

CAMELEY PARISH COUNCIL

Minutes of the Parish Council meeting held at

7.30pm on Wednesday 9th November 2016, St Barnabas Church, Temple Cloud

www.templecloud.org.uk

PRESENT: Councillors J Cockerham, T Hemmings, A Hooper (Chairman), D Morris, M Musins, J Sebright and J Swift

ALSO IN ATTENDANCE J Howell (Clerk) and three members of the public.

1. APOLOGIES FOR ABSENCE There were no absences and the full Parish Council were present.

2. PUBLIC PARTICIPATION SESSION

Members of the public were welcomed to the meeting and invited to raise issues or matters of interest. A resident, Tracey Turner had previously submitted an application for the Parish Councillor Vacancy spoke of her interest in holding office.

3. DECLARATION OF INTERESTS

A Hooper declared an interest in agenda item 14a) the reimbursement for LCN email storage, and item 18) early consideration of continued use of St Barnabas Church due to links with the Church. A Hooper stated he would not take part in voting on either matter.

4. CONFIRMATION OF MINUTES

That the minutes of the meeting dated 12th October 2016 were approved.

5. COUNCILLOR VACANCY

The application from Tracey Turner was considered.

RESOLVED:

To appoint Tracey Turner as Parish Councillor and to provide information about forthcoming ALCA Training Courses to support her induction. A second vacancy is to remain advertised.

6. MATTERS ARISING FROM PREVIOUS MINUTES

An update was provided by the Clerk on matters arising from the previous minutes and full updates can be found in the Clerk's Report. Items outstanding include the removal of the dilapidated bench on the Village Green. A price of £450 has been quoted but the tradesperson cannot start for six weeks. The cost is high due to disposal.

Items of particular note included the misleading crossroads sign. Video footage has been reviewed and the sign south of the village was previously also a crossroads sign. BANES council have denied the Parish Council request to remove this sign. Efforts have been progressed to reinstate the speed camera on the main road. BANES council have been liaising with the provider and have agreed to provide an installation date as soon as possible. Since advertising for Community SpeedWatch and contact being made with previous volunteers, there are now sufficient numbers to re-launch the initiative. Support from Road Policing Unit has been offered providing the first date is supplied.

The Clerk reported that there had been no response from the director of Planning since escalating the lack of response surrounding enforcement activity at the Naturist Site. An update was received regarding the clock at the old school building. The owner is not aware of any legal requirement to keep this working however they are committed to get the clock working again.

RESOLVED:

- i) That a further quotation will be obtained for the removal of the bench.
- ii) That the Clerk will co-ordinate Community SpeedWatch and arrange the training evening.

7. PLAYING FIELD AND PLAY AREA PROJECT

An update was provided by the Vice Chair on the Play Area Project. In order to secure funds from section 106 Grant the Parish Council need to show that they have firstly consulted with the village and secondly, plans submitted include a maintenance plan and detail how this will be funded. Purchasing land could release a further £3,000 and planting of apple trees or similar could release an extra £1,000 for the project. When the two criteria are confirmed, the money

can be transferred within one week of the application being submitted. Proposed plans and quotes have been published on the website and comment invited.

RESOLVED:

- i) That the Parish Council will hold a Coffee Morning at 10.00am until 12.00pm on 3rd December 2016 at the Village Hall to consult with the village over the Play Area and wider use of the Playing Fields. Consultation to include whether villagers support the purchase of additional land along with additional use of CIL money.
- ii) That the Clerk will approach the School to ask whether the plans could be placed on a noticeboard along with a comments sheet so that villagers could see the plans and share their thoughts.
- iii) That the School will be approached and asked whether the Coffee Morning can be included in the newsletter.
- iv) That the Coffee Morning will be advertised by leaflet drop, website and noticeboards.

The Clerk provided an update on the transfer of management of the Playing Field back to the Parish Council. Invitation for a meeting from the Village Hall Committee and Football Club were declined.

- The EDF energy account for the Pavilion has now been transferred to the Parish Council.
- No information has been provided about the water utility. The Clerk has been informed that the water account has been closed and no further details have been provided.
- The Parish Council have requested a key for the pavilion. This is required in order to access energy and water meters and complete the account opening process.
- No information has been provided about monies paid by the Football Club nor information from the Village Hall Committee about monies to be transferred to the Parish Council at this point of the football season.
- No formal contract nor terms of use has been provided. A letter has been supplied by the Village Hall Committee which states that the Football club have paid for use of the field until the end of the season however no rates or dates of use by the Football Team are known.
- Managers of the football club are unwilling to meet with the Parish Council in person.
- It was highlighted that every football club has a contract in place which covers rates and use of Parish Council land. It was agreed that if nothing written has been provided then a contract will need to be drawn up and agreed with the Football Club for continued use of the pitch. This will protect both the Club and Parish Council.

RESOLVED:

- v) That the Clerk will determine when the existing play equipment is to be inspected.
- vi) That a key for the Pavilion will be obtained and utility accounts opened
- vii) That a draft contract for the Football Club will be drawn up by the Finance Committee including rates for review at the next Parish Council Meeting. On approval the Football Club will be invited to sign the new contract for continued use of the field. As no money has been transferred to the Parish Council from the Village Hall Committee the Football Club will need to request any monies from the Village Hall Committee themselves.
- viii) That the Insurance Company would be updated that the Parish Council now manage the administration of the Playing Field.

8. COMMUNITY INFRASTRUCTURE LEVY (CIL)

RESOLVED:

That CIL will be incorporated into the Coffee Morning and villagers ideas requested.

9. PLAQUE SYSTEM

Discussion took place around the introduction of a plaque system to recognise Parish Council grants particularly for those who are given £1,000 or more or £1,000 over 5 years. A Councillor asked whether a mandatory plaque was justifiable in times of austerity. There was a debate around the type of plaque which could be considered including a traditional brass plaque, an acrylic block, a simple framed certificate or even a 'virtual' plaque where recognition is given on an applicant's website / letterhead. Cost implications were also considered by Parish Councillors.

RESOLVED:

- i) That a review of the Grant application form will take place to ensure that it is clear grants must be for a specific project and the form be amended to ask how the applicant would acknowledge the grant.
- ii) That the Parish Council will obtain cost for small brass plaques to be fitted to benches.

10. VILLAGE HALL

An update was provided on the Village Hall AGM. There is an expectation that the Village Hall Committee will submit grant applications for the resurfacing of the car park and to request a new floor.

It was noted that the Parish Council have been listed as bad debtors on the Village Hall Accounts. The Parish Council have previously refused to pay retrospective invoices where agreement for monies were not previously made.

The Clerk provided an update on Village Hall legal documentation. The original lease dated 18 April 1996 has been provided which covers a ten year period. The lease states that the Village Hall will return to the Landlord after the lease expires. The Landlord is listed as Cameley Parish Council. No further lease has been provided.

It was noted that as Landlord on the 1996 lease, the Parish Council have an obligation to ensure that appropriate legal paperwork is in place to govern the management of the Village Hall.

The Chairman asked the Parish Council to consider improvements to the Village Hall car park to include a new surface and adequate lighting. A previous estimate was obtained 18 months ago which indicated an approximate cost of £10,000 for the resurfacing only. In principle the Parish Council support the proposal to make improvements to the Village Hall Car Park using CIL money. Consideration of traffic through by design should be given.

RESOLVED:

- i) That the Clerk will write to the Secretary and Treasurer of the Village Hall requesting a copy of any subsequent lease(s) for the Village Hall since the 1996 lease expired be provided to the Parish Council in writing. If no copy of any subsequent lease is provided to the parish Council by 30th November 2016 the Parish Council will instruct solicitors to draw up a new lease agreement and the Village Hall Committee be given the option to sign the new lease.
- ii) That the Clerk will make enquiries with Thatcher and Hallam to determine whether they have any subsequent lease agreement after the 1996 lease expired for comparison.

11. DISTRICT COUNCILLOR

The Chairman provided a report on the informal meeting with District Councillor Tim Warren. Tim Warren has urged residents to write to First Group regarding the removal of the 379 bus service. Tim Warren has also committed to attend the December Parish Council Meeting.

12. POLLUTION MONTIOR – Results not supplied from BANES Council and will not be available until January 2017.

RESOLVED

That the Clerk will confirm the exact location of the flu which is situated close to the original monitor.

13. COUNCIL AWARD SCHEME

It was agreed that the award would provide a useful structure to ensure compliance with obligations. The cost is £50 to sign up and £50 for accreditation.

RESOLVED

That the Parish Council will commit to undertaking the Bronze Award and sign up through ALCA.

14. FINANCE

The Clerk confirmed that a cheque for £30 for the use of the Village Hall had already been approved and issued at the September meeting. All other items were approved for payment and cheques presented for approval were accepted. The bank statement, bank reconciliation and comparison of spend reports were accepted.

15. PLANNING APPLICATIONS

Three Planning Applications 16/04889/OUT, 16/04881/FUL and 16/05254/FUL were reviewed.

RESOLVED:

- i) To support 16/05254/FUL (4 Chardyke Drive).
- ii) To support 16/05254/FUL (The Old Workshop Main Road) but request more consultation on construction plan and the flow of traffic.
- iii) To oppose 16/04889/OUT (development of 74 dwellings in Paulton) due to the increased traffic this will generate and the lack of public transportation.

16. TEMPLE INN DEVELOPMENT NAMING The Parish Council offer no comment.

17. CORRESPONDANCE – None received.

18. INFORMATION EXCHANGE

A Councillor raised that the Parish Council has a liaison officer at Temple Inn Lane which works well to address complaints and concerns and whether we could do the same with the Red Oak Tavern.

Complaints from residents over the Temple Inn Development start times were discussed. It was agreed that it was important to have consistency especially given the two developments and proximity to the school. BANES have been contacted and the Parish Council await a response.

Discussion also took place around the location of the Parish Council meeting. It was agreed that at present the location is ideal for public seating and using the overhead projector.

Arrangements are in place for the Christmas tree to be put up on 3rd December 2016. Volunteers are to assist from midday.

RESOLVED

- i) That the Clerk will ascertain a liaison officer from the Temple Inn site and a representative from Red Oak Tavern be invited to the December meeting.
- ii) That the repainting of the double yellow lines at Mead Way will be escalated to Tim Warren.
- iii) That the Clerk will create a Parish Council Facebook account and investigate twitter to publicise news
- iv) That a calendar will be added to the website.
- v) That the Clerk will check the number of hours meetings have been held at St Barnabus Church since September for invoicing and that a contract be voted on at the December meeting.

19. EXCLUSION OF PRESS AND PUBLIC

A closed discussion took place on three matters – internal auditor, payment for village duties and draft contract for second village operative. The meeting was concluded at 10.00pm.

20. DATE OF NEXT MEETING:

The next scheduled meeting of the Parish Council is on **Wednesday 14th December 2016 at 7.30pm.**

Signed: Date: