

**MINUTES OF A MEETING OF HINTON BLEWETT PARISH COUNCIL HELD  
ON WEDNESDAY 27<sup>th</sup> JULY 2016 IN THE VILLAGE HALL  
Draft until adopted by Council and signed by the Chairman**

**Present:** Cllrs Mrs E Brimmell (Chairman), Cllrs D Duckett, D Elliott, D Huffadine, M Jay and J Layzell.  
Ward Cllr T Warren was also present.

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

**Public Participation:** There were two members of the public present including Cllr Rosemary Naish, Chair of the B&NES ALCA Group.

The Chairman opened the meeting at 8pm.

- 16/171 Apologies:** Apologies were received from Cllr Mrs C Arnold.
- 16/172 Declarations of interest:** There were no declarations of interest.
- 16/173 Adoption of Minutes:** The minutes of the Parish Council meeting held on 25th May 2016 and the Planning meeting held 5<sup>th</sup> July 2016 were agreed as an accurate record. The minutes of both meetings were proposed and agreed for adoption.
- 16/174 Review of the Financial Regulations:** Following review of the amended regulations and the new Expenses Policy which was a new appendix it was proposed and agreed to adopt the Financial Regulations for 2016.
- 16/175 Effectiveness of internal financial controls:** Following review it was proposed and agreed to confirm that the Internal Financial Controls as amended were satisfactory.
- 16/176 Asset Register:** Following review and discussion of assets purchased with donated funds it was proposed and agreed to accept the updated Asset Register for 2016.
- 16/177 Parking at the top of Litton Lane:** the Parish Council heard that a second No Parking sign had been vandalised and removed and efforts to have the sign returned had not been successful. The issue of parked cars obstructing the junction continued with particular concern for access by emergency vehicles. Quotes had been received from Arien Designs for replacement and reinforced signs, these were considered along with an alternative suggestion for using a rectangular resin cement panel with bevelled edges, painted white and hand written sign in black, possibly over coated with a clear lacquer to aid cleaning if defaced. It was agreed that the option of a resin cement panel would be investigated with permission of the owner of the wall. In addition, all instances of illegal parking at the junction would be reported to the Police along with photographs and registration plates.
- ACTION 16/177/1:** to investigate the possibility of installing No Parking sign on a resin cement panel.
- 16/178 Local Councils Award Scheme:** There was discussion of the merits of the award. It was agreed that the award would be a valuable way of demonstrating the Parish Council's good governance and best practice. Following discussion, it was proposed and agreed that the Parish Council should work towards achieving the Foundation Award. The fee would be budgeted for 2017-8.
- 16/179 Clerk's Homeworking Allowance:** It was proposed and agreed that the Clerk's homeworking allowance would continue to be paid by monthly standing order at £18pcm as per the current recommendation from HMRC. To be reviewed in 12 months' time.

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**16/180 Pensions and automatic enrolment:** The Parish Council's obligations with regard to automatic enrolment were noted. Following discussion, it was proposed and agreed to nominate the NEST pension scheme, being the scheme that best suited the needs and budget of the Parish Council. The NEST scheme would be reviewed every two years to ensure its continued suitability. It was noted that the current Clerk did not wish to be enrolled into a pension scheme.

**16/181 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 June 2016 was a true reflection of the bank account. There were no significant variances to note.

**16/182 Clerk's annual appraisal:** The Clerk's appraisal had taken place on 16<sup>th</sup> June 2016. It was proposed and agreed to move the Clerk's salary up to SP17 and that the increase be back-dated to June.

**16/183 Authorisation of payments:** The following payments were considered:

Cheques

£885	Arien Designs for Prospect Stile sign (+VAT) (chq 173)
£7.57	Parish Council First Aid Kit (chq 447)
£8.70	Clerk's expenses – stationary and postage (chq 449)
£50.81	Arien Designs for No Parking sign and delivery (chq 448)
£118.00	M Currell for various maintenance works to Playing Field and Prospect Stile (chq 450)
£77.00	SLCC for subscription 2016-7 (chq 451)
£600.00	G Filer for footpath clearance 2016-7 (chq 452)

Standing Orders

Clerk's salary for Mrs E Merko at NJC salary scale point 17, pro rata for 6 hours per week including back-pay to June as above.

Clerk's homeworking allowance

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

Income

There was no income to report.

**16/184 Ward Councillor's report:** Cllr Warren congratulated the Chew Valley Neighbourhood Plan team on an excellent plan. Cllr Warren reported on the current public consultation on the West of England Devolution. The Parish Council was reassured that devolution would not forecast a return to Avon as, whilst agreeing to cooperate, all principal authorities would have the right of veto on any decisions. The requirement for a mayor as part of the package was not negotiable but the Parish Council was reassured to learn that the mayor would have limited powers and would not be allowed to raise a precept. Any change to the mayor's powers would need to be agreed by all Principal Authorities.

**16/185 Highways and Footpaths:**

- B&NES' verge maintenance policy was noted.
- The B&NES Highways Officers were thanked for their time in meeting Councillors in the village. The promised actions were already being undertaken and would be monitored.
- It was understood that the gully on Coley Hill, instead of being flagged by bollards would be partially filled in with a white line alongside highlighting the dip.
- The gully opposite the village hall had been marked for repairs but there was a question over a suitable location for the "Children" sign, this would be pursued.

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- Footpaths on Sedbrook Farm land CL12/7, CL12/16 between the village and Hook Lane and CL12/21 and CL12/23 opposite the village hall had not been reinstated since ploughing earlier in the year. This was being dealt with by the PROW.
- Footpath CL12/16 Hook Lane opposite Home Farm had been blocked by fencing and obstructed by an overhanging tree but this had now been cleared.
- There was discussion of the No Vehicles sign on the lane leading from Upper Road to Spring Lane. It did not seem practical to progress this further as there were no other suitable sites for the sign.
- The ongoing issue of loose livestock would be taken up with B&NES Animal Welfare.
- The Parish Council heard that the street label "Back Lane" had been queried with B&NES and the label Middle Road had been reinstated on the mapping system. The rest of the road labelled "Back Lane" would be pursued with a view to reinstating the correct name, Upper Road.

#### 16/186 Information from the Clerk:

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

- The conclusion of the enforcement action at Home Farm was noted with disappointment and it was asked that "before" and "after" photos be requested. Councillors would monitor the site.
- There was discussion of the Contractors' H&S form, which had been discussed at the meeting in March and subsequently modified and discussed with the contractors. It was felt that the questionnaire in its current form was not suitable for the size of contractor engaged by the Parish Council. It was asked that ALCA and the insurers confirm exactly what the Parish Council should require and that this be put into a tick box format.

##### b) **Village Maintenance:** the schedule for 2016-17 was noted.

**c) Tree felling:** it had been reported that a number of trees had been felled along the hedge running between Upper Road and Spring Lane with only one large ash remaining. There was concern over the loss of this feature and it was asked that the Trees Officer be made aware of this.

**d) Stowey Quarry:** there had been growing concern among residents about the number of lorries going into the Quarry and the distances the lorries had travelled (having come from Sheffield, Tilbury, Edinburgh, Ireland and even Poland). Members of Stowey Quarry Action Group had been trying to involve B&NES Enforcement and the Environment Agency but with limited interest and action from these agencies. It was agreed that Cllr Warren would arrange a meeting with the relevant parties at B&NES and EA to move the issue forward.

The meeting closed at 9.40pm.