

**Minutes of ROCKHAMPTON PARISH COUNCIL ON-LINE ORDINARY PARISH COUNCIL MEETING**  
held on Monday 23<sup>rd</sup> November 2020 commencing at 7.30 pm

**Present:** Councillors: Tom Cullimore (Chair), Anthony England, Henry Price, Tina Mitchell Skinner (part) & Mike Goode  
Severn Ward Councillor: Matthew Riddle , Clerk: James Carpenter, Members of the Public: None

Minute ref	Contents	Action
20/053.	<b>APOLOGIES</b>  Apologies were received from: Avon & Somerset Police- Severn Vale & Pilning Beat Team.	
20/054.  /054.1.	<b>DECLARATIONS OF INTEREST AND DISPENSATION REQUEST:</b> in any items on agenda.  Councillors present had previously completed a dispensation relating to financial items on the agenda e.g. setting of the budget and precept as they reside in the parish. The dispensations were granted until May 2023 on the grounds of "that so many members of the decision-making body have disclosable pecuniary interests in a matter that it would 'impede the transaction of the business'. In practice this means that the decision-making body would be inquorate as a result".	
20/055.  /055.1.	<b>ADOPTION OF MINUTES</b>  It was proposed by Cllr H. Price, seconded by Cllr M. Goode, and <b>RESOLVED</b> unanimously to approve the minutes of the meeting on 17 <sup>th</sup> August 2020. The Chair would sign the Minutes at a later date.	
<b>Cllr T Mitchel Skinner joined the meeting.</b>		
20/056.	<b>PUBLIC PARTICIPATION</b> No Public were present.  Cllr H Price indicated that he had a small tree which he was happy to donate to be planted in a suitable location on the Common which was duly accepted.  Cllr T England suggested that the area leading up to the Village Hall along with the Parish Councils' amenity land behind the village hall was in need of some attention as it had become untidy. Cllr T Cullimore offered to cut the grass verges leading up to the hall which other Cllrs unanimously <b>AGREED</b> upon. Cllrs Cullimore, Price, Goode, and England also agreed to arrange an on-site meeting to discuss what work was required to the amenity land.	TC AE HP MG
20/057.  /057.1.	<b>PLANNING MATTERS</b>  P20/21773/RVC – Land west of Gloucester Road, Thornbury, BS35 1RA Variation of condition 9 attached to reserved matters approval P19/2524/RM to amend the conditioned plans. P19/2524/RM-Erection of 130 no. dwellings on 8.00 hectares of land with parking, open space, allotments, and associated works. (Approval of Reserved Matters external appearance, landscaping, layout, scale to be read in conjunction with outline permission <b>NOTED</b> .)	
20/058. /058.1.  /058.1.1.	<b>REPORTS</b> <b>Ward Councillor's Report</b> <b>The following updates were provided</b> South Gloucestershire Council (SGC) has set up a dedicated part of its website for C19 related matters, including for the second lockdown. This details how SGC is working with the many local support groups that were formed. The web site (below) gives details of help and support available to local residents and businesses. <a href="https://beta.southglos.gov.uk/health-and-social-care/health-services/covid19">https://beta.southglos.gov.uk/health-and-social-care/health-services/covid19</a>	

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	We continue to be active in helping individuals, local businesses and community groups get the support they need during this difficult time.	
/058.1.2.	The Climate Change Action Plan for this year was agreed at the May Cabinet meeting and other related papers can be viewed at: <a href="https://council.southglos.gov.uk/ieListDocuments.aspx?Cid=134&amp;Mid=12898">https://council.southglos.gov.uk/ieListDocuments.aspx?Cid=134&amp;Mid=12898</a> There is a standing committee (part of the Council's Scrutiny Commission) that meets regularly to review the work in this area.	
/058.1.3.	Current consultation which may be of interest to Rockhampton Self-Build Supplementary Planning Document (SPD) <a href="https://consultations.southglos.gov.uk/consult.ti/Self_Build2020/consultationHome">https://consultations.southglos.gov.uk/consult.ti/Self_Build2020/consultationHome</a>	
/058.1.4.	Drainage Systems Supplementary Planning Document (SPD) <a href="https://consultations.southglos.gov.uk/consult.ti/SuDS_SPD20/consultationHome">https://consultations.southglos.gov.uk/consult.ti/SuDS_SPD20/consultationHome</a>	
/058.1.5.	Trees and Development Supplementary Planning Document (SPD) <a href="https://consultations.southglos.gov.uk/consult.ti/Trees_SPD20/consultationHome">https://consultations.southglos.gov.uk/consult.ti/Trees_SPD20/consultationHome</a>	
/058.1.6.	Affordable Housing Supplementary Planning Document (SPD) <a href="https://consultations.southglos.gov.uk/consult.ti/AH_SPD20/consultationHome">https://consultations.southglos.gov.uk/consult.ti/AH_SPD20/consultationHome</a>	
/058.1.7.	Green Infrastructure Supplementary Planning Document (SPD) <a href="https://consultations.southglos.gov.uk/consult.ti/GI_SPD20/consultationHome">https://consultations.southglos.gov.uk/consult.ti/GI_SPD20/consultationHome</a>	
/058.1.8.	Greener Places Engagement (Deadline November 30 <sup>th</sup> ) <a href="https://consultations.southglos.gov.uk/consult.ti/GreenerPlacesEngagement/consultationHome">https://consultations.southglos.gov.uk/consult.ti/GreenerPlacesEngagement/consultationHome</a>	
/058.1.9.	SGC Annual Council Budget 2021/2022 (Deadline January 3 <sup>rd</sup> , 2021) <a href="https://consultations.southglos.gov.uk/consult.ti/Budget2021/consultationHome">https://consultations.southglos.gov.uk/consult.ti/Budget2021/consultationHome</a>	
/058.1.10.	Thornbury High Street long term plan/ future (Deadline January 31 <sup>st</sup> 2021) <a href="https://consultations.southglos.gov.uk/consult.ti/PT.6609_Thornbury_High_St._E.T.O/consultationHome">https://consultations.southglos.gov.uk/consult.ti/PT.6609_Thornbury_High_St._E.T.O/consultationHome</a>	
/058.1.11.	Local Plan 'Phase 1 – Issues and Approaches'. The consultation will run for 12 weeks from Friday 27 <sup>th</sup> November 2020 until Monday 1 <sup>st</sup> March 2021.	
/058.1.12.	Streetcare – the missing red triangle junction signs have been replaced at Lower Stone Road and Thornbury Road. Awaiting the replacement 30 mph repeater signs and some white lining, which we have chased again.	
/058.1.13.	Fly tipping and cameras. Unfortunately, there has not been much progress with this, as the quote SG Council received for a data-secure battery-operated CCTV system was significantly more than expected. However, other options are being considered by the Envirocrime Team and they are meeting in due course to discuss this issue.	
/058.1.14.	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, over grown hedges etc, can all be logged at SGC at <a href="https://www.southglos.gov.uk/general-information/online-services/report">https://www.southglos.gov.uk/general-information/online-services/report</a>	

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<p>/058.2. /058.2.1.  /058.2.2.  /058/2/3.</p>	<p><b>Clerk's Report</b> Notification had been received from the Pension Regulator concerning Re-enrolment and re-declaration This is due for completion before 1<sup>st</sup> June 2021.  The Clerk confirmed that he had attended a number of on-line Clerk's networking meetings organised by ALCA. Also there had been a Town &amp; Parish Council Forum online meeting but due to other commitments the Clerk was unable to attend on behalf of the Council.  Other than one email received from a parishioner commending the work of the Parish Council and the recent newsletter, no other parishioner communication has been received since the last meeting.</p>																	
<p>/058.3.  /058.3.1.  /58.3.2.</p>	<p>Severn Vale &amp; Pilning Beat Team (Taken from written report)  Contact has been made with Cllr Riddle and this was forwarded onto the team that investigate Speeding and setting up speed watch areas. We haven't heard back from them yet however they were going to assess a site in Rockhampton near the cricket pitch. The Beat Team have been parking up in Rockhampton to monitored this.  Regular patrolling has been taking place in the Rockhampton area and we have been dealing with issues of fly tipping which we have forwarded onto South Gloucestershire Council. We are now in the season for burglaries so please impress on residents in relation to home security etc.</p>																	
<p>/058.4.</p>	<p>Neighbourhood Watch (Taken from written report) The Neighbourhood Watch Co-ordinators opinion was that the crime level in the Rockhampton area was very low, Police vehicles can be seen traveling through the village more frequently than perhaps a year ago and I keep in touch with the local beat officers who echo my views.</p>																	
<p>/058.5.</p>	<p>Other reports Cllr T Mitchel Skinner commented on the Litter Pick that took place on Saturday 3<sup>rd</sup> October and, although numbers attending were low, she felt that holding two litter picks a year provided a useful service in keeping the village clean and tidy. It was agreed that this event should continue with a Litter pick to be organised in the spring of 2021.</p>																	
<p>20/059 /059.1.</p>	<p><b>FINANCIAL MATTERS</b> Clerk 'salary It was proposed by Cllr H. Price, seconded by Cllr M. Goode, and <b>RESOLVED</b> unanimously to approve a salary increase back dated to 1<sup>st</sup> April 2020 under the National Joint Council for Local Government Services (NJC) Pay scale SCP6 increasing the previous hourly rate from £9.96 to £10.24</p>																	
<p>/059.2.  /059.3.</p>	<p><b>The Financial Matters report had been circulated to Cllrs prior to the meeting</b>  <b>Receipts</b> Cllrs <b>NOTED</b> that the following receipts had been received since the previous meeting.</p> <table border="1" data-bbox="220 1736 1340 1892"> <thead> <tr> <th>Date</th> <th>From</th> <th>Details</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>28/08/2020</td> <td>South Gloucestershire Council</td> <td>Members award funding grant</td> <td>1,000.00</td> </tr> <tr> <td>04/09/2020</td> <td>NatWest</td> <td>Interest on funds in Business Reserve a/c</td> <td>0.74</td> </tr> <tr> <td>30/09/2020</td> <td>South Gloucestershire Council</td> <td>Precept for period Oct 2020 to March 2021</td> <td>1,540.00</td> </tr> </tbody> </table>	Date	From	Details	Balance	28/08/2020	South Gloucestershire Council	Members award funding grant	1,000.00	04/09/2020	NatWest	Interest on funds in Business Reserve a/c	0.74	30/09/2020	South Gloucestershire Council	Precept for period Oct 2020 to March 2021	1,540.00	
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/059.4.	<p data-bbox="225 210 339 239"><b>Payments</b></p> <p data-bbox="97 315 1002 344">/059.4.1. The following payments had already been made since the last meeting:</p> <table border="1" data-bbox="225 383 1369 510"> <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>536</td> <td>HMRC</td> <td>PAYE for periods 4, 5 &amp; 6</td> <td>71.60</td> <td>-</td> <td>71.60</td> </tr> <tr> <td>537</td> <td>J Carpenter</td> <td>Clerk's salary for periods 4, 5 &amp; 6</td> <td>286.96</td> <td>286.96</td> <td>479.92</td> </tr> <tr> <td>538</td> <td>AJP Electrical</td> <td>Electrical installation of defibriliator</td> <td>35.00</td> <td></td> <td>35.00</td> </tr> </tbody> </table> <p data-bbox="97 551 1038 580">/059.4.2. And the following payments were due for payment following the meeting:</p> <table border="1" data-bbox="225 618 1369 707"> <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>539</td> <td>Falfield Parish Council</td> <td>Use of Zoom software</td> <td>11.99</td> <td>-</td> <td>11.99</td> </tr> <tr> <td>540/541</td> <td>J. Carpenter/HMRC</td> <td>Clerk's salary and PAYE for periods 7, 8 &amp; 9</td> <td>479.92</td> <td>-</td> <td>479.92</td> </tr> </tbody> </table> <p data-bbox="225 752 1342 846">It was proposed by Cllr England, seconded by Cllr Goode, and <b>RESOLVED</b> 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	536	HMRC	PAYE for periods 4, 5 & 6	71.60	-	71.60	537	J Carpenter	Clerk's salary for periods 4, 5 & 6	286.96	286.96	479.92	538	AJP Electrical	Electrical installation of defibriliator	35.00		35.00	Cheque No	Payee	Detail	Nett	Vat	Gross	539	Falfield Parish Council	Use of Zoom software	11.99	-	11.99	540/541	J. Carpenter/HMRC	Clerk's salary and PAYE for periods 7, 8 & 9	479.92	-	479.92	
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/059.5.	<p data-bbox="225 927 325 956"><b>Balances</b></p> <p data-bbox="225 994 1278 1061">Cllrs <b>NOTED</b> the following balances, which had previously been circulated to Cllrs. Along with this information the reported available balances on 30<sup>th</sup> April were as follows:</p> <p data-bbox="225 1066 1214 1095">Current Account                   £ 3,566.44 (Statement No 249 dated 30<sup>th</sup> October 2020)</p> <p data-bbox="225 1099 1214 1128">Business Reserve Account       £ 1,423.44 (Statement No 83 dated 4<sup>th</sup> September 2020)</p> <p data-bbox="225 1133 719 1162"><b>Total Balance                   £ 4,989.88</b></p> <p data-bbox="225 1167 1278 1196">The Bank Statement and Financial Matters summary would be signed by the Chair at a later date.</p>																																											
/059.6.	<p data-bbox="225 1279 341 1308"><b>Donations</b></p> <p data-bbox="225 1346 1299 1375">It was <b>unanimously RESOLVED</b> to approve the following donations in line with the 2020/21 budget</p> <p data-bbox="225 1379 469 1408">5 Villages Alive £45.00</p> <p data-bbox="225 1413 496 1442">4 Ward magazine £45.00</p> <p data-bbox="225 1447 555 1476">Citizens Advice Bureau £45.00</p>																																											
/059.7.	<p data-bbox="225 1525 400 1554"><b>Bank Mandates</b></p> <p data-bbox="225 1592 1353 1722">It was proposed by Cllr H. Price, seconded by Cllr M. Goode, and <b>RESOLVED</b> unanimously to remove the previous Clerk and retired Cllr S Goode as signatories from the Council's Current and Reserve accounts and add the current Clerks name as a signatory for the purposes of providing authority only to request information relating to the Current and Business Reserve accounts.</p>	Clerk																																										
/059.8.	<p data-bbox="225 1800 1331 1868">Cllrs noted that the interest paid on the Business Reserve account had reduced from 0.2% to 0.01% as from 29<sup>th</sup> May 2020.</p>																																											

/059.9. **Budget for the financial year 2021/2022**

Following a discussion, it was proposed by Councillor H Price and seconded Councillor M Goode and unanimously **RESOLVED** that a budget of £3,650.00 be set for the financial year 2021/22.

INCOME	2020/2021	2021/2022	
	Budget	Budget	Variance
	£	£	£
Precept	£3,080.00	£ 3,180.00	£100.00
LCTR Support Grant	£0.00	£0.00	£0.00
Funding received for AED	£0.00	£0.00	£0.00
Interest on financial reserves	£0.00	£0.00	£0.00
Other (repayment of VAT)	£0.00	£344.00	£344.00
<b>TOTAL</b>	<b>£3,080.00</b>	<b>£3,524.00</b>	<b>£444.00</b>

EXPENDITURE	2020/2021	2021/2022	
	Budget	Budget	Variance
	£	£	£
Statutory Insurance	£210.00	£210.00	£0.00
Clerks Salary/PAYE	£1,510.00	£1,623.00	£113.00
Administration	£60.00	£100.00	£40.00
Rental - Village Hall Hire	£55.00	£55.00	£0.00
Rental - On line meetings	£0.00	£50.00	£50.00
Website Maintenance	£120.00	£130.00	£10.00
Information Commissioners Fee	£40.00	£40.00	£0.00
ALCA subscription	£35.00	£62.00	£27.00
Village Clean up events	£40.00	£50.00	£10.00
Election costs	£0.00	£175.00	£175.00
Maintenance & Improvements of adopted land	£0.00	£750.00	£750.00
Purchase of Community Defibrillator	£750.00	£0.00	-£750.00
Miscellaneous Maintenance	£100.00	£200.00	£100.00
Grass Cutting / Hedge	£70.00	£70.00	£0.00
<b>Sub Total 1</b>	<b>£2,990.00</b>	<b>£3,515.00</b>	<b>£525.00</b>

137 PAYMENTS	2020/2021	2021/2022	
	Budget	Budget	Variance
	£	£	£
4-Ward Magazine	£45.00	£40.00	-£5.00
5 Alive Magazine	£45.00	£40.00	-£5.00
Citizens Advice Bureau	£45.00	£40.00	-£5.00
<b>Sub total 2</b>	<b>£135.00</b>	<b>£120.00</b>	<b>-£15.00</b>
<b>Total (1 &amp; 2)</b>	<b>3,125.00</b>	<b>3,635.00</b>	<b>£510.00</b>

/059.10. **Precept for the financial year 2021/2022**

It was proposed by Councillor T England and, seconded by Councillor M Goode and unanimously **RESOLVED** to set a precept of £3,180 for the financial year 2021/22

<p><b>20/060.</b> /060.1.</p>	<p><b>CONSULTATIONS</b> South Gloucestershire Council - Pedestrianisation of Thornbury High Street After some discussion it was agreed to invite representatives from South Gloucestershire to an online meeting where Cllrs could ask questions before considering their formal responses at their next meeting. Following a suggestion from the Clerk they also agreed to invite Cllrs from Falfield Parish Council to take part in the same meeting.</p>	<p>Clerk</p>
<p>/060.2.</p>	<p>South Gloucestershire Council – Greener Spaces. It was agreed that Cllr Mitchel Skinner would produce a draft response which would then be circulated to all Cllrs for their comments. Once agreed the Clerk would forward to comments to SGC.</p>	<p>TMS/All /Clerk</p>
<p>/060.3.</p>	<p>WECA – The Future of the region <b>NOTED</b></p>	
<p>/060.4.</p>	<p>South Gloucestershire Council – Annual Council Budget 2021/2022. <b>NOTED</b></p>	
<p>/060.5.</p>	<p>To <b>NOTE</b> the imminent publication of Phase 1 of the South Gloucestershire Local Plan Confirmation had been received that this consultation would be published on 27<sup>th</sup> November with a closing date for comments by 1<sup>st</sup> March 2021. Cllrs agreed to discuss this at their next meeting.</p>	<p>Next meeting</p>
<p><b>20/061.</b>  /061.1.  /061.2.  /061.3.  /061.4.</p>	<p><b>HIGHWAYS</b>  <b>Update on issues raised at previous meeting</b> Litter and fix penalty signage – Ward Cllr Riddle confirmed that these had now been erected although some Cllrs questioned this. Also there was a suggestion that perhaps, although outside of the parish signs could also be erected between the Thornbury Rugby Club and the junction of Gloucester Road as this length of road seemed to suffer with a higher degree of litter than other parts of the village.  Marker stone on Hill Road – Although still to be completed the Internal Drainage Board have offered to reposition the stone.  Gating of Woodend Lane – Not progressed further as the general feeling was that this was not an ideal solution.  Speeding through village – See Ward Cllrs and Police report for update.</p>	
<p>/061.2</p>	<p><b>Other Highways issues</b> None.</p>	
<p><b>20/062.</b></p>	<p><b>MATTERS ARISING FROM PREVIOUS MEETINGS NOT INCLUDED ON THE AGENDA</b> The old Telephone box. Cllrs gave their appreciation to Cllr M Goode for the work he had done on placing shelving in the Old Telephone Box for the storage of reading books. Cllrs went on to comment that they had noticed that this facility was being used on a regular basis.  Cllrs T Michel Skinner advised that she had been approached by a parishioner asking if the Council would have any objection to a notice being placed outside the old phone box advertising its facility. Cllrs unanimously agreed to <b>ACCEPT</b> the parishioners offer.</p>	



20/063.	The future of the Post Office mobile service. Cllrs felt that the location outside the Village Hall was not the best position for such a service and <b>AGREED</b> that the Cricket Club car park on the Common would be more appropriate and that the Clerk should inform the Post Office of their suggestion.	Clerk
20.064.	Update on community defibrillator The defibrillator is now installed on the Cricket Club pavilion on the common. The Clerk noted that, when he checked the unit earlier in the month condensation was found on the inside of the cabinet and he suspected that the heater was not work and asked that it should be established that power was available to the unit at all times before raising the issue with the suppliers. The unit as yet cannot be registered with the South West Ambulance Service until arrangements have been made for someone to undertake monthly inspections of the unit. The Clerk had contacted Passion Aid who were the nominated training provider for the Awareness Training purchased at the same time as the Defib unit, agreeing that due to the current pandemic this training would be delayed until September 2021.	
20/065.	<b>TO APPROVE THE FOLLOWING NEW COUNCIL POLICIES</b> It was unanimously <b>RESOLVED</b> to approve the following policies  a) The Parish Council Website Policy b) Councillors use of email Policy.	
20/066.	<b>TO RESOLVE TO NOTE CORRESPONDENCE RECEIVED</b>  Cllrs <b>NOTED</b> 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.	
20/067.	<b>Council meetings during 2021</b> Councillors agreed to hold an extra ordinary meeting on 11 <sup>th</sup> January 2021 to discuss and comment on the consultation for the Pedestrianisation of Thornbury High Street , Phase 1 of the South Gloucestershire Local Plan, and any other urgent business.  Cllrs also agreed the remaining provisional dates for 2021. 22 <sup>nd</sup> February 24 <sup>th</sup> May (Annual Parish Council Meeting), 23 <sup>rd</sup> August and 22 <sup>nd</sup> November.	
20/068.	<b>MINOR ITEMS RAISED BY MEMBERS FOR FUTURE AGENDA</b>  None	

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

Signed.....

..... Dated: 02/03/2021.