

MINUTES OF THE MONTHLY MEETING OF CAMELEY PARISH COUNCIL HELD AT 7.30pm 8th JUNE 2016 IN TEMPLE CLOUD VILLAGE HALL

Templecloud.org.uk

PUBLIC PARTICIPATION: There were four members of the public present. One asked whether the Parish council were aware that the site on Temple Bridge was registered as a Naturist Site. He went on to ask whether the owner had permission to set up such a business without permission. Another resident present echoed his comments. It was agreed that the Clerk would ask B&NES planners for clarification and whether permission was required. **Action: Clerk to write to Planning.** The same resident also told the meeting that in the latest initiative by B&NES now described the A37 as a dangerous road. Cllr Musins told him that this was being discussed under agenda point 6.

1. PRESENT: Cllrs Mrs Musins (vice chair), Mr Cockerham, Mr Hemmings, Mr Morris, Mr Parfitt, Ms Swift, and the Clerk, Mr Scutt.

2. APOLOGIES FOR ABSENCE: Cllrs Mr Hooper (Chair), Mr Sebright and District Councillor Mr Warren

3. DECLARATIONS OF INTEREST: There were none.

4. MINUTES OF PREVIOUS MEETING

The minutes of May's meeting were proposed by Cllr Swift and seconded by Cllr Morris and were approved unanimously.

5. UPDATE ON MATTERS ARISING

Defibrillator: Clerk confirmed that he had written a letter of thanks to Mr Gough at Temple Garage and to both local fire stations informing them that there is a defibrillator on the Temple Cloud Garage site. **Action: completed**

ALCA Accreditation: The Clerk told the meeting that he was meeting with Cllr Musins to carry out a job appraisal on 15th June. He asked the meeting if he could attend several training courses a) Basic intermediate Microsoft Excel £30 b) short course on Research & Intelligence – using local sources efficiently – no cost, c) short course on Risk Assessment – no cost and d) half day course Clerk's Foundation refresher cost to be determined. It was proposed by Cllr Swift and seconded by Cllr Parfitt that the Parish Council was in favour of the Clerk attending these courses. Carried unanimously. **Action: Clerk to advise the date of the training courses.**

Footpath sign post. The Clerk told the meeting that Sheila Petheridge (public rights of way officer) had walked the various footpaths from the Playing Field to Eastcourt Road. Her email to him suggested that the footpath sign was not required since in her opinion the two paths are very obvious and waymarked at the gates. The meeting accepted this. **Action: completed**

Playing Field;

Safety Fence: Cllr Parfitt confirmed that the landscape contractors were clearing the undergrowth so that the safety fence could be repaired.

Tree by changing rooms, fence behind changing Rooms; Cllr Parfitt confirmed that he had agreed a plan of action with the landscape contractor to complete both jobs.

Gate to play area: Cllr Parfitt had agreed a plan of action with the contractor.

Action: Cllr Parfitt to report back at the next meeting on timescales for outstanding works.

Asset Register; The Clerk confirmed that the register had been amended as agreed and was now on the Website. **Action: Complete**

Overhanging Trees; The Clerk confirmed that he was in e mail contact with the highways officer, Steve Simmons who had promised action. However nothing had happened yet and that the Clerk was trying to contact him; **Action: ongoing**

Rubbish Hotspots; The Clerk confirmed that he had informed the Cleansing Enforcement Team of the two areas where Rubbish is being dumped. These are at the junction of Gillets Hill and the A37 and where the footpath through the quarry meets Eastcourt Lane. He had asked Cleansing to add both these spots to the rota of the emergency cleansing vehicle. **Action: Clerk to chase Cleansing for confirmation**

Covert Camera; Cllr Hemmings confirmed that he had tried to contact Cleansing to discuss use of Covert Cameras but had not received any call back. **Action: ongoing**

Pollution Monitor; B&NES had still not confirmed where the monitor has been positioned after several more e mails from the Clerk. **Action: Clerk to try calling.**

Speed Camera; Since there had been no feed-back on the installation of the speed camera, the Clerk would find out what he could. **Action: Clerk to follow up with Cllr Tim Warren & Stefan Chiffers**

Hedgerows in Eastcourt Road; The Clerk confirmed that he had contacted highways about the fact that Eastcourt had not had the hedgerows cut in nearly three years. **Action: the Clerk to chase via Stefan Chiffers in Highways dept.**

Meeting with Village Operative; the Clerk confirmed that he had met with the village operative about a couple of complaints and had a fruitful discussion. One point the operative made was that given the area he was expected to cover and with only 15 hours a week it was a difficult task over a five week rotation to do justice to each area. He however could not offer to do more hours because of his other job. It was agreed that in future he would be more vigilant, diligent and be seen to carry out his duties. The Parish Council agreed that this was sufficient in the first instance and that the situation could be discussed at a future meeting. One suggestion would be to look at the rota and perhaps amend it to enable the operative to spend more time at each location however this might mean extending the time to do the village to a 6 week rotation. Another to be considered was to give the village operative the means to report any problems such as a job card. It was proposed to provide the operative with job cards – proposed by Cllr Morris and seconded by Cllr Swift. One other factor to be considered is the three new bins which are due to be delivered at the end of June and the fact that the operative would be responsible for emptying them adding another weekly task to his schedule. **Action: Cllr Swift to provide job cards to the Clerk.**
Action: The Clerk to ask Operative to report any new areas of concern (Rubbish etc)

6. HIGHWAYS, FOOTPATHS AND ROADSWEEEPING.

The Clerk had circulated to all councillors a proposed response from Cllr Hooper to the BANES paper "Pioneering a new Approach to Road Safety. After discussion and in Cllr Hooper's absence, Cllr Cockerham proposed and Cllr Hemmings seconded the statement as authored by Cllr Hooper.

The statement would now be sent to BANES Highways, MP, Councillors, other A37 Parish Councils and the local media.

Action: Clerk to write to Cllr Warren, Highways, Jacob Rees-Mogg, Chew Valley Gazette, Somerset Guardian, Clutton & Temple Cloud News, Parish Councils on A37.

7. FINANCE:

It was agreed to pay the following, proposed by Cllr Hemmings and seconded by Cllr Parfitt:-

Clerk	£ 303.83
Road sweeper	£ 459.89
Grasscutting	£ 100.00 + vat

It was agreed that a monthly finance report would be produced for each monthly meeting.

Action: Clerk to produce monthly finance report.

8. PROPOSED ACTION FOR CIL PAYMENTS IN CONNECTION WITH IMPROVEMENTS TO PLAYGROUND.

Payment application. Cllr Musins had been looking at whether the Parish Council could access any payments under the banner of the Strategic Spend Principle to add/update equipment to the current children's play area to cope with the impending increase in village population and to cope with being suitable for a wider age range than at present.

Cllr Musins told the meeting after a series of e mails between her and Andrew Pearce at B&NES, she was able to ascertain that there were sums of money still available under section 106 that could be used for construction and maintenance of outdoor recreation facilities within the vicinity of the land (£70,135.00 plus indexing); construction and maintenance of allotment facilities within the vicinity of the land (£3,219.00 plus indexing); and land acquisition in respect of these facilities (£4,277.00 plus indexing). These funds were originally negotiated for the purchase of additional land for recreational facilities and allotments, hence the inclusion of the 'land acquisition' sum. The wording of the covenant is unusual in that it refers to constructing 'facilities' which may give the Parish Council some flexibility when applying for funds. Andrew Pearce did suggest that if the Parish wants to use the funds on the existing public open spaces, perhaps changing how they are used could in part meet the requirements of the agreement and the needs of the community. He pointed out that the recreation area is mostly taken up by two full size football pitches. Bearing in mind the need to provide a new area for 'Youth' and expand the children's play space, he put forward the suggestion for consideration to change one of the pitches to a 5-side pitch and then use the space for these other purposes.

There followed a wide ranging discussion and it was agreed that there was a need to expand the play area for a wider age range than currently so there would then be ramifications for the position of the football pitch(es). It was agreed that the way forward would be to look at various proposals/options and then use these to consult users of the field and residents as to the future. Cllr Cockerham offered to meet with a representative of the playing field committee to discuss possible options and to come back to the Parish Council with ideas. In terms of expanding the play equipment for a wider range of children it was suggested that we should ask both Farrington Gurney and Clutton Parish Councils for their advice since both have been down this route and made alterations such as Cameley Parish are hoping to. It was also agreed to go back to Andrew Pearce to find out what time limits there were on accessing the funds. Also if the Football pitch were to be moved then there would be a need to expand the safety fence – Cllr Parfitt agreed to see if he could get an idea of cost.

Action: Clerk to ask Andrew Pearce about time limits and to confirm that Cameley Parish Council were looking at various options.

Action: Clerk to approach Farrington and Clutton Parish Councils for advice.

Action: Cllr Cockerham to look at various options for the playing field.

Action: Cllr Cockerham to meet and discuss possible changes to playing field with a member of the playing field committee.

Action: Cllr Parfitt to look at cost of expanding safety fence.

8. TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT.

The Annual Governance Statement was agreed by Councillors and signed by Cllr Musins and the Clerk. The meeting discussed paying for a professional auditor to carry out the internal audit in future. **Action: Clerk to source an auditor for approval by the Parish Council.**

9. TO APPROVE THE ANNUAL RETURN

The meeting was unable to approve the accounts because the change in accounting procedure meant that there were differences that required an explanation.

Action; The Clerk to meet with Cllr Sebright to provide clarity so that the return could be approved; Action: The Clerk to talk to the external auditors to ask for their advice.

10. PROPOSAL FOR CLERK TO ADOPT “TRACKER” FILE FOR MATTERS OUTSTANDING.

It was proposed by Cllr Musins and seconded by Cllr Morris that there should be a tracker file to enable the Clerk to keep track of outstanding matters. It was agreed unanimously.

Action; Cllrs Swift and Morris to supply several examples of such a tracker to the Clerk.

Action: The Clerk to produce and update the tracker file at future council meetings.

11. INFORMATION EXCHANGE

The Clerk had received an email from Temple Cloud in Bloom regarding various items and it was agreed to add these to July's agenda. The Clerk also confirmed that he had had a complaint about trees overhanging the pavement on A37. These were considered to be a hazard in that they could force pedestrians into the road. The Clerk confirmed that he had written to the owners (Rees-Mogg Trust) asking that they arrange to cut back the offending branches as soon as possible.

There had been enquiries from residents and councillors about when the Temple Inn Development was due to start. The Clerk would approach TCIB for contact details and find out more information. Cllr Hemmings mentioned the near impossible task of apprehending owners who allowed their dogs to mess on Ham Close. He asked whether the Parish Council ought to consider CCTV.

Cllr Musins showed the meeting a consultation document produced by the Post Office about the closure of the Clutton office and the proposal to move it to the garage at Temple Cloud. Whilst she welcomed the amenity to the village she couldn't help but be concerned by the additional traffic that would be generated and the shortage of off road parking. Other Councillors echoed this view. The Clerk was posting this document on the website and on the noticeboards because the date for response was 21st June.

Cllr Cockerham told the meeting that several residents had approached him about the contractors erecting Heras fencing along the hedge on the new development on Temple Inn Lane. They had overhead a contractor telling a colleague not to worry about being too close to one of the trees as it would be cut down. Cllr Cockerham was able to identify this tree as T6 on the site plane. It has a Tree Preservation order (TPO) on it. It was also noted that the fencing was closer to the hedge than the 0.9 metres as per the agreement. It was agreed that the Clerk would, as a priority e mail the developers, their PR consultant Andrew Smith, Jane Brewer at B&NES Environment, Chris Gomm the case officer at B&NES Planning to seek clarification and confirmation that all Trees with TPO's would be preserved and that the proscribed gaps would be adhered to. Copies of this email would be sent to the Parish Councillors and district councillor Tim Warren. At the same time it was pointed out that in a meeting with Parish Councillors earlier in the year, Andrew Smith had promised to keep the Parish Council up to date with progress and start dates. He also promised that he would introduce the site foreman to the Parish Council. This hadn't happened so the Clerk would e mail Andrew Smith for an explanation.

Action: 1. Clerk to e mail relevant parties about adherence to the trees under TPO's and adherence to fence regulations. 2: Clerk to e mail Andrew Smith about contact details for site foreman and timetable for the site.

12. NEXT MONTHLY MEETING will be on Wednesday 13th July at 7.30.

13. EXCLUSION OF PRESS AND PUBLIC FROM MEETING

It was proposed by Cllr Hemmings and seconded by Cllr Musins 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 item 15 of business by reason of the confidential nature of business to be transacted. The vote was unanimous.

Members of the public left the meeting.

14. STAFF TERMS AND CONDITIONS

The meeting closed at 9.30pm