

**MINUTES OF THE ANNUAL MEETING OF HINTON BLEWETT PARISH COUNCIL HELD  
ON WEDNESDAY 25<sup>th</sup> MAY 2016 IN THE VILLAGE HALL  
Draft until adopted by Council and signed by the Chairman**

**Present:** Cllr Mrs E Brimmell (Chairman), and, Cllrs D Duckett, D Elliott, D Huffadine and J Layzell.

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

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

Before the meeting Bob Symons, Chairman of Avon Local Councils Association (ALCA) presented future plans for the association and spoke about advice it could give parish councils.

The Chairman opened the meeting at 8pm.

**16/140 Election of Chairman:** Cllr E Brimmell was nominated and re-elected as Chairman of the Parish Council for 2016-17. The Chairman signed the declaration of Office and took the Chair.

**16/141 Election of Vice-Chairman:** Cllr J Layzell was nominated and re-elected as Vice-Chairman of the Parish Council for 2016-17.

**16/142 Apologies:** Apologies were received from Cllrs Mrs C Arnold and M Jay.

**16/143 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.

**16/144 Adoption of Minutes:** The minutes of the Council and Planning meetings held on 30<sup>th</sup> March 2016 were agreed as an accurate record. The minutes of both meetings were proposed and agreed for adoption.

**16/145 Annual Parish Meeting 2016:** the minutes of the meeting were received. The minutes were agreed for signing at the next meeting in 2017.

**16/146 Election of Officers:** The following officer appointments were proposed and agreed:

Finance Monitor:	Cllr Huffadine
Emergency Planning & Snow Contact:	Cllr Layzell
Footpath Representative:	Cllr Mrs Brimmell

**16/147 Standing Orders:** it was proposed and agreed that the terms and structure of the committees should remain unchanged and officers were duly appointed as follows:

HR Committee: Chairman (Cllr Mrs E Brimmell) and Vice Chairman (Cllr J Layzell).

Finance Committee: Chairman (Cllr Mrs E Brimmell) and Finance Monitor (Cllr D Huffadine).

Playing Field Management Committee: Cllr Mrs E Brimmell, Cllr J Layzell, Cllr D Duckett, A Grant, M Booth and D Cox.

The Standing Orders were confirmed, to be reviewed in 12 months' time.

**16/148 Financial Regulations:** it was agreed that the Financial Regulations would be reviewed at the next meeting of the Parish Council in July.

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- 16/149 Annual Accounts:** The accounts for the year ended 31st March 2016 were proposed and agreed for adoption. The level of the General Reserve was noted and it was agreed to review this at budget setting in January. The healthy earmarked reserves were noted and it was agreed that those reserves set aside for the replacement of equipment would be capped once the reserve reached the desired funds.
- 16/150 Internal Audit 2015-16:** 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.
- 16/151 Annual Return 2015-16 – Annual Governance Statement:** The Annual Governance statement was read and agreed by all present and signed by the Chairman and Clerk within the meeting.
- 16/152 Annual Return 2015-16 – Accounting Statements:** the accounting statements were reviewed and agreed. It was proposed and agreed to approve the Annual Return including the Accounting Statements for 2015-16. The Accounting Statements were signed by the Chairman and Clerk within the meeting.
- 16/153 Representation on or work with external bodies:** the following appointments were proposed and agreed:
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|---|--|
| Village Hall Committee:                 | Cllr Mrs Arnold                                  |
| Chew Valley Neighbourhood Plan:         | Cllr Mrs Brimmell (and a parishioner, J Howells) |
| Avon Local Councils Association (ALCA): | Cllr Mrs Brimmell                                |
| Chew Valley Area Forum:                 | Cllr Mrs Brimmell and Cllr Duckett               |
- 16/154 Asset register and insurance for 2016-17:** The Asset Register was reviewed. There was discussion of the value of assets which had been donated and in particular the values listed for playing field equipment as these had been purchased partly with funds which had been donated. The Clerk would review this and the amendments would be brought to the next meeting of the Parish Council. The insurance schedule for 2016-17 was approved.

**ACTION 16/154/1:** Clerk to review asset register with advice to be sought from ALCA.

- 16/155 Review of procedures for dealing with Complaints, Press/Media, Freedom of Information requests and data protection:** the procedures, as set out in the Standing Orders, for dealing with Complaints (SO 14) and Press/Media (SO 21) were reviewed and confirmed. The Freedom of Information and data protection policies had been reviewed and confirmed in March.
- 16/156 Allocation of grants under Section 137:** 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.
- 16/157 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 30<sup>th</sup> April 2016 was a true reflection of the bank account.
- 16/158 Authorisation of payments:**
- a) **Arrangements made with other local authorities:** the annual arrangements made with B&NES for footpath clearance and cutting the Barbury and the respective costs/income were noted.
  - b) **Membership of other bodies and subscriptions:** the following 2015-16 subscriptions were noted: ALCA/National Association of Local Councils: £51.64, Society of Local Council Clerks: £77.00.

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- c) **Table trolley for the Village Hall:** a request from the Village Hall Committee for the purchase of a table trolley for storage was considered and agreed in lieu of a grant for 2016-17. The Parish Council would purchase and own the trolley.
- d) **Clerk's salary:** the pay scale increase as recommended by NALC and SLCC was approved, to be back-dated to April. The Finance Monitor was instructed to amend the Standing Order with the bank.
- e) The following payments were considered:

Cheques

- £51.64 ALCA/NALC annual subscription (chq 443)  
 £308.40 Came & Co insurance premium 2016-17 (chq 444)  
 £20.00 Mrs Walker to reimburse electricity for defibrillator (chq 445)  
 £90.00 Martin Currell for strimming the Playing Field, maintenance works to the Barbury and gravel spreading at Prospect Stile (chq 446)

The invoice from Arien Signs had not yet been received.

Standing Orders

Clerk's salary for Mrs E Merko at NJC (new) salary scale point 16, pro rata for 6 hours per week as above.  
 Clerk's homeworking allowance (£18 pcm).

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

The following income was noted:

- £4033.50 Precept payment part 1 from B&NES  
 £70.00 Parish Grant part 1 from B&NES  
 £622.34 Footpath maintenance grant from B&NES

- 16/159 Chew Valley Neighbourhood Plan Final Draft:** As a participating parish in the Chew Valley Neighbourhood Plan and as part of the final round of the pre-submission consultation, each Parish Council had been required to confirm its support for the draft plan.

A query was raised regarding the Clerk being an informal first point of contact for planning applications and what training would be provided for this additional responsibility. It was also suggested that it would be useful to indicate, when referring to percentages of those that responded to questionnaires, the percentage of the total population that had responded. It was noted that the three green spaces proposed by Hinton Blewett had not been included in the Neighbourhood Plan and it was confirmed that B&NES did not require the spaces to be resubmitted as they were already being considered under the Placemaking Plan.

It was asked that these comments be sent as formal feedback to the Chew Valley Neighbourhood Plan administrator.

After due consideration, it was proposed and agreed to support the Chew Valley Neighbourhood Draft Plan and its submission to B&NES.

- 16/160 Highways and Footpaths:**

- Delivery and installation of the sign for Prospect Stile had been delayed but was imminent.
- The replacement No Parking sign for Litton Lane would arrive shortly.

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- In consideration of concerns for the Chew Valley 10K runners the Parish Council heard that the CV10K had already been in contact with B&NES and attention to the potholes and uneven surfaces had been promised ahead of the race in June.
- The PRoW officer had advised that repairs for Hollowmarsh Lane had been re-contracted and the purchase of gates for each end approved. These works would be completed as soon as possible.
- There was discussion of damage to verges by large tractors.
- There was concern raised about large lorries looking for the quarry attempting to turn round at the junction with Cameley Lane and causing damage to the verges.
- A meeting with Highways regarding the general condition and maintenance of roads in the village had been requested. The current list of issues would be circulated and Councillors were invited to add to them.

**16/161 Firework displays and concern for animal welfare:** complaints had been received regarding a recent unannounced firework display which had caused distress to animals. It was agreed that a letter from the Parish Council would be sent to the local press politely requesting that residents consider their neighbours in advance of events such as firework displays. It was also suggested that a poster on the issue could be sourced from the RSPCA for the noticeboard.

**16/162 Ward Councillor's report:** Cllr Warren was not present so there was nothing to report. It was noted that the Ward Councillor's duties as Leader of the Council now prevented him from attending Parish Council meetings regularly. It was hoped that he might be able to attend future meetings even for a short time in order to report news to the Parish Council and also so that the concerns of the Parish could be conveyed back to the Unitary Authority.

**16/163 Items for information from the Clerk:**

a) **Actions Report:** the report was received and noted.

**ACTION 15/90/1:** to follow up on the latest visit of the Enforcement Officer to Home Farm.

b) **Planning decision 16/01144/RES** at MJ Bird Lorry Park was noted.

c) **Local Councils Award Scheme:** following recommendation of the scheme from Bob Symons it was asked that the Clerk look into the Foundation Level requirements and cost.

**ACTION 16/163/2:** Clerk to investigate the cost and requirements of Foundation Level of Local Councils Award Scheme.

d) **Playing Field:** It was proposed and agreed that the large accumulation of cut grass in one corner of the Playing Field be removed and spread across the area between the two fields. It was asked that a letter of thanks be sent to Alan Grant for his continued maintenance and attention to the Playing Field.

e) **Village Agent:** the first two coffee mornings had been well received with 5/6 residents attending.

**The meeting closed at 10.10pm.**