

**MINUTES OF ROCKHAMPTON PARISH COUNCIL MEETING  
HELD ON MONDAY 3<sup>rd</sup> FEBRUARY 2020 AT 7.30PM  
AT ROCKHAMPTON VILLAGE HALL**

**Present:** Councillor T.J Cullimore, (Chairman), Councillor T Mitchell Skinner, Councillor A.E England, Councillor H Price, Councillor M Goode and Ward Councillor M Riddle (part). Also, from South Gloucestershire Council Ryan Brown (Senior Project Engineer (Lighting), Andrew Porter (Street Lighting Manager and James Hare (LED Technician).


**Clerk:** J Carpenter (Clerk) Parishioners: One

Minute	Item	Action
20/001	<b>APOLOGIES</b>	
1.1.	Ward Councillor Keith Burchell.	
20/002	<b>DECLARATIONS OF INTEREST in items on agenda and REQUESTS FOR DISPENSATION</b>	
2.1	Declarations and/or Request for Dispensations: None declared.	
20/003	<b>APPROVAL OF MINUTES of Meeting held on 25<sup>th</sup> November 2019</b>	
3.1.	Proposed by Councillor Price and seconded by Councillor England, that the minutes of the meeting held on the 25 <sup>th</sup> November 2019 were an accurate record and unanimously <b>AGREED</b> by all. The minutes were signed by the Chairman	
20/004	<b>LED STREET LIGHT PRESENTATION BY RYAN BROWN, SEIOR PROJECT ENGINEER, SGC.</b>	
4.1	Ryan Brown, Senior Project Engineer (Lighting) from South Gloucestershire Council gave the meeting a presentation on the LED lighting replacement programme which would take place in Rockhampton during the 2020/21 financial year. The replacement of lighting on the existing nine street lighting units would be on a like for like basis and will also provide all night lighting with dimming. The calculated energy saving would be around 82% based on current usage. On the cost of installation, the pay-back period would be between three and seven years.	
4.1.1	Cllr England questioned whether, due to the small number of lamps in the parish, if any lighting in the village was required, however other Councillors felt that the lighting was a safety factor for individuals out late at night.	
4.1.2.	Councillor Cullimore thanked Mr Brown for his attendance and an informative presentation.	
20/005	<b>AVON &amp; SOMERSET BEAT MANAGER</b>	
5.1.	PC William Price introduced himself to the meeting as the new Beat Manager for the Severn Vale and Pilning Beat Area, and informed the meeting that it was his intention to concentrate on the issues of rural areas within the Beat.  <i>At this point Ward Cllr M. Riddle joined the meeting.</i>	

Minute	Item	Action
<p>5.1.1.</p> <p>5.1.2.</p> <p>5.1.3.</p>	<p>Councillors and the member of the public highlighted several concerns that they had regarding:</p> <ul style="list-style-type: none"> <li>• Lack of or non-existence liaison with the Neighbourhood Watch and the Farmwatch Scheme</li> <li>• Speeding through the village</li> <li>• Litter</li> </ul> <p>PC Price confirmed that he would go away from the meeting to investigate these concerns and come back to the Council once he had any positive information to report. Two ideas he suggested was the possibility of operating a reporting system through 'WhatsApp' to inform interested parties of suspicious activities etc and to also set up a 'Speedwatch' providing the speed guns could be made available and that individuals could be found to undertake the necessary training.</p> <p>PC Price made his mobile telephone number and email address available which the Clerk would circulate to all Councillors following the meeting.</p>	<p>Clerk</p>
<p>20/006</p> <p>6.1.</p>	<p><b>PUBLIC PARTICIPATION</b> A chance for matters to be raised by parishioners present at meeting.</p> <p>Nothing to Report.</p>	
<p>20/007</p> <p>7.1</p>	<p><b>PLANNING, APPEAL AND ENFORCEMENT DECISIONS</b></p> <p>P19/2525/RM - Land West of Gloucester Road Thornbury Bristol Erection of 130 no. dwellings on 8 hectares of land with parking, open space, allotments and associated works. <b>APPROVED WITH CONDITIONS</b></p>	
<p>20/008</p> <p>8.1.</p> <p>8.2.</p>	<p><b>PLANNING APPLICATIONS RECEIVED.</b></p> <p>None received since the last meeting.</p> <p><b>5-year housing and land supply</b> Councillors were informed that South Gloucestershire's 5-year housing and land supply at December 2019 was confirmed at 5.36 years, down from 6.26 years at December 2018. Ward Councillor Riddle hoped that with the housing development on Filton airfield and other developments in the area that this position would improve going forward.</p>	
<p>20/009</p> <p>9.1.</p> <p>9.2.</p>	<p><b>REPORTS</b></p> <p><b>Ward Councillor's Report</b> – Please see under highways</p> <p>Rockhampton Village Hall – Councillor Price reported that the Village Hall were currently looking for a new Bookings Clerk.</p>	

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9.3.	<b>Clerk's update &amp; report</b>																					
9.3.1.	Very little to report since the last Meeting at the end of November due to Purdah and the General Election in December 2019.																					
9.3.2.	<b>Meetings</b> The Clerk had attended a Clerk's Networking meeting organised by ALCA on behalf of Rockhampton Council at Rangeworthy on Friday 17th January 2020.																					
9.3.3.	<b>Town &amp; Parish Forum</b> Unfortunately, due to personal circumstances the Clerk was unable to attend the last Forum meeting which was held on Tuesday 22nd January 2020 at Yate.																					
9.3.4.	<b>Community Engagement Forums.</b> There have been some boundary changes in some of the Community Forums. The Thornbury, Alveston, Aust and Severn Area Forum, which Rockhampton is part of, is unaffected by these changes. The last meeting of The Thornbury, Alveston, Aust and Severn Area Forum was cancelled due to the General Election and as of yet no new date has been confirmed.																					
9.3.5.	<b>Update – outstanding issues from the November meeting.</b>																					
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20/010	<b>FINANCE</b>																					
10.1	<b>Receipts</b> There were no receipts received since the previous meeting.																					
10.2	<b>Payments</b> It was proposed Councillor T England and seconded by Councillor H Price and unanimously <b>RESOLVED</b> that the following payments be approved:																					
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10.3.	<p>To <b>NOTE</b> 2019/2020 Budget &amp; Payments/Receipts Statement dated 3<sup>rd</sup> February 2020</p> <p>The balance sheet dated 3<sup>rd</sup> February and bank statement dated 30<sup>th</sup> January 2020 were signed by Councillor Cullimore following checking.</p>	
10.4.	<p>To <b>APPROVE</b> donations to 4 Ward magazine, 5 Alive magazine and Citizens Advice Bureau</p> <p>It was proposed Councillor Price and seconded by Councillor Mitchel Skinner and unanimously <b>RESOLVED</b> that a donation of £40 should be made to each of the above.</p>	
10.5.	<p><b>Report on internal audit on Council's financial internal controls</b></p> <p>Councillor England had now completed the audit and reported the following.</p> <ol style="list-style-type: none"> <li>1. Not all invoices had been signed off by a Councillor. Going forward all invoices should be signed by at least one Councillor verifying that the amount on the corresponding cheque matches.</li> <li>2. It was noted that it was not recorded in the minutes confirming the hours and salary for the current Parish Clerk.</li> </ol>	
10.6.	<p><b>Update on request to Bank for online banking access and the issuing of monthly statements</b></p> <p>Councillor Mitchel-Skinner confirmed that she had met with the bank and that statements will now revert from quarterly to monthly. Regarding online banking access she was now in receipt of the necessary form which had been handed to the Clerk for completion.</p>	Clerk
20/011	<p><b>CONSULTATIONS</b></p> <p>11.1 <b>South Gloucestershire Council Draft Alcohol Strategy 2020-2025</b></p> <p>Noted.</p>	
20/012	<p><b>HIGHWAYS</b></p> <p>12.1. <b>Speed calming measures through village and re-painting of white lines: SLOW marking either side of T H Whites and the junction lines opposite the site</b></p> <p>Councillor Riddle reported that along with Councillor Price a meeting had taken place with David Wiltshire of SGC who agreed to look at the old scheme documents with regard to the 30 mph repeater signs of which there were only three in the village which were not adequate to allow Police to issue on the spot fines due to their distance apart from each other.</p> <p>12.1.1. The possibility of installing 'speed adviser' signs. These would be signs which can be moved around the village and would flash the current speed of vehicles as well as recording the speeds.</p> <p><b>Anti-Littering signs for the Parish</b></p> <p>Councillor Riddle confirmed that there would be a delay in the installation of the two signs requested. The delay was because the minimum fine level quoted on the signs had changed.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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12.2.  12.3.  12.4.	<p><b>Requested reflective signage at Newton</b> Councillor Riddle stated that was still outstanding but would be addressed in the near future.</p> <p><b>Utilities work in Sundayshill Lane.</b> The Clerk advised Councillors that work was to be completed by Bristol Water and Western Power between March and April which for a period not exceeding five days within this period the road would be closed to all traffic with temporary diversions in place.</p>	Ongoing
20/013  13.1.	<p><b>PROPOSED DATES FOR LITTER PICKING IN 2020</b></p> <p>It was agreed that this would take place on Saturday 14<sup>th</sup> March from 10am.</p>	
20/014  14.1	<p><b>SUGGESTED USES FOR THE OLD TELEPHONE BOX</b></p> <p>Councillors agreed to defer any discussion until the Annual Parish Council Meeting in May. This would allow any parishioners present the opportunity of suggesting any potential uses.</p>	Clerk – May agenda
20/015  15.1.	<p><b>NEW MEMBERS CODE OF CONDUCT</b></p> <p>The Clerk had previously distributed a copy of the code of conduct to all Councillors. It was proposed Councillor England and seconded by Councillor Price and unanimously <b>RESOLVED</b> that the new Members Code of Conduct be approved.</p>	
20/016  16.1.	<p><b>CLIMATE CHANGE EMERGENCY</b></p> <p>The Clerk informed members that South Gloucestershire Council along with other Parish Councils across South Gloucestershire had declared a Climate Emergency and that Parish Council may also wish to follow suit. Councillors agreed that this was a complicated subject and that this item should be deferred for discussion later. The Clerk was requested to circulate information to assist them in understanding more of what would be required from the Council should they decide to declare an emergency later.</p>	Clerk - Ongoing
20/017  17.1.  17.1.1.	<p><b>DEFIBRILATOR / WARD MEMBERS AWARD FUNDING</b></p> <p>The Clerk informed Councillors that they had agreed at their meeting in August 2019 that once funds were available to purchase a defibrillator for siting at the old Rockhampton Cricket Ground. [Subsequently at their budget meeting in November 2019 it was also agreed to allocate £750.00 from the 2020/21 budget towards this cost and hoped that the difference would be made up from donations and grants. The Clerk advised that the cost quoted in August 2019 was £1,715.00 plus VAT and installation costs. As time has moved on the Clerk has asked the preferred supplier (Cardiac Science) to provide an updated quotation.</p>	Clerk

Minute	Item	Action
17.1.2.	<p>Councillor Riddle confirmed that after 1<sup>st</sup> April 2020 a further round of Ward Members Award Funding would be available and suggested that, if the Council applied for a grant, they would have a very good chance of being successful. Councillor Cullimore also indicated that the Rugby and Cricket Clubs had indicated they would be able to offer help. Also, Councillor Goode indicated that there may be funding available from Frampton Country Fair.</p> <p>Councillors agreed that an application should be made for a grant from the Ward Members Award Funding and that the Clerk should obtain a valid quotation from their preferred supplier with a view that Councillors can agree the purchase of a unit at their meeting on 11<sup>th</sup> May 2020.</p>	<p>All</p> <p>Clerk</p>
20/018 18.1	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted.</p> <ul style="list-style-type: none"> <li>a) SGC – Changes to Bus Services from January 2020</li> <li>b) Four Towns &amp; Vale Link Community Transport – Winter Newsletter</li> <li>c) SGC – Public Rights of Way – Quarterly Report dated 6<sup>th</sup> November 2019 – There were no reports of any issues within Rockhampton parish.</li> <li>d) Oldbury Site Stakeholder Group – Notice of meeting on 29<sup>th</sup> January 2020</li> <li>e) Four Towns &amp; Vale Link Community Transport – New Demand Responsive Service – Rural to City Link</li> <li>f) ALCA – Letter from Surveillance Camera Commissioner relating to operation of surveillance camera systems.</li> <li>g) CP Metrobus – SGC – Highway Improvement Work for 2020</li> <li>h) Town &amp; Parish Forum – Notice of next planned meeting on 22<sup>nd</sup> January 2020</li> <li>i) Gloucestershire County Council – Minerals Local Plan for Gloucestershire 2018-2032, Notification of Inspector’s Report</li> <li>j) Community Engagement Forum Boundary Amendments.</li> <li>k) SGC – Notification of Approved Council Tax Base for 2020/21</li> <li>l) Oldbury Site Stakeholder Group – Draft Magnox Charter</li> </ul>	
20/019 19.1	<p><b>MINOR ISSUES RAISED BY MEMBERS FOR FUTURE DISCUSSION</b></p> <p>Councillor England stated that he had been approached by a resident who would like to offer a small Oak tree sapling to replace the dead oak tree on the green. Councillors agreed that this would not be an issue and requested Councillors England and Mitchell-Skinner to confirm this to the resident who may also be able to remove the dead tree and plant the sapling.</p>	<p>Cllrs England &amp; Mitchell-Skinner</p>
<b>At this point the meeting went into closed session</b>		
20/020 20.1.	<p><b>To review and approve an underpayment to the previous Clerk</b></p> <p>The Clerk informed Councillors that in reviewing the financial records it had come to light that the previous Clerk had not received any salary increases, as set by the National Joint Council for Local Government Services (NJC) at the annual pay review. This resulted in the Clerk being underpaid between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019 by 46.7 pence per hour and from 1<sup>st</sup> April</p>	

Minute	Item	Initialled..... Action
20.1.1.	<p>2019 and 30<sup>th</sup> September by 90.6 pence per hour. It was proposed Councillor England and seconded by Councillor Mitchel-Skinner and unanimously <b>RESOLVED</b> that said hourly underpayments should be made forthwith.</p> <p><b>To review and approve the current Clerk's Contract of Employment</b></p> <p>It was proposed Councillor Price and seconded by Councillor Mitchel-Skinner and unanimously <b>RESOLVED</b> that the Clerk's Contract of Employment be approved and backdated to 1<sup>st</sup> October 2019.</p>	

The meeting closed at 10.10 pm

  
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Chairman

14/07/2021  
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Date.