

**MINUTES OF THE MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON TUESDAY 26th SEPTEMBER 2017 IN THE VILLAGE HALL
Draft until adopted by Council and signed by the Chairman**

Present: Cllr Mrs E Brimmell (Chairman) and Cllrs D Elliott, M Jay and S Keith.

The Minutes were taken by E Merko (Clerk).

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

Mendip Hills Area of Outstanding National Beauty (MHAONB)

Before the meeting started the Council received a presentation from Jim Hardcastle, manager of MHAONB, outlining the work and remit of the unit, in particular, in preserving, promoting and enhancing the Mendip Way, part of the Limestone Link. It was reported that MHAONB was keen to support community projects which complemented their remit and could provide expert volunteers for projects where possible. Details were given of a grant fund which could provide funding for suitable projects. It was reported that the MHAONB itself was funded by DeFRA (75%) and the local authority areas across which the MHAONB was located (25%). Other funding came from local events and gifting. Residents would be able to make a regular donation to the unit which could be gift aided. Details could be obtained from the Clerk.

The Chairman opened the meeting at 8.05pm.

- 17/321 **Apologies:**** Apologies were received from Cllr Mrs C Arnold and Cllrs D Duckett, D Huffadine, and Ward Councillor Warren.
- 17/322 **Declarations of interest:**** there were no declarations of interest.
- 17/323 **Adoption of Minutes:**** The minutes of the meeting of the Council held on 25th July and Planning meetings held on 23rd and 29th August 2017 were agreed as an accurate record. The minutes of all three meetings were proposed and agreed for adoption.
- 17/324 **Review of policies:**** the following policies were reviewed and agreed with no changes: Training Policy, Complaints Procedure, Disciplinary and Grievance procedures.
- 17/325 **West of England Strategy consultation:**** the response to the consultation was discussed and agreed.
- 17/326 **Action Plan 2017:**** the Action Plan was reviewed and agreed and would be uploaded to the website. It was noted that the vegetation around Prospect Stile had now been cleared for which thanks were extended to the Duchy and the contractor for an excellent job.
- 17/327 **Playing Field Risk Assessment:**** the risk assessment was reviewed and agreed with no changes.
- 17/328 **New equipment for Playing Field:**** the costings for new equipment were received along with details of the funding sources. It was agreed to purchase the following at a total of £1220:
- Replacement 2nd goal post, timber from Fountain Timber, assembly and installation
 - Bespoke shelter and installation
 - Gossip seat sleepers, materials, installation and labour
- Funds to be taken from Parish Council earmarked reserve, village event donations and B&NES Community Empowerment Fund (pending a successful application).
Concern was expressed about the purchase of equipment when the survey had shown that there was limited use of the facility. However, it was agreed that the proposed enhancements were designed to attract older children as well as make the playing field more accommodating for parents. It was agreed

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that a leaflet promoting the newly enhanced playing field would be distributed in the Spring and the possibility of a Village event at the Playing Field would be revisited at that time.

ACTION 17/328/1: apply to Community Empowerment Fund for a grant

ACTION 17/328/2: arrange transfer of donations held by Village Hall Committee to Parish Council for purchase of equipment

ACTION 17/328/3: purchase Playing Field equipment and arrange installation

ACTION 17/328/4: (in the Spring) distribute leaflet and look to arrange a village event

17/329 Plans to open up views: further to the Character Appraisal aspiration to open up the views out from the village, work had commenced on a project to open up views across the Cam on the South side of the village. Advice had been sought from a tree surgeon who believed that the vistas could be much improved by raising the crown of some of the trees and felling dead or weak ones, without removing trees unnecessarily. It was also hoped that around 200m of hedge, consisting mostly of hawthorn, could be laid. Approximate costs for the work had been given as £1400 for hedge laying and £1350 for tree trimming.

Two land owners had so far been consulted about the plans and whilst one was not keen to be involved at this stage the other was sympathetic to the aspiration.

It was agreed that the next course of action would be to consult the community.

ACTION 17/329/1: community consultation on plans to open up the view over the Cam.

17/330 Ultrafast Broadband: the meeting on 28th September was highlighted. There were varying views in the village about the cost of the installation of ultrafast broadband. Currently BT only supplied fibre to the cabinet with the edges of the Parish still receiving very poor speeds. Whilst BT had no service level agreement for residents, it was suggested that TrueSpeed consider a business SLA similar to the business repairs carried out by BT.

17/331 Absence of Character Assessments from B&NES Placemaking Plan: it was with frustration that it was noted that the Hinton Blewett Character Assessment (CA), worked on in such detail by a dedicated group of volunteers, did not feature in the B&NES Placemaking Plan (PMP) and therefore was not a material consideration in planning decisions. A precis had been included in the Chew Valley Neighbourhood Plan which carried some weight. It was intended that the full character assessment could be added upon revision of the Neighbourhood Plan. B&NES Planning had indicated that the PMP CAs would be embedded in PMP document archive.

Reference was made to B&NES' current review of its Local Plan which would include review of potential sites for development. Sites that had been put forward would shortly be made known to Parishes for comment.

17/332 Community Infrastructure Levy (CIL) for Chew Valley Neighbourhood Plan (CVNP) Area: the Parish Council reaffirmed its approval to pool any additional CIL funds received as a result of the CVNP (10%) into a central fund for the 7 parishes of the Neighbourhood Plan. Cllr Mrs Brimmell was proposed and agreed as the Hinton Blewett representative on the committee administering the CIL funds.

17/333 Spare defibrillator kit: it was proposed and agreed to contribute to the joint purchase of a spare battery and pads to be shared between neighbouring Parishes. This would ensure that in the event that a defibrillator was used it could be put back into active use as soon as possible.

ACTION 17/333/1: to confirm agreement to the Clerk at Ubley and to report back when/if the spare kit was purchased and where it was to be located.

17/334 Annual Return 2016/17: the completion of the annual return with no additional comments from the External Auditor was noted. It was also noted that this would be the last year of a compulsory external audit.

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17/335 Monthly accounts and bank reconciliation: The Finance Monitor had confirmed by email that the bank reconciliation was correct. There were no significant variances to note. It was proposed and agreed that the accounts report to 31st August 2017 was a true reflection of the bank account.

17/336 Authorisation of payments:
The following payments were considered:

Cheques

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| £62.00 | Paul Fineran for AVG renewal (chq 495) |
| £229.50 | B&NES for play area inspections (+VAT) (chq 496) |
| £100.00 | Martin Currell for maintenance at Playing Field, Pound and Prospect Stile (chq 497) |
| £200.00 | ALCA for Planning Training (chq 501) |
| £12.00 | Village Hall for Planning Training (chq 499) |
| £1.00 | Carter Jonas for Playing Field lease (chq 500) |
| £4.40 | PAYE due to HMRC for quarter 2 (chq 498) |
| £600.00 | Gary Filer for footpaths clearance 2017 (chq 502) |
| £80.00 | Martin Currell for maintenance at the Barbury, playing field and Prospect Stile (chq 503) |

Standing Orders

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

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

There were no receipts to report.

17/337 Highways and Footpaths:

- The PRoW officer's letter to landowners about not ploughing and cropping on Public Rights of Way was noted and had been uploaded to the website for information.
- Poor quality of highway repairs: this issue would be raised with the Ward Councillor at the next meeting.

17/338 Ward Councillor's report: as Cllr Warren was not present there was no report.

17/339 Items for information from the Clerk:

- Actions Report:** the report was noted.
- Meeting dates:** the dates were noted and would be posted on the website calendar.
- Maintenance of the Barbury:** the quote from B&NES was noted and further quotes would be sourced in time for budget setting. The possibility of a volunteer rota similar to the successful rota for cutting the graveyard was suggested and would also be considered.

ACTION 17/339c/1: source quotes for maintenance of the Barbury.

The meeting closed at 9.17pm.