

**MINUTES of the MEETING of HINTON BLEWETT PARISH COUNCIL held on
TUESDAY 24th July 2018 at 7.30 p.m. in the VILLAGE HALL**

(draft until adopted by the Council and signed by the Chairman)

Present:

Chair of the Council:	Elizabeth Brimmell
Vice Chair of the Council:	David Duckett
Councillors:	Chris Arnold, David Huffadine, Simon Keith, Jamie O’Nians, Tim Warren
Clerk to the Council:	Sarah Jones (Minutes)

Public Participation: There was one member of the public present.

The Chairman opened the meeting at 7.30 p.m.

18/450 Declaration of Office from new Councillor Jamie O’Nians: The Declaration of Office was received.

18/451 Apologies for Absence: Apologies were received from Cllr David Elliott.

18/452 Declarations of Interest: No Declarations of Interest were received.

18/453 Adoption of Minutes of the HBPC Meetings held on 22nd May 2018, 26th June 2018 and 10th July 2018, and the HBPC Planning Meetings held on 27th March 2018 and 29th May 2018.

HBPC Meeting 22nd May 2018:

- 18/419: It was noted that the co-option of a new councillor should have been advised to B&NES. Following notification, the vacancy was re-advertised and filled on 10th July 2018;
- 18/429: The council was still awaiting the Consultation on the B&NES Draft Supplementary Planning Document Local List of Heritage Assets;
- 18/435(b): It was noted that modifications could be made to the Chew Valley Neighbourhood Plan before carrying out a 5-year review;
- 18/435(j): Bristol Airport had now closed the second round of consultation on its Master Plan, which included proposals to raise capacity to 12 million passengers a year. Cllr Duckett reported that the plan would have little or no detrimental effect to the Parish.

Following the above notifications, the minutes were agreed as an accurate record, adopted by the Council and signed by the Chairman.

HBPC Meeting 26th June 2018, HBPC Meeting 10th July 2018, HBPC Planning Meeting 27th March 2018, HBPC Planning Meeting 29th May 2018: The minutes were agreed as an accurate record, adopted by the Council and signed by the Chairman.

18/454 Standing Orders and the Financial Regulations and to review committee membership:

Standing Orders:

It was proposed and agreed that membership of the committees should remain unchanged as follows:

- i. HR Committee: Chairman, Vice Chairman and one other Councillor
- ii. Finance Committee: Chairman and Finance Monitor
- iii. Playing Field Management Committee: three Councillors and at least three non-Councillors

Two further committees were added as follows:

- iv. Character Assessment Review Committee: four councillors
- v. Highways Maintenance & Flooding Review Committee: Two councillors and three members of the public

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Councillors were re-appointed to these Committees as follows:

- i. HR Committee: Cllr Brimmell, Cllr Duckett, Cllr Arnold.
- ii. Finance Committee: Cllr Brimmell, Cllr Huffadine
- iii. Playing Field Management Committee: Cllr Brimmell, Cllr Duckett and Cllr Keith (plus 3 non-Councillors).
- iv. Character Assessment Review Committee: Cllr Brimmell, Cllr Duckett, Cllr Huffadine and Cllr Keith
- v. Highways Maintenance & Flooding Review Committee: Cllr Brimmell, Cllr Duckett, Mrs Duckett, Mrs Tovey and Mr Ward

The Standing Orders were confirmed and would be reviewed in 12 months' time.

Financial Regulations:

A discrepancy in the footnoting would be corrected.

The Financial Regulations were discussed, following which it was agreed to query the wording on several issues; the Clerk was instructed to seek advice from Avon Local Councils Association (ALCA). Resolution of these queries would be reported at the next meeting.

Apart from these issues, the Financial Regulations were confirmed with no changes and would be reviewed in 12 months' time.

- 18/455 Effectiveness of Internal Financial Controls:** The Effectiveness of Internal Financial Controls were confirmed with no changes and would be reviewed in 12 months' time.
- 18/456 Asset Register and insurance cover for 2018-19:** Changes had been made to the Asset Register as follows: The location of the Clerk's (current) laptop and printer had been updated and the cost of the shelter (£750) and goal (£150) had been added to the register. The insurance schedule for 2018-19 was still to be compiled.
- 18/457 Procedures for Dealing with Complaints, Press/Media, Freedom of Information Requests and Data Protection:** This item was deferred to the next Council meeting on 25th September 2018.
- 18/458 Allocation of Grants under Section 137 of the Local Government Act 1972:** The Parish Council was compliant with the limit for grant-giving and was permitted to allocate up to £1,847 in grant-funding for 2018-19. Whilst the current grants would be reviewed in January at budget setting, it was proposed and agreed that, in recognition of the services provided to the Chew Valley, grants of £100 would be made to both Avon Search & Rescue and South West Ambulance Community First Responders, on an annual basis.
- 18/459 Update on the Review of the Hinton Blewett Character Assessment:** Following recent confirmation from B&NES that further character assessment work was unnecessary unless there were areas that the parish would like to review, the issue was raised as to whether the Council should consider natural development in the locality. Members would be attending a Local Plan Briefing Session being held on 16th August
- It was reported that the Joint Spatial Strategy has been delayed until Spring 2019 due to the requirement to complete a Habitat Regulation Assessment, which meant that the consultation on the draft Local Plan would not be held until Autumn 2019, with its adoption expected in 2020.
- 18/460 Clerk's Homeworking Allowance:** It was agreed that the Clerk's Homeworking Allowance would remain the same: £18 pcm.

18/461 Monthly Accounts and the Bank Reconciliation: The Finance Monitor confirmed that the Bank reconciliation was correct. There were no budget variances to note. It was proposed and agreed that the accounts to 30th June 2018 were a true reflection of the bank account.

Due to recent issues at TSB, the Finance Monitor proposed that the Council consider changing banks; this was unanimously agreed. In the meantime, the Clerk would be paid via cheque.

18/462 Authorisation of payments and note income: The following payments were considered:

Payments

Cheque No.	Payee	Reason for Payment	Net	VAT	Total
187	Martin Currell	Various tasks including installation of goal posts at the Playing Field and new sleeper posts at the Village Pound			£170.00
188	Primrose Garden Maintenance Ltd.	Barbury cutting w/c 7 th & 21 st May 2018	£110.00	£22.00	£132.00
189	AED Locator (E.U.) Ltd.	HeartSafe [®] Smart Tag Monitoring Service	£49.00	£9.80	£58.80
190	Midsomer Norton & Radstock Journal Ltd.	Display Advert to appear in Situations Vacant	£51.13	£10.23	£61.36
191	Sarah Jones	Pro-rata payment for 26.06.2018 – 31.07.2018			£297.04
192	Sarah Jones	Payment for Home Working Allowance			£18
521	Primrose Garden Maintenance Ltd.	Barbury cutting w/c 4 th & 18 th June 2018	£110.00	£22.00	£132.00
522	Rosemary Walker	Annual Payment in respect of electricity running costs for the defibrillator			£20.00
523	Emily Merko	Payment in respect of additional hours to complete the year-end accounts and hand-over to the new Clerk			£142.22
524	G Filer	Footpath vegetation clearance NB: This cheque would be withheld until the invoice was presented.			£640.00

Standing Orders

The Clerk's start date was 26th June. As agreed at the last meeting the Clerk had been appointed at Salary Scale Point 18. The Clerk would be paid pro-rata for 5 days in June.

Clerk's Salary: NJC Salary Scale Point 18, pro rata for 6 hours per week, plus homeworking allowance.

Income

There is no income to report.

18/463 Highways and Footpaths: The overgrown laurel hedge outside The Old Rectory was once again reported to B&NES as a hazard to pedestrians.

18/00237 UNDEV: Following several reports by the Parish Council, B&NES Enforcement had visited the site and written to both land owners and advised that they were to return the land to its former condition within 28 days. Failure to do soon a voluntary basis might lead to more formal enforcement action. Enforcement would review the matter around 24th August and report back to the Parish Council. The Parish Council had also informed Highways and the PRoW officer of issues with the site.

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18/464 Ward Councillor's Report: Cllr Warren reported to those present that: The Joint Spatial Plan and the Joint Transport Plan were in progress and were due to be published in May 2019.

In the course of his work, Cllr Warren had regular and frequent conversations with Government Ministers in respect of how Councils such as ours were able to generate their own income without raising taxes for residents, or passing on any associated costs to their residents indirectly, through increased prices. Organisations and ventures that were profitable for the community were of considerable interest. Currently, the Roman Baths were reporting record-breaking figures!

Somerset County Council was currently looking at the possibility of merging to form a unitary authority and B&NES had been invited to confer in respect of how the authority could be reconfigured. B&NES had accepted the invitation.

18/465 Items for Information from the Clerk: Following discussion it was agreed to arrange two presentations to the village: the first from the Community First Responder Scheme in late September and the second a Crime Prevention Survey by Avon and Somerset Constabulary in late October

Cllrs Brimmell and Duckett had attended a Chew Valley Forum meeting. The Beat Manager for the area had asked that residents report any suspicious activity, either by ringing 101, or via the Avon and Somerset Constabulary website, by selecting 'Your Area' and following the instructions.

Cllr Duckett presented a letter he had drafted to Jacob Rees-Mogg about the management and reinstatement of potholes in the village. Some revisions were suggested and it was agreed that Cllr Duckett would present the letter to Mr Rees-Mogg in person, during one of his surgeries.

From 17th July 2018, anyone caught dropping litter (including cigarette ends) in B&NES would be handed a £150 Fixed Penalty Notice. Additionally, anyone caught fly-tipping in the area, or disposing of bags of household or business rubbish next to public bins, would be issued with a Fixed Penalty Fine up to £400 or, on summary conviction, a fine of up to £50,000.

Hinton Blewett Parish Council had received notification in respect of a complaint made by Cllr Brimmell about Cllr Elliott. The Monitoring Officer had decided that there had been a breach of the Code of Conduct in relation to Cllr Elliott's behaviour being disrespectful. The recommendation was that he apologise for this behaviour.

TrueSpeed Ultrafast Broadband had now been installed in Hinton Blewett.

A presentation of the Highways Maintenance & Flooding Review Committee had yet to be finalised.

The Chairman closed the meeting at 9.20 p.m.