

MINUTES OF THE MONTHLY MEETING OF CAMELEY PARISH COUNCIL HELD AT 7.30pm 9th SEPTEMBER 2015 IN TEMPLE CLOUD VILLAGE HALL

Templecloud.org.uk

PUBLIC PARTICIPATION: There were eight members of the public present.

Mike Flower, a representative of the St. James Church Committee addressed the meeting. He explained that traditionally a member of the Parish Council had been a member of the committee but with the change in the Council after the last election, this was no longer the case. He was at the meeting to ask for a volunteer from the Parish Council. The next meeting of the committee would be the Annual general Meeting to be held at Cameley lodge at 7.30 on 21st October. Councillors were asked to consider this.

Mrs Chambers, a resident of Ham Close, addressed the meeting. She explained that her bungalow is behind the goal posts of the main pitch and often gets hit by footballs. The most recent incident had caused damage and whilst it was sorted out by the football team she was getting fed up with the disturbance and asked if the Parish Council would do anything. The Chair expressed his sympathy and pointed out that her daughter had written to the Council and that this was on the agenda and would be discussed.

Another resident reported that a number of dog owners walked their dogs on Ham Close and a few never picked up their dogs mess. The Clerk would write to the dog warden.

Kate Atkinson spoke on behalf the Village Hall. She told the meeting that they had accepted the kind offer from Cllr Dylan Morris to fit the inner doors in the hall vestibule. She then told the meeting that the Village Hall Committee would hold their Annual General Meeting at 7.00pm on Wednesday 7th October. She asked if the Clerk could help them advertise the meeting to as many residents as possible.

Actions: Councillors to consider representing the Parish Council on the St James Church Committee.

Clerk to write to Dog Warden

Clerk to assist in advertising the Village Hall A.G.M.

PRESENT: Cllrs Mr Hooper (Chair), Mr Hemmings, Mr Morris, Mrs Musins (Vice Chair), Mr Parfitt, Mr Sebright, Ms Swift and the Clerk, Mr Scutt.

1. APOLOGIES FOR ABSENCE: Cllr Mr Cockerham & District Councillor Warren

2. DECLARATIONS OF INTEREST: There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING were approved.

4. UPDATE ON MATTERS ARISING

Litter bins B&NES Parks department had told the Clerk that they would not provide a litter bin for the Play Area because this was the responsibility of the Parish Council. It was agreed that the Clerk would cost the supply and fitting of a bin and report at the October meeting. If as a result the Parish Council paid for a bin then it was agreed that the village operative could be asked to empty this weekly. **Action: Clerk to find out a cost for supplying and fitting a litter bin in the Children's Play area.**

Training in order to get ALCA to provide training for councillors the Clerk would need some dates that Cllrs would be available. Cllr Sebright agreed to circulate an e mail poll whereby all Cllrs could enter their availability. It was agreed that Wednesday evenings and Saturday mornings would be suitable.

Action; Cllr Sebright to set up a poll to ascertain Cllrs availability for training

Community payback Cllr Musins had spoken to the Community Payback group and told the meeting that if the Parish Council wanted some jobs done then the group would need an exact job spec to enable their leader to carry out a risk assessment. A cost of £20 per session was the cost to the Parish Council. It was agreed unanimously to take this forward. Cllr Musins had through her involvement with Temple Cloud in Bloom, a list of areas in the Parish that could do with a makeover. She asked Cllrs to let her know if they had any ideas as to what was needed.

Actions: Cllrs to let Cllr Musins have their thoughts on what jobs could be done.

Pension's regulator the Clerk explained to the meeting that any organisation that had employees has to comply with the new pensions regulations. This included Cameley Parish Council and with this in mind he had investigated. Since both employees earned less than £462 per month the Council did not have to automatically enrol them and that their only obligation to its employees was to offer them a Pension Scheme if asked but that they would not need to pay into it. Since neither employee want the Council to set up a pension scheme the Clerk would send each employee the requisite letters explaining the situation.

Action: Clerk to write to both employees explaining how the new Pensions regulations would affect them.

Benches Cllrs Musins and Swift had surveyed the benches in the Parish and produced a spreadsheet detailing location, state and a suggested course of action. This had been circulated to all Cllrs. The Clerk was able to confirm that of the 13 listed that the PC owned 9, the W.I.1 and B&NES 3. In terms of the four that the PC had responsibility for that needed some maintenance the Clerk would seek a quote from a contractor however it was agreed that this might be something that Community Payback could handle and that Cllr Musins would add to the list. It was agreed that the two new benches would be sited at either end of the play area. The Clerk would contact the contractor to set the wheels in motion.

Action:

Clerk to contact contractor to install the two benches in the children's play area.

Clerk to contact another contractor to seek costs for bench maintenance and repair.

Coffee morning it was agreed to hold a coffee morning on Saturday 7th November between 10.00 and 12.00am in the Village Hall to enable greater links between the Parish Council and parishioners. It was agreed to use the morning to start a database of parishioners e mails so that information such as minutes could be circulated as a matter of course. The Clerk would advertise the meeting on the website, on both noticeboards, in the Chinese takeaway, in the garage and via Cameley Primary Schools newsletter. A possible mail drop would be looked at nearer the time.

Actions: Clerk to book the venue.

Clerk to put together a draft notice for approval before circulation.

Clerks IT Cllr Hemmings told the meeting that he had purchased the requisite equipment and had done most of the preparation. He would arrange to meet with the Clerk to transfer all relevant info from the Clerk's lap top to the Parish Council one. The Chair thanked Cllr Hemmings for sorting this out.

Action; Cllr Hemmings to arrange time with the Clerk to set up the new lap top.

Defibrillator Cllr Hemmings told the meeting that the owner of Venture Tyres, Ian Gough, had ordered a green light, a 3D sign and was having a new backboard made in order to make the Defibrillator site more obvious. This he was doing at his own expense. The Clerk would write on behalf of the Parish Council to thank him for such generosity. Kate Atkinson pointed out that she still had paperwork relating to the defibrillator and it was agreed that the Clerk would arrange to pick it up.

Actions; Clerk to write to Mr Gough

Clerk to pick up paperwork from Kate Atkinson.

Pavement sweeping it had been agreed at July's meeting that the Clerk would see if B&NES would review how much it paid Cameley PC towards street cleaning bearing mind the increase of houses since the original agreement was signed in 2004. The Clerk reported that he had not heard back from the relevant department and would chase.

Actions; Clerk to chase B&NES

5. CORRESPONDENCE

The Clerk had circulated a letter from the daughter of Mr & Mrs Chambers who are both in their 70s and live in the bungalows that are adjacent to the recreational field in Temple Cloud. She explained that they have had an ongoing problem when the football is being played as the goal posts are no more than 50 feet from their living room window. Every time a match is played they are continually pestered by the ball coming over into their garden (and neighbours gardens) or hitting the front door and living room window. In the latest incident, a football was kicked with such force that it hit the satellite dish and broke it. She asked whether the Parish Council could help.

The Clerk explained that the Recreation ground was there when the bungalows in Ham Close were built and that Wansdyke Council put up the safety fence to stop footballs hitting the bungalows. Then B&NES took over and would not take responsibility for maintenance of the fence. In the past the Clerk had tried to ascertain a cost of repairing/replacing the screen and had approached B&NES Parks department for a quote – to no avail. The Clerk was asked to do so again. It was agreed that the Clerk should approach the B&NES department holding section 106 money from the Goldney Development to see if funds could be made available.

Cllr Musins agreed to draft a letter for the Clerk to send to the Playing Field Committee and to local schools since it was likely that children from there would use the field in the evenings and at weekends requesting they give some consideration towards residents in Ham Close.

Actions: Clerk to ask Parks department if they have the capability of repairing the safety net and at what cost.

Clerk to ask the B&NES department holding section 106 money on behalf of Cameley Parish Council about using some of the money to repair the safety net.

Cllr Musins to write a draft letter for the Clerk to circulate.

6. HIGHWAYS, FOOTPATHS AND ROADSWEEPING

At July's meeting, Cllr Sebright told the meeting that he had looked at the Village Orderlies job description and felt that it was now not fit for purpose. He had showed the meeting a proposed draft and after some discussion, Cllr Sebright agreed to make some changes and would then circulate a final draft for the next monthly meeting. This the Clerk had done. The meeting agreed unanimously to agree to the amended job description which the Clerk would send to the village operative.

The meeting was told that Cllr Parfitt and his wife would walk the footpaths in the Parish and report back to the Clerk of any problems.

The dangerous stile in the corner of the playing field has still not been sorted by B&NES – the Clerk would chase.

It was reported that the large Laurel Tree on the Green was causing a hazard to high sided vehicles using the one way road alongside. The Clerk was asked to cost having the tree cut down and removed.

It was reported that Eastcourt Road was becoming overgrown and the Clerk was asked to report this to the Highways department at B&NES.

The car parking on the pavement outside the Refuge was reported. The Clerk would approach P.C. Stuart Peard.

Actions: Clerk to send the Village Operative a copy of the revised job description.

Clerk to chase rights of way officer about the dangerous stile in the corner of the playing field by Ham Close.

Clerk to find out how much it would cost to remove and dispose of the Laurel Tree on the Green.

Clerk to ask B&NES to cut Eastcourt Road.

Clerk to report pavement parking outside the Refuge on main road opposite the Green.

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

A) Payments	£	Vat
(1) Clerks wages	303.83	
(2) Sweeper wages	428.49	
(3) Garage rent	37.97	7.59
(4) HMRC tax A/M/J	227.87	
(5) Temple Cloud in Bloom	731.11	
(6) Equipment for Village Operative	25.00	
(7) Councillor expenses	33.00	

B) Payments received

(1) Parish Sweeper	303.97
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8. PLANNING

The Chair told the meeting that the Independent Inspector had found in favour of Mr Brueggar in the matter of outline planning permission for 70 dwellings on land off Temple Inn Lane. The Inspectors decision and his reasons have been published on the Parish Council website. A short press release had been agreed by councillors prior to the September meeting so that the decision could be circulated within the Parish. He also told the meeting that with outline permission granted it was important

that the detailed application was beneficial to all concerned parties and with this in mind, a request to convene a meeting with Barrett Homes to discuss a way forward had already been made. He confirmed that Barratts had to hold at least one open meeting so that residents could see what was envisaged. He also reminded every resident that they had the right to express their views to Barratt, B&NES and the Parish Council.

9. TO CONSIDER DRAFT LETTER OF COMPLAINT FROM PARISH COUNCIL to B&NES REF PLANNING APPLICATION 13/03562/OUT

Councillors discussed a draft letter of complaint which had been circulated to Cllrs prior to the meeting. Several brief amendments were made and it was unanimously agreed that the Clerk would send the letter of complaint to the CEO of B&NES Jo Farrar, Head of Planning Andrew Rydall, leader of B&NES Tim Warren and Julie O'Rourke in Planning. The full version would be published on the website.

Actions; Cllr Hemmings to publish letter on website

10. TO CONSIDER EXTENDED PRESS RELEASE

Councillors discussed a draft extended press release which had been circulated to Cllrs prior to the meeting it was unanimously agreed to circulate for press release. The full version would be published on the website.

Actions; Cllr Hemmings to publish press release on website

11. TO DISCUSS GRANT POLICY

The Clerk had circulated a draft document from Cllr Musins on a provisional Grant Policy for Cameley Parish Council. After a discussion it was agreed to accept the proposed Grant Policy unanimously.

Actions; Cllr Hemmings to publish grant policy on website

12. TO AGREE PARISH COUNCIL POLICY ON PRESS PROTOCOLS, COMPLAINTS AND FILMING AND RECORDING OF COUNCIL MEETING

The proposed policies were circulated to all Councillors prior to the meeting. After a discussion, all three were accepted unanimously and are now Cameley Parish Council Policy. They will all be displayed on the Website.

Actions; Cllr Hemmings to publish the three policies on website

13. TO CONSIDER PROPOSALS FOR PORTFOLIO HOLDERS/WORKING GROUPS

The Chair had circulated all Cllrs with his proposals for Portfolios and working groups. The concept of setting these up was unanimously agreed and Cllrs were asked to consider by the October meeting which groups they wished to be involved with.

Actions; Cllrs to consider which groups they would like to be in.

14. TO CONSIDER CLERKS CONTRACT AND JOB DESCRIPTION

It was agreed that this would fall under the aegis of a particular working party and would be held over until the appropriate time.

15. TO CONSIDER ASSET REGISTER REVISION

It was agreed that the Clerk would confirm what was currently insured and at what level and to do some research into valuing other assets.

Actions; Clerk to produce an up to date Asset register

16. NEIGHBOURHOOD PLAN/PLACEMAKING PLAN

There was a brief discussion concerning the above and it was agreed that it was such a big issue that this would be delegated to a working party. The cost of Clutton's Neighbourhood Plan would be ascertained.

17. TO CONSIDER THE CHEW VALLEY MAPPING of volunteering activities

The Chair explained briefly that there is a position with B&NES designated as Head of Volunteers. This person's role is to produce a map of voluntary groups within B&NES. However this was seen to be too big a task initially so a pilot scheme using the Chew Valley was being put into place. The Chair asked Cllrs to read all the information and it would be discussed at the October meeting.

Actions; Cllrs to consider the information before the next meeting

18. TO REVIEW SECTION106 MONIES

The meeting was reminded that B&NES was holding a significant amount of section 106 money on behalf of Cameley Parish Council. The Clerk was asked to write to the officers concerned to ascertain as much information as he could on such things as procedures for getting hold of this money, restrictions on use, time constraints etc. He would also invite said officer(s) to a Cameley Parish Council meeting.

In line with a discussion about the safety fence, he would also put forward a case for funds for such an enterprise.

Actions; Clerk to contact B&NES as above

19. INFORMATION EXCHANGE

Cllr Musins offered her apologies for the October meeting because she was attending a Councillor training course on 14th October.

The Chair reminded Cllrs that since he had advertised the fact that he was running an accident survey he was being contacted about traffic accident/incidents by residents. He reminded everyone that near misses were just as important.

He also reminded those members of the public present that the Council still had a vacancy for a Parish Councillor. The ownership of what was the Playing Field car park was discussed briefly. The Clerk told the meeting that previously he had been unable to find out who actually owned it, Cllr Swift offered to look at local plans and Cllr Hooper offered to research ownership.

Actions; Cllrs Swift and Hooper to do some research

18. NEXT MONTHLY MEETING will be on Wednesday 14th October.

The meeting closed at 9.45