

BROCKLEY PARISH COUNCIL

Annexure to Agenda: Meeting date 7 May 2019

CLERK CONTACT DETAILS

Joanna van Tonder / Marita Gonzga
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Telephone: **NEW NUMBER TO BE CONFIRMED**

1. Apologies for absence

2. Members' Declarations and Acceptance of Office

The following is a list of Councillors elected:

- o Mike Fishwick
- o Sian Gissing-McMeel
- o Martin Jarvis
- o Dr Antony Ridge
- o Dr Julian Ridge
- o Dr Bryan Smith

3. Election of Chair and Vice Chair, and Acceptance of Office

Any Councillor may nominate him or herself, or be nominated for the role of Chair or Vice Chair. These positions are elected annually, in May.

4. Declarations of Interest

This is the opportunity for Councillors to declare any Disclosable Pecuniary Interests.

5. Appointment and introduction of new Clerk

The Council will be asked to ratify the appointment of Marita Gonzga from 1 May 2019 on new salary scale point 7 and 4.5 hours per week, made following a process of interviewing previously approved by the Council.

6. Minutes of the previous meeting: Meeting 315 (5 March 2019)

7. Minutes of the Annual Parish Meeting: 26 March 2019

8. Matters arising

The following actions arising from the meeting of 8 January 2019 are still outstanding and / or not addressed elsewhere in the agenda:

- minute 10(c) - restoration of two signs of historic value – **Marita Gonzga**
- minute 10(d) - railway bridge weight restriction signage – **Joanna van Tonder**

9. Representations from the public

10. Appointment of representative to the Parish Councils Airport Association

Following the standing down of Liz Lunn at the local elections, a councillor needs to be appointed to represent the PC on the PCAA (two evening meetings per year).

11. Meetings, Consultations and Correspondence

- a) Earthlight training (NSC) – 9 April 2019
- Attended by Marita Gonzga

- b) *Being a Good Councillor* training
- Avon Local Councils Association (ALCA) is running three training dates in the near future:
 - 18 May 2019 – Saltford
 - 22 June 2019 – Coalpit Heath
 - 27 July 2019 – Cleeve
 - The cost per attendee is £60, HOWEVER, ALCA also offers on-site training for groups of attendees at a cost of £200 per session. There are many new councillors beginning their terms in PCs around Brockley and so it is the **CLERK'S RECOMMENDATIONS** that:
 1. a group of PCs arrange a joint training session (eg. Cleeve, Flax Bourton, Barrow Gurney)
 2. all six councillors and the Clerk attend, if possible
 3. the cost is split proportionately amongst the participating councils
- c) Examination of Joint Spatial Plan hearings
- Deadline to register interest to participate: **Friday, 3 May 2019**
 - The hearings are scheduled to take place between July and October this year
- d) Circulation envelope

12. Police Report

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

January 2019:

- no crime reported

February 2019:

- no crime reported

March 2019:

- NO CRIME FIGURES AVAILABLE AS AT 01/05/2019

13. Planning

a) The following Planning applications have been received since the last meeting:

1	19/P/0753/TRCA	Evergreen Magnolia (T1) – reduce the height of the tree by 3m; reduce the width of the tree by approximately 0.5m at Chelvey Court, Chelvey Road, Chelvey	Council comment = no objection (retrospective)
2	19/P/1047/ELO	Notification of the proposed siting of a new Switching Station on Grass verge, Main Road, south of Backwell	Deadline for comment 20/05/2019

b) Consents, refusals and enforcement cases

1. *The following planning applications have been granted **consent / refused**:*

- 18/P/5090/FUL: Erection of agricultural building incorporating garage, store and workshop at <i>High Glebe, Chelvey Batch</i>	APPLICATION WITHDRAWN 25/02/2019
- 18/P/5081/MMA: Application to vary condition 4 attached to planning permission 17/P/5164/OUT to allow for amendment to application site area (reduction in site area) at <i>Brockley Nurseries, Main Road, Brockley</i>	PERMISSION GRANTED 26/02/2019
- 19/P/0051/FUL: Application to remove condition 3 (use restricted to Motivation Charitable Trust only) on planning permission 95/2216 (change of use to office) to allow premises to be let to a new tenant at <i>Brockley Elm Farm, Brockley Lane, Brockley</i>	PERMISSION GRANTED 05/03/2019
- 19/P/0350/MMA: Variation of condition 2 (approved plans/documents) of permission 17/P/5384/FUL to allow replacement of concrete slab with loose shingle and membrane at <i>Five Acre Farm, Pit Lane, Backwell</i>	PERMISSION GRANTED 08/04/2019

2. *The following enforcement cases have been **opened** or are still **pending**:*

- No new enforcement cases

c) Grove Farm, Backwell

-

d) Other

- Bristol Airport:

- Best Airport in Europe award

- Dave Lees, Chief Executive Officer, Bristol Airport said;

"We are delighted to announce that ACI have recognised Bristol Airport as a winner in the 2018 ASQ European 5-15 million passenger category. This is the first year we have won the award and it is an outstanding achievement which highlights the dedicated and continued hard work of all the teams at Bristol Airport."

- 18/P/5118/OUT: Additional information submitted

- Deadline for comment on the additional info ONLY – Saturday, 25 May 2019

- Link to information: [BA Application 18/P/5118/OUT](#)

- Housing developments in Nailsea:

- Youngwood Lane developers appealing against NSC's failure to give notice of its decision on planning application 16/P/1677/OT2 within the appropriate period (Appeal ref: APP/D0121/W/18/3212682 – to be heard on 3 September 2019).

14. Streets, open spaces and public rights of way

a) Action taken / still outstanding since the previous meeting

Location	Problem	NSC Action
Brockley Lane	Missing triangle post	JR providing a post – Clerk awaiting response to request for NSC to install
Chelvey Road	Pothole at edge of church car park	Clerk inspected – reported to NSC 30/04/2019

Temporary road closures / speed amendments

- St Nicholas Way – ROAD CLOSURE

- effective from **28 May 2019** (for a maximum of 18 months) – anticipated **4 days**
- Reason for closure: Gigaclear installation of fibre cabling

b) Condition of roads, pavements, verges, footpaths and gullies

-

c) Speed limit on A370

- Speedwatch data has been successfully collected.

- One of the volunteers compiled the following report:

"2,346 vehicles were surveyed.

48 were driving in excess of 50mph (2%)

The highest speed was 76 mph, with 3 more doing over 60mph.

Of those speeding, their average speed was 55mph.

A few observations

The volume of cars reach as high as 500 per hour (in a single direction)

In an effort not to attract criticism for selectively using data, it was hard not to record speeds of all cars not just lead cars. Therefore incidents like the funeral procession today and line of cars driving at less than 30 to wave and smile ... will impact the sample data. Of course, the warning of other drivers if a 'speed trap' was expected [was] repeatedly observed. It does however highlight the amount of cars that are passing the front of our drives even at off peak times.

In the end though, as a community effort to highlight safety concerns I think we have shown

a) the whole community is concerned and willing to work together for improvements

b) there are a number of drivers ignoring what is already a concerningly high speed limit.

c) *there is a huge volume of cars using the road even at off peak times."*

- Another meeting needs to be scheduled.

d) Litter, Waste and Recycling

- Recycling collections are still problematic for Chelvey Road residents; NSC was notified and responded very quickly.

- Andy Prestt (NSC) has undertaken to look into the persistent missed collections.

e) Parish Maintenance & Footpaths

- Footpath maintenance will commence later in the year.

f) Clean Up Fund

- In addition to gloves, litter pickers and a pair of secateurs, the PC has been able to buy 300 x *Salome* and 150 x *Holland Sensation* daffodil bulbs (to be delivered in August / September) for planting around the crossroads and Chelvey Batch triangle

- The outgoing Clerk expects to see photos next Spring!

15. Facilities at Brockley Church

16. Broadband

- Gigaclear's website indicates a build completion date of Q4 2019. Works are currently ongoing throughout the parish.

- An update is awaited from Truespeed.

17. Finance

a) Fixed Assets report

- Mike Fishwick has inspected the assets and the Council will receive and sign his report (circulated with the agenda).

b) Section 1 of the Annual Governance and Accountability Return (AGAR) 2018/19

c) Adoption of the Accounts for the year ending 31 March 2019 **AND** Section 2 of the AGAR – Accounting Statements 2018/19

- Please study the AGAR in conjunction with the accounts (as circulated with the agenda) as Councillors will be asked to:

- o agree the 9 statements contained within the Annual Governance Statement (Section 1)
- o adopt the Financial Accounts for the year ending 31/03/2019
- o approve Section 2 – Accounting Statements

- I welcome any questions you may have on any of the items listed above.

d) Annual Internal Audit report 2018/19

- The completed accounts have been audited by a member of the Internal Audit Panel appointed to conduct the Internal Audit (report circulated with agenda).

e) Consider exemption from a limited assurance review (or external audit)

- As the PC meets the qualifying criteria and following consideration of the financial accounts and Internal Audit report, the Council may agree to declare itself exempt from an external audit / limited assurance review and sign the Certificate of Exemption.

- **CLERK'S RECOMMENDATION:** proceed with the exemption

f) Insurance policy

- Came & Co have provided renewal documents to cover the period 01/06/2019 to 31/05/2020.

- The premium for Ecclesiastical's *Local Council Scheme* will be £218.00

g) Receipts and Payments

- **Receipts** since the last meeting: £2.80 Reimbursement by the Clerk of PAYE deducted / overpayment of salary

£2,250.00 1st Precept payment FYE 31/03/2020

	£121.58	Clean-Up Fund (NSC)
- Payments since the last meeting:	£200.87	Clerk's salary – March 2019
	£200.87	Clerk's salary – April 2019

CLERK'S EXPENSES: A schedule of expenses incurred since March 2019 is circulated with the agenda and will be presented for payment at the meeting. For further information on any item shown, please enquire.

18. Arrangements pertaining to the Natwest Bank Account

- a) Signatories: Deletions
 - Liz Lunn and Joanna van Tonder (outgoing Clerk)
- b) Signatories: Additions
 - In addition to Marita Gonzga (incoming Clerk), at least one more councillor to be nominated as a cheque signatory
- c) Clerks' salary standing orders
 - Outgoing Clerk: The Council will be asked to approve the cancellation of the Clerk's salary standing order following the next payment due to be made from the Council's bank account on 28 May 2019. Any PAYE owing by the Clerk to the Council, will be settled before the end of her tenure.
 - Incoming Clerk: In the event the Council ratifies the appointment of Marita Gonzga as the new Clerk (5, above), the Council will be asked to approve the setting up of a standing order from the Council's Natwest bank account to pay the Clerk's salary on the 28th of each month, commencing 28 May 2019.

19. Dates of future meetings

<u>DATE</u>	<u>VENUE</u>
02 July 2019	St Nicholas, BROCKLEY
03 September 2019	St Nicholas, BROCKLEY
05 November 2019	St Bridget's Church, CHELVEY
14 January 2020	St Bridget's Church, CHELVEY
03 March 2020	St Bridget's Church, CHELVEY
05 May 2020	St Nicholas, BROCKLEY
07 July 2020	St Nicholas, BROCKLEY
01 September 2020	St Nicholas, BROCKLEY
03 November 2020	St Bridget's Church, CHELVEY