

Minutes of ROCKHAMPTON PARISH COUNCIL ON-LINE ORDINARY PARISH COUNCIL MEETING
held on Monday 6th July 2020 commencing at 7.30 pm

Present: Councillors: Tom Cullimore (Chair), Anthony England & Mike Goode.
Severn Ward Councillor: Matthew Riddle , Clerk: James Carpenter, Members of the Public: None

Minute ref	Contents	Action
20/021.	APOLOGIES Apologies were received from: Cllrs Tina Mitchell-Skinner and Henry Price Avon & Somerset Local Beat Team	
20/022.	DECLARATIONS OF INTEREST AND DISPENSATION REQUEST: in any items on agenda. None.	
20/023.	ADOPTION OF MINUTES It was proposed by Cllr England, seconded by Cllr Goode, and RESOLVED unanimously to approve the minutes of the meeting on 3 rd February 2020. The Chair would sign the Minutes at the next duly convened physical meeting.	
20/024.	PUBLIC PARTICIPATION No Public were present.	
20/025. /025.1.	PLANNING MATTERS To NOTE planning decisions. P20/06779/F The Chilterns, Lower Moreton Demolition of existing rear conservatory & detached garage. Erection of single storey rear extension and alteration to roofline to include rear dormer to form additional living accommodation. Erection of detached double garage. APPROVE WITH CONDITIONS P19/5998/F– Newton Lodge, Thornbury Road Erection of side storey extension & alterations to roofline to facilitate conversion from agricultural building to 1 No. dwelling (Class C3) with associated works. Erection of 1 No. detached garage for existing dwelling APPROVE WITH CONDITIONS	
20/026. /26.1. /26.2.	REPORTS Local Beat Team No report available. Ward Councillor Riddle a) COVID-19. South Gloucestershire Council (SGC) set up a dedicated web site, including how SGC would work with the many local support groups that were formed. It also gives details of how residents could contact their local help group. Weekly virtual meetings are taking place between SGC officers and these support/help groups. The web site also gives details of help and support to local businesses and residents who need financial help. https://beta.southglos.gov.uk/health-and-social-care/health-services/covid19 b) South Gloucestershire Council are now holding meetings virtually using Microsoft Teams. Three Cabinet meetings have now taken place, two Scrutiny Commission meetings and Planning Committee meetings, with more taking place over the next few weeks. c) Thornbury Library is now open during normal hours. Anyone wanting to use the IT in the building will need to book first by ringing 01454 868006. d) Sort It Centre now open, too, for normal times and uses. e) There is a consultation re. the long-term arrangements for Thornbury High Street. See attached documents. Comments can be sent to : transport.services@southglos.gov.uk	

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	<p>f) SGC Consultations. The only other current one of interest to Rockhampton Parish, we believe, is the SGC new Council Plan, consultations close on the 26th July. A high level four year plan for the area, with four priorities. https://consultations.southglos.gov.uk/consult.ti/CP20/consultationHome</p> <p>g) Climate Change Action Plan and other related papers can be viewed at: https://council.southglos.gov.uk/ieListDocuments.aspx?Cid=134&Mid=12898</p> <p>h) We continue to log highway issues e.g. blocked drains and potholes, as we identify them or as residents report them to us. During the lockdown we have been around the village on our bikes and more recently last week in our cars, logging StreetCare issues. StreetCare issues, potholes, broken signs, fly tipping etc can all be logged at SGC at https://www.southglos.gov.uk/general-information/online-services/report</p> <p>/26.3. Clerk's Report</p> <p>a) The Clerk had attended several on-line meetings of the Avon Local Councils Association (ALCA) Clerk's Network Group. These informal meetings allowed Clerks and Councillors to discuss any issues relating to the operation of Councils during the COVID-19 pandemic.</p> <p>b) The internal audit for the year ending 31st March 2020 had been completed by the Clerk & RFO of Cromhall Parish Council.</p> <p>c) ALCA have advised that the members subscriptions for 2021/22 was expected to see a large increase. This is a knock-on effect of the COVID-19 pandemic due to ALCA being unable to undertake training which was a major source of income.</p> <p>d) Finally, the Clerk attended a further on-line meeting of the Town & Parishes Forum on 25th June. Approx. 24 Councils were represented along with Patrick Conroy from South Gloucestershire Council who provided the expected timetable for the Local Plan which replaces the Joint Spatial Plan which has been withdraw. Greg Evan also from South Gloucestershire Council updated members of the issues around the collection of the Community Infrastructure levy from developers due to the closure of many building sites during the pandemic.</p>																
<p>20/027. /27.1.</p>	<p>FINANCIAL MATTER Receipts The following receipts were Noted.</p> <table border="1" data-bbox="319 1489 1308 1769"> <thead> <tr> <th>Payee</th> <th>Detail</th> <th></th> </tr> </thead> <tbody> <tr> <td><u>South Gloucestershire Council</u></td> <td>Half year Precept (April to September</td> <td>1,540.00</td> </tr> <tr> <td><u>Frampton Country Fair</u></td> <td>Donation (Towards defibrillator)</td> <td>300.00</td> </tr> <tr> <td><u>South Gloucestershire Council</u></td> <td>Members Award Fund (Towards defibrillator)</td> <td>1,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>2,840.00</td> </tr> </tbody> </table>	Payee	Detail		<u>South Gloucestershire Council</u>	Half year Precept (April to September	1,540.00	<u>Frampton Country Fair</u>	Donation (Towards defibrillator)	300.00	<u>South Gloucestershire Council</u>	Members Award Fund (Towards defibrillator)	1,000.00	Total		2,840.00	
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/27.2.	<p>Payments To receive financial update and AGREE and sign cheques The following payments were received and made ahead of this meeting due to payment deadlines</p> <table border="1"> <thead> <tr> <th>Cheque No</th> <th>Payee</th> <th>Detail</th> <th>Nett</th> <th>Vat</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>524</td> <td><u>Avon Local Councils Association</u></td> <td>Annual subscription</td> <td>32.48</td> <td>0.00</td> <td>32.48</td> </tr> <tr> <td>525</td> <td><u>HMRC</u></td> <td>PAYE for period 1</td> <td>23.80</td> <td>0.00</td> <td>23.80</td> </tr> <tr> <td>526</td> <td><u>BHIB Council Insurance</u></td> <td>Annual insurance from 1st June 2020</td> <td>186.60</td> <td>0.00</td> <td>186.60</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>242.88</td> <td>0.00</td> <td>242.88</td> </tr> </tbody> </table> <p>The following payments are due for approval and payment following this meeting.</p> <table border="1"> <thead> <tr> <th>Cheque No</th> <th>Payee</th> <th>Detail</th> <th>Nett</th> <th>Vat</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td rowspan="2">527</td> <td rowspan="2"><u>J. Carpenter</u></td> <td>Clerk's 1st quarter salary</td> <td>322.24</td> <td>0.00</td> <td>322.24</td> </tr> <tr> <td>Autumn Clean up event 12/10/19 expenses</td> <td>12.34</td> <td>0.00</td> <td>12.34</td> </tr> <tr> <td>528</td> <td><u>HMRC</u></td> <td>PAYE for periods 2 & 3</td> <td>54.00</td> <td>0.00</td> <td>54.00</td> </tr> <tr> <td>529</td> <td><u>Falfield Parish Council</u></td> <td>Use of Zoom software</td> <td>11.99</td> <td>0.00</td> <td>11.99</td> </tr> <tr> <td>530</td> <td><u>Cardiac Science</u></td> <td>One Powerheart defibrillator and heated cabinet</td> <td>1,720.00</td> <td>344.00</td> <td>2,064.00</td> </tr> <tr> <td>531</td> <td><u>Falfield Village Hall</u></td> <td>PAT Testing of Council electrical equipment</td> <td>14.00</td> <td>0.00</td> <td>14.00</td> </tr> <tr> <td>532</td> <td><u>J Payne Carpentry Services</u></td> <td>Refurbishment of notice board at the Wheel</td> <td>294.00</td> <td>0.00</td> <td>294.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>2,428.57</td> <td>344.00</td> <td>2,772.57</td> </tr> </tbody> </table>	Cheque No	Payee	Detail	Nett	Vat	Gross	524	<u>Avon Local Councils Association</u>	Annual subscription	32.48	0.00	32.48	525	<u>HMRC</u>	PAYE for period 1	23.80	0.00	23.80	526	<u>BHIB Council Insurance</u>	Annual insurance from 1st June 2020	186.60	0.00	186.60	Total			242.88	0.00	242.88	Cheque No	Payee	Detail	Nett	Vat	Gross	527	<u>J. Carpenter</u>	Clerk's 1st quarter salary	322.24	0.00	322.24	Autumn Clean up event 12/10/19 expenses	12.34	0.00	12.34	528	<u>HMRC</u>	PAYE for periods 2 & 3	54.00	0.00	54.00	529	<u>Falfield Parish Council</u>	Use of Zoom software	11.99	0.00	11.99	530	<u>Cardiac Science</u>	One Powerheart defibrillator and heated cabinet	1,720.00	344.00	2,064.00	531	<u>Falfield Village Hall</u>	PAT Testing of Council electrical equipment	14.00	0.00	14.00	532	<u>J Payne Carpentry Services</u>	Refurbishment of notice board at the Wheel	294.00	0.00	294.00	Total			2,428.57	344.00	2,772.57	
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/27.3.	It was proposed by Cllr Goode, seconded by Cllr England, and RESOLVED unanimously to approve the above payments. The Clerk would arrange for cheques to be signed at a later date by Cllrs Goode and England whilst observing the current physical distancing measures.																																																																																			
/27.4.	<p>Balances Cllrs NOTED the following balances, which had previously been circulated to Cllrs. Along with this information the reported available balances on 30th April were as follows: Current Account £ 4,449.96 (Statement No 245 dated 29th May 2020) Business Reserve Account £ 1,422.70 (Statement No 82 dated 5th March 2020) Total Balance £ 5,622.26</p> <p>The Bank Statement and balances summary would be signed by the Chair at the next duly convened physical meeting.</p>	Clerk																																																																																		
/27.5.	On Line Banking facility It was proposed by Cllr Goode, seconded by Cllr England, and RESOLVED unanimously that the Clerk be given the facility to be able to view the Council's bank balances on line in order to provide the Council with an up to date position of its finances.																																																																																			
/27.6.	To receive notification of internal audit and recommendations. RESOLVED to approve internal audit 2019/20.																																																																																			
/27.7.	To approve the Certificate of Exemption 2019/20 RESOLVED to approve and sign the certificate of exemption.																																																																																			

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/27.8.	To approve and sign Section 1 and 2 of the annual governance statement 2019/20 The Council considered and responded in the positive to each governance statement. RESOLVED to complete, approve, and sign the annual governance statement 2019/20.	
	/27.9 To approve the Community Infrastructure Levy return for 2019/20 RESOLVED to approve the Community Infrastructure Levy for 2019/20.	
	/20.10 It was noted that the Notice of Public Rights would run from Monday 13 th July until Friday 21 st August 2020.	
20/028.	CONSULTATIONS /28.1 <u>South Gloucestershire Council Plan for 2020 – 2025.</u> NOTED.	
20/029	ITEMS FOR ACTION /29.1. To approve the Council's Publication Scheme. RESOLVED to approve the Council's Publication Scheme. /29.2. To review the Councils Standing Orders RESOLVED to approve the update Standing Orders. /29.3. To review and confirm the Councils Financial Regulations. RESOLVED to approve Financial Regulations. /29.4. To approve and sign the Council's Risk Management Review & Assessment RESOLVED to accept Risk Assessment which would be signed by the Chair at the earliest opportunity whilst observing the current government social distancing measures. /29.5. To approve the holding of Remote meetings until May 2021 RESOLVED to approve the holding of Remote Meetings as required. /29.6. To approve the COVID-19 Supplementary to the Councils Standing Orders. RESOLVED to approve COVID-19 Supplementary to the Standing Orders. /29.7. To approve the Councils Protocol for holding remote meetings RESOLVED to approve the Remote Meetings Protocol. /29.8. To approve the Councils Annual Report for the year ending 31 st March 2020 RESOLVED to approve the Councils Annual Report. /29.9. To approve extension of Councillors absence from meetings as per Section 85 of the Local Government Act 1972. Under s85 of the Local Government Act 1972 as Cllrs had not met since 3 rd February 2020 Cllrs who were unable to attend this meeting would cease to be a Councillor as of 3 rd August. After some discussion it was proposed Cllr Goode, seconded Cllr England, and RESOLVED to approve an extension up to 31 st August for Cllr Mitchell-Skinner and Cllr Price.	
20/030.	HIGHWAYS /30.1 Due to the COVID-19 pandemic the following issues raised at the February meeting were still to be completed but Cllr Riddle hoped that most of these issues would be completed in the coming weeks. <ul style="list-style-type: none"> • 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 • The possibility of installing 'speed adviser' signs 	

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	<ul style="list-style-type: none"> • Anti-Littering signs for the Parish • Requested reflective signage at Newton 	M. Riddle
/30.2.	Condition of stone road marker on Hill Road just past Woodward Motors. Several parishioners had raised concerns that the stone road marker was in an unsafe condition and could fall into the rhine. Cllr Riddle offered to speak to the Lower Severn Internal Drainage Board to see if they could make this stone safe. Cllr Cullimore offered to meet on site any representative from the Drainage Board.	M. Riddle
/30.3.	Condition of Hill Road Cllr Goode was concerned that the cracks in the road surface had widen. Cllr Riddle advised that the South Gloucestershire Council Engineer had inspected this section of road some six months ago, however he offered to raise this with the Engineer again.	M. Riddle
20/031.	Neighbourhood Watch Cllr Cullimore advised that the Co-ordinator was working hard on getting this up and running again. The Clerk suggested that the Parish Council could assist by making a web page available on the Councils website to promote network.	
20/032.	Council's response to the temporary closure of Thornbury High Street and subsequent use as a pedestrian precinct. Cllrs had concerns over how the consultation process was being conducted and that it was not following the normal consultation process. The Clerk was requested to write to South Gloucestershire pointing out that the Parish Council were not happy with the way in which this temporary measure has been introduced, the proposed long term arrangements and the fact that the Parish Council had not been formally made aware through the normal consultation process.	Clerk
20/033.	Update on Council defibrillator following purchase	
/033.1.	Cllr Cullimore informed members that the unit would be installed on the end of the Old Cricket Ground Club House once work had been completed on the pavilion which was due to start in two weeks' time. It was agreed that information be circulated to all households in the parish once it was installed to make parishioners aware of its location. It would also be useful if a handout were provided to instruct on how the unit was used.	
.033.2.	As soon as it was possible to use the Village Hall again an Awareness Training session would be organised to allow parishioners the opportunity to have first-hand experience of its use.	
20/034.	TO RESOLVE TO NOTE CORRESPONDENCE RECEIVED Cllrs NOTED the Summary of Correspondence document which had been previously circulated, and Cllrs made no comment on any item or requested the Clerk to forward on any individual correspondence.	
20/035.	MINOR ITEMS RAISED BY MEMBERS FOR FUTURE AGENDA. None	

This concluded the meeting which ended at approximately 9:50 pm

Signed...

..... Dated: 26/08/2020