

FALFIELD PARISH COUNCIL

Minutes of the Annual Council Meeting held on 17th May 2016 at 7.40 pm at Falfield Village Hall

Present

Parish Councillors: Mrs J Hathway, Miss E. Jarvis, Mr A Isaac, Mrs M O' Connor & Mr K. Fryer.

Clerk: Mrs D. Bramley **Public:** Ward Cllr J. O'Neill, Mr M. McBrien (HMP Eastwood Park) & 2 Parishioners

00624/16 Election of Chairperson and Signing of Declaration of Acceptance to Office

It was proposed by Cllr Fryer, seconded by Cllr O' Connor and **resolved** unanimously that Cllr Hathway be elected Chairperson. Cllr Hathway agreed and signed the Declaration of Acceptance to Office.

00625/16 Apologies for Absence

None

00626/16 Election of Vice Chair

It was proposed by Cllr O Connor, seconded by Cllr Isaac & **resolved** that Cllr Jarvis be elected Vice Chair.

00627/16 To Approve Minutes of Last Meeting

It was proposed by Cllr Fryer, seconded by Cllr Jarvis and **resolved** that the minutes of the Council meeting held on 15th March 2016 be signed as a correct record.

It was proposed by Cllr Fryer, seconded by Cllr Jarvis and **resolved** that the minutes of the Council meeting held on 30th March 2016 be signed as a correct record.

00628/16 To Receive Declarations of Interest in Items on the Agenda and Dispensation Requests

None

00629/16 Public Forum

00629.1/16 Street Lighting Church Avenue

A parishioner asked when the Street lighting in Church Avenue & Eastley Close will be repaired. Cllr Hathway stated although this is not a Parish Council matter, as it is an un-adopted highway, the issue has been passed to HMP Eastwood Park and the parish Council will continue to chase it with them. Mr McBrien stated that the Ministry of Justice (MOJ) has agreed to pay for the repairs and they now need to commission the work. Mr McBrien will get an update from the MOJ for the next meeting.

00629.2/16 HMP Eastwood Park Update

Mr McBrien stated that the working parties are progressing and hope to operate once a week at the moment. They will be litter picking around the parish. If there are any areas that need clearing then please let him know.

Cllr Hathway asked if the Church Avenue "Children Playing" signs will be replaced. Mr McBrien stated that the issue had been passed to Carillion plc however there is a back log of work so he cannot say when it will be replaced. As it is 7 months since the last meeting it was agreed to arrange another meeting with them. **Action: Clerk**

00630/16 To Appoint Representatives to the following Committees

00630.1/16 Falfield Village Hall Management Committee

It was agreed by all that Cllr O' Connor will be the Falfield Village Hall representative.

00630.2/16 Avon Local Council Association (ALCA)

It was agreed not to specify a specific representative. Cllrs will attend when available.

00630.3/16 Safer Stronger Community Group

These meetings can be attended by parishioners as well as councillors however the meeting is not well published. It was agreed to enquire if the dates of the meeting could be included in the 5 Alive, if there is time. It was agreed not to specify a specific representative. Cllrs will attend when available.

00630.4/16 Town & Parish Council Forum

It was agreed not to specify a specific representative. Cllrs will attend when available.

00630.5/16 Oldbury Site Stakeholder Group

It was agreed not to specify a specific representative. Cllrs will attend when available.

00631/16 Planning Matters

00631.1/16 To Note the Following Applications – No Comments / Consultation Expired

PT16/1455/F - The Barn, Brinkmarsh Lane, Falfield - Erection of detached triple garage.

00631.2/16 To Note the Following Notices

REFUSAL - PT15/0373/PNGR - Dudden Farm, Sundayhill Lane - Prior notification of a change of use from Agricultural Building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

00631.3/16 To Discuss Statements for Development (West) Committee Sites & Committee Meeting

The Parish Council will be able to speak at both meetings and it was agreed by all that statements for both meetings are drafted from the Parish Council response. **Action: Clerk / Cllrs Jarvis & Fryer**

Ward Cllr O' Neill stated that he had met with Cotswolds Homes and they have a lot of additional work to complete and are negotiating with Highways regarding the Motorway junction. Ward Cllr O' Neill will arrange a meeting with Cotswold Homes for the Parish Council.

00632/16 Financial Matters

00632.1/16 To Approve Statement of Accounts Ending 31st March 2016 - circulated to Cllrs

The accounts were presented and discussed. It was proposed by Cllr O' Connor, seconded by Cllr Hathway and **resolved** to approve the Statement of Accounts as presented and they were duly signed.

00632.2/16 To Approve Annual Return 2015/2016 Section 1

It was proposed by Cllr O' Connor, seconded by Cllr Jarvis and **resolved** to approve Section 1 of the Annual Return and the form was duly signed.

00632.3/16 To Approve Annual Return 2015/2016 Section 2

It was proposed by Cllr O' Connor, seconded by Cllr Jarvis and **resolved** to approve Section 2 of the Annual Return and the form was duly signed.

00632.4/16 To Discuss / Approve Internal Auditor for 2016/2017

The Clerk stated that a new Internal Auditor was required as Mrs Leaney was moving. Also with the changes to the External Audit process the Internal Auditor may need to be insured which will result in the Parish Council having to pay for the service. The Clerk will find an appropriate person and inform the Parish Council of the expected cost.

It was agreed that the Clerk find a new Internal Auditor, if the cost will be greater than £100 the Clerk will consult with Cllrs before proceeding. **Action: Clerk**

00632.5/16 To Discuss / Approve External Auditor Changes

From 2017 the Parish Council is required to obtain the services of their own External Auditor. As a result of this the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) have created a Sector Led Body, the Smaller Authorities Audit Appointments Ltd (SAAA), to procure External Auditors for Town and Parish Councils. The Parish Council can opt out of this arrangement however they will have to make their own External Auditor arrangements. It was agreed by all to stay with the SAAA Ltd arrangements.

00632.6/16 To Note Payments Received

Transparency Grant (Paid 29/03/16)	£ 256.11
HMRC VAT Refund 2015/2016	£ 100.54
South Gloucestershire Council Precept & LCTS Payment (50%)	£ 3174.00

00632.7/16 To Approve the following Payments

It was proposed by Cllr O' Connor, seconded by Cllr Jarvis & **resolved** unanimously to approve the following payments along with the annual regular payment record which listed the Clerk's Salary and grass cutting.

Mrs D. Bramley – Salary (April) via Monthly Standing Order	£ 289.72
Society of Local Council Clerks (SLCC) Annual Subscription	£ 88.00
Insurance Renewal Premium – Came & Company	£ 164.25
Falfield & Stone Brownies Donation	£ 20.00
Benefice Newsletter – 5 Alive Donation	£ 75.00
Mrs D Bramley Additional Hours (Transparency (8 hrs) & Planning (10 hrs))	£ 171.92
Mrs J Hathway – Meeting Mileage (20 miles)	£ 9.00
Mrs D Bramley Expenses (Office, Ink & Paper)	£ 68.17

00632.8/16 To Note 2016/2017 Budget & Payments/Receipts Statement

The Budget & Payments and Receipts Statement, circulated to Cllrs before the meeting, was noted and signed.

00632.9/16 To Note 2015/2016 PAYE Online Return Completed

The Clerk stated that the HMRC PAYE End of Year submission had been completed online and confirmation of receipt had been received.

00632.10/16 To Note Change in NS & I Interest Rate

It was noted that the NS & I Account interest rate had reduced from 0.75% to 0.45%

00632.11/16 To Discuss Updating Bank Signatories

It was agreed by all to postpone this item until the next meeting.

00633/16 Highway Matters

00633.1/16 To Receive Feedback regarding Commuter Parking in Mill Lane

Nothing to Report

00633.2/16 To Receive Feedback regarding 88 Bus Service Signage and Bus Stops

Ward Cllr O' Neill stated that the 2016/17 funding has still not been confirmed and they have had a number of similar requests from other areas. Chris Harris, South Gloucestershire Council is in the process of consulting the Public Transport team who may have particular priorities within their list. It is also likely that funds will be directed towards busier bus routes. Ward Cllr O' Neill has written to the Head of Transport to highlight the safety issues at this site and that it should be a priority site.

00634/16 To Receive Reports from Councillors

00634.1/16 To Receive Feedback Regarding Big Spring Clean Event

Cllr Hathway reported 13 adults and 5 children attended the Big Spring Clean, which equates to 26 person hours. Twelve plus bags of rubbish were collected along with discarded tyres and wheel hubs. Cllr Hathway returned the South Gloucestershire Council Questionnaire mentioning the limited amount of equipment that was available even after the Parish Council altered its date several times. This has been acknowledged and they will see what they can do next year. As the numbers are dropping it was agreed to discuss, in Jan/Feb, whether it is worth running this event next year.

00634.2/16 To Note Village Hall Management Committee Feedback

Cllr Hathway stated that the Annual General Meeting was held on the 28th April 2016, which she was unable to attend. As previously noted Cllr O' Connor has taken on the role as the Parish Council representative and will receive the minutes of their meeting along with the Clerk.

00634.3/16 To Receive Feedback from Town & Parish Council Forum

Cllr Hathway stated that the meeting on the 13th April covered a number of items including: the future of the Safer Stronger Community Group meetings, the library consultation which the Parish Council has responded too, the importance of registering to use the Sort It Centres, that litter bins can be used for dog faeces and initial information about the Prevent agenda. The minutes will be available on the South Gloucestershire Council website.

00634.4/16 To Receive Feedback from the Oldbury Site Stakeholder Group

Cllr Hathway attended the meeting on the 27th April and received an update on progress at the site.

00635/16 To Receive Clerks Report

00635.1/16 Horse Boxes using Sundayshill Lane

There are no planning conditions relating to the Equestrian Centre in Rockhampton and usage of Sundayshill Lane that could be found. Also having viewed their website they do advise visitors to use the Thornbury route and not to follow the Sat Nav route via Sundayshill Lane as it is unsuitable. It was agreed to ask the centre if they can ask visitors not to use Sundayshill Lane when they send out any literature. **Action: Clerk**

00635.2/16 Potholes Moorslade Lane

The potholes mentioned at the last meeting have been reported to South Gloucestershire Council.

00636/16 To Discuss/Approve Revised Risk Management Review Document

It was proposed by Cllr Isaac, seconded by Cllr Fryer and **resolved** unanimously to approve the Revised Risk Management Document. The only actions from the document are as follows, which will be completed at the next review of this document:

- 1) Complete Setting up Pension Requirements & other associated requirements by Staging Date (1st April 2017)
- 2) Update the document when the new external audit changes come into force in 2017.

00637/16 To Note Update to Asset Register & Corresponding Insurance

The updated Asset Register was noted and the Clerk stated that the insurance values were from 2015/2016 and had increased by 1% for 2016/2017.

00638/16 To Discuss/Approve Revised Standing Orders, Financial Regulations & Annual Transparency Report

It was proposed by Cllr Jarvis, seconded by Cllr O' Connor and **resolved** unanimously to approve the Revised Standing Orders and the Revised Financial Regulations.

It was proposed by Cllr Jarvis, seconded by Cllr O' Connor and **resolved** unanimously to approve the 2015/2016 Annual Transparency Report and publish it once the newly signed Statement of Accounts and Annual Return Sections 1 & 2 have been included.

00639/16 To Discuss Date for next Asset Risk Assessment and Inspection

The Clerk stated that the Risk Assessment and Asset Inspection are due again. It was agreed that Cllr Fryer along with the Clerk would undertake this task again. **Action: Cllr Fryer/Clerk**

00640/16 To Discuss/ Receive Feedback regarding Superfast Broadband

Cllrs expressed concern that only a small part of the parish is receiving Superfast broadband even though it is being stated, and used by developers and South Gloucestershire Council (SGC) in their planning assessments of the parish, that it is available throughout the parish. Ward Cllr O' Neill will contact Rhianon Wakely (SGC) and enquire why the whole parish is not covered by superfast broadband.

00641/16 Correspondence (*Italics – available by email*)

Respond To:

Consultation: South Gloucestershire Council (SGC) Replacement of Community Grants with Member Awarded Funding. (SGC awarded grants through its Local Area Committees. This will be replaced by Member Awarded Funding.)

For Information:

Stronger Community Group meeting held on 18th February, Avon Local Councils Association South Gloucestershire Area Group Monday 7th March 2016, Council Matters Spring 2016 - Came & Company Parish Council Insurance, SGC Members Broadband Briefing 14th March 2016, Healthwatch South Gloucestershire ebuletin April & May, Oldbury Site Stakeholder Group Meeting Minutes – 27th January 2016, South Gloucestershire Council Traveller Issues Policy and Operational Briefing Note & Disability Action Group Newsletter May 2016

South Gloucestershire Over Fifties Forum Winter 2015/16, Clerks & Councils Direct May 2016 & the Clerk May 2016

00642/16 Matters for Further Discussion / Information

Orchard View Children Playing Signage – The 'Children Playing' signage has been installed along with the 'SLOW' road markings.

Lord Mayor of Bristol HMP Eastwood Park Visit – Cllrs have no problems with allowing the Lord Mayor of Bristol to wear her official Chains of Office at her visit to the prison.

Date of Next Meeting Tuesday 19th July 2016 at 7.30 pm

This concluded the business of the meeting, which closed at 9.10 pm.