

BROCKLEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at St Nicholas Church, Brockley
at 7:00pm on Monday 15 May 2023

1. Present

Cllrs Dr Julian Ridge, Mike Fishwick, Dr Bryan Smith, Tessa Jarman, Emma Folkes, and Andy Warren (Clerk)

2. Apologies for Absence

District Councillor Steve Hogg

3. Election of Chair, Vice Chair plus Declarations of Acceptance of Office and Register of Members Interests and Dispensations

Election of Chair – Tessa Jarman proposed by JR and seconded by BS and duly confirmed by meeting.

Election of Vice Chair – Julian Ridge proposed by BS and seconded by TJ and duly confirmed by meeting.

Declarations of Acceptance of Office signed by Chair, Vice-Chair and all Councillors and witnessed by Clerk.

Register of Members Interests completed by all and handed to Clerk.

Declaration of Interest in Agenda Item 11 by MF.

No dispensations.

4. Minutes of the previous meeting – 3 April 2023

Having been duly elected as Chair Cllr Tessa Jarman assumed that position for the meeting.

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

5. Police Report

No major issues reported by PCSO although there remain concerns about Online Crime.

There have been a couple of incidents where a car was stolen from Brockley Hall and others appear to have been tampered with.

A car was also parked by the new noticeboard for approximately a week recently and is assumed to have been parking for the Airport. Registration was recorded and it was noted that a NSC Temporary Parking Permit was being displayed.

Both will be discussed with the PCSO.

6. District Councillor's Report

No report received but District Councillor Steve Hogg will remain as our representative for the next 4 years.

7. Consultations and Meetings

Bristol Airport's ASAS Survey was discussed and Clerk has submitted our comments.

8. Finance including AGAR 2023

a) Section 1 of the Annual Governance and Accountability Return (AGAR) 2022/23

Section 1: Annual Governance Statement of the AGAR for the year ending 31 March 2023 was circulated along with Agenda. It was resolved to accept the return proposed by JR and seconded by BS.

b) Adoption of the Accounts for the year ending 31 March 2023 and Section 2 of the AGAR

It was resolved that the Parish Council would adopt and approve the Accounts and Section 2 of the AGAR for the year ending 31 March 2023. Proposed by TJ and seconded by MF.

c) Annual Internal Audit Report 2022/23

Members noted the Annual Internal Audit Report for 2022/23 from the Council's Internal Auditor, as previously circulated. Proposed by TJ and seconded by BS.

d) Exemption from Limited Assurance Review

The Council meets 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 2023, and the report of the Internal Auditor, **The Council resolved to that it would certify itself exempt and that the Certificate of Exemption be provided to BDO LLP (National Auditors)**. Confirmation of no Conflict of Interest with BDO also completed. This will also be part of their national 5% sample. Proposed by JR and seconded by TJ.

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

It was resolved that the notice will be announced on 05 June 2023 and be available for inspection between 05 June 2023 and 14 July 2023. This will appear on the Council Notice Board and on the website. Proposed by BS and seconded by MF.

f) Insurance Renewal 2023/24

The annual review documents have been received from Zurich for renewal date of 31 May 2023. Premium paid in 2022 remains the same for the forthcoming year at £241.00. Having reviewed the policy, and alternatives, it was resolved that the policy be renewed. Proposed by MF and seconded by JR.

g) Bank Reconciliation as at 31 March 2023

Reconciliation and relevant document shaving been circulated it was resolved to confirm the reconciliation. Proposed by BS and seconded by MF. Signed by TJ and MF.

h) Transactions since last meeting

Payments

Payments have been made as follows:-

04/04/2023	£16.22	Weebly (Refund to A Warren)	Website Domain
04/04/2023	£74.86	ALCA	Annual subscription
25/04/2023	£128.52	Blast Event Hire	Coronation Party Expenses
27/04/2023	£186.57	A Warren	Salary
27/04/2023	£46.60	HMRC	Salary
27/04/2023	£138.60	G Rowcliffe	Coronation Party
28/04/2023	£10.00	A Warren	Homeworking
05/05/2023	£672.00	Sunrise Marquees	Coronation Party Expenses
10/05/2023	£168.00	J Ridge (Refund Brandon Hire)	Coronation Party Expenses

Receipts

Receipts as follows:-

14/04/2023	£2916.50	North Somerset Council	1 st Half Precept
25/04/2023	£25.00	Vinnies Newsagent	Coronation Party Donation

Payment for Authorisation

16/05/2023	£48.80	A Warren Audit work	Additional 4 Hours to be added to May salary
16/05/2023	£241.00	Zurich Insurance	Insurance Renewal

It was resolved to accept the payments and receipts and authorise the payments requested.

Proposed by JR and seconded by MF.

9. Governance Review – Confirmation of existing documents

The following documents, having been previously circulated, were confirmed as up to date.

- a) Standing Orders
- b) Risk Assessment
- c) Financial Regulations

Proposed by BS and seconded by MF. Clerk to update documents.

10. Highways, pavements, verges and footpaths

a) General update – highways

- David Bailey of NSC has confirmed that the proposal for road narrow signs and SLOW markings has gained approval and will now be assigned to an engineer for installation. They will need a contribution to the costs and after the design and work up the costs will be shared with us. When we know what contribution is required, we will apply to the Bristol Airport Grant Fund for support.
- Gregg Brake of NSC has updated on several issues:-
 - The issues of flooding at St Nicholas Way and Chelvey Batch are being dealt with by Land Drainage and contact details to be supplied to Clerk.
 - Damaged weight restriction sign has been reported for repair.
 - Overweight lorry issue is still a problem from time to time. Instances to be reported to Clerk to advise NSC and developers.
 - “New” 40mph limit beyond the railway bridge has also been raised as a query.
 - A couple of potholes towards Chelvey have been marked for repair.

b) General update – footpaths

No issues

c) Public transport

This to be added as an Agenda item. The issue with state of the bus stops is to be raised again with District Councillor Steve Hogg.

11. Planning

a) Planning Applications since the last meeting for comment

23/P/0508/FUL Land Off Chelvey Lane Change of use agricultural to dog walking and car parking
23/P/0511/FUL Land of Chelvey Lane Change of use agricultural to 4 glamping units and parking
MF, having declared an interest left the meeting.

It was resolved to submit no objection on behalf of BPC. Proposed by JR and seconded by TJ.
MF rejoined the meeting.

b) Consents and refusals since the last meeting

None

12. Coronation Party

Reluctantly the event was cancelled due to inclement weather. Insurance cover effective and a claim of £854.50 has been agreed. The event will be moved to a new occasion later in the summer and committee will reconvene shortly.

13. Brock's News – including distribution list

Draft copy provided for review and distribution list for amendment. Resolved that we arrange for print to be completed and paid for by Clerk and for Distribution List to be reviewed by TJ. Proposed by EF and seconded by MF.

14. Open forum for the Parish Council

15. Next Meeting

Next meeting will be 5 June 2023 in St Nicholas, Brockley.

Meeting concluded at 8.20 pm

Andy Warren
Clerk, Brockley Parish Council
16 May 2023