

MINUTES OF ROCKHAMPTON ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY 13 MAY 2019 AT 7.30PM
AT ROCKHAMPTON VILLAGE HALL

THE FOLLOWING WERE PRESENT

Cllrs T Cullimore, T Mitchell Skinner and M Goode

Mrs E V Lewis (Clerk)

12 Members of Public present

1. **DECLARATION OF ACCEPTANCE OF OFFICE OF COUNCILLORS**
Declaration of Acceptance of Office forms were completed in the presence of the Clerk.
Cllr T Cullimore thanked S Goode for all her years' service on the Council and welcomed Cllr M Goode to the Parish Council.
2. **NOMINATIONS FOR ELECTION OF CHAIRMAN**
Cllr T Cullimore nominated as Chairman. Proposed by Cllr M Goode; seconded by Cllr T Mitchel Skinner
3. **TO ACCEPT CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE**
The Declaration of Acceptance of Office form was completed in the present of the Clerk.
4. **NOMINATION FOR ELECTION OF VICE CHAIRMAN**
Cllr T Mitchell Skinner nominated. Proposed by Cllr T Cullimore; seconded by Cllr M Goode. The Declaration of Acceptance of Office of Vice Chairman was completed in the presence of the Clerk.
5. **CO-OPTION OF COUNCILLORS**
Mr T England was nominated as Councillor. Proposed by Cllr T Cullimore; seconded by Cllr T Mitchell Skinner.
Mr H Price was nominated as Councillor. Proposed by Cllr M Goode; seconded by S Goode.
6. **ENSURE NEW COUNCILLORS COMPLETE OTHER PAPERWORK (register of interests and election costs)**
Declaration of Acceptance of Office forms of new Co-opted Councillors was completed in the presence of the Clerk. The Clerk to send word document format of the Register of Interest forms to Co-opted Councillors. Clerk asked all Councillors to please fill in the forms and return to the Clerk no later than the end of May 2019.
7. **APOLOGIES for absence & acceptance of reasons**
None received.
8. **DECLARATIONS OF INTEREST in items on agenda and REQUESTS FOR DISPENSATION**
None noted.

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9. APPROVAL OF MINUTES of Meeting held on 4th February 2019
Proposed by Cllr T Cullimore and seconded by Cllr T England that the minutes of the meeting held on the 4th February 2019 were an accurate record and RESOLVED by all. The minutes were signed by the Chair.
10. CLERKS REPORT re Matters not covered elsewhere on agenda
1. As an action from the previous meeting the Clerk gave an update on the information received from Community Heartbeat Trust and discussed the various defibrillator options available to the Parish Council.
 - a. Purchase their own
 - b. To Lease one
 - c. Have a managed solutionIt was RESOLVED by all Councillors that the Parish Council would own their own defibrillator, and would look at options that are available to buy, insurance cost, training and maintenance. It was agreed that the best location for the defibrillator was outside the Old Cricket Club on the Village Green. The Clerk will forward information on different makes and cost of defibrillators to Councillors.
 2. An update on the Joint Spatial plan was given at the Annual Assembly meeting.
 3. Clerk informed the Parish Council that she will be standing down from the role of Clerk and would contact other Parish Clerks in the local area in the first instance to see if anyone would be interested in taking on the role. The Clerk would ask any interested persons to attend the next Parish Council meeting.
11. PUBLIC PARTICIPATION chance for matters to be raised by parishioners present at meeting
Cllr Keith Burchell introduced himself to all present as the new Severn Vale Ward Councillor, working with Cllr Matthew Riddle, and will be happy to discuss any issues that arise in the Parish.
12. CORRESPONDENCE list emailed separately to councillors (including live consultations from South Gloucestershire Council)
No further correspondence to add from last week.
13. HIGHWAYS
The litter issue at Woodend Lane was discussed. The rubbish was cleared but further rubbish has come to the area again. Cllr M Riddle reported that he had dealt with the Parish Council request for litter signs in the village; the signs will be erected on existing poles in the village. A resident asked a question about the cutting of the grass and verges, Cllr Riddle reported that for road safety reasons the grass and verges need to be cut twice a year. Cllr Riddle also raised the issue of household waste disposal, if you have a contractor approach you willing to dispose of any household waste, please make sure they have a Disposal Certificate to prove that they will dispose of the waste in an appropriate way.

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14. PLANNING
 PT19/2814/F – The Coach House, Rectory Road, Rockhampton – No Comment from Parish Council – Application approved.
 PT17/2006/0 – Land South of Gloucestershire – Public enquiry was held in March 2019 – No decision as yet
 PT18/0902/F – Land at Post Farm, Morton Street, Thornbury – Approved.
15. FINANCE
 15.1 Budget Statement for 2019/20 discussed and RESOLVED by Councillors.
 15.2 Receipts received in the period:

<i>Precept (April 2019)</i>	<i>£1,402.00</i>
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 15.3 The Parish Council RESOLVED that the following payment schedule has been approved:

<i>Clerk Salary (April, May, June 2019)</i>	<i>£353.09</i>
<i>Clerk Expenses (Audit & Memory stick)</i>	<i>£ 33.49</i>
<i>ALCA Subscription</i>	<i>£ 31.29</i>
<i>Insurance Renewal</i>	<i>£185.77</i>
<i>Cllr Expenses – Spring Clean refreshments</i>	<i>£ 13.55</i>
<i>Cllr Expenses – Spring Clean equipment</i>	<i>£139.69</i>

 15.4 Certificate of Exemption for External Audit was RESOLVED by all Councillors
 15.5 Internal Audit Report 2018/19 – Internal Audit carried out on the 9th May 2019, a Report from the Internal Auditor will be available and Clerk will circulate to all Councillors. Clerk discussed that the financial regulations need to be updated and Clerk will send a copy of the regulations by email and a summary of any amendments needed to be discussed at the next meeting.
 15.6 Annual Governance Statement 2019 Section 1 was RESOLVED by all Councillors.
 15.7 Accounting Statements 2018/19 Section 2 was RESOLVED by all Councillors.
 15.8 Insurance renewal – Clerk had received three Insurance Quotes from BHIP, Zurich and Norris & Fisher Insurance Brokers quotes were reviewed and the quote from BHIP was RESOLVED by all Councillors to be the best quote available. Clerk to check that the policy does cover the land by Rockhampton Village Hall.
 15.8 Bank Signatories – Cllr Palin will now be removed from the Bank Signatories list. A motion was RESOLVED by all Councillors that Mrs Sandie Goode to remain as signatory until new Councillor Paperwork has been approved by the Bank. This will enable current Parish Council payments to be made. Cllr M Goode agreed to be a signatory therefore the authorised signature in the current mandate, for the accounts detailed on Section 1.3 of the Bank Signatory Mandate, will now be changed in accordance with the section of Authorised Signatories.
16. NOTICE BOARD UPDATE
 Clerk has sent three quotes to Councillors before the meeting, and the quote received by Mr Payne with the use of composite posts was chosen and RESOLVED by all Councillors.

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The Clerk has been in touch with StreetCare regarding the proposed location where the new notice board is going to be placed. A representative from StreetCare has viewed the area and has approved the location and position, however further checks on land ownership need to be done. The Clerk will email Councillors with further updates. Councillors RESOLVED a motion for the Clerk to contact Mr Payne to ask if he would be able to do repairs to the Parish Council notice board by the Wheel.

17. RISK ASSESSMENT

Risk Assessment circulated to Councillors before the meeting. The Assessment was RESOLVED by all.
Clerk to send an electronic copy to Co-opted Councillors.

18. COUNCILLOR/CHAIR reports

Cllr T England gave feedback from the Oldbury on Severn Parish Council New Nuclear Build (NNB) meeting that he attended back in February. Members of Horizon Nuclear Power were present at the meeting and discussed the suspension of work at Wylfa Newydd and Oldbury on Severn. It is now very unlikely that a new Power Station will be built at Oldbury.

Cllr England raised the issue of access to a copy of the Electoral Roll. The Clerk informed Cllr England that following new General Data Protection Regulations (GDPR) the electoral roll is no longer available to view. Cllr Riddle confirmed that only South Gloucestershire Council, the Clerk and Political parties have a copy of the Electoral Roll

Cllr H Price reported that the Parish Council will be receiving a copy of the new Fire Regulation from the Village Hall Management Committee. The new regulations will have to be read out at the start of every meeting that the Parish Council will hold in the Village hall.

Following the successful Spring Clean Litter Picking event held on 30th March 2019, the Parish Council will be holding further events on Saturday 5th October 2019 and 29th March 2020.

The Rockhampton Folk Festival will be held on the 22nd June 2019, Clerk will send letter and conditions of use form to the organisers.

The Rockhampton Fate will be held on 30th June 2019.

The next Parish Council meeting will be held on Monday 4th August 2019 at Rockhampton Village Hall at 7.30pm.

Meeting was closed at 9.30pm.

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Chairman

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Date.

A SIGNED COPY OF THESE MINUTES ARE AVAILABLE FROM THE CLERK