

**MINUTES OF A MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON WEDNESDAY 28th SEPTEMBER 2016 IN THE VILLAGE HALL
Draft until adopted by Council and signed by the Chairman**

Present: Cllrs Mrs E Brimmell (Chairman) and C Arnold and Cllr M Jay.
Ward Cllr T 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 7.50pm.

- 16/191 Apologies:** Apologies were received from Cllrs Duckett, Elliott, Huffadine and Layzell.
- 16/192 Declarations of interest:** There were no declarations of interest.
- 16/193 Adoption of Minutes:** The minutes of the Parish Council meeting and Planning meeting held on 27th July 2016 were agreed as an accurate record. The minutes of both meetings were proposed and agreed for adoption.
- 16/194 Review of new policies:** the following new policies were approved: Complaints Procedure, Disciplinary and Grievance procedures, Training Policy. It was proposed and agreed to adopt these policies.
- 16/195 Local Government Finance Settlement Technical Consultation:** it was agreed to respond to the consultation with the following statement on behalf of the Parish Council:
Hinton Blewett Parish Council feels that there should be no cap at all for any town or parish council. In historic villages such as our own, the Parish Council has a duty of care to look after its heritage. It is very important for Parish Councils on a small precept such as ours to be able to cover unplanned and unexpected expenditure which cannot be accounted for in the day-to-day budget.
- 16/196 Ragwort:** following discussion it was agreed that the polite letter to landowners requesting the removal of ragwort to prevent seeding be made an annual communication. It was agreed that any flowering ragwort noticed in May/June would be reported to DEFRA using the appropriate form.
- 16/197 Improvements to the Village Pound:** following recent damage to the oak posts that protect the historic area known to have been the Village Pound, a project idea to tidy and enhance this part of the village was presented. Improvements would include an informative sign and reinforced edging to prevent damage from farm vehicles. It was agreed to move forward with the project to get quotes and seek funding.
- 16/198 Refurbishment of the defibrillator cabinet:** it was agreed that the sum of £125 as quoted by AED Locator be budgeted for 2017-8 and the order placed for the work to be done in April 2017.
- 16/199 Annual Return:** it was noted that the External Auditor had approved the Annual Return as being in accordance with proper practices. A small matter concerning the calculation of the period of public rights to inspect the accounts had been raised for future reference. The notice confirming the conclusion of audit would be displayed on the noticeboard and on the website.
- 16/200 Monthly accounts and bank reconciliation:** in his absence, the Finance Monitor had confirmed in writing that the bank reconciliation was correct. It was proposed and agreed that the accounts report to 31st August 2016 was a true reflection of the bank account. There were no significant variances to note.

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

16/201 Authorisation of payments: The following payments were considered:Cheques

£100.00	Annual Return fee to Grant Thornton UK LLP +VAT (chq 454)
£30.00	Information Governance and Data Protection training from ALCA for the Clerk*
£37.50	Playing Field Inspection 1 of 4 by B&NES +VAT (chq 453)
£19.77	Printer drum and postage expenses – reimbursed to Clerk (chq 455)
£127.50	Martin Currell for strimming playing field, weeding Barbury and re-siting posts at Pound (chq 456)
£52.50	Martin Currell for weeding around Village Hall car park and weeding playing field (chq 460)
£1.00	Nominal rent for playing field lease to Rees-Mogg estate (chq 457)
£200.00	Contribution to footpath works at Hollowmarsh Lane taken from EMR*
£0.40	PAYE due to HMRC for quarter 2 (chq 458)
£113.00	Annual maintenance fee to RBS for accounting software ALPHA +VAT (chq 459)

* These payments to be made on receipt of invoice.

Standing Orders

Clerk's salary - NJC salary scale point 17, pro rata for 6 hours per week

Clerk's homeworking allowance

Cllrs Arnold and Jay were instructed to sign cheques and invoices. It was proposed and agreed to approve the payments.

Income

There was no income to report.

16/202 Highways and Footpaths:

- It was reported that the Deputy Land Steward for the Duchy of Cornwall had visited Prospect Stile and was very pleased with the refurbishment. He had agreed to speak to the tenants about clearing excess foliage in order to re-enhance the view; the clearance would be subject to permission as the area was under the Stewardship Scheme.
- It was noted that all future incidents of loose livestock and concerns for animal welfare should be reported directly to B&NES Animal Welfare Officer, Mark Erickson: mark_erickson@bathnes.gov.uk copying in the Clerk. However, it was also pointed out that any immediate issue of loose cattle should also be reported to the Police by calling 101.
- Bollards on Coley Hill – the flexible bollards had been delivered but there was no specific date for installation yet.
- Persistent flooding on Upper Road – this was on the works list for an investigative dig.
- Following an order from B&NES the Manor House hedge had been cut.
- The promised gates at Hollowmarsh Lane had been installed. The gates were to remain locked with keys held by the two adjacent landowners and by the Parish Council's Footpaths Officer. It was agreed that a letter of thanks be sent to B&NES Public Rights of Way Officer for her work in resolving this issue. The Parish Council funds held in earmarked reserves as a contribution to this work would be paid on receipt of an invoice from B&NES.
- Following difficulties encountered this year with reinstatement of footpaths, it had been decided that all issues of this nature would be reported directly to the Public Rights of Way Officer at B&NES.
- Concern had been raised regarding the use of pelleted pesticides when drilling seeds. There had been instances elsewhere in the country of adverse effects on dogs. It was also suggested that signs should be displayed when crop spraying fields through which a public footpath ran. It was agreed that these issues would be highlighted when writing to farmers about ragwort.
- The promised installation of new signs to Stowey Quarry restricting access to the most suitable

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route was noted. There were concerns that the Environment Agency was still not taking effective action over concerns raised about activities at the quarry.

- The missing parapet stones from Coley Bridge had been restored.
- The street label Back Lane would be removed from B&NES databases and replaced with the correct name Upper Road.
- Ordnance Survey had acknowledged the incorrect spelling of Abbots in the various residences in the village and this would be amended on its maps.

16/203 Ward Councillor's report:

- The West of England Joint Spatial Plan would shortly be going out for consultation.
- The public consultation on the West of England Devolution deal had now closed and had been passed to the Secretary of State. The Parliamentary Order was expected back in October.
- Work had started on the Budget for 2017-8.

16/204 Information from the Clerk:

a) Actions Report: the report was received and noted. A contractor had agreed to install the resin cement base for the No Parking sign and work would begin shortly.

b) B&NES Placemaking Plan examination Hearing: the Parish Council had been invited by the Inspector to participate in the Hearing on the issue of the land, south of Lower Road designation as locally important green space. Cllr Duckett had attended on behalf of the Parish Council. However, the meeting had over-run, there had not been an opportunity to speak and there had been issues in rescheduling the meeting. It had been decided to send a formal complaint regarding the conduct of the proceedings and the disadvantage placed on the Parish Council as a result of the issues. The Parish Council had subsequently been invited to send a written response to points raised, which it had done. However, dissatisfaction at not been able to speak at the Hearing had again been expressed. At the time of the meeting an offer of a rescheduled Hearing had just been received which would be accepted.

c) Chew Valley Neighbourhood Plan: it was reported that the Inspector would start work on 3rd October and that the examination process was likely to last 3-4 weeks.

d) NALC Star Councils Awards: it was reported that Hinton Blewett Parish Council, along with the six other Councils that were part of the Chew Valley Neighbourhood Plan, had made it to the long list of this award in the category for Council Project of the Year.

e) Local Councils Award Scheme: this item was deferred to the next agenda.

f) Meetings for 2017: it was agreed that the meetings would be on the 4th Tuesday as follows: 24th January, 28th March, 23rd May, 25th July, 26th September and 28th November.

g) Parking on the Barbury: it was agreed that the bi-annual letter to the pub reminding that there was no right of parking on the Barbury would be sent. A meeting with the pub was planned but had not yet taken place.

The meeting closed at 9.15pm.