

# MINUTES OF THE MONTHLY MEETING OF CAMELEY PARISH COUNCIL HELD AT 7.30pm 11<sup>th</sup> NOVEMBER 2015 IN TEMPLE CLOUD VILLAGE HALL

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**PUBLIC PARTICIPATION:** There were nine members of the public present.

A resident told the meeting that the potholes in the village hall car park are getting dangerous for anyone using the car park in the evening. The resident was told that there was an offer from a local company to patch these potholes. A resident asked if the 30mph sign on the A37 to the south of the village could be moved further away from village. The Clerk explained that the Parish Council had approached the Authorities on at least four occasions over the last five years with no success. He would do so again but it was suggested that concerned residents should also write. A resident asked if the Parish Council were aware of the deadline for views to be registered with the West of England Strategic Group. He was reassured that the Council was aware. This resident also asked if the Council were doing anything about Fracking. He was reassured that, since there were no plans on the table nor any licences for fracking in the village, there could be no action from the Council but that they would continue to monitor the situation. Cllr Hemmings reported that a litter bin in Eastcourt Road was overflowing. The Clerk would report it to B&NES.

**PRESENT:** Cllrs Mr Hooper (Chair), Mr Cockerham, Mr Morris, Mr Parfitt, Mr Sebright, Ms Swift and the Clerk, Mr Scutt.

**1. APOLOGIES FOR ABSENCE:** Cllr Mrs Musins (Vice Chair), Cllr Hemmings & District Councillor Mr Warren

**2. DECLARATIONS OF INTEREST:** The Chair made a declaration of interest since he is a member of The P.C.C. who are requesting a grant. He will take no part in the discussion or decision process when the item is discussed.

**3. MINUTES OF PREVIOUS MEETINGS** were approved.

## **4. UPDATE ON MATTERS ARISING**

**Litter bins:** The Clerk told the meeting that one bin would cost c. £245 delivered but that there would be a further cost to build a concrete base. There was a debate about having a second bin in the village hall car park. The Clerk agreed that a second bin would be discounted and there would be no additional delivery charge. It was agreed that two bins could be purchased for c.£440. It was agreed to purchase two bins. **Action; Clerk to order two bins**

**Training:** The Clerk told the meeting that the date suitable for Councillors was not for ALCA who suggested 28<sup>th</sup> November. The meeting agreed that this should be booked and Councillors would be there. **Action: Clerk to book**

**Highway Issue – Tiledown:** B&NES highways had informed the Clerk that they had looked at the area in question and had decided that it was not a highway issue – it was a safety issue! They suggested approaching the police. It was agreed that the Clerk would approach Curo in the first instance since they were responsible for the green at Tiledown and the area in front of the houses.

**Action: Clerk to approach Curo**

**Safety Fence:** The Clerk told the meeting that Parks department were not able to undertake such a project. Cllr Parfitt told the meeting that the original installers were also not able to help however he had approached two other contractors who would come back with a quote. It was agreed that when required the PC would use our usual team of tree surgeons to clear away the overgrowth of the hedge to enable a contractor to rebuild the fence. **Action: ongoing**

**The Green:** The Clerk told the meeting that he had instructed JD contractors to remove the Laurel and the elderberry tree obstructing road signs. **Action; ongoing**

**Dog Warden:** The Clerk told the meeting that B&NES were able to supply dog fouling signs. He was asked to find other suppliers to see if he could get a better deal. **Action: Clerk to source other suppliers**

**Annual Return:** The Clerk confirmed this had been published on noticeboards and on the website. **Action: completed**

**Bench repairs:** As agreed at the last meeting the Clerk had instructed the contractor to repair the gate at the play area and the two benches. **Completed**

## **5. TO RECEIVE A SHORT BRIEFING ON SECTION 106 AND C.I.L.**

The Operations and Business Development Officer from the Development Directorate at B&NES, Alfred La Vardera kindly agreed to attend this month's meeting to help explain section 106 and its replacement, the Community Infrastructure Levy (C.I.L.). Section 106 is a legal agreement for the developer to pay B&NES a sum of money which must be used to mitigate the effects of the development. It is clause specific and must be spent on the agreed project(s) within a certain timescale. This money does not normally get distributed to Parish Councils. The section 106 payments ceased on 6<sup>th</sup> April 2015 and was replaced by C.I.L. which is a tax levied on a developer on the total net increase of floor area developed. It is charged at between £100/£150 per sq. metre and a proportion is paid direct to the Parish Council. This proportion varies depending on whether there is a Neighbourhood plan. If not the PC would receive approx. 15% of the levy and with a plan in place the figure would rise to approx. 25%. This money can be used by the Parish Council for any purpose as long as it can be shown to be to mitigate the effects of the development on the community. The meeting was told that although section 106 money didn't go to Parishes there could be exceptions. The meeting was reminded that Cameley Parish had asked if there was any money available to help with sorting the safety fence in the playing field and had been sent £3200. Alfred finished by explaining that he was de facto Parish Liaison Officer and would be available in future by e mail for advice. The Chair thanked him for giving up personal time to visit and talk to the Parish Council. **Action: Clerk to write thanking Alfred.**

## **6. TEMPLE CLOUD VILLAGE HALL AND PLAYING FIELD**

The Clerk had circulated an email from Bath & North East Somerset Parks who have for many years provided the Parish Council with an Annual and Operational play area inspections for free. This email went on to say that from April 2016, they will no longer be able to subsidise the play area inspections so they would look to charge. The Parish Council discussed this and whilst it was acknowledged that the Council do not have a specific legal responsibility to undertake inspection it was agreed that this Council has a legal responsibility to provide safe facilities as a Landlord and under the Health & Safety at Work Act etc. The Clerk was asked to find alternative suppliers. Cllr Parfitt agreed to act as the Parish Councils representative on the Village Hall Committee.

**Action: Clerk to seek alternative sources for Safety Inspections.**

## **7. HIGHWAYS, FOOTPATHS AND ROADSWEEPING**

It was agreed to accept the offer from Oakus to patch the potholes in the Village Hall car park at no cost to the Council. It was agreed to write to Highways asking for the 30mph sign at the southern entrance to the village to be moved away from village.

**Actions:** 1. Cllr Parfitt to talk to Oakus. 2. Clerk to write to Highways

**8. FINANCE:** It was proposed and agreed to pay the following:-

Clerk	£303.83
Village operative	£428.49
Printer inks	£36.67 + vat
Printing flyers	£21.00
Cllr expenses	£19.35
Cllr expenses	£26.19

The Council had received a request from PCC for a grant of £525 for Churchyard maintenance at St. James. The application was in the proper format and came with supporting documentation. The Chair declared an interest and took no part. It was discussed by the rest of the Council and the request was agreed unanimously.

The Council received a request from TCIB for a grant of £2250 for 2016/2017. The application was in the proper format and came with supporting documentation including a breakdown of where the money would be spent. This was discussed at length and the Council were unanimous in their support for the TCIB. The Clerk was asked to contact the group to request prior warning of any projects that were in the pipeline. Since this grant request was for the next financial year it would be passed to the Finance group. **Action: Completed**

## **9. TO HEAR A REPORT ON THE COFFEE MORNING**

The meeting was told that the coffee morning had been a valuable experience for all concerned and the overriding lesson was that of the importance of communication. It was agreed that the informal atmosphere enabled far more two way exchanges than any Parish Council meeting. The information gleaned would take a while to digest. It was agreed that more such coffee mornings would follow. **Action: Completed**

## **10. TO HEAR A REPORT ON THE SWEEPER REVIEW MEETING**

Cllr Hooper had met with Patricia Vincent from B&NES who was carrying out a review of the Parish Sweeper scheme with the 12 parishes who take part. Once she has met with all, it was agreed that she would produce a report. **To be continued**

## **11. TO HEAR A REPORT OF MEETING WITH B&NES PLANNING**

Cllrs Hooper and Musins met with the Chief Planning Officer, Lisa Bartlett and the Leader of the Council, Tim Warren with an agreed agenda. This was 1. Lessons learnt from the Appeal process. 2. Concerns over Reserved Matters application for Temple Inn Lane site - Parcel 3300. 3. Concerns over future development, in particular, Temple Inn Lane/A37. They reported that these points were taken on board and Lisa Bartlett took copious notes and said she would get back to the Parish council in due course. **Action: await B&NES response**

## **12. TO HEAR A REPORT OF MEETING on COMMUNITY PAYBACK**

Cllr Musins met with Peter Mellen to discuss if Community Payback would be a useful resource for Cameley Parish Council. The following were identified as suitable

jobs:- repair/maintenance of benches, weeding village hall car park, cutting back bushes surrounding village hall car park, weeding edge of pavement/gutters in Paulmont Rise, Temple Inn Lane and Tiledown, painting over graffiti on village hall and removing moss from pavement outside village hall car park. The total cost would be in the region of £180 + vat and the Parish would need to provide access to toilet facilities (village hall) and undercover area for lunch break (village hall). On top of that the Parish Council would have to supply all tools, safety equipment (e.g. gloves), paint, varnish, wood, nails/screws and suitable bags for collection of debris/weeds etc. Any rubbish whilst bagged up would have to be disposed of by the Parish Council since Community Payback are not insured to take rubbish away. Cllr Musins recommendations were not to use Community Payback on this occasion since in her opinion that for work identified whilst it might be slightly more expensive and more convenient to use other sources. The meeting accepted her recommendation.

Action: Completed

### 13. NEIGHBOURHOOD PLAN

It was agreed to defer discussing the above for another month.

Action: 1. Cllrs to do some research. 2. Clerk to put on agenda

### 14. PLANNING

**15/04745/FUL** After a discussion it was agreed that the Parish Council had no objection to the proposal for the conversion of existing outbuilding to form double garage at Mill Farm, Cameley Road. Action: Clerk to write to B&NES planning

### 15. TO CONSIDER MAKE UP OF WORKING GROUPS.

The Chair explained that these proposals were designed to enable the Parish Council to make more informed decisions in a more efficient manner. In so doing Parish Councillors would gain a greater expertise and knowledge of their nominated areas which should then enable them to offer the community a better, more informed service. The Chair told the meeting that he had listened to each Councillors preferences and had circulated a list of proposed candidate for each group as follows:-

**Planning (Place):** to examine all planning proposals and report to the full Parish Council with recommendations. Their brief will also include oversight of highways and open spaces. **Cllrs Hooper, Musins & Morris**

**People:** to act as line manager for the Parish Clerk and through him to other employees of the P.C. **Cllrs Musins, Swift & Sebright**

**Finance:** to take responsibility for the budget, setting the precept and ensuring the integrity of expenditure. **Cllrs Hooper, Musins, Sebright and Swift**

**Policy:** to maintain, review and redraw, as necessary, the policy documents of the Parish Council where they relate to the conduct, integrity and good business of the Council. **Cllrs Swift, Cockerham & Morris**

**Footpaths/Bridleways:** to walk and report on the state of the public rights of way in the Parish **Cllrs Parfitt, Morris & Cockerham**

**I.T.** to be responsible for I.T. Policy and Protocols, specifically security, data protection, software purchase and maintenance. **Cllrs Hemmings & Sebright.**

### 16. TO CONSIDER ASSET REGISTER REVISION

The Clerk circulated an Asset register which showed the current value of assets as insured and his suggestions for next year. The meeting agreed that this was a

reasonable reflection of the current situation. The Clerk stressed that he would be looking to get an expert estimate for rebuild costs.

**Action: Clerk to seek estimate**

**17. TO CONSIDER FINANCIAL REGULATIONS FOR PARISH COUNCIL.**

The Clerk had circulated the suggested regulations prior to the meeting and these were unanimously accepted. The Clerk would pass them to Cllr Hemmings for inclusion on the website. **Action: Cllr Hemmings to put on website**

**18. TO CONSIDER ADOPTING REVISED STANDING ORDERS**

The Clerk had circulated the revised standing orders prior to the meeting and these were unanimously adopted. The Clerk would pass them to Cllr Hemmings for inclusion on the website. **Action: Cllr Hemmings to put on website**

**19. NEXT MONTHLY MEETING** will be on Wednesday 9<sup>th</sup> December.

The meeting closed at 9.50pm