

Hinton Blewett Parish Council

Meeting No. 16 – 27/03/2018

MEMBERS ARE HEREBY SUMMONED TO A MEETING OF THE PARISH COUNCIL ON TUESDAY 27th MARCH 2018 7.30pm IN THE VILLAGE HALL

Members are reminded of the requirement to declare any relevant Pecuniary Interests before discussion of the Agenda item concerned.

Public Participation

Parishioners are welcome to attend and observe all meetings of the Parish Council but may only speak in the public participation section before the meeting and may speak for no longer than 3 minutes.

Agenda

1. To receive apologies for absence
2. To receive declarations of interest
3. To discuss the withdrawal of the new Clerk
4. To adopt the minutes of the meetings and Planning meetings of the Council held on Tuesday 23rd January and Thursday 8th March 2018
5. To discuss highway flooding issues in the parish
6. To receive update on Chew Valley Neighbourhood Plan review
7. To receive an update on session on Joint Spatial Plan, B&NES Local Plan and HELAA
8. To receive update on Environment Agency initiative regarding pollution at Stowey quarry
9. To discuss promotion of the Playing Field
10. To receive a response from Playing Field Management Committee regarding the Playing Field being used as a geocache site
11. To review and confirm the Parish Council's compliance with the Transparency Code for Smaller Authorities
12. To review the Health & Safety policy
13. To review the action list for compliance with General Data Protection Regulations (GDPR)
14. To note Internal Audit arrangements for 2017-18
15. To agree the Monthly Accounts and budget variances to 28th February 2018 and to confirm the bank reconciliation to February 2018
16. To discuss HBPC Benchmarking and Clerk's pay scales
17. To authorise payments and note income
18. To receive an update on Highways and Footpaths
19. To receive Ward Councillor's report
20. To receive items for information from the Clerk

EFMerko

Emily Merko, Clerk to the Parish Council

22nd March 2018

Meetings in 2018: 22nd May (Annual Meeting), 24th July, 25th September, 27th November

Annual Parish Meeting: 24th April 2018

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime and Disorder, Health and Safety, and Human Rights.

Meetings take place in the Village Hall unless otherwise indicated. Parishioners are welcome to observe all meeting of the Council but are not entitled to address any meeting unless a written request to do so has been received by the Clerk by noon on the preceding day.

Chairman: Liz Brimmell, Abbots Barn Cottage, Hinton Blewett, Bristol BS39 5AL

Tel: 01761 453926. Email: EBrimmell@btinternet.com

Parish Clerk: Emily Merko, 18 Inner Elm Terrace, Westfield, BA3 3XT

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Agenda (further details)

1. **To receive apologies for absence**
2. **To receive declarations of interest**
3. **To discuss the withdrawal of the new Clerk.** Following withdrawal of the new Clerk's acceptance of the post for personal reasons, to discuss plans for immediate Clerk cover and for the future.
4. **To adopt the minutes of the meetings and Planning meetings of the Council held on Tuesday 23rd January and Thursday 8th March 2018** (attached)
5. **To discuss highway flooding issues in the parish:** between West End Farm and Homefields, above New Chapter Farm, Coley Hill, Sutton Road at the junction with Whitehill Lane and Hook Lane adjacent to Home Farm. See photos attached.
6. **To receive update on Chew Valley Neighbourhood Plan review.** If the CVNP was to carry out a review in order to ensure primacy it was felt that it should be timed to go to referendum after the New Local Plan (NLP) was fully adopted. It would provide a long timeframe. Also, as the NLP approached its close the CVNP would have clarity on the emerging policies and could then properly assess what other policies might be in conflict. The general feeling was that currently only the one policy HDE8b was likely to cause difficulty. This policy required additional off-road parking for 4+ bedroom developments, unlike the Placemaking Place which did not. Because the PMP adoption was delayed last year it now takes precedence over the CVNP. It has still not been decided if a full NP review will be the best way to deal with the issue. Minutes of the last meeting attached.
7. **To receive an update on session on Joint Spatial Plan, B&NES Local Plan and HELAA:**
 - The Joint Spatial Strategy will focus on sites at Bristol, Whitchurch, Keynsham, Midsomer Norton and Radstock.
 - The Local Plan Options Stage consultation due summer/autumn 2018 following by consultation on Draft Plan winter 2018.
 - HELAA (Housing & Economic land Availability Assessment) will also identify land which may be suitable, achievable and available for housing or economic development– see attached presentation slides and notes of questions raised and answers.
8. **To receive update on Environment Agency initiative regarding pollution at Stowey quarry.** The Environment Agency addressed the Stowey Sutton Parish Council on 7th March and the following is an extract from their minutes:

Environmental Agency (EA) (was) represented by Ben Shayler and Ian Withers.

The EA is taking the lead as they have higher sanctions and are more effective than a local Council. The Officers were not able to state exactly what testing had taken place but confirmed that information will be provided when available. In respect of testing in the Quarry, contractors will shortly be on site to take a cross-section of deposits. They will also clear the entrance of the illegal dumping to gain access to the Quarry.

An extensive criminal investigation is ongoing, the owner of the Quarry has limited assets and is unwell, the EA is aware of the position regarding Barclays Bank.

The outcome of testing of deposits and seepage will inform the EA's future action which could be of an engineering nature or biological/chemical waste removal attenuation.

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Odour monitoring: it would be helpful for the EA to be kept informed when the odour is at its worst. EA will provide specific monitoring sheets for uniformity.

EA confirmed a newsletter would be produced quarterly. The officers agreed to find out about fencing the parameters of the Quarry. The two officers accepted that their organisation could have been more proactive from 2016/17.

9. **To discuss promotion of the Playing Field.** In September it was agreed to that in the Spring a leaflet promoting the newly enhanced playing field would be distributed and the possibility of a Village event at the Playing Field would be revisited. To receive suggestions for the leaflet and a village event. The shelter is expected to be erected during the first week of April and the north end goal post will be replaced.
10. **To receive a response from the Playing Field Management Committee regarding the Playing Field being used as a geocache site.** The following comments were made by the committee:
 - Whilst the idea is worthy, the location (the playing field) is not thought to be suitable. Sadly, we need to be aware of safeguard issues and encouraging unknowns to be in a place meant for children would be unwise.
 - It's not a good idea to have people tramping around the Playing Field looking for the container.
 - Not a good idea these days to encourage people from far and wide to an area where Mums and small children are the main occupants. The playing field is a little secluded and heaven forbid if anything untoward should happened it could compromise our risk assessment and our insurance.
 - A better place could be found for a geocache site such as buildings or areas of historic interest like Prospect stile, with amazing views.
11. **To review and confirm the Parish Council's compliance with the Transparency Code for Smaller Authorities** (attached) The Transparency Code replaces the requirement of "smaller authorities" to have an External Audit. The attached report documents the compliance of Hinton Blewett Parish Council with the code and is reviewed annually.
12. **To review the Health & Safety policy** (attached – unchanged from last year)
13. **To review the action list for compliance with General Data Protection Regulations (GDPR).** NALC has now provided a GDPR Toolkit with information, suggestions and templates. The toolkit has been used to produce the attached Action List which will be reviewed at each Parish Council meeting. Also attached is the completed audit of where personal data is held. It is suggested that the HR Committee consider what should be put in place for the future.
14. **To note Internal Audit arrangements for 2017-18.** It has been agreed that Nigel Westray would be reappointed as Internal Auditor each year unless he wished to stand down (PC, 19th May 2015). Mr Westray has confirmed that he is happy to carry out the Internal Audit for 2017-18. The Internal Audit will take place in early May and will be reported at the May meeting of the Parish Council.
15. **To agree the Monthly Accounts and budget variances to 28th February 2018** (attached) **and to confirm the bank reconciliations to February 2018** (Cllr Huffadine)
16. **To discuss HBPC Benchmarking and Clerk's pay scales.** See attached recommendation from ALCA.
17. **To authorise payments and note income**

Payments

£138.00 Advert for Clerk in Chew Valley Gazette (+VAT) (chq 514)

£73.04 Advert for Clerk in Radstock Journal (+VAT) (chq 515)

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- £35.00 Information Commissioner (data protection) registration renewal (chq 516)
- £79.99 Microsoft Office 365 licence renewal (inc VAT) (chq 517)
- £15.00 PAYE due to HMRC for quarter 4 (chq 518)
- J Howell NET salary for March NJC salary scale point 8 pro rata for 6 hours per week over 15 days (17-31 March) (chq 519)
- To agree to replace the missing post at the Village Pound

Standing Orders

- To cancel the Standing Order for salary to the former Clerk, E Merko

Receipts

£291.22 VAT refund 2017-18

18. To receive an update on Highways and Footpaths

- The Parish Council had investigated ownership of the historic finger posts in the village in order to ensure there was adequate cover in place for repairs or replacement in case of accidents. B&NES has confirmed that they own the posts and would be responsible for repairs.
- Damage to the Barbury by the Butcombe delivery lorry has been reported to Butcombe and a quote for the repair forward to them.
- Potholes on Coley Hill have been reported.
- Broken and missing bollards on Coley Hill have been reported several times. But no response from Highways.
- Potholes on Sutton Road and Middle Road were reported. Sutton Road has been resurfaced. Middle Road pothole was finally repaired w/e 16.03.18.
- **Consider complaint to B&NES re lack of importance given to carrying out road repairs.**
- To received feedback from Cllr Warren regarding seeking MP support for LAs to be able to reject sub-standard highway repairs carried out by utilities

19. To receive Ward Councillor's report. Verbal update to be given at the meeting.

20. To receive items for information from the Clerk

a) Actions list

To note actions completed and those which are ongoing.

b) Items for information circulated since the last agenda:

- An Enforcement Complaint about building at Field Farm on Litton Lane was sent to B&NES on 19th February. Enforcement have confirmed that they are in email correspondence with the owner about this issue. Further updates will be passed on when received.
- Draft Parish Charter will be presented to B&NES Cabinet on 11th April and for adoption on 10th May (draft attached)
- New CEO at Bristol Airport - due to start August 2018
- B&NES Affordable Homes Show on 12th April 2018
- Great Flood of the River Chew and Keynsham in 1968 commemoration activities

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