

**MINUTES OF ROCKHAMPTON PARISH COUNCIL MEETING  
HELD ON MONDAY 16<sup>TH</sup> JANUARY 2017 AT 7.30PM  
AT ROCKHAMPTON VILLAGE HALL**

THE FOLLOWING WERE PRESENT

Cllrs P Bates, J Rolfe, S Goode

Ms H Saunders (Clerk)  
3 Members of Public

1. APOLOGIES

Were received and accepted from Cllrs T Cullimore and T Mitchell Skinner and also Ward Member Matthew Riddle.

2. DECLARATIONS OF INTEREST

None

3. APPROVAL OF MINUTES OF THE MEETING OF 5<sup>th</sup> December 2016

It was proposed by Cllr J Rolfe and seconded by Cllr S Goode that the minutes of meeting held on 5<sup>th</sup> August 2016 be APPROVED after minor amendment and then they were duly signed by Chairman.

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

Most items should come up somewhere within agenda – however – Clerk reported the following:-

- Following meeting in December – members met to discuss and finalise comments regarding the JTP / JTP – the letter that was submitted to West of England is attached to December's minutes.
  - Clerk ran through briefly what the next stages of the process are.
  - Clerk confirmed that she had contacted Clerks in neighbouring parishes of:- Hill, Falfield, Fortworth, Charfield, Cromhall, Tytherington, Alveston, Thornbury and Oldbury on Severn – regarding a joint meeting – and all had come back stating that this would be a good idea. Claire Nelmes who is the Clerk at Thornbury is happy to host event at Thornbury Civic Centre as they have the room.
  - A good time to try and arrange meeting would be early February.
- Clerk also gave report that Ward Member Matthew Riddle had emailed – regarding garages at Church View and highway matters.

PUBLIC PARTICIPATION

Mr Tony England brought to the council's attention fact that Trappd (group set up campaigning against further development in Thornbury) have reported – along with Gazette that Bovis Homes are looking at submitting an application for a further 400 homes North of Morton Way. Matter is up for further discussion at Thornbury Town Council Meeting at end of month (26<sup>th</sup> January).

Mr England is also mentioned that the potholes by the bungalow next to the rugby club are getting worse and worse. This isn't part of the highway – so not up to streetcare to sort out. It was agreed that Clerk would contact the agent who is responsible for letting the property out.

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Mr Tony England would also like most up to date electoral register.

Cllr Paul Bates mentioned that he (along with other residents) had received flyer about Matthew & Luke on Tour!! Detailing all of the visits Ward Member Matthew Riddle and local MP Luke Hall made in 2016.....he found particularly bit about their visit to Berkley Science Centre....Everyone agreed that work they had done up there was very good.

6. CORRESPONDENCE

Items covered off are included in attached sheet.

7. HIGHWAYS

This was covered off earlier during Clerks report / Public Participation. Nothing further to add.

8. PLANNING

Detailed on separate sheet attached.

9. FINANCE

- Draft Budget for 2017 – 18 was presented to members by Clerk. She had calculated where the council would end up in March 2017 and what their outgoings would be in 2017 – 18.
- Clerk answered questions put to her regarding the budget – in particular the increase in Clerks salary.
- Clerk had taken advice from ALCA (Avon Local Council Administration) over the number of hours that a Clerk should work for a small parish such as Rockhampton and the minimum really is 3 a week. This is what contributes to the increase – as Harriet has only been doing 1 – 1.5 a week.
- Members agreed that Budget was in order – so long as the logic of why it had increased by nearly £1k was minuted.
- It was also noted that once the monies that are earmarked for the plot of land behind the hall have been used – that there will still be an ongoing maintenance cost for the patch of land – and that will need to be budgeted for accordingly in years to come.
- Members unanimously agreed the draft budget (copy of which is attached to these minutes).

Next decision to be made – was regarding precept to request from South Gloucestershire Council for 2017 – 18.

- Clerk had outlined what would happen to Rockhampton's reserves if precept were to remain same at £1275 / year.....
- Clerk then went on to explain that considering earmarked reserves – the general reserves are well within their limit of 6 – 12 months expenditure.....and if precept were to remain the same – these reserves would be depleted by £1,000 putting them towards the lower limit of where they should be and not allowing much room for contingency.
- She would recommend that members ask for what they need and look at increasing precept by £1,000 – which would only be approx. £1 / property / month....although from such a small base – it would look like a large %

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increase...but so long as members could justify increase and why they had done it – then there shouldn't be an issue.

- As such it was proposed by Cllr S Goode and seconded by Cllr J Rolfe and APPROVED that a precept of £2,275 be requested from South Gloucestershire Council.
- Clerk confirmed that she would get paperwork off to SGC prior to handing over.
- Only check for consideration was final payment to Clerk – which was approved accordingly.
- It was also agreed that when the COA, etc. was sorted out for new Clerk that a 3<sup>rd</sup> signatory be added to the account – for ease, etc.
- Clerk also confirmed that she has applied for a grant from ALCA (Transparency) so that Eirian will be able to purchase a laptop / printer....this money should be approved and received by the end Jan / beginning of February 2017.

**10. INTRODUCTION / HANDOVER TO NEW CLERK**

Eirian confirmed she was very happy to take over as Clerk if members were happy with that. Decision was unanimous amongst Councillors that Eirian take over and contract of employment would be drawn up accordingly. Paul Bates wanted to take this opportunity to thank the outgoing Clerk for all his work over the last 3 years. Clerk and Eirian to co-ordinate diaries and handovers, and Eirian would be Clerk at the next meeting (scheduled for April).

**11. CHAIRMANS / COUNCILLORS REPORTS**

There were no reports from Chairman / Councillors....except that Rockhampton has grown by one with the safe arrival of Baby Arthur Bates.....Congratulations to Abi and Paul 😊

As there was no further business, the Chairman thanked everyone for attending, Meeting was closed at 8:50pm.

Next Meeting will be on a Monday – in April – and will be confirmed following handover from Hannah to Eirian.

.....  
Chairman

.....  
Date

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