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**MINUTES OF A MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON WEDNESDAY 25th MARCH 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. Ward Councillor Tim Warren was also present.

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 7.30pm.

817. Apologies: There were no apologies.

818. Adoption of Minutes: The minutes of the Parish Council Meeting held on 28th January 2015 were agreed as an accurate record. The minutes were proposed and unanimously agreed for adoption.

819. Actions Report

Action 536/1: Prospect Stile Farm planning enforcement.

Complete –The Development Director and the Principal Planner/Enforcement Officer had undertaken a thorough investigation of the case looking back to the original enforcement notice in 2011 and previous discussions on the issue which dated back to 2007. The officers involved in the case at the time no longer worked for the Authority and they were unable to ascertain why they misdirected themselves. It was the opinion of B&NES that the caravan sited at Prospect Stile Farm was in a position in which a caravan had been sited for over 10 years and was therefore “lawful by default”. Therefore the Council could not pursue the matter of the caravan or its residential use on this site further and the case had been closed. The Parish Council expressed frustration that the matter had not been resolved sooner and cited a long list of requests for information and resolution which had gone un-answered. It was noted that a planning application had recently been received for “Erection of a log cabin for residential use following the removal of a caravan and outbuildings” on the site. The application would be considered with due diligence at the next meeting.

Action 730/1 The Parish website.

Ongoing. Details below in Minute 820.

Action 731/1 Planning Tuition.

Ongoing. The date of 27th February had been cancelled due to illness. It had been decided that a new date would be set after the elections in May.

Action 814/1 Responses to the Placemaking Plan Consultation

Complete. Responses had been submitted as discussed and a specific request had been sent for an Officer to meet with the Parish Council to discuss the sites for development that had not been put forward at Stage 2. It was reported that the Placemaking Officer would be happy to attend but would not be able to do so until after the elections. Therefore a date would be arranged after 7th May.

Action 815/1 Funds pledged for refurbishment of Prospect Stile and interpretative signs to be followed up and secured from Butcombe Brewery and Mendip Hills AONB.

Signed..... (Chairman) Dated..... Page..... 1

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Ongoing. Funds from Mendip Hill AONB had been confirmed. Funds from Butcombe had not yet been reconfirmed. It was asked that the Clerk continue to try to secure funds from Butcombe Breweries. The Duchy of Cornwall had suggested that it might be able to donate some funds if there is a shortfall. It was also suggested that the Ward Councillor's Initiative Fund might be available.

- Action 815/2** Arrangements be made for the acceptance of the grant from Wessex Water.
Complete. Monday 30th March had been set. The Clerk would receive the cheque and Councillors were invited to attend as well. A press release had been sent to local press by Wessex Water.
- Action 815/3** Arrangements be made for work to commence on Prospect Stile interpretive sign.
Complete. Details given in Minute 826.
- Action 815/4** Arrangements be made for repair to Prospect Stile gate after April 2015.
Complete. This had been completed on the day of the meeting. A rotten fence post as well as the damaged gate post were replaced.
- Action 815/5** Copies of sign warning of the hazards of dog mess to be copied and displayed.
Complete. It was also reported that some sturdy signs from BANES had been sourced and that these would be put up in place of some older posters that were faded and worn.
- Action 816/1** Clerk to write to Bristol Water regarding problems with pressure and cuts.
Complete. A response had been received from Bristol Water confirming that the main had been recommended for replacement although financial negotiations restricted the progress of the project at present. The letter also confirmed that the pressure in Hinton Blewett was above (although only marginally) the minimum standard required by the regulation authority OFWAT. The Parish Council was optimistic that the work would be completed within the coming year.
- Action 816/4** Clerk to investigate possible funding which could be used towards the cost of a new Parish website.
Ongoing. ALCA had reported that this was raised at the last meeting between NALC County Officers and DCLG. It was understood that the grant had been approved, but its administration not yet decided. ALCA would give more information when this became available. It was agreed that work on the website would go ahead in any case.

Actions 796/3, 811/1, 816/2 and 816/3 were reported as complete.

Action 819/1 To arrange a date for the Placemaking Officer to speak to the Parish Council about sites put forward for potential development in Stages 1 and 2 of the Placemaking Plan.

820. Parish Council website

It had been agreed that a local resident with website design expertise would be approached to design the new website. However, the Parish Council's IT Support had expressed caution if the resident did not have professional indemnity insurance, which was the case. It was proposed and agreed instead that the Clerk and Chairman put the website together. It was agreed to pay the Clerk overtime for the work from the budget for website design.

821. Playing field play equipment grant

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Awards for All required an End of Grant report. The original grant application had included provision for a shelter at the playing field. Although the shelter had not been installed it was hoped to get agreement to use the unspent funding, together with donations received in the past year to purchase a set of swings instead.

Action 821/1 Complete the Awards for All end of grant report and request use of shelter funding for alternative equipment.

822. Defibrillator

Following discussion about the future maintenance and governance of the unit it was agreed to retain the services of AED Locator for the time being. It was noted that the Hinton Blewett defibrillator had been used on at least two occasions.

Action 822/1 to investigate with AED Locator the issue of security relating to the door code on defibrillator cabinets.

823. Freedom of Information publication scheme policy

The Parish Council was required to update its policy regarding the availability of information. The Information Commissioner's Office new model publication scheme policy was proposed and unanimously agreed for adoption. It was agreed to make the information available on the noticeboard and the new website when completed.

Action 823/1 To amend the Freedom of Information (Information Available) document as above and to produce an A5 copy for display on the noticeboard.

824. Bank reconciliation and monthly accounts

The Finance Monitor confirmed the bank reconciliation was correct. The overspend on training was noted but it was agreed that these had been necessary costs. It was proposed and agreed that the accounts report to 28th February 2015 was a true reflection of the bank account. It was noted that the address on the bank account had finally been changed and that bank correspondence was now being sent to the correct address.

825. Authorisation of payments.

Cheques

£70.00	Hinton Blewett Village Hall for hall hire 2014 (chq 000411)
£403.51	BANES for Barbury mowing (£336.26 NET) (chq 000412)
£102.00	Rialtas Business Solutions for Year End training (£85 NET) (chq 000413)
£131.55	Clerk's expenses Dec-Mar (including Microsoft Office licence renewal) (chq 00415)
£35.00	Information Commissioners Officer for registration as a 'processor' of personal information (chq 00414)
£158.00	Martin Currell for repairs to Prospect Stile gate (chq 000416)

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

Income

£1158.24 Village Hall grant including gift aid on donations from local events

The income was noted.

826. Highways and Footpaths

- Prospect Stile interpretative signs. The Landowner and the Duchy of Cornwall had been informed of plans to commence work on the project. It was agreed to go ahead with reinforcing the platform using sleepers instead of stone as had been planned previously.
- Footpaths maintenance. It was reported that a new footpath maintenance contractor had been appointed.
- Overgrown hedges. The following hedges were reported as overgrown and would be reported to Highways: the Old Rectory and Middle Hill Farm.
- Footpath CL12/31 alongside Coley Reservoir. The hedge alongside the Bristol Water cottage was reported as overgrown and causing excessive wear to the edge of the footpath. It would be reported to the PRoW Officer.

Action 826/1 New footpaths maintenance contractor to be reminded of health and safety responsibilities.

827. Items for information from the Clerk**a) Planning decisions**

The following decision was noted:

14/05565/LBA - West House Farm, Back Lane, Hinton Blewett

External alterations to remove 18 No. existing single glazed windows and replace with painted hardwood framed double-glazed windows and install pennant stone sub-cills (Retrospective).

Applicant: Mr & Mrs Martin Ward	Case Officer: Adrian Neilson
Decision: REFUSE	Date of Decision: 3 rd March 2015

It was noted that two planning applications had been received for comment which would be considered at a Planning meeting on 22nd April following the Annual Parish Meeting: 15/01336/FUL and 15/01336/FUL.

b) Grants. A letter of thanks from Dial a Ride was noted.

c) Broadband

An update on BT broadband provision for Hinton Blewett was received which showed fibre optic broadband to be "coming soon" to Hinton Blewett. A councillor reported that Sky broadband was already being publicised as available in the Parish as well as various satellite dish options. It was hoped that BT fibre optic broadband would be available by October.

d) Care Act Communications Plan

B&NES' new policy on Care Communications was received. It was commented that the Village Agent had been a useful link for care matters in the Parish. It was reported that a new Village Agent had been appointed and it was therefore hoped that the coffee mornings with the Village Agent could be reinstated.

e) Local Flood Representatives

It was felt that the role was not required for the parish of Hinton Blewett.

f) Joint Local Access Forum (JLAF)

It was not felt that membership was necessary for the Parish.

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- g) Donation request from St John's Ambulance.** It was not felt appropriate to donate Parish funds for causes not directly related to Hinton Blewett. However, it was suggested that future budgets should allow for one-off donations and that a donations policy should be drawn up.
- h) Streetlife.** It was felt that the network was not appropriate for Parish Council involvement although individuals may benefit for the network.
- i) Sky Lanterns.** The dangers of sky lanterns as highlighted by Avon Fire Authority were noted.
- j) National Plant Monitoring Scheme.** Although it was not felt to be something the Parish Council itself would undertake, parishioners were invited to investigate the scheme if they were interested. www.npms.org.uk
- k) Hinton Blewett phone box.** The Clerk would write to BT and ask that they arrange refurbishment and maintenance of the kiosk.

Action 827/1 to make provision for one-off donations in the budgeting process and to draft a donations policy.

Action 827/2 Clerk to write to BT and ask that they arrange refurbishment and maintenance of the kiosk.

828. Annual meeting of the Parish Council

In order to ensure sufficient time to complete the end of year accounts, audit and Annual Return it was agreed to move the Annual Meeting of the Parish Council to Tuesday 19th May.

The meeting closed at 9.05pm.