

BARROW GURNEY PARISH COUNCIL

Annexure to Agenda: Meeting date 9 July 2018

CLERK CONTACT DETAILS

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1. Vice Chair Declaration of Office
3. Declarations of Interest and Dispensations

This is the opportunity for Councillors to a) declare any Disclosable Pecuniary Interests (DPI's); b) consider and c) grant any requests for dispensation received.

4. Minutes of the previous meeting:- 14 May 2018
5. Vacancy arising from resignation of Cllr Rob McKenzie

Following Rob McKenzie's resignation dated 12 June, a Notice of Vacancy was published. Electors have until the 10th of July to claim a poll (a minimum of ten electors is required) and thereby trigger a by-election to fill the vacancy. In the event that a poll is not claimed, the PC may co-opt.

6. Renewal of Committees, appointment of Chairs and adoption of Terms of Reference

- a) Village Green Committee
 - Following the resignation from the Parish Council of Rob McKenzie, the Village Green Committee is currently not lawfully constituted.
 - S102(3) of the Local Government Act 1972 states that at least one councillor must sit on any committee that has been appointed to discharge the functions of the council.
 - The PC's Committee Regulations 1.1 (11 November 2013) state that the chairman of a committee will also be a member of the council.
 - = Members will be required to decide on either of these two courses of action:
 1. Appoint a councillor to sit on the VGC AND appoint said councillor to act as CHAIR; or
 2. Appoint a councillor to sit on the VGC AND amend Committee Regulations 1.1 to permit non-councillor members to be elected as chair.

NOTE: Rob McKenzie has indicated he will remain on the VGC and may be appointed as VICE CHAIR to facilitate the smooth and seamless functioning of the VGC.

CLERK'S RECOMMENDATION: It is the Clerk's recommendation that option 1 be adopted as an amendment to agreed and adopted regulations should be avoided unless absolutely necessary.

- b) Village Walkways Committee
 - consider the continuation of the committee; Terms of Reference circulated with agenda – **CARRIED FORWARD FROM MAY MEETING**

7. Police Report

The following incidents of crime are reported on the constabulary's website:

April 2018:

- 1 x Vehicle crime on or near Vicarage Lane (under investigation)

May 2018:

- NO CRIME FIGURES AVAILABLE AS AT 04/07/2018

9. Actions arising not addressed elsewhere

The following actions arising from the meeting of 9 July 2018 are still outstanding or addressed as follows:

Min 4 (12/03/18): Public Questions – Hospital Road	Clerk to discuss with NSC definition of “adoptable standard” and possibility of nameplate	Still outstanding as at 25/06/2018
Min 6 (12/03/18): Actions Arising – Speedwatch camera	Andy Robbins to vary locations and repeat data collections with Speedwatch camera at night	No report as yet
Min 10(c) (12/03/18): Footpaths	Andy Robbins to revert to PC with options and quotations for the purchase of strimming equipment	Still outstanding
Min 15 (12/03/18): Commemoration of WWI	Geoff Coombs to follow up use of field with Phil Coombs	No report as yet
Min 17 (12/03/18): Open Forum - Defibrillator	Clerk to seek advice from the Ambulance Service	Still outstanding as at 25/06/2018

10. Planning

a) The following **planning applications** have been received:

1	18/P/3209/MMA	Variation of conditions #2, 13 and 20 on application 15/P/2301/F to allow a revised plans and document list, a revised accommodation schedule and a revised landscape drawing at Former Barrow Hospital, Wild Country Lane	EXTENDED Deadline for comment = 13/07/2018
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The following **Tree Protection Order** has been made:

1	TPO 1083	2x Oak (T1 & T2) within field; 25x London Plane, 2x Copper Beech, 1x Ash, 1x Oak (G1) surrounding field at Land on the south side of Hospital Road, Barrow Gurney	Order dated 21/05/2018
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b) The following **planning applications** have been granted **CONSENT** or **REFUSED**:

- 18/P/2323/LBL: Certificate of Lawfulness for proposed work to a listed building to make alterations to garden wall at <i>Wall at end of Barns Close, between Springhead Farmhouse and Springhead Barn, Barns Close</i>			LAWFULNESS CERTIFIED 01/05/2018
- 18/P/2140/FUL: Replacement of petrol station canopy and redevelop existing filling station site into self-service filling station. Existing on-site building to be made weatherproof for use of filling station / electrical equipment. Erection of 3x floodlights at <i>Former Barrow Gurney Filling Station, Bridgewater Road</i>			CONSENT GRANTED (with conditions) 08/06/2018

The following **enforcement cases** are **pending / resolved**:

- Naish Lane bonfires: Reports of industrial waste being burned in the front garden of a property in Naish Lane; possible risk of fire spreading when left unattended; alleged aggressive behaviour towards neighbours			Clerk gathering information to forward to NSC and EA

c) Barrow Hospital – update

- Meeting held on 2 July with Linden Homes; Claire Arbery, Andrew Sheridan and JvT attended.

d) Other Planning matters

1. Ashton Vale

- Joint meeting with Long Ashton & Dundry PCs held on 21 June; attended by Claire Arbery, Eric Gates and Geoff Coombs

2. Bristol Airport

- e-mail received from BA press office on 20/06/2018:
*"At ACI Europe's annual gala dinner in Brussels yesterday evening [19/06/2018], Bristol scooped the **Best Airport Award** in the 5-10 million passengers category. ACI Europe represents over 500 airports in 45 countries, and the awards are judged by a panel of independent experts. They highlighted Bristol's investment in facilities to enhance the customer experience, public transport improvements and special assistance initiatives such as becoming 'autism friendly'. On accepting the award, Business Development Director, Nigel Scott, said: "This award is recognition for the hard work, passion and commitment of the team at Bristol Airport to delivering on our promise to passengers that 'amazing journeys start here.'"*

- Bristol Airport will be moving forward with its proposals to seek planning permission this year for an increase in maximum passenger numbers from 10mppa to 12mppa.

As part of this process, BA have launched a **consultation** ahead of the planning application, running from **14 May to 6 July 2018**.

All the relevant **consultation documentation** applicable to this stage of the Master Plan process is available to view here: BA's "Phased Evolution"

11. Conservation Area status

"I am delighted to say that the Conservation Area was approved by North Somerset Council last week [w/c 25/06/18].

It might be appropriate to send a letter of thanks to Roger Willmot, with a particular note of appreciation for the efforts of Kate Hudson-McAulay. I suggest that this agenda item can now be deleted." - Eric Gates

12. Highways, pavements, verges and footpaths

a) Action taken by NSC

Location	Problem	NSC Action	BGPC Action
Naish Lane	Fly-tipping of large green drum	-	No evidence of the item at time of inspection
Barrow Court Lane	Pothole	Pothole filled	
Barrow Street	Pothole around manhole cover	?	Reported; to be inspected

b) Condition of roads, pavements, verges and footpaths

Location	Problem	BGPC Action
Slade Lane	1. Verges reported as not having been cut 2. Potholes between Windmill Cottage and end of adopted stretch of lane	To be inspected and reported
A38 / Barrow Lane	Road sign overgrown (when approaching Barrow Lane from Bristol end along A38)	To be reported
A38 / Dial Lane	Bottom half of road sign opposite Dial Lane junction (with A38) missing	To be reported

Temporary road closures / speed amendments

- A38 (SBLR to Downside Road) – PARTIAL ROAD CLOSURE; DIVERSION IN PLACE

- diversion from SBLR to A38 along A370 and Brockley Combe
- effective from **7 July 2018** to **8 July 2018** between 05:00 and 12:00

- A370 (Stancombe Lane to the Jubilee Inn) – TEMPORARY PROHIBITION OF USE BY VEHICLES

- effective from **12 July 2018** to **14 July 2018** between 20:00 and 05:00

- effective from **15 July 2018** between 07:00 and 12:00

- **GREAT WESTON RIDE 2018** – passing through Barrow Gurney on **15 July 2018**

c) Footpaths
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13. Village Walkways Committee report

Awaiting Cllr report.

14. Village enhancements and maintenance

a) Telephone Box

1. Consider options for renewal of telephone box
 - Two quotations have been received for the refurbishment and painting of the telephone box, and installation of shelving (circulated with the agenda)
 - Quotation A - £810.00 (labour + materials)
 - Quotation B - £1,015 (labour + materials)
2. Consider suspension of Financial Regulation 11.1(a) – requirement to invite three tenders for expenditure of ≥£500
 - If it is agreed to accept either of the quotations above, the Council will need to waive the requirement for three tenders as laid down in the Financial Regulations (11.1(a)). 11(b) of the Financial Regulations permits this provided a reason is given and, in this case, it is reasonable to cite the PC's unsuccessful attempts to source quotations for this work over the past two years.

b) Flowerbeds and tubs
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c) Defibrillator
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15. Village Green Committee report

Awaiting report.

16. Governance Review: Adoption of revised documents

a) Standing Orders

- Draft Standing Orders (circulated with the agenda) will be considered for adoption.

b) Financial Regulations

- Draft Financial Regulations (circulated with the agenda) will be considered for adoption.

c) Supplementary GDPR Policies

1. Data Retention and Disposal Policy: this policy document will require more time to put together adequately and will be presented for consideration in September.
2. Draft Data Security Breaches form (circulated with the agenda) will be considered for adoption.
3. Draft Subject Access Requests form (circulated with the agenda) will be considered for adoption.

17. Finance

a) Clerk's Salary: cost of living increase 2018/19

- The revised salary scales for local council clerks effective from 1 April 2018 have been published by NALC. The increase amounts to 2.0% and will result in a monthly salary of £424.06 from £415.74. The Council will be asked to vote and agree the proposed increase.
- Provided the Council agrees the increase, there will be a backdated payment owing of £24.95 (£8.32 for April, May and June 2018).

- b) Amendment to the Clerk's salary standing order
- In the event the Council agrees the proposed increase in clerk's salary (17a) above), the Council will be asked to approve the revision of the standing order as set up with The Co-operative Bank to pay the aforementioned salary at month end with effect from the end of July 2018.
- c) Receipts and Payments
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|---|---------|--------------------------------|
| - Receipts since the last meeting: | £395.13 | HMRC VAT refund FYE 31/03/2018 |
| - Payments since the last meeting: | £415.74 | Clerk's salary – May 2018 |
| | £415.74 | Clerk's salary – June 2018 |

18. Commemoration of the end of WWI

19. Open forum for the Parish Council

20. Dates of future meetings

2018: 10 September, 12 November 2018

2019: 14 January, 11 March, 13 May, 8 July, 9 September, 11 November 2019