Nathan Reed and Andrew Stacey.

Terms of reference were circulated before the meeting. It was agreed that these would be reviewed and agreed

at the June 2023 meeting.

**Resolved: All Agreed**

#### **24. Establish a Neighbourhood Plan Steering Group**

A member of the public who was present advised he would lead the Steering Group. Councillors present all agreed they were in favour of this and would also be in favour of co-opting this person at the next meeting to Siston Parish Council.

Councillor James Hackett will also be a member of the group.

Councillor Nathan Reed advised he would like to assist the group with any data.

**Resolved: All Agreed**

#### **25. Review of the responsibility for the Defibrillator**

Councillor Aled Rees agreed to complete the checks of the Defibrillator.

**Resolved: All Agreed**

#### **26. Review of Standing Orders, Financial Regulations and Code of Conduct**

Existing Standing Orders were approved for use in 2023.24

The more up to date versions of the Financial Regulations and Code of Conducts (circulated in advance of the meeting), were approved for use in 2023.24.

**Resolved: All Agreed**

#### **27. Review of General Power of Competence**

The Clerk confirmed General Power of Competence does not apply.

#### **28. Review of Asset Register**

Councillors noted the Asset Register circulated in advance of the meeting.

Councillor Rees confirmed he would take ownership of monitoring the War Memorial, benches and Memorial Garden, following the departure of Councillor Gadsden from the Parish Council. All other areas of responsibility would remain the same.

It was agreed that the Councillors would check the condition of all the assets in the coming month and report back to the Clerk.

**Resolved: All Agreed**

#### **29. Insurance**

The Parish Council Insurance – not including the Cyber Insurance or Skate Park Insurance – expires on the 31<sup>st</sup> May 2023.

The Clerk presented quotations and a comparison of costs from the existing broker BHIB (provider Aviva) and Zurich. She advised those present that she had asked Gallagher & Co to quote, who are tied to Hiscox, but they had declined to quote as they would not be competitive.

Councillors agreed to proceed with Zurich as the provider, with a three-year long-term undertaking, with the premium to be paid prior to the 31<sup>st</sup> May 2023.

#### **30. Review of Policies and Procedures**

Councillors approved for use in 2023.24:

- Chairs Allowance Policy
- Grants Policy
- SPC Records Retention Policy
- The Scheme of delegation.

The Clerk advised that some of the mandatory or advised policies need to be created. These will be circulated for approval, prior to the next meeting.

**Resolved: All Agreed**

#### **31. Review of S137 spending**

Councillors reviewed and approved the 2022.23 spending, circulated ahead of the meeting.

**Resolved: All Agreed**

#### **32. Agree Future Meeting Agenda**

Councillors agreed to maintain a monthly meeting on the 3<sup>rd</sup> Thursday of the month.

One exception is the July 2023 meeting, which will be held on Tuesday 18<sup>th</sup> July 2023.

**Resolved: All Agreed**

### **33. Warmley Community Centre – Custodianship**

Councillors agreed to the proposed response by the Parish Council solicitor – Alexandra of Stone and King – regarding Warmley Community Centres solicitors request to look into ownership of the car park and its land registration, as this sits outside of the original piece of work agreed. Further, agreement was made, that further costs incurred would mean that the indemnity provision, in the original agreement would be invoked, which means the Community Centre would need to meet the costs.

**Resolved: All Agreed**

### **34. South Glos. Council Licence to maintain the bench on the Bristol and Bath Railway Path**

Councillors agreed for the Clerk to sign and return the licence to maintain the bench opposite the Signal Box, due to be installed in June 2023.

**Resolved: All Agreed**

### **35. Councillor Training**

Councillors approved Planning in Plain English training for Councillors Stacey, Mahoney and Reed and the Clerk and the associated costs.

**Resolved: All Agreed**

### **36. Grant Applications**

Warmley Wheelers – The application was deferred. Councillors asked the Clerk to clarify with the applicant why South Glos. Council were not undertaking the work proposed in the application, as it is their land and their responsibility to make good the areas for public use. The Clerk was asked to advise the applicant, that once this had been clarified, they would re-consider the grant application.

**Resolved: All Agreed**

Avon Industrial Buildings Trust – Councillors agreed to defer this application in relation to the restoration of Webbs Heath Mine, to give time to find out if a licence is required by the Coal Board to complete the work. Clarification was sought on who the applicant was in relation to the volunteers undertaking the work by Councillor Stacey, which was clarified by Councillor Hackett. The volunteers do not have their own constitution or bank account. This Charity oversees similar projects and they have been asked to formalise the volunteer work and help with the funding.

**Resolved: All Agreed**

### **37. Annual Governance and Accountability Return 2022.23**

Councillors reviewed and approved:

- Section 1 – Annual Governance Statement 2023.23 - **Resolved**
- Section 2 – Annual Accounting Statement 2022.23 - **Resolved**
- Completed Internal Auditor Report 2022.23 - **Resolved**

Sections 1 and 2 were signed and dated by the Chairman.

Public Rights will commence on the 5<sup>th</sup> June 2023 and end on 14<sup>th</sup> July.

Documents to be placed on the noticeboards and website.

**Resolved: All Agreed**

### **38. Finance**

a) Members received statement of accounts (receipts and payments inc. v budget) to the 29<sup>th</sup> April 2023

b) Members received and approved the bank statements to 29<sup>th</sup> April 2023.

c) Members received the Bank Reconciliation to 29<sup>th</sup> April 2023.

**Resolved - All agreed.**

### **39. Accounts for Payment**

The on-line payment of the following items for May 2023 were approved:

1. S Thomas – Salary - £840.11
2. HMRC - £250.64
3. S Thomas – Expenses - £106.33
4. South Glos. Council Localism Charge April to June 2023 - £457.81
5. GW Shelters (Bus Shelter Renovations Station Road and London Road o/s Griffin Pub - £7519.85
6. Warmley Community Centre (Buffet Food for Kings Coronation) - £90.71
7. Warmley Community Centre (Room Hire) - £29

Also agreed – payment of the Parish Insurance (min ref 29) and training (min ref 35)

## Resolved – All Agreed

### 40. Clerks Update and Correspondence

#### Update

- Photographs, provided by Councillor Rees were sent to the bus shelter renovation contractor to show the missing paintwork and splashes of paint and mess left on the 24<sup>th</sup> April 23 and remedial works were carried out. Councillor Rees was asked to approve the remedial works, which he agreed were satisfactory, but recommended the Parish Council look elsewhere in future.
- Kings Coronation Gifts to School – Councillor Stacey attended Kings Forest School on the 28<sup>th</sup> April and St Barnabas on the 5<sup>th</sup> May. Councillor James Hackett attended Warmley Park School party on the 4<sup>th</sup> May 2023 and Councillors Mahoney and Hackett attended Kings Oak School on the 5<sup>th</sup> May 2023. The gifts were well received and Councillors attending reported that they felt very proud to have represented the Council.
- The Clerk wrote to Miles Harris of South Glos. Council to advise of the intention to replace the bench by the Signal box on the railway path South Glos. Council agreed to the bench and the licence was duly signed in this meeting. The resident has agreed to the quotation for the bench and installation and advised the wording of the memorial plaque. All invoices are to be settled directly by the resident with the providers, as the Clerk was advised this is the best course of action. The bench will be delivered to the installer on the 8<sup>th</sup> June 2023.
- Councillor Hackett advised that National grid have made a poor repair to the footpath at Siston Hill following work they have undertaken. The Clerk has sent an email to South Glos. Council and they have confirmed receipt, with an update pending. Councillor Hackett advised that a complaint should be made to National Grid.
- Ward Councillor Reade has contacted South Glos. Council about the incorrect use of the double roundabout by the Griffin by learner HGV drivers and he gave an update in the meeting.
- The Clerk reported the potholes in the car park on the corner of Siston Hill and Siston Common to SGC and it was noted that these have now been repaired.
- There have been some new additions to the allotment waiting list. There are now 19 residents on the list.
- Siston Village Signs – The Clerk is still waiting for the Design and Operations Team to get in touch and has chased a response on a few occasions.
- The website and contact groups have been amended to reflect the new Parish Council.
- Councillor Hackett has advised he will remain as a Trustee for Warmley Community Centre and will represent Siston Parish Council at their meetings.
- Councillor Hackett advised his attendance at the Cycling Forum meeting and will represent Siston Parish Council there.
- On the 15<sup>th</sup> May 2023 the Clerk attended a meeting with Scribe, who offer accounting software for Parish Councils. This appeared to be a more robust cloud-based system, than current spreadsheets. The quotation of costs for this system is to follow. Councillor Reed agreed to have a look at Scribe, to gain a second opinion.

#### Correspondence

- Email sent to the resident with the contact details of Dave Perry and Nigel Riglar as agreed in the April 2023 meeting. She has responded to advise she has completed an Assess and Decide application and sent it back to South Glos. Council. She asked whether the Clerk felt each member of the action group should complete an application. The Clerk advised it could add to the resource issue in that team or it could escalate the review on the list, but it is not something that the Clerk could comment on. The Clerk referred the resident back to the advice given at the meeting for residents to individually write to Dave Perry and Nigel Riglar, so that many voices are heard, rather than one group email.
- Email received from a resident asking how they access the disabled toilet by the Warmley Waiting Room. The Clerk provided the telephone contact for the Public Convenience Team at South Glos. And further information on the Radar Key scheme, with a link to the relevant page of the South Glos website.
- Email received from a resident advising that appeared to be some anti-social behaviour and speeding cars on Chapel Lane, Warmley, which may relate to the barbers on that road. The resident would like to highlight this area for a speed reduction in the future. The Clerk has written to the PCSOs and advised of the issue and requested police presence around the barber shop and Chapel Lane. PC Jason Green has replied and advised that this is the only reported incident. He advised he will ask colleagues to oversee this area.
- Email received from South Glos. Council Community Spaces to advise they have been approached by The Friends of William Champion's Garden who wish to hold Open Weekend with Kingswood Heritage Museum at the Warmley House Gardens and Grotto. They intend to be on site from 28<sup>th</sup> May – 29<sup>th</sup> May 2023

- Several emails were received over the weekend of the 15<sup>th</sup> May 2023, advising of pollution at Warmley Brook. The Clerk contacted the Environment Agency and reported the incident. She has also liaised with Matthew Lipton the Commons Officer of South Glos Council, who was aware of ongoing pollution issues and he advised he will look into the progress using the reference number provided by the Clerk. Concern was raised in one email that there appeared to be an apparent lack of attention by the Parish Council on the state of the Common Lane either side and the Felicity Park, the resident thought that the Parish Council owned this land and waterway. The Clerk has responded to this email with the correct information.
- An email was received regarding the pollution of Warmley Brook, which also commented on lack of interaction with Siston Parish Council. The Clerk advised some activity that has occurred since the last time the resident made contact, forwarded a copy of the last newsletter and invited the resident to review the website, noticeboards, attend meetings or to speak with Councillors at any time. The resident has asked for the closest Parish Councillor to hand deliver further copies of the newsletter.
- An email was received advising that there was a near miss between a car and a gentleman and a dog by Turners Farm. The resident advised the car was speeding on the single-track lane. They advise that it is a regular occurrence and they feel that there is drug related activity occurring. The Clerk has advised the person to report the near accident to the police on the non-emergency line. Also she has reported the incident to the police. PC Green responded immediately to advise this area is covered by two police teams and they regularly visit the area. Staple Hill Team have a problem-solving plan in place, which covers Turners Farm area. The resident has also asked about traffic calming measures. The Clerk has sent the link of the South Glos. Council speeding website pages, where residents can request traffic calming measures. There are currently three areas of the Parish, where residents are concerned about speeding.
- An email was received, thinking that Siston Parish Council was the St Anne's Church Parochial Council. The resident was concerned about the prospect of a nursery being run from St Anne's Church Hall. The Clerk has spoken to the Parochial Council and they have advised that Puddleducks nursery are at full capacity, but in the local area, there is a lack of childcare spaces, so they are looking into hiring the St Anne's Church Hall for 15 children per day from 8am and 6pm, Monday to Friday. The Church representative advised that the current income of the Church does not cover what is required to run and maintain it, so it would be a good income stream for the Church and would assist in providing childcare cover for the local residents. The Church have however not consulted the residents of Gibbs Lane. The residents were advising they were not happy with the increased traffic volumes that the hall being used for a nursery would create. No action yet required of the Parish Council. An update was received on the 22<sup>nd</sup> May 2023 to advised the Parochial Council have now decided not to proceed with the plan to hire out the hall to Puddleducks Nursery.

#### **41. Friends of Siston Commons**

A report was circulated in advance of the meeting.

Councillor Hackett highlighted the need for the Owl Boxes to be reviewed annually. It was agreed that Woodstock Tree Services should be asked to review the boxes and mend the broken strap, indicated on the report.

#### **Resolved: All Agreed**

Councillor Hackett also advised of a bird ringing event on the 28<sup>th</sup> May 2023. Friends of Siston Commons has assisted putting nets in place to catch birds. There are currently 12 residents listed to assist with the event.

Councillor Mahoney advised she has engaged a local school, to see if they wish to participate.

It was agreed that Siston Parish Council should write a letter of thanks to the 7 volunteers who cleaned rubbish from the banks of Warmley Brook. They all work for WECA.

#### **Resolved: All Agreed**

#### **42. Planning**

a) Planning Applications – Councillor Mahoney advised she would have liked to see the Council support the application for 61 Siston Common, however commenting has now closed. Councillor Stacey updated those present about an addition to the McBraida Factory application, with plans to remove some of Bridgegate common, to make a wider exit onto the Bath Road. Councillor Mahoney advised she would highlight this to the Commons and Biodiversity Manager of South Glos. Council.

b) Planning Decisions – all noted, nothing to add

#### **Resolved – All Agreed**

#### **43. Other Business**

- Councillor Bryant highlighted that the 114 Tower Road application had been approved and it was important that the Parish Council keep an eye on the measurements of the buildings.
- Councillor Hackett noted that there was rumour that David Wilson Homes planned to build on the old Golf Course, which is believed to be speculation.

- Councillors Bryant advised that Dan Norris (Metro Mayor) visited the Kingswood Heritage Museum to celebrate International Museum Day.

**Date of next meeting: 15<sup>th</sup> June 2023 at Warmley Community Centre**

**Meeting closed at – 21:04**

**Confirmed and signed**

**Chairman..... Date .....**

*Sara Thomas*

**Clerk for Siston Parish Council**

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