

**MINUTES OF THE MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON TUESDAY 25th JULY 2017 IN THE VILLAGE HALL
Draft until adopted by Council and signed by the Chairman**

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

The Minutes were taken by E Merko (Clerk).

Public Participation: There was one member of the public present who thanked the Parish Council, and Cllr Brimmell in particular, for their hard work and achievements in the Placemaking Plan process and in the successful allocation of the three green spaces that were now approved. A second matter raised was regarding the important views which had started to become obscured by a high hedge on Upper Road and a large number of trees along the Cam in the view from Lower Road. Lastly, disappointment was expressed over the recent halt in renovation works at Middle Road Farm, a result of frustrations with the conservation conditions.

ACTION 301a/1: to look into the possibility of tree works to improve the view from Lower Road. To discuss with the landowners and with B&NES.

The Chairman opened the meeting at 8.00pm.

17/301 Apologies: Apologies were received from Ward Councillor Warren.

17/302 Declarations of interest: there were no declarations of interest.

17/303 Adoption of Minutes: The minutes of the meeting of the Council held on Wednesday 23rd May and Planning meetings held Friday 2nd and Thursday 29th June 2017 were agreed as an accurate record. The minutes of all three meetings were proposed and agreed for adoption.

17/304 Absence of Character Assessments (CAs) from B&NES Placemaking Plan: the Parish Council was disappointed that the CAs had not been included in the final plan. A dialogue with the Planning team on the matter was ongoing and the Parish Council asked that a formal complaint be drafted.

ACTION 304/1: to draft a complaint to B&NES about lack of inclusion of the CAs, which represented a considerable amount of work and important matters that it had hoped could be made a material consideration in the determination of planning applications.

17/305 Parish Charter consultation: the revised charter was discussed. It was agreed that the principle was right but there were a number of concerns about how the intentions would be implemented and how successes would be measured. The consultation questionnaire would be completed and returned.

17/306 Free trees: the offer from the Woodland Trust of free trees was considered but there were no suitable sites recommended on this occasion.

17/307 Internal Financial Controls: the control measures were reviewed and approved, to be reviewed again in 12 months' time.

17/308 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.

Signed..... (Chairman) Dated..... Page..... 1

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17/309 Monthly accounts and bank reconciliation: The Finance Monitor confirmed at the meeting that the bank reconciliation was correct. There were no significant variances to note. It was proposed and agreed that the accounts report to 30th June 2017 was a true reflection of the bank account.

17/310 Authorisation of payments:

The following payments were considered:

Cheques

£301.64	Ebuyer for new laptop (+VAT) (chq 486)
£125.00	AED Locator for refurbishment of defibrillator cabinet (+VAT) (chq 487)
£1.00	HMRC for Clerk's PAYE quarter 1 (chq 488)
£220.00	Martin Currell for various maintenance works (chq 489)
£50.00	WALC for Local Councils Award Scheme application (+VAT) (chq 490)
£180.00	Paul Fineran for website hosting and IT services for new laptop (chq 491)
£11.42	Stationary expenses (chq 492)
£47.02	Expenses for reinforced sign at Prospect Stile (+VAT) (chq 493)
£67.00	Society of Local Council Clerks membership 2017 (chq 494)

Standing Orders

The Clerk's appraisal had taken place on 4th July 2017. It was proposed and agreed to move the Clerk's salary up to SP18 and that the increase be back-dated to June.

Clerk's salary for Mrs E Merko at NJC salary scale point 18, pro rata for 6 hours per week.
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.

There were no receipts.

17/311 Highways and Footpaths:

- The state of the Barbury both before and after cutting was discussed as the grass was often very long when it was cut and therefore, the cut grass made the area equally unsightly. It was resolved to investigate possibilities for improvements to the quality of cutting to show this important village asset at its best.

ACTION 311/1: to request either that the grass be removed after cutting or that the Barbury be cut more regularly.

- The PROW Officer hoped to write to all landowners to remind them of their responsibilities with regard to the reinstatement of footpaths.
- Dog fouling on Hook Lane – this had been noted as an issue and would be investigated.
- Removal of Prospect Stile sign – the interpretative sign at Prospect Stile had been removed maliciously but had now been replaced using a secure locking nut. The security socket that was unique to the nut would be stored by Cllr Jay in case the sign needed to be removed in future and a file note would be made on the Parish Council files to that effect. Cllr Jay was thanked for his time and expertise in replacing the sign.
- Illegal vehicle access on public rights of way had been reported to the Police.
- 20mph speed limit –B&NES had voted against the installation of new 20 mph zones so a speed limit in Hinton Blewett (which could have enabled a Community Speedwatch scheme) was not currently possible.

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- A large pothole on Hook Lane outside Home Farm had now been filled. Thanks were expressed to Alan Sperring, Highways Inspector at B&NES, for the many issues that he had helped to resolve in recent months. A note of thanks would be sent to Mr Sperring and his manager.
- Footpath clearance – the annual clearance of the footpaths (ground-level) was complete. Some areas where the side hedges were over-grown had been reported via the PRow Officer.
- Cattle loose on Cameley Lane had been reported to the Animal Welfare officer.
- It was noted that the hedges adjacent to Spring Lane were overgrown – this would be reported to the PRow Officer.
- Following a request from the Parish Council for a meeting to discuss Highways maintenance, Highways Engineer, George Bottin had offered a meeting on 31st July.

17/312 Ward Councillor's report: Cllr Warren was not present so there was nothing to report.

17/313 Items for information from the Clerk:

- a) **Local Councils Award Scheme:** it was noted that the application for Foundation level had been submitted. Subsequent to the meeting the Parish Council was informed that Foundation level had been successfully achieved.
- b) **General maintenance 2017-18:** the detailed order for maintenance during 2017-8 was noted.
- c) **Residents' Survey actions update:** the update was received and discussed.
 - A camping event was likely to happen at the Playing Field sometime over the summer as parents were enthusiastic. A risk assessment was in place.
 - Funding for more equipment had been researched as well as research into other play facilities in the area. It was agreed that the playing field should not be in competition with other facilities but should meet local need. It was agreed that a seating area and a covered seating area were a priority.
 - A Playing Field Management Committee meeting would be convened during August and a leaflet distributed to encourage more residents to get involved.
 - The Village Pound was being trimmed regularly and the "tree" would be removed. A potential offer of wild flower seed would be followed up and the seed then sown.

ACTION 313/1: to produce and deliver a leaflet encouraging residents to get involved in ideas and activities for the Playing Field.

- d) **Planning:** it was noted that Application 16/06102/FUL for erection of a dwelling at land to the south of Widcombe Lodge had been withdrawn.
- e) **Defibrillator:** it was noted that the cabinet had been refurbished. Thanks were expressed to Kelly Shipway for her ongoing volunteer time in making fortnightly checks of the defibrillator.
- f) **Broadband:** a brief report was given of a meeting held by Truespeed, a company that was now able to provide ultrafast broadband direct to the home and would do so providing that 30% of households in a given area signed up. This was particularly good news for residents in the outlying areas of the Parish who had a very poor quality of broadband, but was likely to be of interest even to residents in the centre of the Parish that were already receiving fast broadband from BT.

The meeting closed at 9.25pm.