

**MINUTES OF A MEETING OF HINTON BLEWETT PARISH COUNCIL HELD  
ON WEDNESDAY 30<sup>th</sup> MARCH 2016 IN THE VILLAGE HALL  
Draft until adopted by Council and signed by the Chairman**

**Present:** Cllr Mrs E Brimmell (Chairman), and C Arnold, 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 no members of the public present.

The Chairman opened the meeting at 7.45pm.

**16/119 Apologies:** Apologies were received from Ward Cllr T Warren.

**16/120 Declarations of interest:** there were no declarations of interest.

**16/121 Adoption of Minutes:** The minutes of the meetings held on 27<sup>th</sup> January 2016 were proposed and agreed for adoption.

**16/122 Whitehill and Spring Lanes:** It was noted off-roaders had been less of a problem in recent months and that damage to Spring Lane was not significant at the present time. It was also felt that, as a rural community, allowance should be made for stock movement. Following discussion, it was agreed that no further action should be taken at the present time. There was a suggestion that funds could be earmarked for future works in subsequent budgets. It was also suggested that the No Vehicles sign should be moved from its present location (low down on a wall) to the left hand side of the road.

**ACTION 16/122/1:** request re-siting of No Vehicles sign on the Upper Road approach to Spring Lane.

**16/123 BANES' Green Spaces Strategy 2015-2029:** It was noted with concern that the Playing Field and play equipment on Hook Lane were not referenced in the strategy. It was further noted that the Strategy focused more on urban areas than on rural green spaces. It was suggested that the Parish Council response should request a closer connection with the Placemaking Plan to include reference to the green spaces identified in that plan.

**ACTION 16/123/1:** Parish Council comments on BANES' Green Spaces Strategy 2015-2029 to be submitted by 31<sup>st</sup> March.

**16/124 Freedom of Information publication scheme and information available:** The Information Commissioner's Office model publication scheme policy was reviewed and re-approved for adoption. The amended schedule of information available was approved.

**16/125 Transparency Code for Smaller Authorities:** the report was noted and it was suggested that it should be displayed on the website and on the noticeboard. The report would be reviewed annually.

**16/126 Health and Safety and Data Protection policies:** the policies were reviewed. It was suggested that "testing" of appliances (Section 1c) was not necessary. It was requested that a Parish Council First Aid kit be purchased for events and that reference to the location of a first aid kit be added to risk assessments. The requirements of Parish Council contractors were noted and it was suggested that a simple questionnaire be required of contractors to confirm public liability insurance and relevant H&S policies. A simple template policy would be constructed for use of those contractors without the relevant policies. The Health and Safety and Data Protection policies were proposed and agreed for adoption.

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

**ACTION 16/126/1:** purchase a Parish Council first aid kit to be stored at the Village Hall.

**ACTION 16/126/2:** create a Contractors' questionnaire and template policy.

**16/127**      **Petition to allow appeal rights for Parish Councils as third parties on planning applications:** the Parish Council agreed to support this petition.

**16/128**      **Internal Audit 2015-16:** it was noted that the internal audit arrangements were in place for the 2015-2016 accounts.

**16/129**      **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 29<sup>th</sup> February 2016 was a true reflection of the bank account.

**16/130**      **Authorisation of payments:**

Cheques

£200.00 ALCA for "Being a Good Councillor" training (chq 172)  
 £63.00 Hinton Blewett Village Hall for hall rental 2015 (chq 437)  
 £95.88 Clerk's expenses inc Office 365 licence renewal +VAT (chq 438)  
 £35.00 Information Commission (data protection) registration renewal (chq 436)  
 £223.32 Clerk's salary payment for March (to account for PAYE deductions) (chq 440)  
 £6.00 HMRC for Clerk's PAYE (chq 439)  
 £262.34 Recording Solutions for web hosting, consultancy and toner +VAT (chq 442)

Standing Orders

Clerk's homeworking allowance (£18 pcm)

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

Income

The VAT refund of £699.01 had not yet been received but a grant from Mendip Hills AONB for £500 towards the Prospect Stile sign had been received.

**16/131**      **Prospect Stile sign:** the completed design was with Arien Signs for production and delivery was expected within the next fortnight.

**16/132**      **Chew Valley Neighbourhood Plan:** the pre-draft had been circulated to the Steering Group ahead of the final draft which would be available from 11<sup>th</sup> April to be signed off by the Chairmen of all seven Parish Councils at a meeting on 18<sup>th</sup> April. Following this there would be a six-week consultation with the communities involved and the plan would go forward to BANES in early June.

**16/133**      **Highways and Footpaths:**

- There were a number of issues causing concern regarding the state of the roads, the quality of repairs and the state of some of the hedges in the Parish. It was therefore suggested that a list of issues be drawn up for discussion and site visit with a Senior Highways officer.
- Persistent highway flooding at "Back Lane"/Upper Road had been reported to Highways for a permanent solution.
- A gully without its grating and obscured by water on the Sutton Road adjacent to the junction for Whitehill Lane had been reported and subsequently fixed.
- Trees leaning dangerously towards the road on Coley Hill had been reported and passed to the Trees Team but no response had yet been received.

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- Some of the missing bollards on Coley Hill had been replaced but it was unclear whether this was a permanent solution. The issue would be added to the list for discussion with the Highways Officer.
- A large pothole on Hook Lane outside the entrance to Home Farm had been checked but was not at the level for intervention.
- A pothole on Sutton Road outside Ellen's Farm had been placed on a 20-day works order on 11/01/16 but had not been repaired. It appeared that repairs were now imminent.
- It was reported that a grating on the junction of Upper and Lower Road was badly rusted and potentially dangerous. This would be reported to BANES.
- A replacement No Parking sign had been ordered for the top of Litton Lane as the previous one had been removed.
- A dangerous slip hazard at a stile on footpath CL128 was reported but it was subsequently noted that it had been fixed.

**16/134 Ward Councillor's report:** Cllr Warren had sent apologies so there was nothing to report.

**16/135 Items for information from the Clerk:**

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

The Parish Council was disappointed that the Rees Mogg estate had failed to respond to repeated requests to trim the hedge on Lower Road, the estate's agent only recently having responded that, due to the nesting season, the hedge would not be dealt with until next winter.

There had been a positive meeting with the new landlords of the Ring O Bells. The Parish Council was pleased to note improvements to the appearance of the building already having taken place with further improvements planned.

The Village Agent would re-commence monthly coffee mornings at the pub starting 19<sup>th</sup> April and meeting every third Tuesday of the month.

**b) Planning Application 15/02932/FUL:** details of the possible decision timescales were noted.

**c) Rotary Community Awards:** there were no nominations suggested.

**The meeting closed at 9.25pm.**