

**MINUTES OF ROCKHAMPTON ANNUAL PARISH COUNCIL MEETING**  
**HELD ON MONDAY 08 MAY 2017 AT 7.30 PM**  
**AT ROCKHAMPTON VILLAGE HALL**

THE FOLLOWING WERE PRESENT

Cllrs P Bates, T Cullimore, J Rolfe, S Goode, T Mitchell Skinner.

Mrs E V Lewis (Clerk)

1 Member of Public

1. NOMINATION FOR ELECTION OF CHAIR

Cllr P Bates to be re-elected as Chair. Proposed by Cllr S Goode; seconded by Cllr J Rolfe.

2. CHAIR DECLARATION OF OFFICE

This was duly signed by Cllr P Bates in the presence of the Clerk

3. APOLOGIES

Apologies were received from Cllr Matthew Riddle.

4. DECLARATIONS OF INTEREST

None declared.

5. APPROVAL OF MINUTES OF THE MEETING OF 10<sup>th</sup> April 2017

It was proposed by Cllr J Rolfe and seconded by Cllr S Goode that the minutes of meeting held on 10<sup>th</sup> April 2017 be APPROVED.

6. CLERKS REPORT *re Matters not covered elsewhere on agenda*

Clerk reported that it has been a very busy month with the financial year end period. A new laptop and printer for the Parish Council Clerk has been ordered. Rockhampton Parish Council is now registered as an employer with the HMRC, Clerk to make enquires if registration required with the Pension Regulator. The Chair has discussed the contract of employment with the new Clerk.

7. PUBLIC PARTICIPATION

No matters raised.

8. CORRESPONDENCE

Items covered are included in the attached sheet. The following issues were discussed:

- The current consultation on the Electoral Review of South Gloucestershire Warding arrangements – response from the Parish Council discussed. Clerk to write a summary and send to all Councillors for approval. Comments to be submitted before 5<sup>th</sup> June 2017. Clerk to email surrounding Parish Clerks to see if they are submitting a comment.
- South Gloucestershire in the First World War Project First World War memorials website – Clerk to check that the Rockhampton War Memorial is on the list.

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

**MINUTES OF ROCKHAMPTON ANNUAL PARISH COUNCIL MEETING**  
**HELD ON MONDAY 08 MAY 2017 AT 7.30 PM**  
**AT ROCKHAMPTON VILLAGE HALL**

- South Gloucestershire Council Preliminary Flood Risk Assessment – Clerk to look at minutes after 2011 to see if any flooding issues were raised at Parish Council meeting. Flooding in 2011/ 2012 was discussed.

9. HIGHWAYS

The drain opposite The Elms and the pothole issue was discussed at last month's meeting. The Clerk to contact Cllr Riddle, to see if any update is available.

10. PLANNING

No new applications for Parish Council Comment received.

Update on applications received in neighbouring parishes:

PT16/4774/0 - Land West of Gloucester Road – Awaiting decision

PT17/0473/PNA - Brick House, Farm Hill Road, Hill, Berkeley – Approved with conditions

Cllr Bates discussed the Parish Council response to the consultation on the Joint Spatial Plan, the response was sent in end of 2016. Cllr Bates asked if there was an update on the plan, Clerk reported that there was no update at present but will look at the website to see timescales and progress for post-consultation.

11. FINANCE

11.1 The Clerk reported that the remittance advice for the payment of the Community Infrastructure Levy had been received. It was noted that the new precept payment was also made in April.

11.2 Clerk discussed the Statement of Accounts for 2016/17 and accounts were approved by all.

11.3 Section A1 The Annual Governance Statement 2016/17 was approved by all.

11.4 Section A2 The Accounting Statements 2016/17, change in the balance carried forward was explained and Accounting Statements approved by all.

11.5 The Clerk explained about the new templates for the schedules for submission to external auditor for 2016/17.

11.6 To note the following payments:

Clerk Salary	£353.09
PF Web Designs (new IT equipment)	£543.97
Asn UK Limited (Insurance renewal)	£204.58

11.7 Bank Signatories forms was updated, approved and signed.

11.8 The Clerk explained the changes to the Internal Audit for local Council with an income below £25,000 from the next financial year. The Parish Council will become exempt from External Audit in 2018. The Clerk discussed the ALCA Internal Audit Consortium. Councillors asked questions regarding cost, training, and how would the audit be completed, i.e. would a check list be available? It was approved that the Parish Council registers its interest in the scheme, Clerk to ask for further clarification on the questions raised.

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

**MINUTES OF ROCKHAMPTON ANNUAL PARISH COUNCIL MEETING**  
**HELD ON MONDAY 08 MAY 2017 AT 7.30 PM**  
**AT ROCKHAMPTON VILLAGE HALL**

12. CHAIRMANS / COUNCILLORS REPORT

No reports at this meeting. Chair will prepare an annual report for the Annual Assembly.

13. ANY OTHER BUSINESS

Clerk to look at a possible dates for holding the Annual Parish Assembly in June 2017.

The Chairman thanked everyone for attending.

Meeting was closed at 9.10 pm.

Next Meeting will be on a Monday 14 August 2017

.....  
Chairman

.....  
Date.

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