

# TEMPLE CLOUD WITH CAMELEY PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council held at**  
7.00pm on Wednesday 9<sup>th</sup> May 2018, Temple Cloud Village Hall  
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COUNCILLORS PRESENT: Cllrs, T Hemmings, T Hooper (Chairman), R Jenkins, M Musins (Vice Chairman), J Sebright, J Swift, T Turner and A Worthington.  
ALSO IN ATTENDANCE: District Cllr Tim Warren, J Howell (Clerk) and three members of the public.

- 022-18/19 ELECTION OF CHAIRMAN  
RESOLVED  
To elect Cllr Tony Hooper as Chairman of the Parish Council for this municipal year.
- 023-18/19 ELECTION OF VICE CHAIRMAN  
RESOLVED  
To elect Cllr Maria Musins as Vice Chairman of the Parish Council for this municipal year.
- 024/18/19 APOLOGIES FOR ABSENCE AND WELCOME  
Apologies were received from and Cllr Cockerham and accepted.
- 025-18/19 DECLARATIONS OF INTEREST
- Cllr Hooper declared an interest in agenda item 13 iv. (Payments for approval due to an expense claim).
  - Cllr Turner declared an interest in agenda item 10 i. (Planning Application 18/01719/FUL - Site Location: Corner House, 4 Perrin Close).
  - Cllr Jenkins declared an interest in agenda item 10 iii. (Tree preservation Order 18/01903/TPO - Site Location: Ash Keys, Molly Close).
- All confirmed that they would therefore not vote on such matters.
- 026-18/19 PUBLIC PARTICIPATION  
A resident raised a matter relating to Village Operative duties and highlighted dog fouling as an ongoing issue in the parish. The Parish Council support a review of options to tackle dog fouling including signage. This is in light of the limited level of support and assistance available from the BANES Council Dog Warden.
- 027-18/19 CONFIRMATION OF MINUTES  
RESOLVED  
That the minutes of the meeting of the Parish Council Meeting held on 11<sup>th</sup> April 2018 were approved as a correct record and signed by the Chairman.
- 028-18/19 REVIEW OF TERMS OF REFERENCE  
This review of terms of reference for working parties / advisory groups was deferred to the July 2018 Parish Council Meeting.
- 029-18/19 AGREEMENT OF COMMITTEE / ADVISORY GROUPS AND APPOINTMENT OF MEMBERS  
The Chairman proposed that the structure of working parties and appoint members for the year ahead be deferred to the July Parish Council Meeting pending potential council moves. The Chairman asked that members indicate their interest in appointment to working parties to the Clerk. Cllr Jenkins indicated interest in joining the Finance Working Party. Arrangements for managing the strategic direction of Temple Cloud Village Hall were considered. Members considered the proposal outlined by Cllr Worthington to set up a Social Hub Working Party. There was support for this. The original Village Hall Working Party set up to manage transition of management will re-form to consider options for the Village Hall and Social Hub and bring a firm proposal to the July meeting.  
RESOLVED – That:
- i. Cllr Jenkins join the HR Working Party.
  - ii. A full review of Working Party membership will be deferred to the July 2018 Parish Council Meeting.

- 30-18/19 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND PARTNERSHIP GROUPS 2016/2017  
 The Chairman outlined the various meetings that the Parish Council can benefit from attending including Avon Local Council's Association (ALCA), BANES ALCA, St James' Church, Chew Valley Forum and the Parish Council Airport Association. It was also noted that the Chairman and Clerk are invited to attend the Parishes Liaison Meetings.  
 RESOLVED – That:
- i. Cllr Hooper be appointed as representative for St James' Church.
  - ii. The Clerk will circulate meeting dates for members to attend.
- 031/18/19 PLANNING APPLICATIONS  
 The Planning Working Group provided a summary of recommendations in relation to three planning applications/orders. Votes took place on each.  
 RESOLVED – That:
- i. The Parish Council does not object to Planning Application 18/01719/FUL - Site Location: Corner House 4 Perrin Close Temple Cloud. Description of Proposal: Erection of first floor extension.
  - ii. The Parish Council object to 18/01474/OUT - Site Location: Cinderlands, Cameley Road Cameley, Description of Proposal: Outline application with all matters reserved for the erection of bungalow on land to the rear of existing dwelling. The reasons for objections include that: The application is outside the Temple Cloud housing development boundary. It would adversely change the character of the southern side of Cameley Road. A culverted watercourse crossing the development site has been raised and concerns over potential impact of additional building.
  - iii. The Parish Council offer no comment to Tree Preservation Order 18/01903/TPO - Site Location: Ash Keys Molly Close Temple Cloud. Description of Proposal: T1 and T2 - Multi stemmed Ash trees - Cut to ground level and replace (Species TBC) due to decay at the base and lots of dead wood within crown.
- 032-18/19 CLERKS REPORT  
 It was highlighted that the installation of the second defibrillator was completed by Paulton based Cervus Electrical Services at a much reduced cost of £80 plus VAT. The Parish Council thank Cervus Electrical Services for their sponsorship of the installation at the primary school. There were no questions arising from the Clerk's Report.
- 033-18/19 GENERAL DATA PROTECTION REGULATIONS (GDPR)  
 RESOLVED - That:
- i. The Parish Council adopt the following policies:
    - a. General Data Protection Regulation Policy.
    - b. Information Protection Policy.
    - c. Information Security Incident Policy.
    - d. Retention Policy.
    - e. Social Media and Electronic Communication Policy.
  - ii. Members approved the adoption of the proposed Privacy Statements and consent forms and accept the draft GDPR Risk Assessment.
- Members gave consideration of the need for a Computer and Telephone Misuse Policy and Removable Media Policy. At this stage it was agreed that the Clerks contract covered these aspects sufficiently.
- 034-18/19 FINANCE  
 Members were asked to consider insurance quotations and authorisation of payments for the month. The Clerk reported that online banking access is now in operation.  
 RESOLVED - To
- i. Accept the long term agreement (3 years) for insurance through Inspire at an overall annual premium £2,614.21.
  - ii. Approve the payment of the motor insurance through MS Amlin at a cost of £168.00.
  - iii. Approve payment of the annual SLCC membership for the Clerk at a cost of £100 for the year.
  - iv. Authorise the payment schedule for the month of May 2018 (totalling £4,765.08).
  - v. Note that cheques were written on 16/04/2017 for grants totalling £1,500 (previously approved at the April 2018 Parish Council Meeting).
  - vi. Approve the use of online payments (where appropriate).
- Members noted receipt of the completed cashbook for 2017/18 annual return and completion of the annual internal audit for 2017/18. The bank reconciliation was signed.
- 035-18/19 ANNUAL GOVERNANCE STATEMENT (2017/18 ANNUAL RETURN)  
 RESOLVED  
 To approve the Annual Governance Statement.  
*The Chairman and the Clerk signed the Annual Governance Statement at the meeting.*
- 036-18/19 ACCOUNTING STATEMENTS (2017/18 ANNUAL RETURN)

RESOLVED

To approve the Accounting Statements for the 2017/18 annual return.  
*The Chairman signed the Accounting Statements 2017/18 at the meeting.*

- 037-18/19 DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS (2017/18 ANNUAL RETURN)  
Dates for the period for the exercise of public rights were confirmed as commencing on Monday 4<sup>th</sup> June 2018 and end on Friday 13<sup>th</sup> July 2018.
- 038-18/19 VILLAGE HALL  
The Clerk provided an update on Village Hall use, bookings and income. Urgent matters central to the running of the Village Hall were discussed. A Cllr summarised the quotations supplied for the painting and other specialist jobs required to rejuvenate the Village Hall. Members noted that work was underway to undertake a Risk Assessment of the Village Hall.  
RESOLVED - That the Parish Council:  
i. Strive to obtain a further quotation for rejuvenation works for comparison.  
ii. Set an overall budget of £3,974 plus VAT (to match the initial quote supplied for full rejuvenation works) and that the Vice Chairman, in conjunction with the Clerk/RFO be given authority to appoint the appropriate contractor and obtain best value for the works within the budget.
- 039-18/19 CCTV  
A Cllr provided a report to propose the adoption of CCTV at the Village Hall in order to protect a parish asset and deter anti-social behaviour. Three options were considered. Members discussed administration and data protection implications.  
RESOLVED  
That members approved option two and set an overall budget of £1,000 to install CCTV at the Village Hall.
- 040-18/19 PARISH PICNIC  
A Cllr proposed the Parish Council host a "Villagers picnic". There was not widespread support at this stage.
- 041-18/19 CORRESPONDENCE  
Correspondence received was noted. The Clerk will respond.
- 042/18/19 INFORMATION EXCHANGE  
A Cllr reported that the guttering at the bus stop on The Village Green needed attention.
- 043-18/19 DATE OF NEXT MEETING  
The next scheduled meeting of the Parish Council will be held at **7.00pm on Wednesday 13<sup>th</sup> June 2018 at Temple Cloud Village Hall.**
- 044-18/19 EXCLUSION OF PRESS AND PUBLIC.  
RESOLVED  
That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider confidential business and HR related matters.
- 045-18/19 Draft HELAA  
An update was provided following attendance at a Site Assessment Training workshop. Discussion took place on the process to assess sites identified in the Draft HELAA. Further actions were considered.
- 046/18/19 PARISH SWEEPER SCHEME  
The Clerk provided an update from the Parish Sweeper Working Party Meeting attended by the Clerk on Friday 27<sup>th</sup> April 2018. Further consultation activity was discussed. Members were asked to consider documented checks on timesheets. This follows advice from Insurance Provider. The HR Working Party will meet to progress.
- 047-18/19 CLERK CONTRACT / NALC PAYSCALES  
Members noted that a benchmarking request has been submitted to Avon Local Councils' Association. The HR Working Party will meet to review the benchmarking report.  
RESOLVED  
To adopt the 2018/19 National Salary Award agreed by the National Joint Council for Local Government Services (NJC).

There being no further business, the Chairman closed the meeting.

Minutes are available on the Parish Council Website: [www.templecloud.org.uk](http://www.templecloud.org.uk)