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**MINUTES OF A MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON WEDNESDAY 28th JANUARY 2015 IN THE VILLAGE HALL
Draft until adopted by Council and signed by the Chairman**

Present: Cllrs Mrs E Brimmell (Chairman), Mrs C Arnold, B Barraclough, D Elliott, A Grant, J Layzell and C Whitmarsh.

The Minutes were taken by Mrs E Merko (Clerk).

Public Participation: There were no members of the public present.

The Chairman opened the meeting at 7.35pm.

806. Apologies: Apologies were received from Ward Councillor Tim Warren.

807. Adoption of Minutes: The minutes of the Parish Council Meeting held on 26th November 2014 and the Planning meetings held on 26th November 2014 and 13th January 2015 were agreed as an accurate record. The minutes were proposed and unanimously agreed for adoption.

808. Actions Report

Action 536/1: Prospect Stile Farm planning enforcement.

Ongoing. Ward Cllr Warren and the Chair of Hinton Blewett Parish Council had met with B&NES CEO and the Development Director on 13th October and, although an update had been sought on two occasions since, the situation had not changed. The Clerk was asked to write again to the Development Director, copying all those from the October meeting.

Action 730/1 The Parish website.

Ongoing. A meeting with a local web designer was expected at the end of January. If the local web designer is not able to undertake the work then a timetable for development of the new website would be drawn up and other design options investigated.

Action 731/1 Planning Tuition.

Complete. A date of Friday 27th February had been set. The Clerk would confirm the time.

Action 734/2 Online bank transfers/e-payments for inclusion in Financial Regulations.

Complete. ALCA had confirmed that as Hinton Blewett did not do any electronic banking (direct debits / BACS payments) there was no need to amend the Financial Regulations.

Actions 759/1 Hollowmarsh Lane.

Ongoing. The hedge had been cut. BANES' PRoW Officer had visited the site and suggested the installation of a York style gate at both entrances to the footpath in an attempt to keep out off-road 4x4 vehicles which had caused a lot of damage. There were also plans to level the lane and get the water running in the correct places to solve the issue of flooding. The PRoW Officer had discussed the idea with the landowner who would create a temporary barrier shortly. The Parish Council was asked whether it would consider contributing £200 towards the cost of the gates. This was discussed later in the meeting.

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- Action 787/1** A response had been sent to The Ring O Bells detailing the Parish Council's requirements for a firework display. The Ring O Bells subsequently decided not to go ahead with the New Year's Eve fireworks display.
- Action 796/1** Parish Council's concern at the date error on enforcement notice 14/02778/FUL. **Complete.** A letter was sent to BANES and the Development Director had responded that the pub had indicated that the work would be undertaken on the pub in March to include painting the outside and alterations to the canopy. The Case Officer would make a further visit in March to confirm that the work had been completed.

It was noted that repairs to the Barbury, as promised by Butcombe Breweries had not yet taken place.

Actions 786/1, 787/2, 789/1, 790/1, 790/2, 791/1, 792/2, 792/3, and 796/2 were reported as complete.

809. Dispensation

Councillors requested dispensation from the Clerk in order to set a budget and approve a precept. The request for dispensation was signed by Councillors Mrs Arnold, Elliott, Layzell and Whitmarsh; Councillors Mrs Brimmell, Grant and Barraclough having been granted dispensation in 2013 until 2015. Dispensation was granted for the current year, signed by the Clerk and a hard copy retained for filing.

810. Budget 2015-16

The draft budget was discussed.

It was noted that the money budgeted for a new website would likely be matched by other village organisations contributing to the overall cost.

There was discussion of whether donations made towards play equipment could be used to off-set maintenance costs but it was confirmed that it was not possible to change the purpose of the funds raised retrospectively. It was confirmed that there were plans to purchase more equipment once there were sufficient funds.

As previously discussed it was agreed to budget £200 for a grant to PRoW towards the cost of gates to prevent off-roader damage to Hollowmarsh Lane.

It was suggested that allowance be made for the repairs to Prospect Stile gate (likely to be around £150) and that an additional reserve be earmarked for the remaining cost to complete the interpretative sign at Prospect Stile (£320); this was in addition to grants promised from Mendip Hills AONB, Butcombe Breweries and Wessex Water.

Following the discussion it was proposed and unanimously agreed to set a budget of £7,985 for 2015-2016. Attached as Appendix 1.

811. Precept 2015-16

Although the Parish Council's Precept for 2014-15 was £6,209, its actual projected expenditure was £7,291 (which included additional salary and office expenses, training and recruitment, but excluded play equipment which was grant funded). With further anticipated extra costs including budgeting for replacement of office equipment, staffing costs, community grants and website renewal, a Precept increase of £694 compared with 2014-15 expenditure was felt to be necessary.

It was proposed and unanimously agreed to approve a Parish precept of £7,985. The precepted sum included a B&NES Support Grant of £180.

Action 811/1: Submit Precept 2015-2016 return to BANES.

812. Bank reconciliation, Monthly accounts and budget variances

The Finance Monitor confirmed the bank reconciliation was correct.

The report detailing areas of the budget which had been exceeded by £100 or more was noted. It was proposed and agreed that the accounts report to 31st December 2014 was a true reflection of the bank account.

813. Authorisation of payments.

Grant requests were received from St Margaret's Churchyard, Hinton Blewett Village Hall and Midsomer Norton and Radstock Dial a Ride. It was agreed that grants should be awarded to all three organisations.

Cheques

£250.00: Grant to St Margaret's Churchyard (chq 407)

£250.00: Grant to Hinton Blewett Village Hall (chq 408)

£35.00: Grant to Midsomer Norton and Radstock Dial a Ride (chq 409)

£22.80 (inc VAT): to Arien Designs Ltd for No Parking sign (chq 410)

The Clerk requested permission to attend a training course for preparation of the Year End accounts at a cost of £85 plus mileage. Although the Training budget was already exceeded it was agreed that it was important training that should be undertaken.

Cllrs Barraclough and Whitmarsh were instructed to sign cheques. It was proposed and unanimously agreed to approve the cheque payments and training costs.

There was no income to report.

814. B&NES Placemaking Plan Consultation

Councillors discussed BANES' Placemaking Plan Consultation (Stage 2) document with reference to Hinton Blewett's Placemaking Plan as submitted for Stage 1.

Although Hinton Blewett had proposed three Locally Important Green Spaces it was felt that the two that had been taken forward by BANES (GR3 and GR4) were the most important and it was therefore agreed to support the Locally Important Green Spaces identified in Stage 2.

During discussion Cllr Whitmarsh declared a Disclosable Pecuniary Interest in this item as he owned one of the four sites that were being discussed. Cllr Whitmarsh abstained from the subsequent vote. There was discussion of the four potential sites for development which had been put forward in Stage 1 but had been rejected in Stage 2. It was noted that the two sites (SR8 and SR9) which had been proposed in Stage 2 were adjacent to the Housing Development Boundary (HDB) whilst the four that had not been taken forward were remote the HDB. Nevertheless it was felt strongly that the four other sites that had been identified were important to the village as potential sites for development and the Council decided that it would like to discuss these further with the Placemaking Plan Officers.

After discussion it was unanimously agreed (with one abstention) that the following text would be submitted in response to the consultation with reference to sites GR3, GR4, SR8 and SR9:

"Hinton Blewett Parish Council supports the allocation of GR3 and GR4 as Locally Important Green Spaces.

Hinton Blewett Parish Council supports Sites SR8 and SR9. However, the Parish Council would like serious consideration to be given to the other four sites as detailed in the Hinton Blewett

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Placemaking Plan Stage 1. The Parish Council would like the opportunity to discuss the other four sites further with the Placemaking Plan Officers.”

Action 814/1: Clerk to submit responses as detailed above to the Placemaking Plan Consultation.

815. Highways and Footpaths

- It was reported that the No Parking sign to be sited at the top of Litton Lane had been ordered at a cost of £19 plus VAT.
- CL12/3, Hollowmarsh Lane – this was discussed in minute 808 above.
- Prospect Stile - It had been reported that the gate post into the seating area was rotting and the hinge coming away. The PRoW Officer inspected this and suggested that the work be completed when the new interpretive sign was installed.
- Prospect Stile Interpretive Sign - a £250 grant had been secured from Wessex Water towards the project. The cost of the project was £2,215 plus pro bono design of £600. Funding had been secured from HBPC (EMR £870), Mendip Hills AONB (£500), Butcombe Breweries (£250) and Wessex Water (£250). This meant the money outstanding for the project was £320. As noted in the budget discussions £470 was allocated for 2015/16 for completion of the interpretive sign and for repairs to the gate post.
- Concern was raised at the amount of dog mess in the Parish. A notice which came from the WI was circulated and would be copied for display around the Parish including on the Parish noticeboard.

Action 815/1: Promised funds to be followed up and secured from Butcombe Brewery and Mendip Hills AONB.

Action 815/2: arrangements to be made for the acceptance of the grant from Wessex Water.

Action 815/3: arrangements to be made for work to commence on Prospect Stile interpretive sign after April 2015.

Action 815/4: arrangements to be made for repair to Prospect Stile gate after April 2015.

Action 815/5: copies of sign warning of the hazards of dog mess to be copied and displayed.

816. Items for information from the Clerk

a) Water mains

Water bursts had continued. The Bristol Water Inspector confirmed that the cost of bursts was now exceeding the cost of a replacement pipe. The pipe which runs along Cameley Lane had therefore been referred for replacement. Although residents regularly complained to Bristol Water, it was asked that the Parish Council also write regarding the regular power cuts and variable pressure and to ask for an update on what was planned.

Action 816/1: Clerk to write to Bristol Water.

b) Nominations to attend the Royal Garden Party

The Council received a request from ALCA to nominate members to attend the Royal Garden Party. No nominations were suggested.

c) Chelwood Bridge Rotary Club Community Award

The Council was invited to nominate a person for the Rotary Club's 2015 Community Award. No nominations were suggested.

d) Teenage Cancer Trust

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The Council considered a request for support from this charity. It was agreed that it would not be possible to allocate any funding to this charity in 2015-16.

e) Defibrillator

AED Locator had advised of a number of thefts in the area. It was suggested that defibrillators could be removed until the culprit was apprehended. However, this was not deemed to be necessary. The Clerk was asked to confirm that the defibrillator was covered under the Parish Council insurance and if not to make arrangements to do so. In addition AED Locator had informed that it would be extending its hours of service to 24/7 from beginning of February 2015. Lastly a security measure in the form of a Smartwater detection system would be installed in each defibrillator. As a result of the extended hours and security measures, AED would be fixing a cost of £95 per year plus VAT for its services which hitherto had been free. The Clerk would make enquiries into other organisations that would register and receive defibrillator checks.

Action 816/2: Confirm that the defibrillator was covered under the Parish Council insurance.

Action 816/3: Clerk to compare AED Locator with other similar companies which do not charge and make suggestions on whether to change to an alternative organisation for safeguarding of the Parish defibrillator.

f) 14/05539/OUT, planning application at West House Farm/West End Farmhouse

An email from Mr Tovey had been circulated to councillors expressing disappointment at the comments submitted by the Parish Council for planning application 14/05539/OUT, which, although in support of the application, were, in the opinion of Mr Tovey, mainly negative. The email was noted.

There was discussion of whether it was appropriate to vote in favour of a Placemaking Plan which proposed the site for potential development but later to make objections to development on the site because it had been subsequently discounted by B&NES. It was reiterated that the requirement of the Placemaking Plan had been to identify every possible potential site for development and that these would always have been subject to B&NES Stage 2 review before being taken forward for consultation.

It was noted that Councillors were free to make comments as they saw fit at the present time and that each application should be taken on its own merit.

It was agreed to ensure that future planning responses were carefully considered.

g) Transparency Code

The document, which was expected to come into force in March 2015, was circulated, being relevant to authorities such as Hinton Blewett Parish Council with a turnover not exceeding £25,000. It was agreed that the introduction of the new website would make the required, online publication of documents much easier. It was noted that there may be funding available to help with the requirements of the Transparency Code. The Clerk would investigate when information was available.

Action 816/4: Clerk to investigate possible funding which could be used towards the cost of a new Parish website.

h) 2015 Elections

Councillors received ALCA's Elections booklet.

i) Planning decisions

The following decision was noted:

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14/05404/FUL - The Gables Lower Road Hinton Blewett

Erection of single storey rear extension, dormer extension and open porch on rear entrance.

Applicant: Mr And Mrs Huw Tarrant Case Officer: Christine Moorfield

Decision: PERMIT Date of Decision: 19th January 2015

- j) The Village Litter Picking Day had been a success.

The meeting closed at 9.55pm.

APPENDIX 1

Printed on 19/03/2015		Hinton Blewett Parish Council									
At 9:49 PM		Budget Detail - By Centre									
									<i>Note: (-) Net Expenditure means Income is greater than Expenditure</i>		
Note : FINAL Budget for 2015-16											
		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
100	<u>Administration</u>										
4000	Clerk's Salary	2150	2094	2670	0	0	2670	2219	2880	2755	
4010	Clerk's Equipment/Expenses	300	467	350	0	0	350	592	730	680	
4011	Accounts Software	0	676	110	0	0	110	109	109	115	
4013	Village Projector	0	0	0	0	0	0	388	388	0	
4014	Website	0	0	0	0	0	0	0	0	150	
4020	Training	100	93	150	0	0	150	270	405	300	
4030	Subscriptions	200	188	150	0	0	150	126	126	130	
4040	Recruitment Costs	0	0	0	0	0	0	341	341	75	
4050	Bank Charges	30	0	0	0	0	0	0	0	0	
4051	Accountant Charges	0	25	25	0	0	25	0	0	0	
4060	Audit Fees	120	100	100	0	0	100	100	100	100	
4070	Insurance	310	293	310	0	0	310	287	287	300	
4080	Hire of Hall	85	140	85	0	0	85	0	85	85	
4223	Defibrillator Replacement Unit	0	975	0	0	0	0	0	0	0	
	OverHead Expenditure	3,295	5,050	3,950	0	0	3,950	4,432	5,451	4,690	
1076	Precept	4483	4483	6209	0	0	6209	6209	6209	0	
1077	Precept Grant	180	180	180	0	0	180	180	180	180	
1090	Interest Received	5	1	2	0	0	2	0	0	1	
4012	Projector contributions	0	0	0	0	0	0	259	259	0	
4222	Donations	0	709	0	0	0	0	0	0	0	
	Total Income	4,668	5,373	6,391	0	0	6,391	6,648	6,648	181	
100	Net Expenditure	-1,373	-322	-2,441	0	0	-2,441	-2,217	-1,197	4,509	
200	<u>Facilities and Maintenance</u>										
4200	Barbury Mowing	380	330	410	0	0	410	0	340	350	
4210	Footpath Maintenance	600	595	605	0	0	605	595	595	955	
4220	Defibrillator Maintenance	75	140	75	0	0	75	50	50	75	
4230	Open Spaces Maintenance	75	0	75	0	0	75	84	75	80	
4240	Prospect Stile sign	0	0	0	0	0	0	0	0	320	
	OverHead Expenditure	1,130	1,065	1,165	0	0	1,165	729	1,060	2,780	
1100	Grant Income - Footpaths	600	602	605	0	0	605	604	604	605	
1102	Grant Income - P.Stile Sign	0	0	0	0	0	0	0	0	0	
4222	Donations	0	0	0	0	0	0	300	300	0	
	Total Income	600	602	605	0	0	605	904	904	1,605	
200	Net Expenditure	530	463	560	0	0	560	-175	156	1,175	

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300	Playing Field										
4310	Playing Field Maintenance	250	111	250	0	0	250	192	250		250
4320	Play Equipment	0	0	0	0	4382	4382	4382	4382		0
4340	Playing Field Set Up Works	200	263	0	0	0	0	0	0		0
	OverHead Expenditure	450	374	250	0	4,382	4,632	4,574	4,632		250
1101	Grant Income - Playing Field	0	4396	0	0	0	0	0	0		0
1300	Donations Rec'ed	0	0	0	0	0	0	1500	1500		0
	Total Income	0	4,396	0	0	0	0	1,500	1,500		0
300	Net Expenditure	450	-4,022	250	0	4,382	4,632	3,074	3,132		250
400	Section 137										
4400	Grants - Section 137	500	630	530	0	0	530	535	530		535
	OverHead Expenditure	500	630	530	0	0	530	535	530		535
400	Net Expenditure	500	630	530	0	0	530	535	530		535
900	Earmarked Reserves										
9000	EMR Prospect Stile Sign	0	0	0	870	0	870	0	0		0
9010	EMR Playing Field	0	0	0	4396	4382	14	0	0		0
	OverHead Expenditure	0	0	0	5,266	-4,382	884	0	0		0
900	Net Expenditure	0	0	0	5,266	-4,382	884	0	0		0
	Total Budget Expenditure	5,375	7,119	5,895	5,266	0	11,161	10,270	11,673		8,255
	Income	5,268	10,371	6,996	0	0	6,996	9,053	9,052		1,786
	Net Expenditure	107	-3,252	-1,101	5,266	0	4,165	1,217	2,621		6,469
As agreed at Parish Council meeting on Wednesday 28th January 2015. Minute number 810											