STOWEY SUTTON PARISH COUNCIL
**Annual Meeting of the Parish Council**

**Minutes of the meeting**

held on Wednesday 3rd May 2017, The Link, Bishop Sutton

[www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)

Present: Councillors K Betton (Chairman), L Balmforth, C Brookes, H Clewett (Vice Chair), E Daly, P Gleave, L Kingston and J Knibbs.

Also in attendance: J Howell (Clerk) and District Councillor Vic Pritchard.

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| 16/17-18 | Apologies for absence Apologies were received from Councillor R Brewer, B Braidley, R Brent and accepted. |
| 17/17-18 | Declaration of interest There were none. Cllrs were reminded of their duty to register new interests within 28 days.  |
| 18/17-18 | Confirmation of minutes That the minutes of the meeting dated 5th April 2017 were approved. |
| 19/17-18 | Election of ChairmanRESOLVED: That Cllr Betton was appointed Chairman for the municipal year. |
| 20/17-18 | Election of Vice-ChairmanRESOLVED: That Cllr Clewett was appointed Vice Chairman for the municipal year. |
| 21/17-18 | Working Parties Review and membership The Chairman provided a report on working parties and membership. RESOLVED:1. That the Parish Council set up HR Working Party with 4 members.
2. That Cllrs Betton, Clewett, Gleave and Balmforth were appointed to the HR Working Party.
3. That the Finance Working Party is retained to support the role of the RFO.
4. That Cllrs Betton, Brent, Knibbs, Daly and Balmforth were appointed to the Finance Working Party.
5. That the Public Engagement Working Party is retained.
6. That Cllrs Clewett, Daly, Brookes, Gleave and Kingston were appointed to the Public Engagement Working Party.
7. That the remaining Working Parties are retired.
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| 22/17-18 | Representative on Parish Councils Airport AssociationRESOLVED: That Cllr Clewett was re-appointed to act as the Parish Council representative on the PCAA (Parish Councils Airport Association).  |
| 23/17-18 | Representative on Tegg’s Educational Foundation RESOLVED: That Cllr Balmforth was re-appointed to act as the Parish Council representative on the Tegg Educational Foundation. |
| 24/17-18 | Finance Review1. The 2016/17 year-end finances and annual return were reviewed which included the Annual Governance Statement and Annual Accounting Statement. The bank reconciliation for year end 31 March 2017 was also noted.
2. The Parish Council were asked to consider the appointment of the RFO in light of best practice advice circulated by Deborah White at Avon Local Council’s Association (ALCA).

RESOLVED: That the Parish Council appointed the Clerk as RFO. |
| 25/17-18 | Standing Orders, Financial Regulations and Procurement PolicyA review of Standing Orders and Financial regulations had previously been undertaken and policies based on the National Association of Local Councils (NALC) models circulated.RESOLVED:1. To adopt the proposed Standing Orders (with one amendment to standing order 2.6).
2. To adopt the proposed Financial Regulations.
3. To adopt the proposed Procurement Policy.

The Clerk will distribute copies. |
| 26/17-18 | Consideration of Acts of ParliamentRESOLVED: That the Parish Council take into consideration following acts:1. The Crime and Disorder Act 1998 (especially section 17).
2. The Data Protection Act 1998 (especially section 18).
3. The Freedom of Information Act 2000 (especially section 19).
4. The Natural Environment & Rural Communities Act 2006 (especially section 40).
5. The Equalities Act 2010.
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| 27/17-18 | Appointment of Internal AuditorRESOLVED: That Ian Dagger be appointed internal auditor for 2017/18 for a fee of £50. |
| 28/17-18 | Chairman’s ReportThe Chairman provided a report to the Parish Council. Key items included:* A complaint received from a resident regarding overgrown hedges. It was agreed the Clerk would contact the relevant householders.
* Details of the Community Empowerment Fund will be delayed until after the election.
* The Joint Local Access Forum (JLAF).
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| 29/17-18 | District Councillor’s Report The District Councillor provided an update to the Parish Council on the plans to divert the footpath at Little Hayes. The landowner has been informed of the intention. A short report on other B&NES Council matters will be circulated to the Parish Council. |
| 30/17-18 | Planning A. The Parish Council considered one planning application: 1. 17/00902/FUL (43 Woodcroft) Removal of the existing hedge and grass mound to give access to the driveway at the front.

The applicant’s letter, maps/photographs, B&NES Highways department comments and two letters from a resident were noted. In summary, Stowey Sutton Parish Council have considered this application & do not find any neighbourhood plan policies which directly relate to the proposed alterations. The design of the pedestrian footpath for this section of road separates the pavement from the highway by the earth mound making this a safer place to walk for pedestrians. Whilst some parking spaces have been created in place of the earthworks along this road, none allow cars to cross the pavement mid-way through this otherwise safe walking environment. Although the Parish Council would generally support alterations to improve access for health or safety reasons the Parish Council have considered the apparent rear access to this property which already has a garage and appears to have parking at the rear of the property, which could be used to address the safety concerns raised by the applicant.RESOLVED: That the Parish Council oppose this planning application and write to B&NES Council.B. The following Planning decisions were noted:1. 17/00698/FUL (Langley Sutton Hill Road) Enlargement of chalet bungalow to two storey dwelling with internal alterations and erection of detached double garage. (PERMIT)
2. 17/00712/TPO (Bishop Sutton Tennis Club Wick Road) Tree Works subject to TPO (various works). (CONSENT)
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| 31/17-18 | Recreation Ground Cllr Clewett provided an update on the drainage works at the Recreation Ground. A meeting took place earlier in the week at the site and confirmed that the work is now complete. The grass is not yet growing, many of the grass seed have not germinated and conditions are very dry. It is thought to be unlikely that the Recreation Ground will be available to use for the Chew Valley 10k and as a result the organisers of the event are looking at using the Football Ground for the Fun Run. Cllr Betton informed the Parish Council that the Cricket Club have found an alternative pitch for this season. Plans / schematic of drainage pipe have been provided to the Clerk.  |
| 32/17-18 | Community Library OpportunityCllr Kingston provided a report on community library opportunities following a meeting with B&NES Council representatives. The mobile library is likely to cease. Options discussed at the meeting included a book swap (limited circulation and would be outside of B&NES umbrella) and a service operated under B&NES Council. Opting for the provision under B&NES Council would receive full support including provision of initial stock, a kiosk and computer to check books in and out, restocking service and order deliveries through a comprehensive network of books (Libraries West). B&NES Council would also provide professional support in the form of a trained librarian and training for volunteers. RESOLVED: That the Parish Council delegate further investigation of community library provision to Public Engagement Working Party with support of the Clerk and engage with community groups to initiate discussions for a possible venue and continue discussions with B&NES Council.  |
| 33/17-18 | Litter PickCllr Gleave spoke of the success of the first community litter pick of the year. There were 15 volunteers and the group collected litter for about an hour. It was reported that there was not as much litter as last year likely due to the help of one or two regular volunteers.  |
| 34/17-18 | Hedgerows, roads, pavements, ditches and drains The poor state of Ham Lane was raised. Notification had been received about resurfacing works at Wick Road. Potholes were also reported on Bonhill Lane going down to Twycross. RESOLVED: That the Clerk will raise the poor state of Ham Lane, potholes on Bonhill Lane and ask for clarification on dates for resurfacing works on Wick Road. |
| 35/17-18 | FootpathsIt was noted that B&NES Council are happy to make improvements to the Summer Leaze / Oak Court footpath and will fully fund the project. A Councillor reported the chicken wire surface of the footbridge accessed at the top of Ham Lane has been cut and is dangerous. Bristol Water relayed the wooden bridge and covered it with chicken wire. RESOLVED: That the Clerk will report the cut chicken wire on the bridge to Bristol water. |
| 36/17-18 | Persimmon S106 GrantA discussion took place around the Persimmon S106 grant. B&NES Council have previously advised funds could be repurposed to develop the existing Recreation Ground. The Parish Council have made enquiries with Persimmon who have refused permission.RESOLVED:That the Parish Council will make a public call to sites available for purchase by the Parish Council to develop for recreational purposes. Any sites offered will be further considered by the Parish Council before any offer is made. |
| 37/17-18 | HR ReviewA meeting was held with the Clerk, Chairman & Vice Chairman on 21st April, to review the clerks 13-week probationary period, Jenny Howell has successfully achieved the required level of proficiency & has now completed her probationary period.  |
| 38/17-18 | FinancesRESOLVED:1. That the Annual Governance Statement for the 2016/17 Annual Return was approved.
2. That the Statement of Accounts for the 2016/17 Annual Return was approved.
3. That the dates for public inspection were agreed as 5th June 2017 to 14th July 2017. Papers will be available at Chew Valley Caravan Park Reception from 10am – 4pm Monday to Friday.
4. That the Financial Statement was noted and a transfer from the Business Reserve Account to the Business Current Account for £24,000 was approved.
5. The following payments (including the 2017/18 insurance renewal) were approved and cheques signed.

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| **May 2017 PCM** | **Gross £** |
| Clerk Wages | £411.62 |
| Cleaner Wages | £134.48 |
| HMRC (Tax on salaries) | £22.40 |
| Filers Coaches (4 weeks surgery bus April 17) | £100.00 |
| New Leaf Garden Maintenance | £175.00 |
| Stowey House Farm Limited | £16.90 |
| SLCC (Clerk CiLCA Training) | £150.00 |
| Gibbons invoices x 2 | £31,818.00 |
| Insurance Renewal - Zurich | £602.77 |
| Ian Dagger - Internal Audit | £50.00 |
| **Total payments to approve at April PCM** | **£33,481.17** |

The details of the current financial situation were reported and after transfer of monies from the Reserve Account to the Current Account and payment of authorised cheques:Current Account: £1,721.52Reserve Account: £38,135.13Available Funds: £39,856.65 |
| 39/17-18 | Date of the next meeting The next scheduled meeting of the Parish Council is on **Wednesday 7th June 2017** **at 7.30pm at The Link, Bishop Sutton.** The meeting was concluded at 9.40pm. |