

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

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

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

Public Participation: There were no member of the public present.

The Chairman opened the meeting at 7.20pm.

17/223 Apologies: There were apologies from Cllr Mrs C Arnold and Cllr M Jay.

17/224 Declarations of interest: There were no declarations of interest.

17/225 Confidential matters: it was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act, 1972, as amended.

17/226 Co-option to the vacant seat on the Parish Council: two applications were considered and discussed in detail. The decision was difficult as both were strong candidates. It was proposed and agreed that Simon Keith be co-opted to the vacant position on the Parish Council.

17/227 The meeting was re-opened to the press and public.

17/228 Election of Vice-Chairman of the Council: it was proposed and unanimously agreed that Cllr Duckett be elected as Vice-Chairman of the Parish Council for the remainder of 2016-17.

17/229 Adoption of Minutes: The minutes of the Parish Council meeting held on 28th November 2016 were agreed as an accurate record. The minutes were proposed and agreed for adoption.

17/230 Dispensation: as all councillors present had already been granted a dispensation for the setting of the precept, being valid until January 2019, there were no further requests for dispensation to consider.

17/231 Budget 2017/18: The draft budget was considered. The following items were discussed and approved for inclusion in the budget:

- to paint the fence rails at Prospect Stile to prevent further corrosion;
- to replace the wooden posts on the Barbury, adjacent to the telephone kiosk, which were in a poor state of repair;
- to remove the disused Royal Mail bin on the Barbury

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

The preliminary results of the Residents' Survey were discussed in relation to budgeting for the Playing Field. It was asked that an item be added to the next agenda to discuss promotion of the Playing Field.

17/232 Precept 2017/18: having agreed the budget for 2017/18 a revised 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 £8310 which represented a 1.5% increase (£0.87) on the 2016/7 cost to a Band D property in the parish of Hinton Blewett.

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- 17/233 Ward Councillor's report:** Cllr Warren reported that the B&NES budget for 2017/18 was in its final stages and that whilst there would be a 2% increase on the adult social care budget it was hoped that the increase on Council Tax could be kept down to 1.5%. There would be further challenges next year to reduce costs.
- 17/234 Monthly accounts and bank reconciliation:** The Finance Monitor confirmed that the bank reconciliations were correct. It was proposed and agreed that the accounts report to 31st December 2016 was a true reflection of the bank account. There were no significant variances to note.
- 17/235 Allocation of grants:** The budget set for the allocation of grants was noted as within the powers of the Parish Council as set out in Section 137 of the Local Government Act 1972. Grants as requested by St Margaret's Churchyard and Dial-a-Ride were agreed (payment details below). A grant to the Village Hall of £275 had been agreed earlier in the year for the purchase of a table trolley, it was agreed that this could now be used instead on the purchase of an access ramp.
- 17/136 Authorisation of payments:** The following payments were considered:

Cheques

£250	Grant to St Margaret's Churchyard (chq 468)
£45	Grant to Midsomer Norton and Radstock Dial a Ride (chq 471)
£40	Christmas tree on the Barbury (chq 466)
£99	Replacement battery & pad pack for defibrillator (+VAT) (chq 469)
£1.40	Clerk's PAYE due to HMRC (chq 465)
£2.20	Stationary costs to Clerk (chq 467)
£85	For fuel for mowing the Playing Field (paid to A Grant) (chq 470)
£56	Hire fees for Village Hall 2016 (chq 472)

Standing Orders

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

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

Thanks were extended to Alan Grant for giving his time to cutting the grass at the Playing Field through the year.

Income

There was no income to report.

- 17/237 B&NES Placemaking Plan main modifications consultation:** it was agreed to respond in support of modification MM1 to Policy RA2 which added the following underlined text:
Limited residential development on previously developed sites falling within the scope of Policy ED2B adjoining and closely related to the Housing Development Boundary will be acceptable if the requirements of Policy ED2B and other relevant policies are met. Limited residential development on sites adjoining the housing development boundary at these villages will also be acceptable if identified in an adopted Neighbourhood Plan.
There were no other amendments of significance to the Parish.
- 17/238 High speed broadband:** the issues faced by houses on the outskirts of the village that had not been connected to the high-speed broadband via BT were noted. It was understood that groups had been formed in Litton and East Harptree and that interested residents were in touch with these groups. Information and updates would be disseminated by the Clerk as and when received.

17/239 B&NES Parking strategy consultation: the only issue highlighted was the need for adequate parking for any new development. With no public transport 3-5 parking spaces would be required for any new development in RA2 villages.

There was discussion of parking issues around the Barbury and it was suggested that the Village Hall car park could be made available for parking for large events held at the pub.

17/240 Highways and Footpaths:

- The issue of signage at the small footpath running alongside the approach to Spring Lane from West End Farm had been discussed with the PRoW Officer who confirmed that this small section was not a definitive footpath and therefore signage was not appropriate.
- Drawings for proposed changes to the gravel area of the Barbury had not yet been received but it was noted that the Parish Council had a duty of care for its village green and that it had been suggested that the Conservation Officer at B&NES should be consulted on proposals once they were received.
- It was noted that having requested a 30mph consideration for the village, the Highways Safety Officer had recommended a 20mph as the most appropriate and had added this to his Task Register. The 20mph limit was supported by Ward Councillor Warren. The initiative was pending appropriate funding in the Highways budget.
- It was suggested that the locked gates at Hollowmarsh Lane should have a sign giving contact details of a key holder in case of emergency. This would be discussed with the PRoW Officer.
- The Footpaths Officer would speak to the PRoW Officer about policy on reinstatement of footpaths following ploughing and would take this forward as appropriate.

17/241 Information from the Clerk:

- a) **Water main:** the latest information from Bristol Water that the main was no longer identified for replacement was noted. It was agreed that water pressure remained a concern for the Parish and that residents would be encouraged to report all incidents to Bristol Water in order for evidence to be logged for future consideration.
- b) **Royal Garden Party:** it was proposed and agreed that Cllr Brimmell be nominated to attend.
- c) **External Auditor for 2017-22:** the appointment of the external auditor was noted.

The meeting closed at 9.15pm.

APPENDIX 1: BUDGET 2017/18

Budget for 2017-18						
FINAL AT MEETING						
		Last Year 2016-17 Budget (LYB)	Actual at 6 months	Predicted to Year- End (Expected Actual-EA)	NOTES	Next Year 2017-18 Budget (NYB)
100	Administration					
4000	Clerk's Salary	2820	1413	2846	NYB=salary scales set for 17-18. SCP 18 @ 6 hours pw + £100 contingency	3010
4010	Clerk's Expenses	275	108	270	NYB=homeworking allowance £18pcm+2% + occasional mileage £50	270
4011	Accounts Software	115	113	113	2017-18 price confirmed.	120
4014	Website	50	0	50	Email & web hosting £50, AVG antivirus £42.99 +3%	100
4015	Office expenses	780	34	780	LYB=inc EMR for laptop £500 & printer £100 NYB=stationary £100, MS Office £80, Plan to use reserves to replace laptop in 2017. Budget £150 laptop EMR and £100 printer EMR.	430
4020	Training	300	0	300	LYB=Planning training - not yet happened - unspent funds to EMR for training. Hope to arrange ALCA training in 2017. NYB=£100 EMR for future Clerk's training. Plus £150 for New Cllr training and general.	250
4030	Subscriptions	165	129	165	NYB= ALCA/NALC £52.95 (confirmed), SLCC £77, ICO £35, +2%, Local Councils Award Scheme £100	270
4040	Recruitment Costs	75	0	75	EA=unspent to EMR NYB=EMR for future recruitment costs	75
4050	Bank Charges	0	0	0		0
4060	Audit Fees	100	100	100	NYB=prices frozen until 2017	100
4070	Insurance	295	308	308	NYB=add PS sign £4.17+increase of 0.5% on IPT+2%	320
4080	Hire of Hall	85	0	85	NYB=around 10 meetings at £10 each plus contingency	120
	OverHead Expenditure	5060	2205	5092		5065

1076	Precept	8067	4034	8067		
1077	Precept Grant	140	70	140	confirmed as £70 for 17-18, £30 for 18-19, 0 for 19-20+	70
1090	Interest Received	0	1	2		0
	Total Income	8207	4105	8209		70
	100 Net Expenditure	3147	1900	3117		-4995
200	Facilities and Maintenance					
4200	Barbury Mowing	350	0	350	NYB=LYB+2%	360
4210	Footpath Maintenance	1315	600	1400	EA= inc £200 spent from EMR + £600 to EMR for possible future works at Hollowmarsh Lane and Spring Lane. Actual budget spend is £1200. NYB = footpath clearance and ad hoc works	700
4220	Defibrillator	75	20	99	EA=unexpected spend on battery & pads - no EMR transfer this year NYB=cabinet refurbishment - £125, £100 EMR for new defib, £20 for electricity	245
4230	Outdoor Maintenance	280	235	350	LYB=additional costs - No Parking signs, fixing damage to Barbury. NYB= noticeboard maintenance £30, PS & Barbury benches £80, weeding around Barbury £100, clear ragwort on approach roads £170, ad hoc works £100, replace Barbury posts £100, cut hedge at PS £50, remove old bin on Barbury £20.	650
4240	Prospect Stile	0	928	928	EA includes £871.85 taken from EMR NYB - not needed	0
4250	Christmas tree	100	0	100	purchase and installation	80
NEW	Village Pound refurbishment	0	0	0	Cutting grass £50, purchase seeds £20, Remove tree (FOC?), border stone £20	100
	OverHead Expenditure	2120	1783	3227		2135
1100	Grant Income - Footpaths	615	622	622	NYB=EA	622
	Total Income	615	622	622		622
	200 Net Expenditure	-1505	-1161	-2605		-1513

300	Playing Field					
4310	Playing Field Maintenance	310	166	310	Petrol for grass cutting £90, Strimming £150, cut hedge inside £20, cut hedge outside £50	410
4320	Play Equipment	0	0	0		0
4311	Play equipment inspections	325	38	325	NYB=LYB+2%	340
4330	Playing Field fees	0	1	1	annual lease £1 rent	1
	OverHead Expenditure	635	205	636		751
1101	Grant Income - Playing Field	0	0	0		0
	Total Income	0	0	0		0
	300 Net Expenditure	-635	-205	-636		-751
400	Section 137					
4400	Grants - Section 137	545	0	545	NYB=LYB+2%	560
	OverHead Expenditure	545	0	545		560
	400 Net Expenditure	-545	0	-545		-560
	Total Budget Expenditure	8360	4193	9500		8511
	Income	8822	4727	8831		692
	Net Expenditure	462	534	-669		-7819

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Earmarked Reserves (EMR) at 31st March 2017 (predicted)				
321	EMR Prospect Stile Sign	0		
322	EMR Playing Field	348.24		
323	EMR Laptop and printer	850		
324	EMR Recruitment	150		
325	EMR Public Rights of Way	600		
326	EMR Defibrillator	75		
NEW	EMR Training	300		
		<u>2323.24</u>		