

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

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

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

Public Participation: There were eight members of the public present, one of whom addressed the Parish Council regarding the process for the nomination of locally important green space.

The Chairman opened the meeting at 8.30pm.

16/95 Apologies: Apologies were received from Cllr Mrs C Arnold and Ward Cllr T Warren.

16/96 Declarations of interest: all Councillors present declared an interest in the Neighbourhood Plan and Placemaking Plan for which dispensation had already been granted.

16/97 Adoption of Minutes: There was discussion of minute 15/77. The majority view was that it was decided that it had been agreed not to put forward the land at West End as locally Important Green Space. This item was therefore amended and the amended minutes of the Parish Council meeting held on 25th November 2015 were then agreed as an accurate record. The minutes were proposed and agreed for adoption.

16/98 Prospect Stile interpretative signage: a quotation of £795 plus £90 for installation of the new sign was received and approved. It was noted that there could be some artwork costs in addition to this. It was noted that the cost would be covered by grants from Wessex Water, Mendip Hills AONB and the Duchy of Cornwall. It was agreed to ask the History Group to draft supporting text for the sign which would be circulated by email to Councillors for comment.

ACTION 16/98/1: To ask the History Group to draft text in support of the interpretive sign.

ACTION 16/98/2: To circulate the draft text for Prospect Stile sign to Councillors.

16/99 BANES' Placemaking Plan: a consultation inviting comments on whether the plan had been prepared in accordance with legal requirements was underway. It was not felt necessary for the Parish Council to make any comment.

16/100 Chew Valley Neighbourhood Plan, review of the plan: the final plan would be circulated to all seven parishes involved to sign for final approval before being submitted to BANES.

16/101 Chew Valley Neighbourhood Plan, green space designation: further to earlier discussion of the space it was asked whether the Parish Council would consider the full area of green space at West End (defined by BANES as GR2) for nomination as a locally important green space under the Chew Valley Neighbourhood Plan. It was agreed that the space should not be put forward for designation.

16/102 BANES Placemaking Plan – Locally Important Green (Open) Spaces nomination: further evidence had been sought by BANES in support of the nomination of green spaces at the Glebe, Land South of Lower Road and the Playing Field. The Parish Council considered the additional evidence together with comments from residents. It was added that the Glebe was regarded locally as a future extension of the churchyard and that it was of value to the community in this

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capacity as well. It was agreed that a Parish Council response would be added to the further evidence as well as individual comments from Parish Councillors. It was agreed that the further evidence as amended above and accompanied by a map should be submitted to BANES in continued support of these spaces. An update of the Character Assessment document was also agreed to add details of the later nomination of the playing field as a locally important green space.

ACTION 16/102/1: further evidence in support of locally important green spaces to be submitted to BANES

16/103 Joint Spatial Plan and Joint Transport Strategy: the Parish Council recorded the following comment: "In the context of significant development Hinton Blewett is not a sustainable village and has no suitable commuter transport".

16/104 Ragwort: a draft letter to all landowners in the Parish asking for their cooperation in removing ragwort was considered and agreed.

ACTION 16/104/1: letter regarding ragwort to be sent to all landowners.

16/105 Loose livestock: the Parish Council heard details of a number of incidents regarding loose livestock on the road. It was asked that all incidents be reported to the Clerk so that a log could be created and shared with the Police. It was also suggested that an addition be made in the letter to farmers (15/104) to include, where relevant, the Parish Council's concerns about loose livestock.

ACTION 16/105/1: to create a log of incidents of loose livestock.

ACTION 16/105/2: to contact the Beat Manager for Hinton Blewett regarding the issue and to keep him informed of incidents.

ACTION 16/105/3: To ask residents on Parish Council's email list to report all incidents of loose livestock to either the Police or to the Clerk.

16/106 Off-roader vehicles and damage Hollowmarsh Lane footpath: The Public Rights of Way Officer was still waiting for the contractor to undertake the repairs to the lane. B&NES funding for permanent gates would be held over until next year and in the meantime the landowner would be asked to replace the temporary barriers. It was agreed that £200 unspent in the 2015/16 budget for the ongoing works at Hollowmarsh Lane be earmarked as a reserve as well as a further £200 in the 2016/17 budget to be used as grants in support of Public Rights of Way for phase 2 of these works.

16/107 Off-roader vehicle damage to Spring Lane and Whitehill Lane footpaths: a number of incidents with off-roader vehicles at this location had been reported by a local resident. It was agreed that Councillors would visit the site to view the damage being caused and that the matter would be discussed in more detail at the next meeting. However, it was agreed that the landowners of the overgrown hedges either side of the footpaths would be asked to arrange for the hedges to be cut.

ACTION 16/105/1: letter to be sent to owners of the relevant fields either side of Spring Lane and Whitehill Lane.

16/108 Christmas tree: there was discussion of the issues encountered this year due to bad weather conditions and plans were made for more robust installation of the tree next year, which would incur an additional cost. The possibility of planting a living Christmas tree was suggested but this was rejected on the grounds of damage to ancient ground by the planting of a tree. Thanks were extended to those who had given their time to install the tree and rectify the issues this year.

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16/109 Dispensation: Councillors requested dispensation from the Clerk in order to set a budget and approve a precept. The request for dispensation was signed by Councillors Mrs Brimmell, Duckett, Elliott, Huffadine, Jay, and Layzell. Dispensation was granted until January 2019, signed by the Clerk and a hard copy retained for filing.

16/110 Budget 2016/17: The draft budget was considered. The following items were discussed and approved for inclusion in the budget:

- A grant towards possible Public Rights of Way works at Spring Lane (£400);
- the erection of stones on the Barbury to discourage damage from large vehicles driving over the kerbs (£100);
- additional maintenance budget for more thorough maintenance of the Playing Field and weeding around the Barbury;
- a budget for playing field inspections, a requirement of the Parish Council's insurance which had hitherto been provided free of charge.

Following the discussion the budget was proposed and unanimously agreed. Attached as Appendix 1.

16/111 Precept 2016/17: having agreed the budget for 2016/17 a precept calculation based on the predicted income and expenditure requirements was considered. After discussion it was proposed and unanimously agreed to approve a Parish precept of £8,067 which represented a 1% increase on the 2015/16 precept.

16/112 Monthly accounts and bank reconciliation: the Finance Monitor confirmed at the meeting that the bank reconciliation was correct. The budget variances were noted. It was proposed and agreed that the accounts report to 31st December 2015 was a true reflection of the bank account.

16/113 Grant requests: grant requests from Hinton Blewett Village Hall, St Margaret's Church graveyard and MSN, Radstock and District Dial a Ride were approved. It was noted that there were currently no users of the Dial a Ride service in the village but that it was still an important service to support. The Village Agent would be asked to promote the service.

16/114 Authorisation of payments:

Cheques

£250.00 Grant to St Margaret's Churchyard(chq 431)
 £250.00 Grant to Hinton Blewett Village Hall (chq 430)
 £40.00 Grant to Midsomer Norton and Radstock Dial a Ride (chq 432)
 £70.00 Alan Grant for cutting the playing field (chq 429)
 £49.25 Clerk's expenses including overtime for building the website (chq 434)
 £50.00 E. Brimmell (chq 435)
 £411.59 BANES for Barbury mowing (inc VAT) (chq 433)

Standing Orders

Clerk's salary - NJC salary scale point 16, pro rata for 6 hours per week
 Clerk's homeworking allowance (£18 pcm)

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

There was no income to report.

16/115 Highways and Footpaths:

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

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- The Highways Inspector had reconfirmed that he did not consider there to be any safety issues with the Manor House hedge. Residents continued to be concerned about this issue and it was asked that it be pursued perhaps with the support of the Ward Cllr.
- The Old Rectory hedge had been put on a 28-day order for cutting at the beginning of December but had not yet been cut, this was being followed-up. A concern about overhanging vegetation at the same property on the corner opposite the church gate would also be reported.
- Dead elms at Coley Reservoir and Spring Lane had been reported and cleared.
- The post supporting the gate part of a stile near Long Dole Wood on Hollowmarsh Lane was broken. BANES PRow Officer was arranging repairs.
- Potholes at the bottom and top of Coley Hill had been deemed by the Highways Inspector as not currently meeting the criteria for repairs.
- The broken bollards on Coley Hill had been reported to BANES twice.
- Two sets of potholes on the Sutton Road had been reported and fixed.
- Barely visible road markings at the junction outside Webstile Farm had been reported.
- It was asked that a large pothole outside the entrance to Home Farm be reported to Highways.
- It was noted that the hedge on Lower Road had still not been cut despite a letter to the landowner. A second letter would be sent requesting again that the height of the hedge be reduced.

16/116 Chew Valley Gazette: it was noted that a letter criticising the Parish Council had been published in the newspaper. It was agreed that it would not be appropriate to respond. However, the Parish Council recorded that, contrary to the implication of the article, it fully supported the pub as a key asset within the community.

16/117 Ward Councillor's report: Cllr Warren had sent apologies so there was nothing to report.

16/118 Items for information from the Clerk:

a) Actions Report: the report was received and noted. It was asked that details of the Litter Picking Day on Sunday 6th March be publicised to parishioners with a start time of 10.30am and an invitation to gather at the pub afterwards. It was hoped that posters could be displayed on the noticeboard and in the pub.

b) Royal Garden Party: it was agreed that former Cllr Alan Grant should be nominated for possible attendance at the Royal Garden party in May in recognition of his many years of service as a parish councillor.

ACTION 16/118/1: Royal Garden Party nomination to be returned to ALCA.

c) Ring O'Bells: the new landlords had been well received. It was agreed to speak to the pub regarding possible events for the Queen's 90th birthday, about reinstating the Village Agent coffee mornings and other issues relevant to the work of the Parish Council.

ACTION 16/116/2: Two Councillors to meet with the landlords of the Ring O'Bells and report back at the next meeting.

d) Beacon for Queen's 90th Birthday: it was agreed that the beacon would be lit and that further details of timings would be sought.

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e) Mendip Hills AONB Partnership: it was noted that following nomination by the Parish Council and vote in support at a subsequent ballot, Cllr Mrs Brimmell had been elected as the Parish Council representative on the Partnership Committee for the B&NES area of the Mendip Hills AONB.

The meeting closed at 10.50pm.

APPENDIX 1

Budget for 2016-17						
		Last Year 2015-16 Budget (LYB)	Actual at October	Predicted to Year- End (Expected Actual-EA)	NOTES	Next Year 2016-17 Budget (NYB)
100	Administration					
4000	Clerk's Salary	2755	1540	2755	Salary scale increase	2820
4010	Clerk's Expenses	680	119	500	NYB = homeworking allowance & occasional mileage only. (Office expenses moved to 4015.)	275
4011	Accounts Software	115	111	111	LYB = NYB	115
4014	Website	150	0	100	NYB=domain -email and website - fee	50
4015	Office expenses	0	34	180	LY E/A= NYB + PC EMR £500 & Printer EMR £100	780
4020	Training	300	85	300	LYB = NYB	300
4030	Subscriptions	130	126	161	LY E/A = NYB	165
4040	Recruitment Costs	75	0	75	LYB = NYB	75
4050	Bank Charges	0	0	0		0
4060	Audit Fees	100	100	100	LYB = NYB	100
4070	Insurance	300	285	285	LYB = NYB + inflation	295
4080	Hire of Hall	85	0	85	LYB = NYB	85
	OverHead Expenditure	4690	2400	4652		5060
1076	Precept	7985	7985	7985		
1077	Precept Grant	180	180	180	Grant reduction by B&NES	140
1090	Interest Received	1	0	1		0
	Total Income	8166	8165	8166		140
	100 Net Expenditure	3476	5765	3514		-4920
200	Facilities and Maintenance					
4200	Barbury Mowing	350	0	350		350
4210	Footpath Maintenance	955	600	955	NYB = 715 footpath clearance and repairs, 2nd £200 grant for Hollowmarsh + £400 grant for Spring Lane	1315
4220	Defibrillator	75	0	75	NYB = elec and replacement parts.	75
4230	Open Spaces Maintenance	80	203	230	LYB = NYB + weeding of Barbury & £100 for stones on Barbury	280
4240	Prospect Stile Sign	1190	1218	2215		0
NEW	Christmas tree**	0	0	50	NYB = tree + labour	100
	OverHead Expenditure	2650	2021	3875		2120
1100	Grant Income - Footpaths	605	616	616	LY E/A=NYB	615
1102	Grant Income - P. Stile Sign	0	250	1025		0
	Total Income	605	866	1641		615
	200 Net Expenditure	-2045	-1155	-2234		-1505

300	Playing Field					
4310	Playing Field Maintenance	250	24	250	NYB = + additional PF maintenance	310
4320	Play Equipment	0	2324	2324	N/A	0
NEW**	Playing Field inspections	0	0	0	BANES will now charge for this service	325
	OverHead Expenditure	250	2348	2574		635
1101	Grant Income - Playing Field	0	0	0		0
1300	Playing Field Donations Rec'ed	0	0	0		0
	Total Income	0	0	0		0
	300 Net Expenditure	-250	-2348	-2574		-635
400	Section 137					
4400	Grants - Section 137	535	0	540	LY E/A = NYB + 1%	545
	OverHead Expenditure	535	0	540		545
	400 Net Expenditure	-535	0	-540		-545
	Total Budget Expenditure	8125	6769	11641		8360
	Income	8771	9031	9807		755
	Net Expenditure	646	2262	-1834		-7605