

**MINUTES OF THE STANTON DREW PARISH COUNCIL'S ANNUAL MEETING/
PARISH COUNCIL MEETING HELD IN THE PARISH HALL ON THURSDAY 21ST
MAY 2015 AT 8.30 PM FOLLOWING THE PARISH ANNUAL MEETING**

PRESENT: The newly elected Parish Councillors, namely – Cllr. J Chubb-Whittle, Cllr. M Elsbury, Cllr. J Hudson, Cllr. M Naunton, Cllr. G Roscoe, Cllr. J Swift, Cllr. D Winstone, three parishioners and one visitor.

The clerk informed the meeting that the new councillors having been democratically elected on 7th May 2015 are legal members and are therefore entitled to attend this meeting as Councillors. The relevant legal documentation, namely The Declaration of Acceptance of Office and The Register of Interest forms, having been previously circulated to the new councillors were, or will be, completed as soon as possible.

15/32 – APOLOGIES FOR ABSENCE

An apology for absence had been received from Cllr. K Warrington, the newly elected Ward Councillor.

15/33 – CODE OF CONDUCT – DECLARATION OF INTEREST

There were no declarations of interest received.

15/34 – APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR

The clerk took the chair and asked for nominations for the post of chairman. Cllr. J Chubb-Whittle was proposed by Cllr. J Swift and seconded by Cllr. G Roscoe. There were no other nominations. Cllr. J Chubb-Whittle was prepared to accept the nomination and was unanimously elected. She thanked the councillors for their nomination.

15/35 – APPOINTMENT OF VICE-CHAIRMAN FOR THE ENSUING YEAR

The elected chair took over the chair from the clerk and asked for nominations for the post of vice-chairman. Cllr. G Roscoe was proposed by Cllr. M Naunton and seconded by Cllr. D Winstone and Cllr. M Elsbury was proposed by Cllr. J Swift and seconded by Cllr. J Chubb-Whittle. Cllr. G Roscoe stated that he would prefer not to be nominated, Cllr. M Elsbury was prepared to accept the nomination and was unanimously elected. He thanked the councillors for their nomination.

15/36 – APPOINTMENT OF COUNCIL'S REPRESENTATIVES

Footpath Co-Ordinators – Cllr's M Elsbury, G Roscoe and J Swift, the remaining councillors to assist when required.

Council's Charitable Trust Representative – Cllr. G Roscoe.

Village of the Year Co-Ordinator – Cllr. G Roscoe.

Allotments Sub Committee – Cllr's J Chubb-Whittle, J Swift and the clerk.

Play Area Committee – The Parish Council en bloc.

The Primary School Governor – Cllr. J Chubb-Whittle stated that she did not wish to be considered. Having stated an interest, Mr G Watling was duly elected as council's representative.

Parish Cemetery Co-Ordinator – The clerk.

Defibrillator Inspections – The clerk.

The Community Trust – The incumbent chair (Cllr. J Chubb-Whittle) and Mr K Payne.
The Richard Jones Foundation Trust – Cllr. J Chubb-Whittle.
Cheque Signatories – Cllr's M Elsbury, M Naunton and G Roscoe.
ALCA Meetings – Cllr. J Chubb-Whittle and the clerk.
Chew Valley Area Forum – Cllr. J Chubb-Whittle and the clerk.
Neighbourhood Plan Team – Cllr's J Swift, J Chubb-Whittle, M Naunton and D Winstone.

15/37 – URGENT BUSINESS AS AGREED BY THE CHAIR

There was no urgent business stated.

15/38 – MINUTES OF THE LAST PARISH COUNCIL MEETING HELD ON 5TH MARCH 2015

The draft minutes, having been previously circulated to the parish councillors were agreed and signed as a correct record.

15/39 – THE NEIGHBOURHOOD PLAN – UPDATE

Cllr. J Swift, chair of the team, reported that the Parish Survey Questionnaires had been returned with in the region of a 40% return. The next stage will be to compile the information provided in the returns and then to draft and release the plan for discussion round about September 2015.

15/40 – ACTIONS FROM THE LAST PARISH COUNCIL MEETING

Re:05/54 – The Play Area – The repairs to the wood facias at the tunnels/bridges area and the replacement picnic table are still awaited. A second inspection report, from B&NES Council, had been received. There were no major defects/problems identified but additional items reported as needing monitoring included – The surfaces at the picnic- table area, the basket swing area, the slide area and the sand-pit area. Splitting at the top of the posts of the stilt walk. Both goals crossbars bent and progressive wear to shackles on the basket swing.

Re:09/21 – The blocked stile and footpath at Stanton Wick – Cllr. D Winstone and the clerk had met with Mr S Rustom, an adjacent landowner to the offending location, who had explained his proposal to resolve the situation. Mr Rustom had offered to forward his proposal to the PROW Officer, but Council have not received any further correspondence to date. In general the proposal would re-route the footpath away from the back garden of Nuholme, away from the Carpenters Arms carpark and away from the garden/land of Parsons Farm, but would need to start at the entrance to the private drive belonging to Nuholme, proceed straight down the drive to the field boundary and then turn left towards the stile near Brookfield.

Re:13/63 – Defibrillator/First Aid Training – There had been no further correspondence received from the local training provider. Cllr. J Chubb-Whittle stated that there had been no further contact with the first-aid providers at the recent marathon event.

Re:14/96 – The status of Featherbed Lane – B&NES Highways had promised an up-date but no further correspondence received to date.

Re: The Give Way sign at the Stanton Wick junction with the A368 – A replacement sign had been promised but no action to date.

Re: The 20 mph Rural Speed Limits – It was reported that the installation of the signs and road markings had commenced, some complaints reference sign locations had been addressed by B&NES Highways and clarification reference Advisory and Compulsory was still needed at some locations.

Re: Anti-Slip material on wooden PROW Footbridges – A working party to carry out the repairs had not yet been formulated.

Re: The provision of a noticeboard at Tarnwell – The preferred location had still not been established.

Re: The Allotments Site – It was reported that the amended contract had been signed by all plot holders, two rent payments were still owed.

Re: Planning decisions to date

11/05078/VAR – Filer's Coaches – To increase the number of coach parking spaces from 12 to 20 at The Coach Park – Permitted.

14/02856/FUL – Mr T Smart – Change of use of land and buildings to a single dwelling, ancillary residential accommodation, employment space, garaging, spa and stables at The Old Colliery Site – Permitted.

14/02858/FUL – Mr T Smart – Conversion of industrial buildings to seven dwellings, and associated work at The Old Colliery Site – Permitted.

14/05342/FUL – Mrs E Bond – Conversion of a recreational building and new garage (Renewal of application 04/01778/FUL) at Greenacres – Permitted.

14/05578/FUL – Hot Since 86 Ltd – Erection of a two storey four bedroom dwelling and double garage on land adjacent to Greenhayes – Permitted.

15/00765/FUL – Mr & Mrs T & M Hurley – Erection of conservatory to the rear and removal of two windows and replace with one window in the south wall at Brookfield – Withdrawn.

Re: The damaged railings at The Causeway – Still no action to date.

Re: The untidy state of the layby's on the B3130 – Hibernia had stated that they will clear the areas – No action to date.

Re: Litter Picking – It was reported that a very successful and well supported exercise had taken place on 15th April 2015. This minute would now be deleted.

Re: The Chelwood Bridge Rotary Club's Community Award 2015 – It was reported that council had nominated Cllr. J Chubb-Whittle, she had been presented with a nomination certificate. The winner of their of award this year is a lady from Winford.

15/41 – NEW PLANNING APPLICATIONS

14/03412/FUL & 14/03414/LBA – Mr S Rustom – Internal and external alterations to include the installation of a vehicle gate, a pedestrian gate, four low level lights, an additional barn window, new external door from patio to kitchen, glazing to kitchen and garage doors, new flooring to porches,

new internal dressing room door and new bedroom doors at Parsons Farm – Council supported in principle. Observations – The Parish Council would prefer more sensitive outdoor lighting to protect the night sky and the site can be seen from the PROW and the road but the paperwork states that it cannot. – Subsequently permitted.

15/42 – COUNCILS STATEMENT OF ASSURANCE FOR THE PREPARATION OF THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2015

The following statement was approved: -

The Parish Councillors acknowledged their responsibilities for the preparation of the statement of accounts and for council's internal controls and confirm to the best of their knowledge and belief with respect to council's statement of accounts for the year ending 31st March 2015 that they have complied with the requirements of section 2 of the statement of assurance.

It was reported that Mr R Taylor had carried out council's internal audit of the accounts prior to them being forwarded to the external auditor.

15/43 – PARISHIONERS COMMENTS AND VIEWING OF PLANNING APPLICATIONS

Mr C Farmer, a parishioner, thanked the parish council for all the good work that they had carried out during the previous four year administration.

Mr G Watling, a parishioner, reported that the bank under the walkway at The Causeway was showing signs of subsidence, and garden waste was being also being deposited there.

A damaged coping stone at the War Memorial had been reported. Following an inspection Cllr. M Naunton had offered to carry out a repair.

Ms Sally Jenkins, a visitor, had asked for permission to speak, which was granted. She gave a brief up-date of her and her partner's plans for a small farming/produce enterprise on land off Pensford Lane. The aim is to produce year round vegetables and eggs, seasonal fruit and occasional meat and honey. A membership scheme will be run for those who wish to volunteer or make a regular contribution in return for a weekly share of produce.

Ms Jenkins was thanked for her presentation, advised to contact the Community Café as an outlet for produce and publicity, and invited to attend any future parish council meetings to provide up-dates.

15/44 – CORRESPONDENCE AND REPORTS

The death of Mr Peter Duppa-Miller, a great friend and advisor to the parish council, had been announced. His funeral will take place on 22nd May 2015 and the chair and the clerk will attend.

B&NES Council had asked for a local Flood Representative, Cllr. J Chubb-Whittle had volunteered.

HMRC Pension Regulator had asked for detail of any pension provision for council employees, in our case the clerk. Mrs K Mountford had liaised with HMRC and established that it is not required at this stage as the clerk is already of pensionable age.

Grant Thornton, the External Auditors, had stated that the audit of council's accounts will take place on 25th May 2015 and Stanton Drew Parish Council has also been selected for an Intermediate Audit which requires additional information. The clerk reported that Mr R Taylor has carried out council's Internal Audit.

Whitchurch Parish Council has forwarded their revised Cemetery Fees, for information, which indicate some substantial increases. It was proposed that a review of the fees should be an agenda item at the next parish council meeting.

The Department for Communities has stated that council's with a turnover of under £25,000 per annum should be subject to a Transparency Code for Smaller Authorities, the detail required has to be forwarded/recorded by 1st July 2015.

Truespeed Communications LTD has stated that they are a local company currently delivering ultrafast broadband into the region and have offered to run some information sessions to parish councils. They also announced that they are now in partnership with Hibernia who are installing the International communications link. This will enable them to deliver ultra fast broadband into rural North east Somerset.

A parishioner had requested a grant towards providing wild-flowers in kerb edges, via the Ward Councillor and the Parish Council. The parishioner had been advised to approach the Community Trust.

B&NES PROW Department had advised that £822.83 is available for council to claim under the Clearances Agency Agreement. It was agreed that the monies should be claimed.

Dial a Ride had acknowledged receipt of council's donation.

Circulars and Newsletters received for information and have been circulated, included: Clerk & Councils Direct. Local Council Review. The Police Plan and The Curo magazine.

15/45 – FINANCE REPORT AND CHEQUES FOR SIGNATURE

The clerk reported that Allotment Rents totalling £295.00 had been received prior to the meeting but £90.00 had still not been received. The VAT Refund totalling £473.43 had been received.

Cheques paid prior to the meeting: -

Mr A Vickery	- Repairs to Defibrillator Box lighting	- £ 17.17
Mr C Osborne	- VAT Element of previous invoice	- £ 54.91
Mrs E Richardson	- Hosting of the NP Website	- £ 24.00
Carpenters Arms	- NP Draw Prize Winner – Meal for Two	- £ 50.00
Mr N Penney	- Painting of the Bus Shelter	- £ 105.00
Mr S Whittle	- Replacement Printer Cartridge	- £ 42.78
Gaming International-NP	Questionnaires, Labels, Envelopes	- £595.34

Cheques for signature: -

ALCA	- Annual Subscription 2015/2016	- £ 135.95
NALC	- Local Council Review Subscription 2015/2016	- £ 17.00
Filer's Coaches	- Surgery Coach (Mar £125),(Apl £100)	- £ 225.00
S Edwards	- 4 weeks Play Area Inspections (To end of April)	- £ 48.00
Broker Network	- Council's Annual Insurance Premium	- £ 430.53
D Lucas	- Play Area Maint.-(£281.25), Allot. Maint. (£100)	- £ 381.25
J A Harvey	- Petty Cash for The Clerk	- £ 100.00

Proposed: Cllr. J Hudson, seconded Cllr. M Naunton and agreed.

15/46 – DATE OF THE NEXT MEETING

Parish Surgery - Thursday 4th June 2015 – 6.00 to 7.00 pm.
Parish Council - Thursday 9th July 2015 – 7.30 pm.

_____ CHAIRMAN _____ DATE