

**MINUTES OF A REMOTE MEETING
OF STANTON DREW PARISH COUNCIL
HELD ON TUESDAY 7th JULY 2020 7.30 P.M.**

Present: Chairman: Mrs L Richardson. Mr R Hill, Mr N Pushman, Mrs J Tibbs, Mr I Batchelor, Mr M Jones. Clerk: Mrs J Bragg. Cllr K Warrington.

1. Public Participation: There were no issues raised prior to the meeting from Members of the Public.

2. Apologies for Absence were received from Mr J Hudson.

3. To receive notification of any Members' personal or prejudicial interest in any item on the Agenda. There were no interests to declare.

4. To confirm the Minutes of the previous Meeting held on Tuesday 2nd June 2020.

After being circulated and read the minutes were proposed (RH) and seconded (IB) as a true and accurate record and will be signed at a later date.

5. To receive an update on District Matters from Ward Cllr Warrington. Still a very Covid19 situation being led with B&NES Authority reporting a very large deficit.

The possible breach of planning on Bromley Road had been reported by the Ward Councillor to the Enforcement Department with no response to report so far.

Ward Councillor will follow up the application made by the Parish Council for the Community Asset Transfer of the Play Area. It has been a year since the Parish Council submitted their interest. A Parish Councillor raised the issue of recent lack of customer service from B&NES. Missed refuse collections were also reported but these were rectified quite quickly.

6. To receive updates on current matters: a) War Memorial Update including Response to the Public Consultation: The consultation had been undertaken with leaflets being delivered to every household in the Parish. The response to the consultation was considered to have been a success with some supportive comments and offers of donations sent to the Clerk. The Parish Council Web Site had evidence of "250" hits since the following the delivery of the leaflets. One challenge had been received regarding a piece of history which the Parish Council were not aware of. Parish Council agreed that it is important to include any past history in the future War Memorial and will make contact to find out more. **NP & MJ to make contact.**

Artwork: The Parishioner who asked for the Cap Badges to be included on the War Memorial will be asked to help further. **MJ to forward contact details to NP.**

JCW has kindly offered to produce a Design Access Statement and complete the forms in preparation of a Planning Application submitted

b) Defibrillator at Stanton Wick Update Progress: There has been no further movement on the Defibrillator at the Carpenters Arms Stanton Wick, to date only the metal cabinet had been delivered. Clerk has e.mailed AED asking when the remaining parts are to be delivered.

c) Play Area: The new Fencing, Gate and Barrier has been installed. There is now a distinct separation between the car parking area for the Play Area and the Play Area itself. It was agreed to keep the original gate and posts in place to keep control over the entrance should it be necessary again to close the Play Area. This will be revised in a Years' time. The Annual Inspection Report had been carried out. In light of this it was agreed that the **Clerk** should obtain prices for some Play Bark or similar soft surface to be put under the Monkey Bars on the Play Tower. Following the opening of Play Areas **Clerk** will circulate a new Rota for the Play Area Inspections.

d) Audit: The Audit had been completed with no queries raised. The AGAR Form and Accounting Statements form will be signed by the Chairman and Clerk will submit the details

to PKF Littlejohn. Clerk reported that an electronic cashbook has been set up and can be easily accessed to check on balances/spending on certain projects. It will help at the end of year with the Audit but also when the Budget needs to be completed. Thanks were extended to John Kelly for his hard work carrying out the Audit and to the Clerk. It was agreed to purchase a Garden Voucher for JK as a thank you.

7. Matters for Discussion/Decision: a) William Stukeley Tercentenary: Clerk re-capped that the Parish Council had been contacted by Hon Sec. Bath & Counties Archaeological Society John Richards who would like to celebrate the 300th Anniversary of William Stukeley's visit to Stanton Drew. Stukeley was the antiquarian who brought the stone circles to wider attention. Groups who have also expressed an interest in the event are English Heritage, Bath & Counties Archaeological Society, Bristol & Avon Archaeological Society & Dr Jodie Lewis Worcester University. Parish Council agreed it was a great idea and would like to be involved. Clerk to check hall availability for the suggested date in 2023.

It was suggested that a working party could be formed with groups from around the Parish. It is hoped to hold an initial meeting in Spring 2021.

b) To agree submission of Planning Application for the War Memorial: Parish Council unanimously agreed that once the Planning Application is complete it will be submitted. Proposed (IB) and seconded (MJ).

c) Clerks Appraisal/Review of Clerks Salary: Clerks appraisal had been undertaken by Chairman LR & Vice-Chairman JB via a zoom call. Clerk remains happy in her post and the Parish Council are more than happy with the Clerk. It was agreed that the Clerk would take up training on Allotments, Financial Matters & Cemetery Training as and when ALCA run the training. It was also noted that there are three Parish Councillors who need to undertake the Good Councillor Training. Parish Council agreed that once agreed the Clerks Salary would increase as per the recommendations and be back dated to April.

Mr R Hill gave an extra thank you to the Clerk.

8. Reports: a) Clerks Update Report: Play Area: The Annual Inspection of the Play Area has taken place. The next round of jobs undertaken by our Odd Jobs person will be dedicated to the needs of the Play Area Equipment as flagged up in the Inspection. The Play Area is now open, guidelines have been consulted and details have been added to the web site.

Stanton Drew Neighbourhood Plan: Following the appointment of an independent examiner and required amendments to the consultation statement a further regulation 16 consultation is now taking place until 20th July 2020. The notice went onto the Web Site, and notices have been put into Noticeboards in the Parish. A short piece about the consultation was also added to the War Memorial Consultation leaflet which was distributed to every household.

Litter: Bath and North East Somerset Council will be launching a new anti-littering campaign during July 2020.

Fly Tipping: The Parish suffered a large amount of Fly Tipped rubbish on Stanton Wick Lane which completely blocked the lane. Thanks to quick acting Parishioners the rubbish was reported on Fix My Street and via social media. It was subsequently cleared quickly.

Replacement Rubbish Bins: Clerk made contact with Mandy Bishop Director of Environment regarding bins for the Parish who confirmed there is no budget for new bins, but there is a budget for replacement ones. A new bin was successfully installed at the Play Area. However replacement bins are still awaited in the two other locations. The locations were discussed and it was agreed that MJ will have a look to find the concrete base which

the old bin would've been installed on by the Bus Stop opposite the Druids. Photos can then be sent to B&NES along with a further request for a replacement bin.

25/20

Village Halls: Guidelines have been issues regarding the safe opening of Village Halls for pre-schools. Clerk has sent details to the Village Hall Committee Chairman.

Defibrillator: Clerk checked the sizes of the new Defibrillator Cabinet prior to purchase. The Defibrillator Cabinet a Durafib Outdoor Heated Cabinet has been ordered. Delivery is due Week Commencing Monday 6th July 2020. It was reported at the meeting that the Wall where the Defibrillator Cabinet will go is being re-rendered. The new Cabinet will be put up once works are complete. Replacing the sign above the cabinet will also be looked into.

MJ will find out when the works are due to be carried out.

Ward Councillor Empowerment Fund: An application will be made to the Ward Councillors fund for the cost of the new Defibrillator Cabinet.

Stone circle/Summer Solstice: A query from members of the public regarding entry to the stones and the use of the footpath was received. Advice from English Heritage was that the Stones would remain closed for the Summer Solstice, The Cove in the garden of the Druid Arms was open. English Heritage were to be having a conversation with the Landowner after the Summer Solstice regarding the opening up of the Stones. A note was added to the web site.

Allotments: Clerk circulated an update. All plots are being worked and there is currently a waiting list with two people on it. It was commented on how good the Allotment Site looks.

Bonfires: A Parishioner raised a concern regarding bonfires, and the burning of tyres on a site in Stanton Drew. Clerk advised them to contact B&NES Authority for some advice.

Re-surfacing Works: Clerk has circulated details of re-surfacing works due to take place in the Parish. The Works are for Bromley Road From its junction with Sandy Lane in a southerly direction for a distance of approximately 800 metres including the junction of Upper Stanton. Works are scheduled to start from Monday 29th July.

Footpaths/Footpaths Officer: Clerk has invoiced B&NES for the Footpaths Officer Money which is of £890.41. Work has started on clearing the footpaths, stiles & gates. A couple of problem areas have been identified, a bridge has a slat missing and a hand rail is rotted. This has been reported to PROW for their attention.

Kissing Gate Bye Mills: Owners of Land either side of a Kissing Gate have asked if they can remove the Kissing Gate to enable them 1) To maintain the footpath as they do with wood chippings/Bark 2) to allow easier access to their land for Veterans attending Bushcraft Courses. Clerk forwarded details to Public Rights of Way who have confirmed that the Kissing Gate can be removed.

Code of Conduct: The Local Government Code of Conduct Consultation was circulated to all Parish Councillors. No comments were raised.

Foundation Award: Clerk suggested that the Parish Council should consider an application to NALC for the Foundation Award. The Foundation award is for councils who want to show they meet a set of minimum standards to deliver effectively for their communities. To meet this award the council demonstrates that it has the required documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place. The cost is £50.00 to NALC and there is also an accreditation fee of £50 payable to ALCA for a Panel to assess the application once it has been submitted. It was agreed to find out more about the Award and add it for discussion at the September Meeting.

NALC/ALCA Guidelines: Updates on guidelines have been continually updated and received from NALC & ALCA. Clerk has circulated the latest update from NALC.

Web site Statistics: Chairman has circulated encouraging web site statistics amongst Parish Councillors. Statistics show how many views per day/how many searches etc. Following the circulation of the Parish Council leaflet 256 households looked at the web site.

26/20

We only 350 households in the Parish, these figures represented so a good proportion!!

Next Door App: Many residents have raised concerns this month regarding a letter inviting them to join the "Next Door App", this is not an application that Stanton Drew Parish Council support. Details were added to the Web Site.

Mobile Library: A reminder of access to services can be used via <https://beta.bathnes.gov.uk/follow-bnes-libraries-social-media>

Parish Magazine: A reminder that future copies of the Parish Magazine will be online and can be read at www.stantondrew.org and also on the Lakeside Group www.lakesidegroup.org.uk

There is a link to the Parish Magazine from the Parish Council Web Site.

Avon & Somerset Police Updates : Clerk continues to receive these updates and circulate them. An update this month included a Track & Trace Scam. Details were added to the Web Site.

B&NES Media Releases: Clerk circulates as and when received.

Future Meetings: Parish Liaison Meeting Thursday 16th July 2020 Via Zoom at 5.30pm – Chairman may attend.

Climate Action Planning Day 30th June: Clerk circulated details of this being rolled out by the Centre for Sustainable Energy.

Forum Meetings: B&NES have started to plan the next round of virtual Forum meetings to be scheduled at the end of July / beginning of August. The dates will be circulated in due course. The meetings will focus on one key topic Resilient Communities.

Rubbish Bins: A discussion took place on Rubbish Bins.

9. Planning: Planning Applications Received: No Applications received.

Planning Outcomes Received: No Applications to report.

10. Financial: Payments to be authorised over £100.00 Proposed (RH) Seconded (JT)

Mrs J Bragg	Salary for July 2020	740.79
Filers Coaches	Surgery Bus for May 2020 4 Weeks @ £30.00	120.00
Filers Coaches	Surgery Bus for June 2020 5 weeks @ £30.00	150.00
Tidy Tim	Installation Gate, Footpath Frame & Fence Play Area	251.50
ROSPA	Yearly Inspection of Play Area	111.60
M J Patch	Play Area Barrier	950.00
Mrs J Bragg	Defibrillator Cabinet from Safety Tec (Durafib)	485.85
Shirley Edwards	Footpaths Officer	177.50

Payments to be authorised:

Mrs J Bragg	Imprest	26.36
K C Printing	Consultation Leaflets	40.00
T Pearce	Play Area Gate	81.60
NSALG	Allotment Membership	39.00
L Richardson	Web Site Hosting Renewal	66.47

Receipts to note:

B&NES	Footpaths Officer Agency Agreement	890.41
Allotment	Final Rents received	90.00

11. Items of Report to carry forward to the next Meeting: Foundation Award.

War Memorial. Litter Pick. MJ gave apologies for the September Meeting.

12. To Note Future Meetings: There is no August Parish Council.

DATE OF NEXT PARISH COUNCIL MEETING: Tuesday 7th September 2020. It is hoped that this meeting will be in the Village Hall. MJ to update nearer the time.

DRAFT