

**MINUTES OF THE ANNUAL MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON TUESDAY 23rd MAY 2017 IN THE VILLAGE HALL
Draft until adopted by Council and signed by the Chairman**

Present: Cllrs Mrs E Brimmell (Chairman) and Mrs C Arnold and Cllrs D Duckett, D Huffadine and M Jay.

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.

17/268 Election of Chairman: Cllr Mrs E Brimmell was nominated and re-elected as Chairman of the Parish Council for 2017-18. The Chairman signed the Declaration of Office and took the Chair.

17/269 Election of Vice-Chairman: Cllr D Duckett was nominated and re-elected as Vice-Chairman of the Parish Council for 2017-18.

17/270 Apologies: Apologies were received from Cllrs D Elliott and S Keith and from Ward Councillor Warren.

17/271 Declarations of interest: there were no declarations of interest. Councillors were reminded to review their DPI forms and let the Clerk know if there were any changes.

17/272 Adoption of Minutes: The minutes of the Council and Planning meetings held on 28th March 2017 were agreed as an accurate record. The minutes of both meetings were proposed and agreed for adoption.

17/273 Annual Parish Meeting 2017: the minutes of the meeting were received. The minutes, with two small corrections, were agreed for signing at the next meeting in 2018.

17/274 Playing Field Management Committee: the notes of the meeting on 11th May were received. It was noted that the Committee were currently sourcing suggestions and quotes and would then move to identifying sources of funding.

17/275 Election of Officers: The following officer appointments were proposed and agreed:

Finance Monitor:	Cllr D Huffadine
Emergency Planning & Snow Contact:	Cllr M Jay
Footpath Representative:	Cllr Mrs E Brimmell

17/276 Standing Orders: it was proposed and agreed that the terms of the committees should remain unchanged but that structure of the committees should be amended as follows:
HR Committee: to add a third member of the Committee, therefore: Chairman, Vice Chairman and one other Councillor.
Finance Committee: Chairman and Finance Monitor. (unchanged)
Playing Field Management Committee: three Councillors and [to add the words "at least"] three non-Councillors.

Councillors were appointed to Committees as follows:

HR Committee: Cllr Brimmell, Cllr Duckett, Cllr Arnold.

Finance Committee: Cllr Brimmell, Cllr Huffadine

Playing Field Management Committee: Cllr Brimmell, Cllr Duckett and Cllr Keith (plus 5 non-Councillors).

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There was a small change to section 18 of the Standing Orders to bring them in line with the Financial Regulations as adopted in July 2016. The Standing Orders, with the above amendments, were confirmed, to be reviewed in 12 months' time.

- 17/277 Financial Regulations:** The Financial Regulations were confirmed with no changes. To be reviewed in 12 months' time.
- 17/278 Annual Accounts:** The accounts for the year ended 31st March 2017 were proposed and agreed for adoption.
- 17/279 Internal Audit 2016-17:** The Internal Auditor's report and completion of the Annual Return were received. It was proposed and agreed to adopt the report of the Internal Auditor. It was asked that a letter of thanks be sent to Mr Westray for giving his time to undertake the internal audit.
- 17/280 Annual Return 2016-17 – Annual Governance Statement:** The Annual Governance statement was read and agreed by all present and signed by the Chairman and Clerk within the meeting.
- 17/281 Annual Return 2016-17 – Accounting Statements:** the accounting statements were reviewed and agreed. It was proposed and agreed to approve the Annual Return including the Accounting Statements for 2016-17. The Accounting Statements were signed by the Chairman and Clerk within the meeting.
- 17/282 Representation on or work with external bodies:** the following appointments were proposed and agreed:
- | | |
|----------------------------|------------------------------------|
| Village Hall Committee: | Cllr Mrs Arnold |
| ALCA area group for B&NES: | Cllr Mrs Brimmell |
| Chew Valley Area Forum: | Cllr Mrs Brimmell and Cllr Duckett |
- It was noted that Cllr Mrs Brimmell represented the B&NES area on the Mendips Hills AONB Committee.
- 17/283 Asset register and insurance for 2017-18:** The Asset Register was reviewed and approved. The new wooden posts for the Barbury would be added. The insurance schedule for 2017-18 was approved.
- 17/284 Review of procedures for dealing with Complaints, Press/Media, Freedom of Information requests and data protection:** the procedure, as set out in the Standing Orders, for dealing Press/Media (SO 21) was reviewed and confirmed. The Complaints, Freedom of Information and data protection policies had been reviewed and confirmed in September and March respectively and would continue to be reviewed annually.
- 17/285 Dates of meetings for the year:** the dates set for 2017 were re-noted and the dates for 2018 would be set in September.
- 17/286 Allocation of grants under Section 137 of the Local Government Act 1972:** The Parish Council's compliance with the limit for grant-giving was noted. This would be reviewed in January at the time of budget setting / grant awarding. It was suggested that the grants allocated to the Village Hall and churchyard could be increased for 2018-19 as the sum had remained the same for a number of years.
- 17/287 Monthly accounts and bank reconciliation:** The Finance Monitor confirmed at the meeting that the bank reconciliation was correct. It was proposed and agreed that the accounts report to 30th April 2017 was a true reflection of the bank account.
- 17/288 Authorisation of payments:**

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- a) **Arrangements made with other local authorities:** the annual arrangements made with B&NES for footpath clearance and cutting the Barbury and the respective payments/receipts were noted.
- b) **Membership of other bodies and subscriptions:** the following 2016-17 subscriptions were approved:
ALCA/National Association of Local Councils: £52.02
Society of Local Council Clerks: £67.00
Information Commissioner: £35.00
Local Councils Awards Scheme: £50.00
- c) The following payments were considered:

Cheques

£52.02	ALCA/NALC annual subscription (chq 479)
£326.10	Came & Co insurance premium 2017-18 (chq 480)
£20.00	Mrs Walker to reimburse electricity for defibrillator (chq 481)
£50.00	NALC registration for Local Councils Award Scheme (+VAT) (chq 482)
£60.00	ALCA Playground Management Seminar (chq 483)
£60.00	ALCA Being a Good Councillor training (chq 483)
£13.20	Stationary expenses (chq 484)
£45.40	Fountain Timber for replacement posts for Barbury (+VAT) (chq 174)
£211.00	Martin Currell for strimming at the PF, hedge trimming, treatment of benches, strimming at Village Pound, weed clearance of Barbury, removal of old post bin, replacement kerb stones (chq 485)

Standing Orders

Clerk's salary for Mrs E Merko at NJC salary scale point 17, pro rata for 6 hours per week.
Clerk's homeworking allowance (£18 pcm).

CLRs Huffadine and Duckett were instructed to sign cheques and invoices. It was proposed and agreed to approve the payments.

The following receipts were noted:

£4155.00	Precept payment part 1 from B&NES
£35.00	Parish Grant part 1 from B&NES
£628.56	Footpath maintenance grant from B&NES

17/289 Highways and Footpaths:

- Herbicides: the PRoW Officer had been informed of areas that did not put up signage when fields with footpaths had been sprayed. Concern was expressed also about the spraying of pesticides and the effect on bees if bee keepers were not informed.
- The defective gully on Lower Road/Coley Hill and drain on Lower Road/Glanville Drive had been fixed.
- Potholes: on Upper Road (West End) had been filled, a pothole on Hook Lane near the entrance to Home Farm had been reported to B&NES and would be chased; a voluntary pothole-filling scheme which had been recommended to B&NES had been deemed not suitable for B&NES.
- Concern was expressed about the condition of the roads in general and it was agreed that that the Parish Council should contact B&NES on the matter and to highlight the comparison in maintenance with roads such as the A362 through Farrington Gurney.

17/290 Ward Councillor's report: Cllr Warren was not present so there was nothing to report.

Signed..... (Chairman) Dated..... Page.....3

17/291 Items for information from the Clerk:

a) Residents' Survey actions update: the report was received and discussed. The fingerpost to advertise Prospect Stile was in progress. The footpaths map would be amended in discussion with B&NES Officers. It was suggested that a booklet on the history of the church could be abridged for the website.

b) Planning: the following decision from B&NES was noted:

17/01049/FUL Blacknest Farm, Cameley Lane

Erection of single storey extension for Mr and Mrs D Elliott.

Case Officer: Christine Moorfield

Decision: Permit (27.04.2017)

c) Planning consultation:

A consultation request had been received too late for the meeting. It was agreed that application 17/02415/TCA would be discussed at a meeting on Friday 2nd June.

The meeting closed at 9.12pm.