



**Minutes of the proceedings of the Siston Parish Council Meeting held at Warmley Community Centre, on Thursday 17<sup>th</sup> August 2023 commencing at 7.30pm**

**Present** – Parish Councillors Andrew Stacey (Chair), Alan Bryant, James Hackett, Nathan Reed, Aled Rees and Stephen Reade. Ward Councillors Samuel Bromiley (left 20:50) and Marilyn Palmer (left 20:00)

**91. Apologies for Absence:** None advised

**92. Declarations of Interests under the Code of Conduct adopted May 2023**

Councillor James Hackett – Chair of Friends of Siston Common

Councillor Aled Rees – Co-option Min Ref 96 and 111

**93. Minutes Approved**

Full Council Meeting – 18<sup>th</sup> July 2023

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

**94. Public Participation**

Five members of the public was present.

One member of the public asked for the Parish Council support for the application for traffic calming and improved pedestrian access on the Webbs Heath to Siston Hill.

The Clerk confirmed that following the meeting on the 21<sup>st</sup> July 2023, organised by the Parish Council, between residents, Ward Councillors and Parish Councillors, an application has been made to the Assess and Decide Team at South Glos. Council. The information to complete the application was provided by Ward Councillors Palmer and Stokes.

The resident advised that they were looking for Parish Council funding to produce leaflets to highlight the cause. The Clerk confirmed receipt of the grant application and advised there was an agenda item on this meeting to allow the Councillors to deliberate over it.

A second member of the public spoke to highlight concerns over the fly tipping on Webbs Heath to Siston Common. The person asked if this topic was also on the agenda, which was confirmed.

The Chair proposed that agenda items number 13 (Fly Tipping) and number 15 (Grant Application) were brought forward to be discussed, after agenda item 6 (Co-option).

**Resolved - All Agreed**

**95. Ward Councillor Update**

Sam Bromiley advised those present:

- A group has been created to improve the railway path from Mangotsfield to the Signal Box at Warmley and a proposal of improvements has been submitted to South Glos. Council, which includes signs and alternative surfacing, to improve safety.
- Sam is keen to use this same group, with the addition of Parish Councillors to make other improvements in Warmley.
- Following a planning application, by Warmley Waiting Room, it was discovered that historical approval to have outside seating at the café had expired and it was not noted until the new planning application was submitted. Sam does not foresee an issue with approval of the latest planning application, which he has supported.
- Litter picking has been completed on the A4174 ring road again, with less litter than on previous occasions.
- Sam is considering a 20 is plenty application for the roads in Warmley.
- Consideration is being given to a residents parking scheme on Stanley Road, although not all residents are in favour.

Ward Councillor Palmer asked the Clerk if she had heard any more from the Assess and Decide Team, about the traffic calming on Webbs Heath to Siston Hill, which the Clerk confirmed she had not. Marilyn confirmed the importance of keeping the pressure on South Glos. Council to progress this scheme. She further advised that her understanding of the actions required after the meeting held on the 21<sup>st</sup> July were – improved warning signage, reducing speed from 40mph to 30mph and a chicane.

#### **96. Co-option**

A short bio had been circulated before the meeting, at the request of one of the Parish Councillors, provided by the candidate.

Councillor Reade advised he would prefer this discussion to take place in a closed session at the end of the meeting. Councillors agreed to move this agenda item to the end of the meeting, without the public present.

**Resolved: All Agreed**

#### **97. Fly Tipping Webbs Heath / Siston Hill**

The Clerk advised that a resident has written to the Parish Council highlighting a problem with fly tipping on Webbs Heath through to Siston Hill. The resident had asked for warning signs, advising of CCTV to be considered. The Clerk advised she had written to South Glos. Council to ask how the issue of fly tipping on this route compared to other areas of Siston Parish. They advised Webbs Heath to Siston Hill reports were not any higher than any other area of Siston Parish. The contact at South Glos. Council advised that he would monitor reports of fly tipping and if there was noted an increase in incidents on that route, he would consider appropriate signage to be put in place.

A resident present advised she was surprised at the response from South Glos. Council, as she advised due to the route's proximity to the amenity site, there is often rubbish left, but the residents clear it up and place it next to bins.

Councillors were happy with the action proposed by South Glos. Council.

**Resolved: All Agreed**

A resident asked for a bramble in the small car park on Siston Hill to be cut back. Councillor Hackett agreed that Friends of Siston Commons would undertake the work.

#### **98. Grants**

Friends of Siston Common – on behalf of the action group for traffic calming Webbs Heath to Siston Hill – Councillors approved the grant application of £100.

**Resolved: All Agreed**

Councillors Reade and Stacey addressed Ward Councillor Palmer to consider funding for the group if more money is required in the future.

#### **99. Neighbourhood Planning**

Councillor Reade updated those present on the meeting held on the 9<sup>th</sup> August 2023. He reported there were 20 residents present, all of whom were actively involved in the discussions, and some had volunteered their expertise to certain tasks. He also advised he had investigated funding opportunities through grants with Locality, which can fund up to £18,000.

Councillors agreed for the Parish Council to designate the whole of Siston Parish as the Neighbourhood Area.

This application would be made by the Clerk on behalf of the Council, with Councillor Reade assisting.

Councillors also agreed to complete an initial grant application to Locality for a few thousand to allow a housing needs analysis to be undertaken. The Clerk was asked to make the application, with support from Councillor Reade.

**Resolved: All Agreed**

#### **100. Risk Assessment**

An updated Risk Assessment for 2023.24 was circulated in advance of the meeting.

Councillor approved the document for use.

**Resolved: All Agreed**

#### **101. Cyber Insurance**

The renewal terms from BHIB were circulated in advance of the meeting.

The Clerk advised that the cost had increased from the previous year.

She further advised that there was not an option for a 3-year undertaking, that Zurich do not offer a comparative product and Wesleyan had not quoted.

Councillors approved the insurance and costs for a further year.

**Resolved: All Agreed**

#### **102. Bristol to Bath Railway Path Incidents**

Councillor Reade explained there was possibly funding from WECA for improvements to the pathway payable to South Glos. Council. South Glos. Council did not currently plan to use the money in Siston Parish, so Councillor Reade is looking to record any accidents or incidents on the pathway through Siston Parish to get some funding approved for the Parish, by evidencing the issues that arise.

Ward Councillor Bromiley agreed he would raise this in the Policy Advisory Group.

**Resolved: All Agreed**

#### **103. Local Nature Action Plan**

A note of the opportunities to support activities to improve local nature and biodiversity in the Parish was circulated in advance of the meeting.

Councillors agreed they would like to formalise an action plan in the first instance as part of the Neighbourhood Planning.

Councillor Reade agreed he would obtain a copy of the documented plan from Tytherington Parish as an example.

**Resolved: All Agreed**

#### **104. Siston Village Signs**

Councillors approved the artwork and the location of the signs, which has been circulated in advance of the meeting.

Councillors asked the Clerk to ask South Glos Council to urgently cut back the hedgerow covering the sign currently in place by the Toll House on Siston Lane to make it visible. Once this work is complete, the condition of the sign can then be assessed, to see if a new one is required.

**Resolved: All Agreed**

#### **105. Allotment Water Source**

Councillors approved approaching two local businesses to ask if water butts could be placed near their guttering to collect the water for use on the allotments.

Councillor Rees agreed to advise the Clerk of a contact number for one of the businesses.

**Resolved – All Agreed**

#### **106. Finance**

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

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

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

**Resolved - All agreed.**

#### **107. Accounts for Payment**

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

1. S Thomas – Salary - £839.91
2. HMRC - £250.84
3. S Thomas – Expenses - £180.47
4. Warmley Community Centre – Room Hire - £50.75
5. Scribe – New Financial System – approved min ref 81 - £788.40
6. Oldland Parish Council – Recharge of removal of Graffiti - £15.40
7. BHIB Cyber Insurance Renewal – min ref 101 - £370.25
8. SLCC STH CiLCA Qualification - £450
9. Warmley Community Centre – Room Hire for Neighbourhood Planning Meeting - £29

Also agreed:

- Payment of the approved grant min ref 98 – Friends of Siston Common on behalf of the Action Group for Traffic Calming on Webbs Heath to Siston Hill - £100
- Emergency repair of the bus shelter glass - £290 plus VAT

**Resolved – All Agreed**

#### **108. Clerks Update and Correspondence**

## Update

- An on-site meeting was held on Webbs Heath and Siston Hill attended by Parish Councillors, Ward Councillors and residents to look at the issues with speed and visibility on the route. The Clerk subsequently completed documentation required by South Glos. Council to have this route assessed. The issue was highlighted in the first instance to the Assess and Decide Team in 2022 by Siston Parish Council. Resource issues at South Glos. Council have caused a delay in getting this issue progressed initially. Residents have advised they plan to do a leaflet dropping exercise to gain further interest from residents. Ward Cllr Ben Stokes has advised the situation will be monitored by himself and Ward Cllr Marilyn Palmer.
- The Gmail account has been upgraded as agreed at the last meeting to Google One with 200 GB of storage. The previous version had reached 98% capacity. The payment of £24.99 will be collected annually.
- The One Drive has now been upgraded as agreed to Microsoft 365 with 1TB of storage space and all updated apps. The annual cost is £59.99 per annum at present.
- Councillor Bryant completed the annual judgement of the allotments. The best allotment and most improved allotments were chosen and a certificate and £25 prize money were awarded at the Warmley Flower Show.
- A police update report was received. Notable were the bike marking events at Warmley Tea Rooms on Sunday 27th August 1000-1400 and Sunday 24th September 1000-1400.
- Councillor Reade attended two South Glos. Council pop up meetings about Waste and Recycling and the A432 closures. He has highlighted overflowing green waste bins being refused and suggested sacks could be provided. In addition, he made the suggestion of junction 18A being reconsidered, if the bridge on the A432 is found to be unsafe, an objection against putting permanent lights at Tormarton to replace the ones that are temporarily in place and highlighted the fact the A420 weight limit being trumped by the diversion required on the A432 closures during works.
- Councillor Stacey attended the site visit at Bridgegate Engineering factory with the Planning Committee on 4<sup>th</sup> August 2023 and the Committee meeting on the 17<sup>th</sup> August 2023. The Bridgegate Engineering planning application was subsequently approved.
- The Clerk attended a training session with Scribe on the 16<sup>th</sup> August 2023 to understand how to manage the setting up on the Finances on the new system.
- An email was sent to the Environment Agency to get an update on the Warmley Brook pollution. No response received. The Clerk called for an update and was advised that the agency are not able to provide updates due to a lack of funding in the department. A request would be sent to the local team, however there is no guarantee of a response. The Clerk located an email from a Bristol Team has sent a further email to see if an update can be provided from that source instead. Response awaited.
- The bridle way on Goose Green has now repaired satisfactorily. This had received a poor repair back in June, when some utility work was undertaken.
- Two responses have been received from Ward Councillors about possible funding for the 80<sup>th</sup> anniversary of D Day celebrations. No grants yet available, but there be some available shortly.
- Cllr Hackett advised of a car being sold on the common land, which appears to be against byelaws. The Clerk has advised the Commons Officer, advising the location.
- The Clerk made a visit to HSBC to resolve an issue with getting a blank HSBC mandate, which has now been received for completion.

## Correspondence

- Email received from a resident highlighting fly tipping becoming a problem on Webbs Heath. Ward Councillor Ben Stokes supported this as an issue. The Clerk has written to South Glos. Council to find out more data about the amount of fly tipping on this route and how this compares with other routes in the Parish. An agenda item was added for consideration by the Councillor.
- Email received from a resident asking about the nature corridor on the housing estate at Bridgegate. They have overgrown hedgerows, affecting their light and wished for the pathway to be cut back. The Clerk has sent the resident a link to the Report It function of South Glos. Website, for overgrown hedges.
- Email received from a resident reporting a faulty bollard on Siston Common. The Clerk has reported this to the Commons Officer. A second email advising that the broken bollard has not been repaired.

The Clerk spoke with the Commons Officer and advised that whilst the concrete on the posts is broken, the metal reinforcement is still ok. I have advised the resident accordingly and sent their comments to Matthew for his information, as it contained a suggestion of a replacement. As the email from the resident advised that there were issues with speeding cars, which had been reported to the police. The Clerk sent a copy of the comments to the police contact also. The resident subsequently called and advised the police were present and not called, it was a mis type and post is now fully over. The commons officer has now asked Streetcare to assess the situation and make good the bollard. The resident made a further call to the Clerk, where this further information was advised. Ward Councillor Bromiley agreed to chase up this repair.

- Email received from resident to advise that bus shelter 722 on the London Road had a smashed glass panel over the weekend. The Clerk arranged for SGC out of hours to remove the glass and make the area safe. This was completed very quickly. The resident sent a complimentary email about how quickly the area was made safe. Quotations for a replacement glass panel has now been obtained for an emergency repair and the repair booked, which can take up to 7 days, following the process in the Financial Regulations. The Clerk advised the insurance excess was £250.

Councillors approved the repair cost of £290 plus VAT with the work being undertaken by 365 Glass and Glazing Ltd, as the cheapest quotation.

**Resolved: All Agreed**

#### **109. Friends of Siston Commons**

No report submitted this month due to closure of the group for the month of August.

#### **110. Other Business**

- Councillor Hackett explained that Emersons Green Town Council are employing an Environmental Officer. He would like Siston Parish Council to contribute to the salary and utilise this service.
- Councillor Hackett proposed collaborating with Oldland Parish Council on a project at the rear of St Barnabas Community Garden
- Councillor Reade advised that he proposes the Parish Council write to Bridgegate Engineering and ask them to plant screening on the west side of their new building to protect residents.
- Councillors were interested in discussing placing allotments on the old market garden on Tower Road, with Councillor Bryant present.

#### **111. Co-option**

Councillor Stacey asked the candidate and members of the public to leave.

Each Councillor expressed their point of view.

The Councillors declined the candidate.

**Resolved: By majority 3:1 (Councillor Rees abstained)**

**Date of next meeting: Thursday 21<sup>st</sup> September 2023 Community Centre**

**Meeting closed at – 21:05**

**Confirmed and signed**

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

*Sara Thomas*

**Clerk for Siston Parish Council Email:- [sistonpc@gmail.com](mailto:sistonpc@gmail.com) Tel:- 07946 858048**