

ANNUAL MEETING (292), HELD 7 PM, 13 MAY 2015 AT ST NICHOLAS' CHURCH
MINUTES

Present: Councillors Mike Fishwick, Liz Lunn, Antony Ridge, Julian Ridge, Bryan Smith

In attendance: John Wilkinson (NSC Parish Liaison Officer); Dist. Cllr Deborah Yamanaka; Gill Rowley (Clerk)

- 1 Election of officers**
 - 1.1 Council ELECTED Dr Julian Ridge as Chair.
 - 1.2 Council ELECTED Dr Antony Ridge as Vice Chair.

 - 2 Apologies** None

 - 3 Declarations of acceptance of office** All Councillors signed declarations of acceptance of office.

 - 4 Co-option to vacancy** Insufficient candidates had stood for election. Council CO-OPTED Mr Martin Jarvis as a member of Council and accepted that he would declare acceptance of office and register any interests on his return from holiday after 19 May.
- GR**
- 5 Members' interests**
 - 5.1 **Public register** Councillors noted they should return completed Register of Interest forms to the Clerk within 28 days of the election.
 - 5.2 **Declarations of interest (this meeting only)** None.

 - 6 Public participation** No member of the public had attended the meeting.

 - 7.1 **Minutes of the Annual Parish Meeting.** These were ACCEPTED as a true record and signed.
 - 7.2 **Any matters arising** None
 - 7.3 **Minutes of Council Meeting 291** These were ACCEPTED as a true record and signed.
 - 7.4 **Any matters arising not listed in the current agenda** Council noted that a neighbouring parish had applied to the Airport Community Fund for £20,000 to pay towards the cost of an enforcement officer to curb illegal car parking. There were no other matters arising.

 - 8 Meetings and correspondence**
 - 8.1 **NSC Town & Parish Forum, 28 May** Council noted that AR would attend.
 - 8.2 **Consultation on Sites & Policies Plan Pt 1** Council noted that JR, as required by the March meeting, had studied the document and responded: 'Although there is no mention of Brockley parish in this document, many of the policies will apply to us and they all seem to us to be well thought out. Brockley Parish Council fully supports the policies contained in the document and suggests it will clarify many contentious areas of planning in the future.'
 - 8.3 **NSC letter to Minister for Housing & Planning** Council noted that NSC had asked the Minister to intervene to reconsider the Inspector's reasoning and conclusions in respect of the housing requirement - specifically, the methodology for handling the backlog of housing. JW said the Minister has now agreed to intervene.
 - 8.4 **Circulation envelope** The envelope, containing mostly newsletters, was passed to Councillors.

 - 9 Planning**
 - 9.1 **15/P/0241/F Erection of detached garage at Stanleaze, Brockley Way** Council noted that NSC had ruled this a 'permitted development' within existing planning legislation.
 - 9.2 **15/P/0410/F Proposed treehouse at The Old Rectory, Main Road** Council noted there had been no decision yet in this case.
 - 9.3 **15/P/0543/F Replacement residential unit at Upper Meadow** Council RATIFIED the decision made between meetings to object to this application on the grounds of an inappropriately large replacement of one dwelling by two in the Green Belt.
 - 9.4 **15/P/0742/MMA Change in roofing at the Barton** Council RATIFIED the decision made between meetings to respond 'no objection'.
 - 9.5 **Enforcement case at Chelvey House** Council noted the Clerk had written to NSC to say this had been raised with ourselves and supporting NSC's contravention notice regarding building works. There had been no subsequent developments.

- 9.6 Enforcement case at Fountain Tree Works Ltd** Council noted for information only there had been no new developments regarding containers and hours of use.
- 9.7 Licensing application in Wrington Warren for pop festival 5-8 June** DY had earlier warned of an application for five Temporary Event Licences (one for each performance stage) to enable 1,200 people to camp for the event. Following objections from the police and NSC, the Licensing Subcommittee had turned down the application, but the organisers could appeal to the **DY** Magistrates Court. DY said she would check who had made the application. LL said she would 'sit out' the case if it came before her as a magistrate, thereby avoiding conflict of interest.

10 Streets, open spaces and public rights of way

- 10.1 Schedule of gully clearing** JR said that NSC claimed to have cleaned the pavement drains on the A370. Council also noted that Darren Coffin-Smith had not yet said how our marked-up maps of high priority drains/gullies would go forward into a schedule of routine maintenance, although the **JW** Clerk had chased him again. JW said he would follow this up with DC-S.
- 10.2 Collapsed drain outside Brockley Gardens entrance** Council noted that NSC have jetted the section of pipe exposed by BS and would return to dig up the road and investigate further.
- 10.3 Clearing the Combe** Council noted that Gregg Brake advised that he had inspected the Combe after the litter pick in February and found all litter had been removed. The fly-tipping obstructing the ditch by the bridle gate at the foot of the Combe had gone.
- 10.4 Nailsea Fireworks' sign in Brockley Lane** BS confirmed the remaining sign had gone.
- 10.5 New matters**
- 10.5.1** NSC would be carrying out night repairs on the A370; they would reach the potholes on the north side of the crossroads in July.
- 10.5.2** **AR** said there had been fly-tipping in Chelvey Lane and he would report this to NSC.
- 10.5.3** BS observed that near the north end of the A370 the footpath sign [LA4/11] had been damaged then re-erected with a new field gate.

11 Local improvements

- 11.1 Traffic calming on bends either side St Bridget's** The Clerk said she had just received NSC's invoice for this work.
- 11.2 Facilities at St Nicholas' Church** AR said he had met with the new owner of Brockley Court and discussed the digging of a trench for the water pipe and making a connection for the church: the owner said he wished to take a spur off to the walled garden. In a later meeting, Bristol Water insisted there must be two connection points, but there remained the potential for the owner to share the cost of digging the trench. AR and the owner are awaiting sight of Bristol Water's report and estimate. AR had also met with the architect and his ground worker, who will produce an estimate for all the trench work and pipe laying. A new statutory requirement for a special barrier pipe within 50m of a graveyard will add to the cost. The CCT remained keen and had said they would pay most of the water supply costs.
- 11.3 Cleaning of memorial fountain** LL said all Bristol Water signs had now gone from the trough after the final stage of the pipe laying project in Chelvey Road. **JR** said he would give BW a deadline for the cleaning work. If BW cannot complete, Council might wish to offer the work to a local organisation as a fundraising project. JR pointed out that Bristol Water would want to check the work before paying for it.
- 11.4 Signs and features along the A370 at Chelvey Batch:-**
- 11.4.1 Backwell West Town name plate** Council noted that NSC have now removed the Backwell name plate and supporting poles.
- 11.4.2 Other features** Council considered further action to reduce the urban look of this area and **GR** **RESOLVED** the Clerk should request Backwell PC to remove the planting from their millennium stone erected in Chelvey and restore the area to grass.
- 11.4.3 Close mowing of wide verges** The Clerk said that the NSC officer responsible has agreed to cease mowing. Council **RESOLVED** to sow wild flower seeds in the autumn. JR pointed out the grass would then need managing accordingly, and the Clerk added that Ed McKay was amenable to this.
- 11.5 Collapsed wall** JR said he had received a second estimate – for £25,647. (The first was £15,175 but excluded the sourcing of additional stone needed for the longest section.) Council noted the Clerk had written to NSC to ascertain their support, but a change of personnel meant that

Mr Mohammed Rashid had only recently advised he had arranged for a site visit and for photographs to be taken. Our application to the Airport Fund going forward for the 29 May deadline could only report the current state of play. Council welcomed a number of suggestions from DY that would strengthen the fit of our application with the fund's criteria, and for phasing drawdown.

GR

- 11.6 Post box for Chelvey Lane** MF explained that some elderly residents had difficulty getting letters posted, but he had noticed that Royal Mail has a target that most people should live within half a mile of a post-box. Council RESOLVED to apply for a new post box at the Water Works end of Chelvey Lane, and MF said he would draft a letter for the Clerk.

MF

12 Annual events

- 12.1 APM and speaker** Council noted falling attendance at the APM. Council RESOLVED that every Councillor would research and identify a potential speaker earlier in the year and not later than the November meeting.
- 12.2 Litter pick and hi viz jackets** LL reported that litter pickers in Long Ashton wore hi viz vests with *Long Ashton Parish Council* on the back. Council AUTHORISED the purchase of a dozen extra large vests from the same supplier, marked as *Brockley Parish Council*, at a cost of £86 including VAT.
- LL LL said she would take this forward, and could store the vests between litter picks.

LL

13 Finance and assets

- 13.1 End of year financial documents** Council noted the report of the internal auditor and APPROVED the end of year account and annual return to the external auditor.
- 13.2 Receipts** Council noted receipts from NSC of £1,750 (precept part 1) and £17.11 (council tax support grant). Council noted that Santander's dual numbering of its old Alliance & Leicester accounts continued to cause HMRC difficulty in crediting VAT refund payments to our account.
- 13.3 Current bank balances** Council noted balances of £2,753.80 in the current account and £1101.23 in the deposit account. The figures included earmarked reserves of £378 for road safety signage completed at Chelvey and awaiting invoice from NSC.
- 13.4 Insurers** Council noted that Came & Co. and AON had quoted a much reduced premium of £159, but Came & Co. required a lower excess in the event of a claim. The latter's policy had therefore been put forward for renewal below.
- 13.5 Payments** Council APPROVED payments of: £37.50 to the CCT for room hire; £48.54 to Alca for annual membership of Alca and Nalc; £4.95 to Eleanor Wade for travel in respect of the internal audit (the audit itself was free of charge); £159 to Broker Network Ltd (for Came & Co.) to renew insurance; £1,091.17 to G. Rowley (comprising £988.90 net salary, £72.27 mileage and £30 fixed allowance for office expenses including printers' costs); £220.22 tax to HMRC (deducted from Clerk's gross salary).

GR

GR

- 14 Changes to audit and transparency regulations which now require a Council website** Council noted that under the Local Audit & Accountability Act 2014, small councils would be exempt from external audit from FY2017-18 onwards. From 1 April and for some purposes from 1 July 2015, the Small Authorities Transparency Requirements 2015 would require us to web-publish a range of documents. They noted the Clerk had created a simple website that would meet the new requirement. Council RESOLVED to adopt the Clerk's website and AUTHORISED expenditure of around £26 to register the domain name and secure webhosting for a year. The cost of a .gov domain name was £109 for two years, and was a longer and more complex process: Council AGREED the domain name 'brockleypc.org'. JR added that Council could review arrangements when criteria emerged for the government's Transparency Fund, designed to ease the burden.

GR

- 15 Financial regulations** Council ADOPTED the Financial Regulations put forward by GR/MF.

- 16 Any other business** Council made a note that in future it would update the Assets Register as part of business at its Annual Meeting, but in the current year this would take place in July.

MF/GR

- GR 17 Next meeting** This would be at 7 pm on Tuesday 7 July. This meeting closed at 8.35 pm.