

MINUTES OF ROCKHAMPTON PARISH COUNCIL MEETING
HELD ON MONDAY 5th AUGUST 2019 AT 7.30PM
AT ROCKHAMPTON VILLAGE HALL

THE FOLLOWING WERE PRESENT

Cllrs T Cullimore, M Goode, T England and K Burchall

Mrs E V Lewis (Clerk)

1 Member of Public present

1. APOLOGIES

Apologies were received from Cllr T Mitchell Skinner (arrived 7.45pm), Cllr H Price (arrived 8.20pm) and Cllr M Riddle.

2. DECLARATIONS OF INTEREST in items on agenda and REQUESTS FOR DISPENSATION
None declared.

3. APPROVAL OF MINUTES of Meeting held on 13 May 2019.
Proposed by Cllr T England and seconded by Cllr M Goode that the minutes of the meeting held on the 13th May 2019 was an accurate record and RESOLVED by all. The minutes were signed by the Chair.

4. CLERKS REPORT re Matters not covered elsewhere on agenda
Clerk gave an update on the following:

Joint Spatial Plan

Cllr Burchell updated the Parish Council on the Joint Spatial Plan. The Planning Inspectors have sent a letter to inform West of England Joint Spatial Plan that in the light of that additional evidence and all that they have now read and heard in the examination; their significant concerns remain. In particular, they are not persuaded that there is evidence to demonstrate that the Strategic Development Locations, and thus the overall spatial strategy, have been selected for inclusion in the plan, against reasonable alternatives, on a robust, consistent and objective basis, therefore cannot conclude that these fundamental aspects of the plan are sound.

South Gloucestershire Local Plan

No update available at this time.

Stroud District Council Local Plan Review

An update is available on the Emerging Strategy Consultation. Consultation report has now been produced which summarises the responses received to the questions set out in the Emerging Strategy paper. Detailed analysis of all responses (811) is ongoing and

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they will be publishing further information in the autumn of 2019 on how the comments received have informed the preparation of the draft plan.

Website Accessibility Regulations 2020

Clerk has read the NALC information document on L09-18 Public Sector Bodies (websites and mobile applications) accessibility regulations and will contact the Parish Council website provider to check that all documents are accessible on the website and that we comply with the new regulations which will come to place in 2020.

5. PUBLIC PARTICIPATION A chance for matters to be raised by parishioners present at meeting.
A Parishioner reported that Moorslade Lane will be potentially closed for work on the new housing development for approximately 12 weeks; a public consultation will be made before work will begin. Councillors discussed the expected traffic increase on Sundayhill Lane when this work is carried out.
6. CORRESPONDENCE list emailed separately to councillors (including live consultations from South Gloucestershire Council)
In addition to the Correspondence list, a notice of the Avon Local Councils Association Annual General Meeting, which will be held in October 2019, has been received.
7. HIGHWAYS
Cllr M Riddle sent an update via email:
- Speed monitoring along Lower Stone Road will be carried out soon
 - Potholes reported near Springfield (two potholes), Gloucester Road just before the Rockhampton turning, opposite The Maze House in Sundayhill Lane; re-painting of white lines: SLOW marking either side of T H Whites and the junction lines opposite the site.
 - The drain grill along Gloucester Road was cleared a few weeks ago, it is only the top metal grill that gets blocked with soil, the gully and pipes are fine.
 - The fly tipper who dumped rubbish in Woodend Lane last year has been prosecuted.
 - Drainage at Pennywell Lane (Gully Lane) was discussed and at the moment all looks well but will need to be monitored.
 - Anti-Littering signs for the Parish will be coming soon.
8. PLANNING
Planning application received this week:
- PT19/5998/F – Newton Lodge, Thornbury Road, Rockhampton

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Erection of two storey side extension and 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

Application was discussed – no comment from Councillors.

Update on application received in neighbouring parishes

PT17/2006/0 – Land South of Gloucester Road – Public enquiry due to be held in March 2019. Application has been dismissed.

PT/18/0913/0 – Land at Post Farm, Thornbury – Committee meeting held on 25 July 2019 – Application refused

PT19/2524/RM Land West of Gloucester Road, Thornbury Approval of Reserved Matters external appearance, landscaping, layout, scale to be read in conjunction with outline permission PT16/4774/O).

9. FINANCE

9.1 Budget Statement for 2019/20 discussed, proposed as correct record by Cllr M Goode; seconded by Cllr T Mitchell Skinner and RESOLVED by all Councillors.

9.2 Receipts received in the period:

No receipts received

9.3 The Parish Council RESOLVED that the following payment schedule has been approved:

<i>Clerk Salary</i>	<i>£353.09</i>
<i>Clerk Expenses</i>	<i>£ 8.54</i>
<i>Website Maintenance (June 2019)</i>	<i>£ 45.00</i>
<i>Information Commissioner renewal fee</i>	<i>£ 40.00</i>
<i>T J Cullimore (cutting the hedges)</i>	<i>£ 72.00</i>

9.4 Financial Regulations review 2019

Review of current Financial Regulations was discussed, Clerk reported that NALC have issued an updated Financial Regulations document this week and Clerk would like to look at this document in more detail. Clerk to send an updated issue of the Financial Regulations to all Councillors for future discussion.

9.5 To note change of Bank signatories mandate received

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9.6 New Bank signatories

Parish Council discussed how many Councillors should be signatories on cheques. Clerk to obtain Bank Signatories mandate document and to add Cllr T England and Cllr H Price to the signatories list.

Clerk discussed the Internal Control check list that will need to be done before the next meeting, Cllr T England agreed to complete the Internal Control before the November meeting.

10. UPDATE ON NEW NOTICE BOARD AND REPAIRS TO INTERIOR OF OLD NOTICE BOARD
The Clerk reported that she had a meeting with the preferred contractor at the new Parish Council notice board site at Newton. The new notice board will be erected in August 2019 and repairs for the interior of the Notice Board at the Wheel will also be completed the same time.
11. DEFIBRILLATOR UPDATE
The Clerk has obtained three quotes on different makes of defibrillators that would suit the needs of the Parish. Quotes were received from Cardiac Science, NHS Primary Care and Intermedical. It was RESOLVED by all that the quote from Cardiac Science was the most suitable and it was also RESOLVED that the best location for the defibrillator will be on the wall of the Cricket Club on the Green.
Fundraising ideas were discussed. It was suggested that the Clerk contact Linden Homes (who have planning permission for new housing development in Falfield) to see if community grant is available, Cllr Cullimore to ask local organisations for support.
12. NEW FORMAT AGENDA
The Clerk shared an example of a new format agenda that would reduce the amount of attachments needed for each meeting. Councillors discussed the proposed changes and it was RESOLVED by all Councillors that the new agenda be used for future meetings.
13. POLICIES UPDATE
Following the Internal Audit held in May it was recommended that the Parish Council have a Grants Policy. Clerk had circulated an example for comments before the meeting. It was RESOLVED by all Councillors to have the shortened version of the policy and application form as the Parish Council Grant Policy. Clerk to circulate a copy to Councillors.
14. COUNCILLOR/CHAIR REPORT

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Councillor M Goode raised the issue that local residents that reside in listed building in the Parish have been visited by a South Gloucestershire Conservation Officer. No notice of visit was given, Cllr K Burchell to follow this up.

Councillor H Price raised the issue of the changes to the new village hall fire assessment which was completed recently. The fire assembly point for people attending events in the hall is to be moved to the field at the rear of the hall, not the front of hall as present. It was proposed by Cllr M Goode; seconded Cllr T Mitchell Skinner and it was RESOLVED by all Councillors the field at the rear of the hall be used as fire assembly point.

Councillor T England raised the issue of how to get more parishioners involved with the Neighbourhood Watch scheme. Cllr K Burchell to let Clerk know who the contact is for the Police Community Support Officer (PCSO) for this area. Clerk also discussed attendance at the next Community Engagement Forum.

Councillor T England raised the issue of the Rockhampton Events Sign Boards. Councillors decided the maintenance and siting of these should not be the responsibility of the Parish Council.

The next Parish Council litter event will be held on Saturday 5th October 2019 10.00 until 12 noon starting at the Cricket Club on the Common.

The Parish Clerk has been in touch with neighbouring parishes to see if any Clerks would like to take over the post of Clerk for Rockhampton following her resignation.

Mr J Carpenter, Clerk and Responsible Financial Officer for Falfield Parish Council expressed an interest in the role and attended the Parish Council meeting.

It was proposed by Cllr T England; seconded by Cllr H Price and RESOLVED by all Councillors that Mr J Carpenter will take over from Mrs EV Lewis as Parish Clerk and Responsible Financial Officer for Rockhampton Parish Council. Handover of the role will take place in October.

Meeting closed at 9.35pm

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Chairman

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Date.