

BARROW GURNEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the village hall, Barrow Gurney,
at 7:30pm on 13 January 2020

Present: Eric Gates (Chair), Phil Carnell, Nick Tyrrell, Joanna Critchett, Andy Robbins
and Joanna van Tonder (Clerk)
Hugh Gregor (NSC District Councillor) – arrived during agenda item 8(b)
1 x Resident

Distribution: The Parish Councillors plus District Councillor Hugh Gregor

1 Apologies for absence

Apologies for absence had been received from Cllr Sandra Gibson (illness) and Cllr Andrew Sheridan (work commitments).

2 Declarations of Interest and dispensations

a) Declarations of Interest

There were no declarations of interest made.

b) Receive requests for dispensation

No requests for dispensation were received.

c) Grant requests for dispensations

No requests for dispensation were granted.

3 Minutes of the previous meeting – 11 November 2019

Nick Tyrrell proposed and it was agreed to make the following amendment to the minutes of the last meeting:

Minute 9(b) - **AN ADDITIONAL ACTION TO READ:**

Clerk to contact NSC to establish the date of the last traffic count on Barrow Street in order to provide a benchmark for future reference.

4 Public Questions

There were no questions raised from the member of the public present. Phil Carnell raised a question that had been put to him from a resident regarding the light outside the Post Office. It was thought the light was supposed to be put on in the evenings during the Winter months and, while that had always been the case in previous years, it was no longer so.

Action: Clerk to make enquiries

5 Police Report

The following incidents of crime were reported on the constabulary's website:

October 2019:

- 1 x Burglary on or near Bridgwater Road (under investigation)

November 2019:

- 1 x Violence or Sexual Offence on or near Bridgwater Road (under investigation)

6 Actions Arising

The following actions arising from previous meetings were still outstanding or not addressed elsewhere:

Min 7(e) (12/11/18): Other Planning matters	Clerk to request information from Bristol Airport on flights that have deviated from	Bristol Airport has been asked to provide data on a
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	the prescribed route during either take off or landing	number of occasions – still awaited See 11(d)(1), below
Min 15(c) (08/07/19): Open Forum: Freemans Farm Memorial	Clerk to look into having the memorial included on NSC's historic monuments list	In the process of having memorial listed
	Action: Eric Gates to advise Clerk on location of Memorial	
Min 4 & 10(b) (09/09/19): Village Agent guest speaker & reallocation of Flax Bourton Youth Club grant	Clerk to draw up a directory of local services, facilities and activities Clerk to look into feasibility of a survey	In progress
Min 7: Proposed Local Electricity Bill	Clerk to write letter of support	Completed
Min 8(c): Budget 2020/21	Clerk to ask NSC to provide VAS on loan	See 9(d), below
Min 9(b): Weight Limit restrictions along Barrow Street	Clerk to: 1. write to Mill 2. ask NSC to review signage	Action to date: 1. outstanding 2. outstanding See 9(b), below
Min 9(b): Service level expectations	Clerk to arrange meeting with Hugh Gregor, Eric Gates and Gregg Brake	To be arranged for the new year
Min 9(c): A38 improvements	Clerk to investigate further with Somerset County Council	No additional information is currently available on SCC's website
Min 12(b): Barrow Hospital / WCL	Clerk to pass on Andrew Sheridan reports to LA Clerk	Completed
Min 15(b): Princes Motto	Clerk to look into Community Right to Bid	See 11(c), below
Min 15(b): Princes Motto	Sandra Gibson to draft letter for circulation	Draft letter circulated, see 11(c), below

7 Consultations

a) NSC Draft Corporate Plan 2019-23

It was agreed the Parish Council would abstain from commenting on the Draft Corporate Plan.

b) NSC Draft Budget 2020/21

It was agreed the Parish Council would abstain from commenting on the NSC Draft Budget 2020/21.

c) NSC Neighbourhood Consultation

Members considered the request by NSC for engagement in the development of initiatives and contracts within the Corporate Plan and agreed to respond expressing interest in being actively involved in shaping the parks and streetscene contracts as well as providing input into the garden waste collection service.

Action: Clerk to respond in accordance with the above

8 Finance and Governance

a) Village Green Committee Budget 2020/21

The Clerk presented the Village Green Committee (VGC) Budget as previously circulated.

Members discussed the high costs of path spraying and strimming and considered possible cost-cutting alternatives. It was agreed to approve the budget as presented on the proviso that other options for those two elements of the budget are investigated and considered with a view to making savings in this area over the forthcoming financial year.

Joanna Critchett proposed, Nick Tyrrell seconded and it was agreed that authority to spend within the confines of the VGC Budget (copy attached) be granted to the VGC chaired by Rob McKenzie, represented by Joanna Critchett, and subject to the Council's Financial Regulations.

b) Budget 2019/20

The Clerk presented the draft budget as previously circulated. She explained that the taxbase had reduced as a result of a resetting exercise by NSC. A significant proportion of the reduction could be attributed to a fewer than predicted number of new homes being built at the Hospital site.

Members discussed unspent grants that lay in reserve including an amount of £1,925 owing to, and unclaimed by NSC from 2015. It was agreed to seek to release the unspent grant funded reserves and requested the Clerk to action this.

Members considered a number of small projects around the parish that could be funded through the reallocation of part or all of the released reserves.

- Action:** Clerk to seek approval from funders (where necessary) for reallocation of unspent balances of grants received
- Action:** Clerk to write to NSC regarding the £1,925 uninvoiced funds
- Action:** Clerk to include the following on the agenda for the next meeting:
1. Reallocation of unspent grant-funded reserves
 2. Consider Village Regeneration projects

Eric Gates proposed, Joanna Critchett seconded and the Budget (copy attached) was agreed.

c) Precept 2020/21

Joanna Critchett proposed, Eric Gates seconded and it was resolved that Barrow Gurney Parish Council would request a Precept of **£10,200** for the financial year ending 31 March 2021.

- Action:** Clerk to advise NSC of Precept requirement

d) Website Accessibility: report and future training opportunities

The Clerk reported she had taken part in the webinar training delivered by SLCC and outlined the process going forward. She advised that following testing and assessing the website in terms of accessibility, an Accessibility Statement would be drawn up that would detail the Parish Council's plan for compliance. The Clerk said she would have a written report to present at the next meeting.

It was agreed the Clerk would enrol on an SLCC delivered *Creating accessible word and pdf documents* webinar at a cost of £30 + VAT (to be split on a 50:50 basis with Brockley PC).

e) Pension Auto-enrolment duties – redeclaration of compliance

The Clerk advised that every three years, the PC had a duty to assess the status of, and re-enrol certain categories of staff in the Parish Council's NEST pension scheme. Following this assessment and re-enrolment (if appropriate), the PC was required to complete a re-declaration of compliance before the deadline of 31 March 2020.

The Clerk reported the assessment had been carried out and there were no qualifying staff to be re-enrolled in the pension scheme. The re-declaration of compliance had been completed and acknowledged by the Pensions Regulator on 15 December 2019.

f) Receipts and Payments

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

£80.00	Brockley Parish Council	Contributions to joint Good
£40.00	Wrighton Parish Council	Councillor training

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

£444.19	Ms Joanna van Tonder / HMRC	Clerk's salary (November 2019)
£444.19	Ms Joanna van Tonder / HMRC	Clerk's salary (December 2019)

It was resolved to authorise the following **payments** to be made:-

£78.00	The Play Inspection Company	Annual playground inspection
£36.00	Ms Joanna van Tonder	Reimburse Clerk for SLCC training
£60.00	Avon Local Councils Association	Good Councillor training – Cllr Nick Tyrrell
£180.00	Little Apple Gardening Services	3 x grass cuts on V/Green
£1,062.00	Nailsea Fencing	Works to railings, bridge and play area fencing
£75.00	Molecatcher	Removal of mole on V/Green
£19.80	Arien Signs	Sign for V/Green

The Clerk reported the current account bank balance prior to the authorisation of the cheques was £8,022.06. Following the payment of the cheques amounting to £1,510.80, the available balance would be **£6,511.26**. £7,529.39 was held in the deposit account.

9 Highways, pavements, verges and footpaths

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

Location	Problem	NSC Action
Hobbs Lane	Severely overgrown	Clerk to inspect
All overgrown verges and hedges along A38		Completed
Naish Lane (opp. Roseneath)	pothole	Reported – still outstanding
A38	Blocked drains	Reported – still outstanding
Barrow Street	Missing cats' eyes	Reported – still outstanding
Barrow Street (at Mill pond)	Camber of road has changed since resurfacing, water flowing away from drain	To be reported to Highways
Wild Country Lane (at Whistlewind)	pothole	Reported – still outstanding

b) Condition of roads, pavements, verges and footpaths

The following reports were noted and/or received:

- A38 – litter along the length of the road within the parish especially at laybys
- Barrow Lane – drains still blocked causing flooding of the highway
- Barrow Court Lane – 2x potholes
- Cathorn Lane (leading to St Katherine's Farm) – carriageway deteriorated
- Retaining stones below village hall – falling onto pavement

Action: Clerk to report on Council Connect

Drains

Cllr Hugh Gregor suggested a team of volunteers could be encouraged to regularly clear the thin layer of sludge and debris from the tops of gullies, thus improving drainage throughout the

parish. Andy Robbins advised he and Phil Carnell were already doing that but that the majority of blocked drains were discharging water from below. It was agreed to put a request into the parish magazine to recruit volunteers to "adopt a drain".

Traffic counts

The traffic count data, below, provided by NSC, was discussed and it was agreed the 57% reduction in vehicle numbers along Barrow Street since 2017 was encouraging.

Automatic Traffic counter at B3130 Barrow Street: Average Weekday Daily Traffic Volume (24hr; 2-way)	2017:	11,721
	2018:	5,060
	2019:	5,016

Bristol City Council's Clean Air Zone

Andy Robbins advised the proposals for a Clean Air Zone around Bristol city centre suggested a ban on diesel vehicles entering the inner zone. As a consequence, this would render the South Bristol Link Road inaccessible as a route for diesel-powered airport traffic thus simply displacing the problem, not solving it.

It was agreed to respond to the Business West's call for feedback on the proposals as per the draft presented by Andy Robbins. It was agreed to request a meeting with NSC's Executive Member for Transport & Planning, Cllr James Tonkin to discuss the matter. A draft of the letter was given to Cllr Hugh Gregor.

Clerk's note: Cllr Hugh Gregor has confirmed that the copy of the letter has been forwarded to Cllr James Tonkin.

Weight Limit restrictions along Barrow Street

Members discussed the present location of signage and the feasibility of reviewing the positioning of signs in order to deter / prevent HGV's from passing through the centre of the village along Barrow Street.

It was agreed the message to both the Mill and Bristol Water to be passed on to the hauliers servicing those sites that access should be from the A370 and A38, respectively, ought to be reinforced.

Action: Clerk to write to the Mill and Bristol Water

c) Fly-tipping

The Clerk reported not having found a Facebook page for Long Ashton dealing specifically with fly-tipping and it was suggested Long Ashton's village Facebook page was more likely to be the forum for such reports.

Action: Clerk to monitor reports of fly-tipping

d) Loan of portable VAS sign

The Clerk advised that the PC were on the waiting list for a Vehicle Activated Sign on loan from NSC. Members considered the possible sites for the sign.

Action: Clerk to advise on the permitted locations for VAS

10 Village Green Committee Report

a) Village Green Committee report

The Clerk read from the report received from Rob McKenzie.

b) Reallocation of bin budget 2019/20

Members noted that the VGC had taken the decision to reallocate £106 of unspent VGC budget set aside for bin emptying to cover the costs incurred in the removal of the mole from the Village Green.

11 Planning

a) Planning applications since the last meeting

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

1	19/P/2828/FUL	Change of use of the existing building (agricultural) to a class B2 (general industrial) and class B8 (storage / distribution) use and increase
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		in height of building at Redwood Farm, Barrow Street <u>Council comment:</u> no objection (with comments)
2	19/P/3126/TPO	T2 – Manna Ash – raise crown to 2.5m above ground level; raise crown above wall on east side to give 0.5m clearance to wall at Barrow Court, Barrow Court Lane

b) Consents, refusals and enforcement cases since the last meeting

The following decisions have been made since the previous meeting:

- 19/P/2661/TPO: T1 – Ash - fell at <i>Winstones Road, Oatley Park, Wild Country Lane</i>	CONSENT GRANTED 23/12/2019
- 19/P/2828/FUL: Change of use of the existing building at <i>Redwood Farm, Barrow Street</i>	CONSENT GRANTED 09/01/2020

No new enforcement cases have been **opened, reported on** or are still **pending**.

c) Assets of Community Value and Community Right to Bid

Members discussed the recent change of ownership of the Princes Motto.

Following a discussion, it was decided not to send the draft letter to new owners Red Oak Taverns.

Members went on to consider the value of the building as a community asset and it was agreed to nominate the Princes Motto as an Asset of Community Value to be included on the register held by North Somerset Council.

Action: Clerk to prepare and submit nomination

d) Other Planning matters

1. Bristol Airport

Recent reports in the media suggested the J21 P&R planning application had been withdrawn.

Action: Clerk to confirm status of application

Clerk's note: The application was withdrawn by the applicant on 08/01/2020.

Hugh Gregor advised a decision on the Airport expansion application had been delayed until February at the earliest and that NSC Councillors were meeting in late January to consider the details of the application.

Andy Robbins advised he had raised the issue of a particular flight whose flightpath he had tracked over Barrow Tanks with Bristol Airport. In reply, Bristol Airport informed Andy that their main radar system had been down for the week in question and no further details of the deviant flight were available. It was suggested if Bristol Airport did not have the necessary fail-safe procedures, it should be a matter for the Civil Aviation Authority.

Action: Andy Robbins to continue to pursue satisfactory explanations

Clerk's note: A response has been received from Bristol Airport confirming that, for operational reasons, the flight in question had been diverted for an early turn due to traffic. Councillors have been invited to visit the Air Traffic Centre to witness systems in operation. In addition, the e-mail advised: "We are in the process of having an online, publicly available, version of our Noise and Track Keeping System on our website which will allow interested persons to check aircraft flights against our Noise Preferential Routes (NPR's)"

It was noted residents were noticing a rise in the number of occasions aviation fuel could be smelled.

2. Joint Spatial Plan

Hugh Gregor was invited to update members. He confirmed that NSC had withdrawn from the West of England quartet as they were permitted to do in the absence of an adopted plan. While the intention was to continue to work closely with the other three local authorities, the

dissolution of the formal arrangement would enable NSC to shape its own plan without having a wider plan imposed upon it.

12 Parish Area reports

a) Barrow Court / Barrow Court Lane

The Clerk advised that, following a noise complaint received from Barrow Court and reported at the last meeting, Stancombe Quarry had commissioned a boundary noise review in November, the results of which showed noise levels at all the measurement sites were within planning permission levels.

b) Barrow Hospital site / Wild Country Lane

Andrew Sheridan's report was read and covered the following issues:

- fly-tipping was ongoing along Wild Country Lane
- Hospital Road and the WCL railway bridge was still flooding during periods of heavy rainfall
- drainage rectification works were continuing at Oatley Park (Area A)

Members also noted that Linden Homes were recently acquired by Bovis Homes which could explain the lack of further development of the site in terms of the planning consent already achieved.

c) Naish Lane / A38

There was nothing to report.

d) Village centre / Barrow Street

There was nothing further to report.

13 Village Enhancements and maintenance

a) Completion of railings, bridge and fencing repairs

Members noted that the commissioned works to the railings at the Mill Leat, the bridge and the play area fencing had been completed to a good standard.

b) Other

The Clerk advised that NSC's Annual Free Flower scheme was now open. Andy Robbins suggested the village centre could benefit from additional flower tubs and troughs.

Action: Clerk to forward list of plants to Andy Robbins to confirm quantities
Action: Clerk to source quotes for additional tubs and troughs

14 Open Forum for the Parish Council

a) Town & Parish Forum (General) – 12 February 2020

Eric Gates and Nick Tyrrell advised they would make every effort to attend this event.

b) Annual Parish Meeting 2020

Members discussed and considered suggestions for the Annual Parish Meeting that included:

- inviting NSC Heritage Officers to talk on local history as a draw for local tourism
Action: Hugh Gregor to pass on details of NSC contact responsible of promoting North Somerset
- introducing success stories where community groups have taken over local facilities

c) Climate Emergency Action Day Workshop

Eric Gates advised he would be interested in attending a Climate Emergency Action Day workshop promoted by the Centre for Sustainable Energy (through ALCA) and asked the Clerk to advise ALCA accordingly.

15 Future meetings

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

Meeting concluded at 10:14pm.

BARROW GURNEY PARISH COUNCIL

Clerk:
Ms Joanna van Tonder
Tel: 07586 437769

VILLAGE GREEN BUDGET 2020 / 2021

	<u>Actual</u> for the year ending 31/03/15	<u>Actual</u> for the year ending 31/03/16	<u>Actual</u> for the year ending 31/03/17	<u>Actual</u> for the year ending 31/03/18	<u>Actual</u> for the year ending 31/03/19	<u>Estimated</u> for the year ending 31/03/20	<u>Budget</u> for the year ending 31/03/20	<u>Budget</u> for the year ending 31/03/21
Annual expenditure:								
Grass cutting	770.00	850.00	650.00	950.00	830.00	1,080	1,200	1,400
Path spraying	105.00	108.00	108.00	72.00	36.00	0	144	600
Strimming	105.00	166.00	146.00	166.00	126.00	400	230	400
Annual playground inspection	59.95	62.50	62.50	65.00	65.00	65	65	68
Bin collections REALLOCATED to Mole removal costs						100	106	
Remedial repairs to playground / VG maintenance		91.50				135	150	350
Contingency								50
	1,039.95	1,278.00	966.50	1,253.00	1,057.00	1,780	1,895	2,868
Extraordinary expenditure:								
Benches / Picnic tables								500
V/G contact sign						45		
5 year Tree Survey			345.00					
Resurfacing of paths	300.00							
	300.00	0.00	345.00	0.00	0.00	45	0	500
TOTAL	1,339.95	1,278.00	1,311.50	1,253.00	1,057.00	1,825	1,895	3,368

BARROW GURNEY PARISH COUNCIL

BUDGET 2020 / 2021

	Notes	Actual for the year ending 31/03/18	Actual for the year ending 31/03/19	Estimated for the year ending 31/03/20	Budget for the year ending 31/03/21
EXPENDITURE					
Annual General expenditure:					
Clerk's Salary	1	3,938.64	5,088.71	5,580	5,543
Clerk's Telephone expenses		25.00	15.00	25	40
Clerk's Travel allowances		71.97	47.67	260	27
Training		140.00		227	180
Printing & Stationery		81.59	88.30	91	90
Postage		28.60	41.53	51	48
IT expenses		50.78	54.95	91	91
Insurance	2	347.87	354.83	365	377
Subscriptions		251.70	169.33	208	213
Data Protection Registration Fee		35.00	40.00	40	40
Grants	3	50.00	50.00	50	50
Annual Village Hall hire		350.00	350.00	350	350
Annual Audit Fees		20.20	129.20	31	64
Wreath for War Memorial			40.00	20	20
Village Green		1,253.00	1,057.00	1,825	2,868
Footpath Maintenance				0	
Village Maintenance and enhancements		33.86	400.00	750	250
War Memorial		75.00	75.00	75	75
Youth Services					
General Contingency				0	
Other	4		96.31	8	
		6,753.21	8,097.83	10,047	10,326
Extraordinary expenditure:					
Village Green: picnic tables / benches					500
Parish Council Elections				45	
Defibrillator signage & spare pads				88	
Noticeboards		1,309.00			
Plant tubs		81.26			
		1,390.26	0.00	133	500
Projects subsidised by grants:					
Defibrillator	5			1,582	
Resurfacing playground			8,880.00		
Table Tennis table			2,389.35		
Telephone box refurbishment			810.00		
Laptop purchase		433.28			
Projects funded from earmarked reserves:					
Purchase of brushcutter			375.00		
Laying of hedge		1,167.03			
		1,600.31	12,454.35	1,582	0
VAT paid on expenses to be reclaimed		395.13	2,402.81	541	
TOTAL EXPENDITURE		10,138.91	22,954.99	12,304	10,826
INCOME					
Precept		7,700.00	8,200.00	9,000	10,200
Council Tax Benefit Grant (NSC)		91.78	53.17	0	0
Village Orderly Grant		100.00	100.00	100	100
VAT reclaimed from previous year		301.09	395.13	2,328	541
Interest earned		4.36	4.08	15	20
Grants received	5	5,165.28	1,000.00	1,490	
TOTAL INCOME		13,362.51	9,752.38	12,933	10,861
BUDGET EXCESS / (SHORTFALL)					36
RESERVES					
Anticipated Cash Balances at FYE 31/03/20	6				11,864
Add: 2020/2021 Budget Surplus					36
Less: Unspent grants received	5				-4,966
Less: Earmarked reserves	7				-250
RESERVE available for FYE 31/03/21					6,683
% of annual general expenditure					65%
EFFECT ON BAND D EQUIVALENT HOUSEHOLDS					
Tax Base (No. Band D equivalent properties)	8	222.10	225.80	242.10	230.40
£ per Band D equivalent household		34.67	36.32	37.17	44.27
				% increase	19.09%

BARROW GURNEY PARISH COUNCIL

BUDGET 2020 / 2021 - Notes to the Budget

1. Clerk's Salary

Clerk's Salary has been based on 9.5 hours per week, and on salary scale point SCP12 (per National Association of Local Councils and the Society of Local Council Clerks).

2. Insurance

Insurance cover has been budgeted taking into account an estimated increase of 3%.

3. Grants

The Grants budget has been set in line with the Grants and Charitable Donations Policy.

4. Other

The estimated expenditure for the FYE 31/03/2020 of £7.92 covers the purchase of a first aid kit.

5. Projects subsidised by Grants

	<u>Net surplus / (deficit) BROUGHT FORWARD</u>	<u>Grant received</u>	<u>Project expenditure</u>	<u>Net surplus / (deficit) CARRIED 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			1,925.00
Balance of Transparency Code Compliance grant (FYE 31/03/16)	9.51			9.51
Stancombe Quarry Fund grant – Walkways project (FYE 31/03/17)	1,500.00			1,500.00
Stancombe Quarry Fund grant – Table tennis table (FYE 31/03/18)	-37.35			-37.35
Bristol Airport Community Fund grant – refurbish telephone box (FYE 31/03/19)	190.00			
- 4 x grant acknowledgment plaques			92.00	98.00
Stancombe Quarry Fund grant – Defibrillator (FYE 31/03/20)		1,490.00		
- purchase of defibrillator			1,490.00	0.00
	<u>5,057.93</u>	<u>1,490.00</u>	<u>1,582.00</u>	<u>4,965.93</u>

6. Anticipated Cash Balances at FYE 31/03/20

@ 14/12/2019		
Current account	8,466.25	
Deposit account	7,529.39	
Less: unpaid estimated expenditure		15,995.64
Add: anticipated receipts not yet banked		-4,132.01
		0.00
		<u>11,863.63</u>

7. Earmarked Reserves

	<u>Earmarked Reserves BROUGHT FORWARD</u>	<u>Unspent budget earmarked</u>	<u>Expenditure against earmarked reserves</u>	<u>Earmarked Reserves CARRIED FORWARD</u>
Village Green: replacement of War Memorial tree (FYE 31/03/16, VGC Minute 3 07/12/2015)	250.00			250.00
	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>

8. Tax Base (No. of Band D Equivalent Properties)

The tax base for FYE 31/03/21 shows a DECREASE of 4.8% over that of FYE 31/03/20.

North Somerset Council have offered the following explanation:

"The data for Barrow Gurney shows that in 2019/20 there has been less housing growth in 2019/20 than budgeted (c11 Band D's), and more discounts awarded (c3 Band D's)."