

Minutes of ROCKHAMPTON PARISH COUNCIL ON-LINE ORDINARY PARISH COUNCIL MEETING
held on Monday 22nd February 2021 commencing at 7.30 pm.

Present: Councillors: Tom Cullimore, (Chair), Tina Mitchel Skinner, Tony England, Mike Goode & Henry Price
 Severn Ward Councillor Keith Burchell, Clerk: J. Carpenter, Members of the Public: None

Minute ref	Contents	Action
21/69	APOLOGIES Apologies were accepted from: Ward Councillor Matthew Riddle, Severnside Beat Manager PC Will Price and Jo Shipp (Neighbourhood Watch).	
21/70	DECLARATIONS OF INTEREST AND DISPENSATION REQUEST: in any items on agenda. None.	
21/71	ADOPTION OF MINUTES It was proposed by Cllr England, seconded by Cllr Price, and RESOLVED unanimously to approve the minutes of the meetings held on 23 rd November 2020 and 8 th January 2021. The Chair would sign the Minutes at the next duly convened physical meeting.	
21/72	PUBLIC PARTICIPATION No Members of the Public were present.	
21/73 /73.1.	PLANNING MATTERS (Planning applications, Appeal or Enforcements) None.	
21/74 /74.1. /74.1.1.	REPORTS Ward Cllr Riddle provided the following written report: COVID-19 19. With the third nationwide lockdown South Gloucestershire Council (SGC) has updated its website for C19 related matters. The website (below) gives details of help and support available to local residents and businesses. We continue to be active in helping individuals, local businesses and community groups get the support they need during this difficult time. Up to date information is at: National and local restrictions business grants BETA - South Gloucestershire Council (southglos.gov.uk)	
/74.1.2.	SGC are holding all meetings 'virtually' using Microsoft Teams and the full range of meetings continues to take place.	
/74.1.3.	A Climate Change Emergency was declared by SGC in 2019. Papers on this can be viewed at: https://council.southglos.gov.uk/ieListDocuments.aspx?Cid=134&Mid=12898 There is a Standing Committee of Councillors (part of the Council's Scrutiny Commission) that regularly meets to review the work in this area. An update on the Action Plan was given at the last Council Meeting (December 9 th 2020) on the progress so far (see Item 10 on the Council Meeting Agenda) : Agenda for Council on Wednesday, 9th December 2020, 7.00 pm - South Gloucestershire Council (southglos.gov.uk)	
/74.1.4.	SGC Consultations. We believe the current ones listed below will be of interest to Rockhampton Parish. a. Local Plan 'Phase 1 – Issues and Approaches' (Deadline March 1st, 2021) Consultation Homepage - South Gloucestershire Local Plan 2020 - South Gloucestershire Online Consultations (southglos.gov.uk) Data and Access Profiles for each Parish, including Rockhampton – please do have a read of this for accuracy and feedback any comments on it to SGC (Deadline March 1st 2021) Consultation Homepage - Local Plan 2020: Data and Access Profiles (DAPs) - South Gloucestershire Online Consultations (southglos.gov.uk)	

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/74.1.5.	Speed data recorded in Lower Stone Road, Rockhampton in January shows an average speed of 32.8 mph and a 85% of 42.8 mph (i.e., 15% of vehicles were doing over 42.8 mph). The limit is 30 mph. I have requested that the machine returns.	
/74.1.6.	The marker stone on the road to Hill has been put back up on the verge by the Lower Severn Internal Drainage Board.	
/74.1.7.	We continue to log highway issues e.g., blocked drains, potholes, overgrown hedges, fly tipping etc, as we identify them or as residents report them to us. Streetcare problems such as potholes, broken signs, ASB, fly tipping, overgrown hedges etc, can all be logged at SGC at https://www.southglos.gov.uk/general-information/online-services/report	
/74.1.8.	Cllr England raised a resident's concern regarding the issue over the flooding in relation to a culvert in Gully Lane. This had been raised previously with Cllr Riddle who raised this issue with highways at South Gloucestershire Council but that the resident had received no subsequent response. Ward Cllr Burchell responded that he would take this up with Cllr Riddle who would respond to Cllr England and the resident concerned.	
/74.1.9.	Cllr Price asked what action was or would be taken following the speed data recorded in Lower Stone Road. Cllr Cullimore understood that Cllr Riddle would be requesting that the speed testing equipment was returned for further checks to be made. The Clerk would also contact Severnside Beat Manager to confirm that Avon & Somerset Police had received data from this exercise and whether any actions on their behalf would be undertaken.	Clerk
/74.2.	Severnside Beat Manager Local Beat Team (Short written report)	
/74.2.1.	Nothing to report currently apart from complaints in relation to people coming up to the area and breaching COVID-19 rules.	
/74.3.	Clerk's Report	
/74.3.1.	Clerk's actions raised at the November 2020 meeting have now been completed with the exception of minute 20/063 (Request to the Post Office to relocate the Mobile Post Office Van from the Village Hall to the Cricket Club Car Park on the Common) for which a response is still to be received from the Post Office.	Clerk
/74.3.2.	Residents communications The Clerk informed Councillors that no communications since the meeting in November 2020 had been received.	
/74.3.3.	Finance Notification from the Ministry of Housing, Communities and Local Government (MHCLG) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41 per elector. Based on the electoral Rockhampton has 152 electors. The 137 budget items for 2021/22 falls well below this figure.	
/74.3.4.	Town & Parish Forum meeting 26th January 2021 Unfortunately, the Clerk was unable to attend this meeting. Following the meeting the Clerk received handouts in relation to the 'Greener Places' and '2021 Census' presentations which were given at this meeting, copies of which are available upon request.	
/74.3.5.	Ongoing Council meetings Based on the current situation with the Covid-19 pandemic it is expected that, and Council meeting will continue to take place online up until 6 th May 2021. The current Government regulations allowing online meetings to take place is due to come to an end on 7 th May 2021.	

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/74.3.6.	<p>Thornbury High Street Consultation.</p> <p>Following the Parish Council’s meeting on 8th January the Parish Council’s comments on this consultation had been submitted to South Gloucestershire Council and an acknowledgement had been received. The Clerk attended an online meeting of the Thornbury Community at which a presentation was given on the response to this consultation in which it was noted that over 2,800 comments had been received and that plans were being made to arrange a Focus Group between businesses and residents in Thornbury to take place during February and March. Following the meeting the Clerk contacted the organiser of this meeting requesting a copy of the presentation and was informed this would be provided at the same time as the minutes were published.</p>																															
/74.4.	<p>Neighbourhood Watch Report (Short written report)</p>																															
/74.4.1.	<p>There has been no criminal activity in the Rockhampton area since the last meeting. However there have been several instances of dog thefts in adjacent villages and surrounding counties. Due to the lockdown the value of young dogs has gone up dramatically. Please find attached some reports affecting Alveston & Gloucester both of which led to positive outcomes due to members of the Public reporting suspicious activities.</p>																															
/74.4.2.	<p>Ward Cllr Burchell informed Councillors that, at a recent regional meeting he had attended, it was reported that adjoining counties were suffering with rural crime thefts of farm machinery and caravans which farmers and residents need to be aware of.</p>																															
21/75	<p>FINANCIAL MATTERS</p>																															
/75.1.	<p>To NOTE and APPROVE the Financial Statement.</p>																															
/75.2.	<p>To NOTE any receipts since the meeting held on 23rd November 2020.</p> <p>None.</p>																															
/75.3.	<p>To RESOLVE payment for invoices and vouchers recorded in the Financial Statement having been verified by the Clerk as accurate and due for payment.</p> <p>The following payments had already been made since the last meeting:</p> <table><tr><th>Cheque No</th><th>Payee</th><th>Detail</th><th>Nett</th><th>Vat</th><th>Gross</th></tr><tr><td>545</td><td>PF Web Designs</td><td>Website site charges for 2021</td><td>115.00</td><td>-</td><td>115.00</td></tr></table> <p>And the following payments were due for payment following the meeting:</p> <table><tr><th>Cheque No</th><th>Payee</th><th>Detail</th><th>Nett</th><th>Vat</th><th>Gross</th></tr><tr><td>546/547</td><td>J. Carpenter/HMRC</td><td>Clerk's salary and PAYE for periods 10,11 & 12</td><td>405.96</td><td>-</td><td>405.96</td></tr><tr><td>540/541</td><td>Falfield Parish Council</td><td>Use of Zoom software for Feb 2021 meeting</td><td>11.99</td><td>-</td><td>11.99</td></tr></table> <p>It was proposed by Cllr Goode, seconded by Cllr Mitchell, and RESOLVED unanimously to approve the above payments. The Clerk would arrange for cheques to be signed at a later date whilst observing the current physical distancing measures.</p>	Cheque No	Payee	Detail	Nett	Vat	Gross	545	PF Web Designs	Website site charges for 2021	115.00	-	115.00	Cheque No	Payee	Detail	Nett	Vat	Gross	546/547	J. Carpenter/HMRC	Clerk's salary and PAYE for periods 10,11 & 12	405.96	-	405.96	540/541	Falfield Parish Council	Use of Zoom software for Feb 2021 meeting	11.99	-	11.99	
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/75.4	<p>Balances</p> <p>Councillors NOTED the following balances, which had previously been circulated to Councillors. Along with this information the reported available balances on 30th April were as follows:</p> <p>Current Account £ 2,883.49 (Statement No 252 dated 29th January 2021)</p> <p>Business Reserve Account £ 1,423.44 (Statement No 83 dated 4th September 2020)</p> <p>Total Balance £ 4,306.93</p> <p>The Bank Statement and Financial Matters summary would be signed by the Chair at a later date.</p>																															
/75.5	<p>To APPROVE the Internal Audit process for the financial year ending 31st March 2021 for a Council with income under £25,000.</p> <p>It was proposed by Cllr Mitchell Skinner, seconded by Cllr Price, and RESOLVED unanimously to approve that as the income for the financial year ending 31st March 2021 will not exceed £25,000 that they be audited using the services of the Internal Audit Panel facilitated by Avon Local Councils Association.</p>																															

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21/76	Highways and Rights of Way	
/76.1.	Update on repositioning of Marker stone on the Hill Road (covered under Ward Councillor's Report 21//74.1.6.) Councillors AGREED unanimously to thank the Internal Drainage Board for their efforts in resiting of the marker stone.	Clerk
/76.2.	CLRs Cullimore and England also noted that they believed that there was also a marker stone at Newton and agreed when time allowed this would be investigated further.	
/76.3.	CLr Goode informed the meeting that on the Lower Stone road, adjacent to the exit from The Elms, there is a chamber which has been damaged. This had been reported to South Gloucestershire Council and it was hoped that repairs would be completed in due course. It was also noted that when the concrete lid was removed a large wooden log was seen wedged in the ninety-degree bend at the base of the chamber which would have to be removed as this was one of the causes for the recent flooding of the road.	
/76.4.	CLr Mitchel Skinner also noted that there was a large pothole in Sundayhill Lane approximately 30m from the Village sign. The Clerk was requested to report this to StreetCare along with a blocked drain further along by Elm Cottage which was resulting in water running over the road after periods of rainfall.	Clerk 1582047 1582051
/76.5.	CLr Cullimore reported there was still the ongoing issue of subsidence on the Hill Road and it is quite bad in one place approximately 100m from the 'Wheel' which needs to be reported.	Clerk
/76.6.1.	CLr England reported the issue of litter in and around the Village Hall which in the past he has picked up and taken home, but felt that it would be more appropriate if a litter bin could be placed in the car park to stop litter from being dropped on the ground and which he would be quite happy to empty as required. CLr Mitchel Skinner thanked CLr England for his offer to keep any bin empty but felt that any bin would be used not only for general rubbish but for dog mess and therefore care would need to be taken in its disposal. Therefore, before Councillors come to any decision, they should obtain costs from South Gloucestershire Council for the removal of litter and once this information was available to then be able to make a judgement on the best way forward.	Clerk
/76.6.2.	CLr Mitchell Skinner also felt that there was also a need for a litter bin on the Common. CLr Cullimore understood that there was originally a bin located by the Cricket Pavilion which was the property of and emptied by South Gloucestershire Council although he was not sure whether this bin was still in place. The Clerk was asked to contact South Gloucestershire Council to ask if they had any records on litter bins under their ownership within the Parish.	Clerk
/76.7.	CLr England asked Ward CLr Burchell who was responsible for public footpaths and bridleways at South Gloucestershire Council as several of them in the Parish were becoming overgrown. Ward CLr Burchell confirmed that there was a Rights of Way Dept and informed CLr England of the Officer responsible who would be able to assist with any request. The Clerk also commented that the Parish Council hold a map of all the public rights of way in the Parish which indexes all public rights of ways in the Parish. CLr England requested loan of the map.	Clerk
21/77	Update on work required to Amenity Land behind Village Hall Due to current lockdown measures CLRs have not been able to meet to discuss work required. CLr Goode noted that brambles were encroaching on to the common land and offered to cut the grass on the land on either side of Church Road and the grass behind the Village Hall. CLRs agreed for CLr Goode to complete this and any costs incurred should be forwarded to the Parish Council. CLr Cullimore suggested that because of the current COVID-19 restrictions it will now be too late to undertake any work on the hedges until the Autumn and therefore suggested that a site meeting now be arranged for late summer.	
21/78	Consultations	
/78.1.	Rockhampton Data Access Profile. (DAP's).	

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/78.1.1	The Clerk informed Cllrs that, after speaking to the Principal Planning Officer at South Gloucestershire Council, SGC had agreed to extend the deadline for comments on the DAP's and Local Plan Consultation from 28 th February to 21 st March to allow more time to respond. The Planning Officer also confirmed that some of the information on the DAP's was incorrect and would welcome the Parish Council's assistance to correct this.	
/78.1.2	Councillors AGREED unanimously that Cllr England should produce a draft response to the DAP's and circulate this to all Cllrs for agreement before submitting a response on behalf of the Parish Council.	All
/78.2.	Local Plan – Phase 1	
/78.2.1.	Cllr Cullimore thanked Cllr England for his work in producing the three-page document to this consultation. Cllr England then went on to give a short summary to Cllrs on the consultation specifically in relation to Rockhampton.	
/78.2.2.	Ward Cllr Burchill congratulated the Parish Council, and in particular Cllr England, on the work they have undertaken on this consultation which will assist planners at a later date.	
/78.2.3.	Cllr Price wondered whether Cllrs should consider the Parish Council taking any additional housing. After discussion it was agreed that other than possible 'infilling' due to sustainability in particular for social housing in the Parish, it would not be considered appropriate.	
/78.2.4.	Councillors AGREED unanimously that Cllr England should produce a draft response to the Local Plan – Phase 1 and circulate this to all Cllrs for agreement before submitting a response on behalf of the Parish Council.	All
21/79	TO RESOLVE TO NOTE CORRESPONDENCE RECEIVED Councillors NOTED the Summary of Correspondence document which had been previously circulated, and Councillors made no comment on any item or requested the Clerk to forward on any individual correspondence.	
21/80	Annual Parish Council meeting preceded by the Annual Parish Assembly Cllrs agreed to leave the date of these meetings as planned from Monday 24 th May but review the situation again in April when more information was available.	Ongoing
21/81	Parish Councillors Open Forum Cllrs agreed that it would not be appropriate to hold the March Litter Pick due to the current COVID-19 restrictions. Cllr Mitchell Skinner therefore suggested the event be cancelled and to ask parishioners via the Parish Council website to undertake their own personal litter pick when out walking to keep the Village tidy.	Clerk

This concluded the meeting which ended at approximately 9:40 pm.

Signed.....: