

Minutes of the **ROCKHAMPTON PARISH COUNCIL MEETING**
held on Monday 23rd August 2021 at 7.30 pm in Rockhampton Village Hall

Present: Councillors: Tom Cullimore, (Chairman), Tina Mitchel Skinner, Mike Goode, Tony England & Henry Price, Severn Ward Cllr Matthew Riddle and James Carpenter (Clerk)

There were no members of the public in attendance.

Minute ref	Contents	Action
103/21.0. /21.1.	APOLOGIES Apologies were received from Severn Vale Ward Cllr Keith Burchell.	
104/21.0. /21.1.	DECLARATIONS OF INTERESTS None.	
105/21.0. /21.1.	PUBLIC PARTICIPATION None.	
106/21.0. /21.1.	TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING It was proposed by Cllr Price, seconded by Cllr Mitchel Skinner, and RESOLVED unanimously that the minutes of the meeting held on 5 th May 2021 be signed as a correct record.	
107/21.0. /21.1.	TO NOTE THE MINUTES OF THE ANNUAL PARISH MEETING It was NOTED the minutes of the Annual Parish meeting held on 5 th May 2021 as an accurate record. These minutes will be approved at the 2022 Annual Parish Meeting.	
108/21.0. /21.1.	CLERK'S REPORT Finances PKF Littlejohn have received and logged the notification of the Parish Council's exempt status for the year ended 31 st March 2021. The Exercise of Public Rights notice was displayed on both notice boards and on the website for the statutory period during which there were no requests from parishioners to view accounts.	
/21.2.	Residents Communications No communications have been received from parishioners since the last meeting.	
/21.3.	Council assets An inspection of the Council's assets was completed by Cllr England and the Clerk early in August. Please refer to item 13e on the agenda and separate document circulated for details of items that are considered requiring attention.	
/21.4.	Forthcoming events Cllrs were reminded of the Defibrillator awareness training which will take place on Saturday 5 th September at 10am at the Cricket Pavilion on the Common and the Autumn Litter Pick on Saturday 2 nd October.	
/21.5.	Defibrillator Cllrs were informed that this was to be registered with The Circuit which is a partnership between the Assoc of Ambulance Chief Executives, The Resuscitation Council and St John Ambulance which is a national network to provide information on	

Minute ref	Contents	Action
	where defibs can be found. The Parish Council will be required to send a monthly email to confirm that their defib is still working. Cllrs were asked that when they were passing the Cricket Pavilion on the Common from time to time that they checked that it was in working order.	All
109/21.0.	WARD CLLR'S REPORT	
/21.1.	The Vehicle Average Speed signs (VAS) were in place on the Lower Stone Road during June which recorded an average speed of 38 mph. However, 15% of vehicles recorded were doing more than 44 mph and that this had been flagged up with the police.	
/21.2.	The 30mph repeater signs have now been installed through the village.	
/21.3.	Ward Cllr Riddle confirmed that one parishioner had approached him about taking part in a resident Speed Watch programme. He confirmed that once the resident had completed the required training, he planned to obtain a mobile speed camera from the police to undertake monitoring of speed within the village.	
/21.4.	The issue of potholes was still being reported to StreetCare and it was noted that some temporary repairs had been completed on the Hill Road with the intention of major repairs to be completed during 2022/23.	
/21.5.	Cllr England wished to report his concern that, with over 50% of responses to the consultation being against the plan to the Pedestrianisation of Thornbury High Street, South Gloucestershire Cabinet members still went ahead and approved this project. He felt that this would affect the wider community including Rockhampton and was supported by Cllr Mitchel Skinner. Ward Cllr Riddle responded that this was a decision made by the eight members of the Cabinet.	
110/21.0.	PLANNING APPLICATIONS	
/21.1.	P21/03998/F - Sewerage Treatment Works Church Road Rockhampton GL13 9DX Construction of new access and track from Sewerage Treatment Works compound onto the Church View. NOTED.	
/21.2.	P21/04701/F - Vine House Lower Stone Road Rockhampton GL13 9DT. Conversion of existing storage shed to form annexe ancillary to main dwelling. NOTED.	
111/21.0.	PLANNING DECISION AND OTHER MATTERS	
/21.1.	It was NOTED that P21/0169/F - Orchards Church Road Rockhampton GL13 9DX. Raising of roofline to form first floor, and Erection of two storey rear extension to form additional living accommodation. Erection of front porch was APPROVED WITH CONDITIONS on the 11 th May 2021.	
112/21.0.	REPORTS OF MEETINGS	
/21.1.	Cllr Goode reported on the meeting of 19 th May 2021 with Oldbury Parish Council and Low Carbon regarding the proposal for the Longlands Solar Farm, Hill which straddles the South Gloucestershire and Gloucester Border. Although he considered that this	

Minute ref	Contents	Action
	project would not directly affect Rockhampton he was concerned that it was unclear at this stage which highway route would be used to transport the heavy equipment needed and that this could affect Rockhampton during the construction stage. Cllrs agreed to monitor the situation and consider responding as necessary when a planning application was submitted. Cllr Mitchel Skinner thanked Cllr Goode for attending this meeting.	
113/21.0.	FINANCIAL MATTERS	
/21.1.	The Financial Statement Report dated 23 rd May 2021 had been circulated to all Cllrs ahead of the meeting. The Clerk reported the following balances as of 30 th July 2021:- Current Account £ 3,534.26 (Statement No 258 – 30 th July 2021) Business Reserve Account £ 1,423.50 (Statement No 84 – 5 th March 2021) Total Balance £ 4,957.76 It was proposed by Cllr England, seconded by Cllr Mitchel Skinner and RESOLVED unanimously to approve the Financial Statement Report.	
	At this point Cllr Price left the meeting.	
/21.2.	The following receipts were NOTED :- HM Revenue & Customers Reclaim of VAT for 2020/2021 £ 344.00	
/21.3.	It was proposed Cllr Mitchell Skinner, seconded by Cllr Goode and RESOLVED unanimously to approve the following payments:- Payments requiring payment prior to this meeting 20/05/21 BHIB Councils Insurance Annual Insurance Renewal 188.54 07/07/21 J. Carpenter Clerk's 1 st quarter salary 336.04 07/07/21 HM Revenue & Customs 1 st quarter PAYE 83.80 07/07/21 J. Carpenter Reimbursement of expenses 6.60 For approval at this meeting. Information Commissioners Office General Data Protection regs 40.00 T England Purchase of one new waste bin 144.85 Rockhampton V Hall Hire of hall 23 rd Aug & 22 Nov 2021 20.00 J. Carpenter Repairs/service to Council laptop 100.00 J. Carpenter/HMRC Clerk's 2 nd quarter salary and PAYE 419.84	
/21.4.	It was NOTED that after the expenditure for approval at this meeting the total amount held in the Current account would be £2,809.57. The Clerk also advised Cllrs that the remaining balance of the 2021/2022 precept of £1,590.00 was due to be received at the end of September.	
114/21.0.	CONSULTATIONS	
/21.1.	South Gloucestershire Council's Greener Places Strategy	
/21.1.1.	NOTED.	
/21.1.2.	Cllr England commented that it would be of assistance if maps used for comparison within consultations contained the same information and gave an example of the maps	

Minute ref	Contents	Action
	displayed on pages 132 and 133 of this consultation where places are labelled, and roads are shown on one map but not on the other. Ward Cllr Riddle indicated that he would take this comment back to the Consultation Team at South Gloucestershire.	Cllr Riddle
115/21.0.	HIGHWAYS	
/21.1.	Cllr Cullimore raised the grass triangle at the junction of Newton Hill/Old Gloucester Road junction which made visibility difficult and asked whether the road line at the triangle could be realigned to allow better visibility for traffic wishing to exit right towards Thornbury. Ward Cllr Riddle again would raise this with StreetCare.	Cllr Riddle
/21.2.	Cllrs raised the issue of overgrown grass verges and their safety implications for all road users. Ward Cllr Riddle commented that the weather conditions earlier this year had delayed the start of work. Also, South Glos had introduced only one cut a season rather than two that had been completed in previous years. However, he pointed out that where there are safety concerns such as at road junctions these should be reported to StreetCare. Ward Cllr Riddle confirmed that he would report Cllr concerns to StreetCare.	Cllr Riddle
/21.3.	Ward Cllr Riddle also indicated that he would be carrying out a survey on the condition of all the roads in the parish and where he felt repairs and/or resurfacing were needed this would be submitted to StreetCare in the hope that it would be included in the 2022/23 maintenance programme.	Cllr Riddle
116.21.0.	ITEMS FOR ACTION	
/21.1.	Data Breaches During Year Ending 31st March 2021 The Clerk reported that there were no data breaches under the General Data Protection Regulations.	
/21.2.	To Approve the Council's Risk Management Review And Assessment It was proposed by Cllr Goode, seconded by Cllr Mitchel Skinner, and RESOLVED unanimously to approve the Risk Management Review and Assessment.	
/21.3.1	Review Of Council's Core Documents and Policies The Clerk informed Cllrs that a review of documents listed below had taken place during August 2021 and that no amendments or additions were required. RESOLVED unanimously to accept the following documents en bloc. <ul style="list-style-type: none"> • Council's Standing Orders • Council's Model Financial Regulations 2019 for England • Council's Health & Safety Policy • Council's Equal Opportunities Policy • Council's Model Publication Scheme • Council's Grants Policy • Councillors' email Policy • Council's Website Policy • Members' Code of Conduct • GDPR – General Data Policy 	

Minute ref	Contents	Action
	<ul style="list-style-type: none"> GDPR – Subject Access Request Procedure GDPR – Data Breach Policy 	
/21.3.2.	<p>The Clerk informed Cllrs that the following draft documents have been created for their approval:-</p> <ul style="list-style-type: none"> GDPR Personal Data Management & Audit Policy This policy covers the handling, storage and disposal of individual's personal data and replaces the current Personal Data Audit questionnaire GDPR Document Retention This policy covers the handling, storage and disposal of Parish Council records and replaces the Rockhampton PC Information Audit for GDPR <p>It was proposed Cllr Mitchel Skinner, seconded by Cllr Goode and RESOLVED unanimously to approve these two policies.</p>	Clerk
/21.4.	<p>Asset Register update</p> <p>The Clerk had previously circulated an updated register to all Cllrs. With the addition of the recently purchased Waste Bin installed in the Village Hall car Park it was RESOLVED unanimously to accept the updated register.</p>	Clerk
/21.5.	<p>Asset Inspection</p> <p>Cllr England and the Clerk had undertaken an Asset Inspection had taken place on 10th August 2021 and noted that some items required attention (please see page 21/462 for details)</p> <p>Cllrs agreed to defer any discussion until the next meeting.</p>	Next meeting
/21.6.	<p>Parish Council Website Review</p> <p>The Clerk gave Cllrs a report on the current Parish Council website and provided details on current issues in its operation and support. The Clerk also provided Cllrs with the annual and projected cost from the current hosting company PF Web Designs along with a further quote received from Town and Parish Council Websites. After due consideration Cllrs RESOLVED unanimously to accept the quotation from Town & Parish Council Websites.</p>	
/21.7.	<p>Queen's Platinum Jubilee in 2022</p> <p>Cllrs had been previously circulated with information on an offer of two Oak Trees from</p>	
/21.7.1.	The Honourable Company of Gloucestershire. Cllrs unanimously AGREED to take up this offer.	
/21.7.2.	Regarding other ways to celebrate this Jubilee Cllr Mitchel Skinner proposed that all Cllrs should give this some thought and advise the Clerk in order this could be discussed further at the next meeting.	All Cllrs Next meeting
117/21.0.	CORRESPONDENCE	
/21.1.	The Clerk had circulated all correspondence of note ahead of the meeting. NOTED.	
118/21.0.	OPEN FORUM	

Minute ref	Contents	Action
/21.1.	Nothing to report.	

This concluded the business of the meeting, which closed at: 9:15 pm.

A SIGNED COPY OF THESE MINUTES ARE AVAILABLE FROM THE CLERK ON REQUEST

ASSET INSPECTION

Undertaken by Cllr England and the Clerk on 10th August 2021

Minute ref: 115/21.5., page 21/460. The following assets were identified as requiring action

Register Item No	Item	Comments	Action
2	Queens Jubilee Bench (metal)	Covered in lichen	Requires cleaning and repainting
4	BT Telephone Box	Box is leaning towards ditch	Continue to monitor
5	Acer Laptop	Causing concern due to number of times programmes 'crash' or fail to respond	Further investigation required
8	Notice Board	Woodwork surround weathered	Requires a coat of varnish/stain
9	Amenity Land	Area Overgrown	Grass requires topping before the winter
12	Milestone – Newton	Unable to find in expected location	
14	Pump – Church View	In need of some attention	Could do with painting
15 (iv)	Mr Percy Tiley 100 th Birthday 1996	Unable to find any commemorative plaque	
16	4 Apple trees on Amenity Ground	Consider removing pig wire now the trees are established	One tree missing plaque to confirm variety
17	1 Pear tree on Amenity Ground	Consider removing pig wire now the tree is established	

Signed..... Dated: