

Minutes of the Meeting of the Parish Council held at St Bridget's Church, Chelvey,  
at 7:00pm on Monday 9 May 2022

**Present**

CLLrs Dr Julian Ridge (Chair), Mike Fishwick, Dr Bryan Smith, Martin Jarvis, Andy Warren (Clerk)

**1. Election of Chair and Vice Chair: Declaration and Acceptance of Office**

Chair Julian Ridge, proposed by BS, seconded by MF and duly elected.  
Vice Chair Tessa Jarman, proposed by JR, seconded by BS and duly elected.  
TJ having confirmed her willingness to continue as Vice Chair acceptance will be emailed by Clerk for signature.

**2. Apologies for Absence**

CLLrs Tessa Jarman, Karen Bailey, District Cllr Steve Hogg

**3. Declarations of Interest and Dispensations**

None.

**4. Minutes of the previous meeting – 7 March 2022**

It was agreed that the minutes of the last meeting, having been circulated previously, be taken as a true and accurate record. Proposed by BS and seconded by MF. JR signed a copy of the minutes in confirmation.

**5. Police Report**

None received

**6. District Councillors Report**

District Cllr Steve Hogg advised that there is to be a new leader of NSC following the resignation of Don Davies. District Cllr Steve Bridger of Yatton is to be the new leader subject to vote at full council 10 May 2022.

**7. Consultations and Meetings**

None

**8. Finance**

**a) Section 1 of the Annual Governance and Accountability Return (AGAR) 2021/22**

The Clerk having circulated Section 1: Annual Governance Statement of the AGAR for the year ending 31 March 2022.

It was agreed, as a formal risk assessment had not been completed in the previous year, members would answer "NO" to point 5 and resolve to undertake the necessary risk assessment during the current financial year. Clerk to prepare and return with template to June meeting.

**b) Adoption of the Accounts for the year ending 31 March 2022 and Section 2 of the AGAR**

JR proposed, BS seconded and it was resolved that the Parish Council would adopt and approve the accounts for the year ending 31 March 2022.

MF proposed, MJ seconded and it was agreed to approve Section 2: Accounting Statements of the AGAR for the year ending 31 March 2022.

**c) Annual Internal Audit Report 2020/1**

Members noted the Annual Internal Audit report from the Council's Internal Auditor for 2021/22, as previously circulated.

**d) Exemption from Limited Assurance Review**

Members noted the Council met the criteria necessary to consider exemption from the requirement to have a limited assurance review.

Following consideration of the Council's Financial Statements for the year ending 31 March 2021 and the report of the Internal Auditor, **it was agreed the Council would certify itself exempt and the Certificate of Exemption would be provided to PKF Littlejohn.** Proposed by MF and seconded MJ.

**e) Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority}**

It was resolved that the notice will be announced on 13 June 2022 and available for inspection between 13 June 2022 and 22 July 2022. This will appear on the Council Notice Board and on the website. Proposed JR seconded BS.

**f) Insurance Renewal 2022/23**

The annual review documents have not yet been received although renewal due by 31 May 2022. Once received this will be circulated for approval and ratification at June meeting.

**g) Receipts**

The following amount has been received:-

13/04/2022 £2,777.50 North Somerset Council 1<sup>st</sup> half Precept 2022/23

**h) Payments**

Payments have been made as follows:-

16/03/2022	£47.70	The Workshop Aberfeldy	Plaque for Queen's Green Canopy Tree
28/03/2022	£200.38	A Warren	Clerk's Salary & Back Pay
28/03/2022	£50.20	HMRC for A Warren	Tax on salary
29/03/2022	£150.00	St Bridget's Church	Payment for meetings
29/03/2022	£60.00	St Nicholas Church	Payment for meetings
31/03/2022	£18.00	Unity Bank	Service Charge
28/04/2022	£172.48	A Warren	Clerk's Salary
28/04/2022	£43.00	HMRC for A Warren	Tax on salary
28/04/2022	£10.00	A Warren	Home working allowance

Payments have been made from the Unity Bank Account via Standing Order and Automatic Payment.

**i) Payments for approval**

ALCA annual subs are now due in the sum of	£69.10
PCAA annual subs are now due in the sum of	£75.00
Clerk's Expenses for printer paper and website domain	£19.29
Additional Hours x 4 for Clerk - Audit purposes	£44.20 less tax added to May salary

Resolved to make these payments Proposed by JR and seconded MJ

## 9. Governance Review

### a) Standing Orders

### b) Financial Regulations

It was resolved to confirm the Standing Orders and Financial Regulations without amendment. Documents to be confirmed with May 2022 review and updated on website. Proposed BS seconded MF.

## 10. Highways, pavements, verges and footpaths

### a) General update – highways

Clerk has reported a number of pothole issues to Gregg Brake from NSC. Those in Chelvey Lane have been marked repair. The pothole adjacent to traffic lights on A370 has already been repaired.

We await confirmation of any proposed action in the vicinity of Brockley Elm and also St Nicholas Way.

The question of renewal of line painting (as has been completed in Flax Bourton) will also be taken up.

### b) General update – footpaths

No issues to report.

## 11. Planning

### a) Planning Applications since the last meeting for comment

22/P/0970/HHPA	The Shingles Chelvey Batch	Prior approval request for erection of single storey rear extension with a pitched roof.
----------------	-------------------------------	--

No comments or objections received. No comment required.

22/P/0978/FUL	Land at Midgell Farm, Chelvey	Application to vary conditions from previous Permissions.
---------------	-------------------------------	---

There have been a number of “amendments” in recent weeks – Clerk to summarise via email.

### b) Consents and refusals since the last meeting

None.

## 12. Speed reduction measures for Brockley

David Bailey of NSC advises that, as a ballpark figure, the works proposed to deal with traffic issues be around £800. It was resolved to make an application to the Bristol Airport Grant Scheme to cover this proposed by BS and seconded by MJ.

## 13. Plaques for Commemorative Trees

Quote received from The Workshop Aberfeldy (Who supplied the Queen’s Green Canopy plaque). The narrative on each to say just the occasion for which the tree was planted.

The cost for each is:-

- Bespoke copper acrylic plaque £26
- Spike £12.50 + VAT and P&P.

It was resolved to order 4 x plaques proposed by JR and seconded by BS.

#### **14. Open forum for the Parish Council**

Following the recent Fixed Asset review by MF it is apparent that the notice board at Brockley Stores is no longer usable. Discussion followed on possibly re-locating a new notice board close to the entrance of Brockley Hall. Clerk to research options and, subject to approval at June meeting to then seek a grant via the Bristol Airport Grant scheme. MJ will be happy to install in due course.

#### **15. Next Meetings**

- a) Next full meeting will be held Monday 6 June 2022 in St Nicholas Church, Brockley

Meeting concluded at 8.05

Andy Warren  
Clerk, Brockley Parish Council

10 May 2022

DRAFT