

BROCKLEY PARISH COUNCIL

Minutes of Annual Meeting 311 of the Parish Council held at St Bridget's Church, Chelvey on 3 July 2018.

Present: Dr Julian Ridge (Chairman), Mike Fishwick, Liz Lunn, Dr Bryan Smith and Joanna van Tonder (Clerk)

Distribution: The Parish Councillors plus Deborah Yamanaka

1 Apologies for absence

Apologies for absence were received from Cllrs Martin Jarvis and Antony Ridge, and District Councillor Deborah Yamanaka.

2 Declarations of Interest

No declarations of interest were made.

3 Public Participation

There were no members of the public present.

4 Minutes of the previous meeting 310 – 1 May 2018

Members agreed the minutes of the last meeting having been circulated previously be taken as a true and accurate record.

5 Matters Arising

There were no actions arising from the meeting of 1 May 2018 still outstanding and / or not addressed elsewhere in the agenda.

6 Meetings, Consultations & Correspondence

a) NSC Planning Forum – 10 May 2018

The Clerk reported that NSC had updated attendees on changes to the National Planning Policy Framework, revised consultation procedures and planning policy. A representative of Biffa had addressed the forum explaining the reasoning behind the revised waste collection routes and what was hoped could be achieved by having dedicated teams covering specific areas. All presentation slides were available to view on NSC's website.

b) ALCA North Somerset AGM – 5 July 2018

MF confirmed he, in addition to the Clerk, would be attending the AGM in Cleve. James Gore of Bristol Airport was expected to present on the airport's immediate plans to expand from 10mppa to 12mppa.

c) Circulation envelope

BS accepted the envelope.

7 Police Report

Members noted there had been no reports of crime for the month of April 2018. Figures for May 2018 were unavailable on the constabulary's website at the time of the meeting.

8 Planning

a) Planning applications since the last meeting

The following planning application had been **received**:

1. **18/P/2817/FUL**: Removal of condition no.3 on application 95/2215 (change of use to workshop) to allow premises to be re-let to other parties at *Brockley Elm House, Brockley Lane, Brockley*

Council comment (retrospective): No objection

b) Consents, Refusals and Enforcement cases since the last meeting

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

- 18/P/2671/FUL: Erection of a single storey storage building following demolition of existing storage building at <i>Chelvey Court Barns, Chelvey Road, Chelvey</i>	CONSENT GRANTED 11/05/2018
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2. The following enforcement cases have been **opened** or are still **pending**:

No follow-up reports had been received from NSC Enforcement.

c) Grove Farm, Backwell

There were no new developments to discuss.

d) Other

Bristol Airport

Members noted an e-mail received from BA press office on 20/06/2018 wherein it was reported that Bristol Airport had won the *Best Airport Award* in the 5-10 million passengers category at a recently held ACI Europe ceremony.

JR reminded members that Bristol Airport's consultation ahead of the planning application to increase passenger numbers from 10mppa to 12mppa ended on Friday, 6 July. It was agreed to submit the response drawn up by LL.

Action: Clerk to submit to Bristol Airport

Housing developments in Nailsea

Members had nothing to report.

Other Planning matters

JR advised that a sound effects company, working with the BBC, had moved in to part of the space previously occupied by Motivation. Members agreed an invitation to speak at the next APM should be considered.

Members noted that a "For Sale" sign had appeared outside the new Solarsense site.

Action: Clerk to make enquiries

Clerk's Note: The four bedroom development plot for sale is one of two plots that abut Solarsense to the NW (former Chelvey Boarding Kennels) and was granted planning consent in March 2018 (17/P/2240/F).

9 Streets, Open Spaces and Public Rights of Way

a) Action taken by North Somerset Council since the last meeting

- Chelvey Road "SLOW" markings: To be repainted during local resurfacing works taking place in July / August.
- Triangle post on Brockley Lane: Passed to LA to arrange the fitting of a new post – no update as yet.
- Brockley Way nameplate: Reported; no feedback as yet.
- Potholes around the parish: Reported; no feedback as yet.

Action: JR to source free post; Clerk to ask NSC to install

Temporary road closures / speed amendments

- Footpaths LA4/7/10 and LA4/7/20 (entire length) – EXTENSION OF TIME (CLOSURE TO FOOT PASSENGERS)

- effective from **16 January 2017 to 16 July 2018** or until the works are complete

The re-opening of these footpaths was discussed.

Action: Clerk to consult NSC and ensure the paths are opened after 16 July

- 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

Clerk's Note: Works scheduled on the A38 were initially postponed as a result of the ongoing heatwave, then cancelled until Spring 2018/19.

- 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 on **15 July 2018** between 07:00 and 12:00

Members queried rumours of an impending closure on Brockley Lane.

Action: Clerk to make enquiries

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

The following reports were received:

- Chelvey Batch verge around the noticeboard needs cutting back (obscuring sight lines of traffic flow for motorists exiting Chelvey Batch)
- Potholes at the Solarsense entrance on Brockley Lane

Action: Clerk to report to NSC

LL reported a significant number of HGVs had been seen passing through the parish along Chelvey Road, in breach of the 7.5t weight limit. It was agreed LL would pass on the names of offending transporters she witnessed using the road to the Clerk who would write to those companies in the first instance.

Action: LL to report names to Clerk; Clerk to address with offenders

c) Litter, Waste and Recycling

Backwell Recycling Centre

JR read and signed the letter written to Colin Russell, NSC regarding the conditions at Backwell Tip.

BS welcomed the additional staff who appeared to have been taken on and were assisting residents in offloading waste and recycling.

Waste and Recycling routes

The Clerk read from a report submitted by Deborah Yamanaka that explained the new routes in some areas were taking time to be fully functional and minor problems were still being ironed out. One such affected route was Main Road, Brockley. BS advised that residents along St Nicholas Way were also experiencing problems.

d) Parish Maintenance & Footpaths

JR confirmed he had asked Brian Whiteway to begin clearing the most severely overgrown stretches of the footpath network. BS agreed to provide a to-do list.

10 Facilities at Brockley Church

No report had been received on the progress of the project.

11 Broadband

JR gave a summary of the presentations offered to residents of Brockley Hall and the parish by both Gigaclear and Truespeed at two separate, privately arranged events held during the preceding weeks.

12 Governance Review – Adoption of revised documents

a) Standing Orders

MF proposed, BS seconded and it was resolved to adopt without amendment the draft **Standing Orders v2018** as circulated previously.

b) Financial Regulations

MF proposed, BS seconded and it was resolved to adopt without amendment the draft **Financial Regulations v2018** as circulated previously.

c) Supplementary GDPR Policies

1. Data Retention and Disposal Policy
Due to the complexity of this policy document, it was agreed to allow the Clerk more time to present a draft before the Council.
2. Data Security Breaches Policy
MF proposed, BS seconded and it was resolved to adopt without amendment the draft **Data Security Breach Reporting Form** as circulated previously.
3. Subject Access Requests Policy
MF proposed, BS seconded and it was resolved to adopt without amendment the draft **Subject Access Request Form** as circulated previously.

13 Replacement of Parish Noticeboards

Brockley Stores noticeboard

Members were advised that Brockley Stores' proprietor had offered to provide a noticeboard for the Parish Council's sole use to replace the dilapidated board currently in situ. Members were presented with examples that would meet the Council's needs and it was agreed to forward a picture of a wooden wall mounted, lockable noticeboard with glazed double doors.

Action: Clerk to communicate requirements to Brockley Stores

Chelvey Batch noticeboard

A number of suitable examples of both wooden and aluminium noticeboards were considered. It was agreed to apply to the Bristol Airport Community Fund for a grant to purchase a glazed, single door oak noticeboard with posts from The Parish Notice Board Company at an approximate cost of £1,000.

Action: Clerk to complete and submit application for grant funding

14 Finance

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

Members were advised of the revised salary scales for local council clerks effective from 1 April 2018 that had been published by NALC. JR proposed, BS seconded and it was resolved that the clerk will receive the recommended cost of living increase of 2% as of 1 April 2018. The clerk's salary would rise by £47.26 to £2,410.43 per annum. A payment of £11.82 would be due to the Clerk for the increase backdated to 1 April 2018.

b) Amendment of Clerk's salary standing order

In accordance with 14(a) above, it was resolved to amend the monthly standing order set up with Natwest Bank to pay the clerk's salary from £196.93 to £200.87 with effect from July 2018.

c) Insurance policy 2018/2019

Members were advised that the insurance renewal had only been received after the date of the last meeting but that arrangements had been made with the insurer to ensure the Council was covered until following this meeting. The cost to renew the Ecclesiastical policy for the year to 31 May 2018 would be £218.00.

d) Receipts and Payments

The Clerk reported the following **receipts** had been received since the last meeting:-

£27.70	HMRC	VAT refund received FYE 31/03/18
£100.00	North Somerset Council	Village Orderly Grant 2018/19

JR proposed, LL seconded and it was resolved to ratify the following **payments** made since the last meeting:-

£196.93	Ms Joanna van Tonder / HMRC	Clerk's salary (May 2018)
£196.93	Ms Joanna van Tonder / HMRC	Clerk's salary (June 2018)

JR proposed, LL seconded and it was resolved to authorise the following **payments** to be made:-

£89.00	St Bridget's PCC	Room hire and winter heating
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£218.00	Came & Company	Insurance FYE 31/05/2018
£36.00	Campaign to Protect Rural England	Annual subscription 2018/19
£50.00	Parish Councils Airport Association	Annual subscription 2018/19
£2.20	HMRC	PAYE – quarter 1
£11.82	Ms Joanna van Tonder	Backdated salary increase (April, May, June 2018)

The Clerk reported the bank balance prior to the authorisation of the cheques was £4,208.30. Following the payment of the cheques amounting to £407.02, the available balance would be **£3,801.28**.

15 Date of next meeting

<u>DATE</u>	<u>VENUE</u>
4 September 2018	St Nicholas' Church, BROCKLEY
6 November 2018	St Bridget's Church, CHELVEY
8 January 2019	St Bridget's Church, CHELVEY
5 March 2019	St Bridget's Church, CHELVEY
7 May 2019	St Nicholas' Church, BROCKLEY
2 July 2019	St Nicholas' Church, BROCKLEY
3 September 2019	St Nicholas' Church, BROCKLEY
5 November 2019	St Bridget's Church, CHELVEY

The meeting closed at 8:08 pm.