# **BARROW GURNEY PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held in the village hall, Barrow Gurney, at 8:05pm on 13 May 2019 (following the Annual Parish Meeting).

Present:	Claire Arbery (Chair - outgoing), Andy Robbins (Vice Chair), Nick Tyrrell, Andrew Sheridan, Joanna Critchett, and Joanna van Tonder (acting Clerk) and Maria Carter (incoming Clerk) Phil Carpell (arrived 8:45pm)
	Phil Carnell (arrived 8:45pm)

**Distribution:** The Parish Councillors plus Hugh Gregor

#### Claire Arbery took her seat as outgoing Chair of the Parish Council.

## **1** Apologies for absence

Apologies for absence had been received from Eric Gates.

#### 2 Members' Declarations of Acceptance of Office

Andy Robbins, Nick Tyrell and Andrew Sheridan, having been duly elected, completed Declaration of Acceptance of Office forms in the presence of the Clerk.

## **3** Co-option to fill vacancies

Andy Robbins proposed, Nick Tyrrell seconded and it was agreed to co-opt to the Council both Joanna Critchett and Eric Gates. The Clerk advised she had confirmation from Eric Gates of his agreement to his co-option in his absence.

Joanna Critchett, having been duly co-opted, completed a Declaration of Acceptance of Office form in the presence of the Clerk.

## 4 Election of Chair and Vice Chair, and Acceptance of Office

Chairman – Eric Gates, proposed by Andy Robbins, seconded by Joanna Critchett and duly elected in his absence and with his prior consent to being nominated.

Vice Chairman – Andy Robbins, proposed by Nick Tyrrell, seconded by Joanna Critchett and duly elected.

Andy Robbins completed a Declaration of Acceptance of Office form in the presence of the Clerk.

# Claire Arbery vacated the Chair's seat, making way for Cllr Andy Robbins, and left the meeting.

## 5 Appointment and introduction of new Clerk

The decision taken to appoint Maria Carter to the role of Clerk and Responsible Financial Officer, from 1 May 2019 on new salary scale point 7 for 9.5 hours per week, made following a process of interviewing previously approved by the Council, was ratified.

Maria was warmly welcomed and introduced to those present.

Following discussion and confirmation from the Clerk that the Parish Council's insurance covered the clerk working from her home, it was agreed to remove clause 11: *Working at home - Insurance*, in its entirety, from Maria Carter's Contract of Employment.

**Clerk's note:** The Parish Council received Maria Carter's written resignation citing personal reasons, on 15 May 2019. Maria was required to give one week's notice and so her employment with the council terminated on 22 May 2019.

## 6 Declarations of Interest and dispensations

## a) Declarations of Interest

No declarations of interest were made.

- b) Receive requests for dispensation No requests for dispensation were received.
- c) Grant requests for dispensations
  - No requests for dispensation were granted.

## 7 Minutes of the previous meeting – 11 March 2019

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

## 8 Public Questions

There were no members of the public present.

## 9 Police Report

No incidents of crime had been reported during January and February 2019, and no information was available on the constabulary's website for March 2019 as at the time of the meeting.

## **10** Actions Arising

The following actions arising from the meeting of 11 March 2019 were still outstanding or not addressed elsewhere:

Min 7(e) (12/11/18): Other Planning matters	Clerk to source fight path maps of recent activity into and out of Bristol Airport – <b>outstanding</b>
	<b>Action:</b> Clerk to request from Bristol Airport information on flights that have deviated from the prescribed route during either take off or landing
<b>Min 10(b)</b> (11/03/19): Highways	Clerk to write to Bristol Airport regarding increasing litter along A38 and surrounding lanes – <b>outstanding</b>

## **11** Appointment of representatives

#### a) Parish Councils Airport Association

It was agreed that Nick Tyrrell would represent the Parish Council on the Parish Councils Airport Association.

## b) Stancombe Quarry Community Fund

It was agreed that Andy Robbins and Joanna Critchett would sit on the Stancombe Quarry Community Fund committee.

## 12 Renewal of Committees, appointment of Chairs and adoption of Terms of Reference

## a) Suspension of regulation 1.1 of Committee Regulations (11 November 2013)

Andrew Sheridan proposed, Nick Tyrrell seconded and it was agreed to suspend Committee Regulations (11 November 2013) 1.1 requiring the chairman of a committee to be a member of the Parish Council, thus permitting a non councillor to act as chair. The suspension of Regulation 1.1 would take effect immediately and would be reviewed in May 2020.

## b) Village Green Committee

It was agreed to renew the mandate given to the Village Green Committee to carry out the management of the Village Green as per the previously adopted Terms of Reference. Nick Tyrrell proposed, Joanna Critchett seconded and it was resolved to appoint Rob McKenzie as chairman of the Village Green Committee.

#### 13 Finance

a) Section 1 of the Annual Governance and Accountability Return (AGAR) 2018/19 It was agreed to approve Section 1: Annual Governance Statement of the AGAR for the year ending 31 March 2019.

#### b) Adoption of the Accounts for the year ending 31 March 2019 Section 2 of the AGAR – Accounting Statements

Andrew Sheridan proposed, Joanna Critchett seconded and it was resolved that the Parish Council would adopt and approve the accounts for the year ending 31 March 2019 (copy attached).

It was agreed to approve Section 2: Accounting Statements of the AGAR for the year ending 31 March 2019.

c) Annual Internal Audit report 2018/19

Members noted the Annual Internal Audit report from the Council's Internal Auditor for 2018/19, as previously circulated.

#### d) Consider 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 2019 and the report of the Internal Auditor, **it was agreed the Council would certify itself exempt and the Certificate of Exemption was duly signed**.

#### e) Insurance policy

A renewal quotation had been received from Came & Company in the amount of £365.47 to cover the period 01/06/2019 to 31/05/2020. It was agreed to accept the renewal quotation.

#### f) Disposal of redundant laptop

It was agreed the laptop's hard-drive would be wiped clean and the equipment returned to North Somerset Council for disposal.

#### g) Receipts and Payments

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

£4,500.00	North Somerset Council	1 <sup>st</sup> Precept payment 2019/20
£2,327.81	HMRC	VAT refund FYE 31/03/2019

Joanna Critchett proposed, Nick Tyrrell seconded and it was resolved to ratify the following **payments** made since the last meeting:-

£424.06	Ms Joanna van Tonder / HMRC	Clerk's salary (March 2019)
£424.06	Ms Joanna van Tonder / HMRC	Clerk's salary (April 2019)

Joanna Critchett proposed, Nick Tyrrell seconded and it was resolved to authorise the following **payments** to be made:-

£60.00	Chris Lane	Village Green maintenance
£120.00	Little Apple Gardening Services	Village Green maintenance
£92.00	Claire Arbery	Reimbursed for 4 x plaques to acknowledge grants received
£106.84	Ms Joanna van Tonder	Clerk's expenses (April 2019)
£20.60	Ms Joanna van Tonder	Additional hours worked on Internal Audit panel
£365.47	Came & Company	Insurance 01/06/19 - 31/05/20

The Clerk reported the current account bank balance prior to the authorisation of the cheques was  $\pounds 10,123.81$ . Following the payment of the cheques amounting to  $\pounds 764.91$ , the available balance would be  $\pounds 9,358.90$ .  $\pounds 7,514.56$  was held in the deposit account.

#### **14 Banking Arrangements**

#### a) Change of bank from Co-Operative Bank to Natwest

Following discussion, it was decided to remain with the Co-Operative Bank.

#### b) Authorised Account Signatories

It was agreed to request the removal of Ed Bradley, Geoff Coombs, Rob McKenzie and Joanna van Tonder as signatories to the PC's Co-Operative Bank accounts, with immediate effect.

It was agreed to request the addition of Andy Robbins, Joanna Critchett, Nick Tyrell and Maria Carter to the list of authorised signatories to the PC's Co-Operative Bank accounts.

#### c) Clerks' salary standing orders

It was agreed to cancel the outgoing Clerk's salary standing order following the next payment due to be made from the Council's bank account on 28 May 2019.

The Council approved the setting up of a standing order from the Council's Co-Operative Bank account to pay the incoming Clerk's salary on the 28<sup>th</sup> of each month, commencing 28 May 2019.

**Clerk's note:** The actioning of the decisions taken under 14(b) and 14(c), above, have been suspended until such time as alternative arrangments have been made with regard to the fulfilment of the post of Clerk to the Parish Council.

## **15** Highways, pavements, verges and footpaths

#### a) Action taken by North Somerset Council since the previous meeting

The Clerk reported the <u>NSC Surface Dressing Works Programme 2019</u> had been received that morning and detailed the works to be undertaken along the A38 from its intersection with the South Bristol Link Road to Downside Road.

Preparation Works	27 <sup>th</sup> May to 14 <sup>th</sup> June 2019	Stop & Go and traffic lights between 19:00 and 04:00	
Surface Dressing	15 <sup>th</sup> and 16 <sup>th</sup> June	One way road closure between 05:00 and 12:00	
Lining works	21 <sup>st</sup> June to 3 <sup>rd</sup> July	Stop & Go and traffic lights between 19:00 and 04:00	
Action: Action:	Clerk to request diversion routes Clerk to enquire as to why Barrow Street's surface dressing works were not included in the published programme		
Action:	Clerk to request verge cut	ting schedule for 2019	

Andy Robbins reported the manhole cover outside Springhead Barn had finally been replaced.

Joanna Critchett reported she had been in contact with NSC regarding the missing <u>weight</u> <u>restriction signage</u> promised for the top end of the stretch of Wild Country Lane at its intersection with Hern Lane. NSC had advised that, due to an oversight on their part, the sign had never been ordered.

Members noted that NSC had undertaken works to the <u>traffic lights at the A38</u> / Barrow Street intersection and expressed dismay that the PC had neither been consulted nor pre-notified. It was agreed the PC should attempt to input into any future plans to change the current configuration at the lights as part of the ongoing review of A38 traffic management. It was agreed that a strong point of contact at NSC would need to be found.

#### Temporary road closures / speed amendments

Footpaths LA12/3, LA12/4 and LA3/3 – TEMPORARY CLOSURE TO FOOT PASSENGERS
 effective from 3 June 2019 (for a maximum of 6 months) – anticipated 17 days
 Reason for closure: BRISTOL VOLKSFEST 2019

- GREAT WESTON RIDE 2019 – passing through Barrow Gurney on Sunday, 14 July 2019

b)

#### Condition of roads, pavements, verges and footpaths

The following reports were noted and/or received:

Wild Country Lane – persistent fly-tipping

Action: Clerk to report on Council Connect

# Phil Carnell joined the meeting, citing unavoidable farming commitments as the reason for his late arrival.

Phil Carnell reported that most of the streetlamps along the A38 were now working, however, the light sited on the island opposite the hot tub retailers needed replacing.
Action: Clerk to report to NSC

## **16 Village Green Committee Report**

Members noted the following report received from Rob McKenzie, Chair of the Village Green Committee:

- The Village Green tidy-up, scheduled for 25 May, would focus on the hedge that was heavily overgrown with weeds
- For personal reasons, Chris Lane was no longer able to carry out Village Green maintenance so, as an interim measure, Little Apples Gardening Services had been commissioned to undertake five cuts and a strim while the VGC investigated future options
- Five suppliers had been asked to quote for the ongoing Village Green maintenance contract (details of which were provided within Rob McKenzie's report); one of those invited to tender had provided a competitive quote, two had declined and repsonses were awaited from the remaining two.

## 17 Planning

#### a) Planning applications since the last meeting

The following planning applications have been received since the last meeting:

1		Non-material amendment to 15/P/2301/F and 15/P/2302/F to allow for
2	19/P/0739/NMA	the erection of an electricity sub-station and to stipulate the location of underground gas storage tanks at <i>Former Barrow Hospital, Wild Country Lane</i>
		Council comment: no objection (retrospective)

#### b) Consents, refusals and enforcement cases since the last meeting The following planning application has been withdrawn:

- 19/P/0738/NMA & 19/P/0739/NMA: Non-material	WITHDRAWN BY	
amendment to allow the erection of an electricity sub-station at	APPLICANT	
Former Barrow Hospital, Wild Country Lane	03/05/2019	

There were no enforcement cases opened or are still pending since the last meeting.

#### c) Barrow Hospital – update

Andrew Sheridan reported development at the site had stalled. The landowner was in the process of attempting to rectify the very challenging drainage problems on the site. Andrew reported the leaking sewerage, discussed in previous meetings, had been made good. It was noted the lighting on the Wild Country Lane road signage at the give-way on the bridge over the A370 had still not been completed.

## d) Other Planning matters

#### Ashton Gate

Members discussed the proposals incorporated within **19/P/0936/EA2** (Environmental Scoping Opinion to determine the scope of an Environmental Impact Assessment for a future application for a proposed residential development of up to 520no. dwellings (only small part of site within North Somerset Council boundary) at *Land East Of Long Ashton Park And Ride Land North Of Metrobus, Ashton Vale Ashton Road Long Ashton*).

It was agreed not to submit comment at this stage but to keep a close eye on the proposals.

#### **Bristol Airport**

Members noted that Bristol Airport had won the 2018 "Best Airport in Europe" award in the 5 – 15 mppa category.

Members discussed the submission by the airport of additional information to support their planning application 18/P/5118/OUT and were reminded the deadline for comments was Saturday, 25 May 2019.

Action: Andy Robbins to circulate a draft for discussion

Nick Tyrrell reminded members that NSC had recently voted to declare a Climate Emergency with an aim to reducing carbon emissions. It was agreed the expansion of the airport was inconsistent with those aims.

#### Examination of Joint Spatial Plan hearings

Members noted that the hearings were scheduled to take place later in the year, between July and October. The PC had opted not to register an interest in participating in the hearings.

## 18 Village Enhancements and maintenance

#### a) Clean Up Fund

Members were reminded the Council, through NSC, had been awarded a government-funded grant towards the beautification of the parish.

The Clerk advised that a Hozelock Plus weedkiller spray, yard brushes, hi-viz vests, litter pickers, handihoops to carry bin liners and a "slow down – litter picking" sign and cone were on order.

Action: Clerk to establish regulations pertaining to litter-picking along Barrow Street

#### b) Flowerbeds

Andy Robbins reported he had cleared foliage from around the North flowerbeds, making use of the PC's newly-acquired brushcutter, and that most of the plants had survived the winter. Andy advised the soil levels were low in places and it was agreed to ask parishioners for donations of leftover compost later in the year. Once level, the beds could be topped with woodchip.

#### c) Defibrillator

The Clerk reported that, while the PC's request for a Stancombe Quarry Community Fund grant had been successful, funds had not yet been received.

**Clerk's note:** An NSC BACS payment in the amount of £1,490.00 has been paid into the PC's bank account on Friday, 17 May.

#### d) Litter picking

See 18(a), above.

It was agreed to inform NSC that litter-picking along Barrow Street would only be undertaken if there were sufficient volunteers to allow for a marshall/s to slow traffic down.

## **19** Open Forum for the Parish Council

#### Good Councillors' Training

The Clerk advised that ALCA offered group, on-site councillor training for a fee of £200.

It was agreed to approach neighbouring councils with a view to sharing a bespoke session, giving all Barrow Gurney councillors and the Clerk an opportunity to attend.

Action: Clerk to enquire with other councils

Freemans Farm Memorial event – 6 June 2019

Members were reminded of the Memorial event, orgainsed by S Roots, Nottingham, to commemorate the 75<sup>th</sup> anniversary of the tragic accident on 6<sup>th</sup> of June 1944 that took the lives of RAF Flying Officer Harold Roots and Flight Lieutenant Peter Cadman DFC.

A small memorial stone and plaque would be unveiled in the field adjacent to Freemans Quarry where their plane came down.

Councillors were invited to attend and Andy Robbins confirmed both he and Eric Gates intended to do so.

Town & Parish Forum (PLANNING) – 6 June 2019

Members were reminded of the upcoming Town & Parish Planning workshop on 6 June at the Town Hall, Weston-super-Mare.

#### **20** Future meetings

2019 meeting dates: 8 July, 9 September and 11 November 2019
2020 meeting dates: 13 January, 9 March, 11 May, 13 July, 14 September and 9 November 2020

The meeting closed at 9:25 pm.

## **BARROW GURNEY PARISH COUNCIL**

## YEAR END FINANCIAL ACCOUNTS 2018/2019

	Notes	Previous for the year ending 31/03/17	Last Year for the year ending 31/03/18	Actual for the year ending 31/03/19	Budget for the year ending 31/03/19	Savings / (overspend)
INCOME						
Precept		7,000.00	7,700.00	8,200.00	8,200	0
Council Tax Benefit Grant		176.00	91.78	53.17	53	0
Village Orderly Grant		100.00	100.00	100.00	100	0
VAT reclaimed		42.77	301.09	395.13	864	469
Interest earned		3.68	4.36	4.08	10	6
Grants received	1	8,000.00	5,165.28	1,000.00 9,752.38	9,227	-1,000
		1997 - 1997 -				
EXPENDITURE Annual General Expenditure						
Clerk's Salary	2	3,899.64	3,938.64	5,088.71	4.000	
Clerk's Telephone expenses	2	20.00	25.00	15.00	4,989 30	-100
Clerk's Travel allowances		47.11	71.97	47.67	50	15 2
Training		45.00	140.00		120	120
Printing & Stationery		47.10	81.59	88.30	80	-8
Postage		38.46	28.60	41.53	45	3
IT Expenses		50.78	50.78	54.95	51	-4
Insurance		358.01	347.87	354.83	360	5
Subscriptions	3	234.65	251.70	169.33	245	76
Data Protection Registration Fee Grants		35.00 50.00	35.00 50.00	40.00	185	145
Annual Village Hall hire	4	350.00	350.00	50.00 350.00	50 350	0
Annual Audit Fees		20.00	20.20	129.20	30	-99
Wreath for War Memorial		17.00	20120	40.00	20	-20
Village Green	5	966.50	1,253.00	1,057.00	2,051	994
Footpath Maintenance		700.00				0
Village Maintenance			33.86	400.00	500	100
Tidying War Memorial		75.00	75.00	75.00	75	0
Other	6	6 054 25	6 750 04	96.31		-96
Extraordinary Expenditure		6,954.25	6,753.21	8,097.83	9,231	
Village Green litter bin					500	500
WWI Commemoration					200	200
Barrow Street Noticeboard			1,309.00		200	0
Plant tubs			81.26			0
5 year Tree Survey		345.00				0
Parish Council Elections	-					0
		345.00	1,390.26	0.00	700	
Projects subsidised by grants	1					
Resurfacing of playarea				8,880.00		
Table Tennis table Refurbishment of Telephone Box				2,389.35 810.00		
Laptop purchase			433.28	010.00		0
Professional fees – Walkways planning			100120			Ŭ
applications		1,097.50				0
		1,097.50	433.28	12,079.35	0	
Projects funded from earmarked						
reserves	8					
Purchase of brushcutter			1 1 (7 02	375.00		
Laying of hedge	-	0.00	1,167.03	375.00		0
Vat paid on expenses to be reclaimed	7	301.09	1,167.03 395.13	2,402.81		
vat paid on expenses to be redained	' -	8,697.84	10,138.91	22,954.99	9,931	
	-			22,55 1155		
SURPLUS / (OVERSPEND)	-	6,624.61	3,223.60	-13,202.61	-704	
RESERVES			-			
Cash Balances as at 31 March	p	21,213.63	24,437.23	11,234.62		
Current account	Γ	11,207.51	11,926.75	3,720.06		
Deposit account		10,006.12	12,510.48	7,514.56		
Petty Cash	L	0.00	0.00	0.00		
Less: Unspent grants received	1			-5,057.93		
				4 007 07		

Less: Earmarked reserves8-1,307.97RESERVE available at 1 April 20194,868.72% of annual general expenditure60.12%

#### NOTES TO THE FINANCIAL ACCOUNTS 2018/2019

#### Note 1: Grants Received / Projects subsidised by grants

	<u>Net surplus /</u> (deficit) BROUGHT FORWARD	Grant received	Project expenditure	<u>Net surplus /</u> ( <u>deficit</u> ) <u>CARRIED</u> <u>FORWARD</u>
Balance of Cemex grant for materials – A38 walkways (FYE 31/03/13)	738.27			738.27
Walkways Working Group fundraising (FYE 31/03/14)	732.50			732.50
Bristol Airport Community Fund – A38 crossing (FYE 31/03/16)	1,925.00			
Transparency Code Compliance Grant (FYE 31/03/16)	9.51			1,925.00
Stancombe Quarry Fund — Village entrances (FYE 31/03/17)	1,500.00			1,500.00
Stancombe Quarry Fund – Table Tennis table (FYE 31/03/18) - purchase of Table Tennis table	2,352.00			1,500.00
- purchase of stone chippings (CHQ300011 14/05/18) - purchase of stone chippings			-2,245.00 -144.35	
Bristol Airport Community Fund – Resurfacing play area (FYE 31/03/18) - wet-pour surfacing (CHQ300009	8,880.00		0 000 00	-37.35
14/05/18) Bristol Airport Community Fund –			-8,880.00	0.00
Refurbishment of Telephone Box (FYE 31/03/19) - repainting of box and installation of shelving (CHQ300021 12/11/18)		1,000.00	-810.00	
Sheiving (Chu300021 12/11/18)			010.00	190.00
	16,137.28	1,000.00	-12,079.35	5,057.93

#### Note 2: Clerk's Salary

The Clerk's salary is based on the salary scale recommended by the National Association of Local Councils and the Society of Local Council Clerks.

Note 3: Subscriptions	· ·	
The following subscriptions we		
	Avon Local Councils Association (2019/2020)	78.33
	CPRE	36.00
	Parish Councils Airport Association	50.00
	Parish Magazine subscription	5.00
	Society of Local Council Clerks	
		169.33
Note 4: Grants paid		
The following grant was approv	ved and paid:	
The following grane has approv	Wellspring Counselling	50.00
	Tronopining boundaring	50.00
Note 5: Village Green		
Expenditure on the Village Gree	en was as follows:	
Expenditure on the village of e	Grass cutting	830.00
	Weed spraying	36.00
	Strimming	126.00
		120.00
	Pruning	65.00
	Annual playground inspection	
		1,057.00
Note 6: Other		
The following other expenditure	e was incurred:	
	Recruitment advertisement	60.25
	Bank charges for cancelled, lost cheque	5.00
	Civic responsibilities	31.06
		96.31

96.31

## NOTES TO THE FINANCIAL ACCOUNTS 2018/2019 (cont.)

#### Note 7: VAT to be reclaimed

VAT paid on the following expenses will be reclaimed:

be reclaimed:	
IT Expenses	5.00
Village Green	13.00
Stationery	17.68
Recruitment advertisement	12.05
Audit fees	20.00
Civic responsibilities	6.21
Table Tennis table	477.87
Resurfacing playground	1,776.00
	2,327.81
Brushcutter (to be reclaimed 2019/20)	75.00
	2,402.81

Note 8: Earmarked Reserves				
	Earmarked Reserves BROUGHT FORWARD	<u>Unspent budget –</u> earmarked	Project expenditure	Net Earmarked Reserves CARRIED FORWARD
Reshaping Memorial tree (FYE 31/03/15)	100.00			
Replacing Memorial tree (FYE 31/03/16)	250.00			
				350.00
Unspent footpath budget (FYE 31/03/16)	550.00			
Unspent footpath budget (FYE 31/03/17)	200.00			
(minute 8c, 12/09/2016)	200.00			750.00
VGC savings earmarked for VG				
boundary hedge (FYE 31/03/17)	500.00			
General budget savings earmarked for				
VG boundary hedge (FYE 31/03/17)	500.00			
(minute 8e, 14/11/2017)				
Laying of hedge (FYE 31/03/18)	-1,167.03			
				-167.03
Unspent footpath budget earmarked for <b>flowerbed maintenance</b> (FYE				
31/03/18)	750.00			
(minute 12b, 12/03/2018)				
Purchase of brushcutter (FYE 31/03/19)			-375.00	
				375.00
	1,682.97	0.00	-375.00	1,307.97