

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

Minutes of the **PARISH COUNCIL MEETING** held on Monday 21st November 2022
commencing at 7.30 pm at Rockhampton Village Hall

Present: Councillors: T Cullimore(Chair), T Michel Skinner, A England and M Goode

Also in attendance: Severn Ward Cllr M Riddle (Part) and Mr J Carpenter (Clerk). There were no members of the public present.

Minute Ref	Contents	Action
177/22.0.	APOLOGIES	
/22.1.	Apologies had been received from Cllr Price and Ward Cllr Keith Burchill.	
178/22.0.	TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA & DISPENSATION REQUESTS <i>(If any) in accordance with Local Code of Conduct to receive any declaration of disclosable pecuniary or non-disclosable pecuniary interests and to consider and grant dispensation requests.</i>	
/22.1.	Cllrs 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 inqurate as a result."	
179/22.0.	PUBLIC PARTICIPATION	
/22.1.	Cllr Cullimore had been approached by a resident concerning the spread of one of the trees between the Village Hall and houses in Church Road which was now encroaching onto the frontage of one of the houses. Cllrs understood that the land the tree was on belonged to South Gloucestershire Council. The Clerk was instructed to contact South Gloucestershire Council and requested that the tree be pruned back.	Clerk
180/22.0.	TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21st AUGUST 2022	
/22.1.	It was proposed by Cllr Goode, seconded by Cllr Mitchel Skinner, and RESOLVED unanimously that the minutes of the meeting held on 21 st August 2022 be signed as a correct record.	
181/22.0	CLERK'S REPORT	
/22.1.	The Clerk reported that the defibrillator pads in the AED located at the Cricket Club on the Common had been replaced with the replacements having an expiry dated of 24 th December 2024.	
/22.2.	The Clerk informed Cllrs that Parish elections will take place on 4th May 2023 - The election process will commence at the end of March, but the term of office for existing councillors is until the fourth day after the election, when the newly elected councillors take over. The Annual Parish Council meeting must be held within 14 days of the election.	
182/22.0.	PLANNING APPLICATIONS RECEIVED	
/22.1.	P22/06415/CLP Tanglewood Cottage Church Road Rockhampton South Gloucestershire GL13 9DX Erection of a single storey extension to provide a utility room, garage conversion to form home office and alterations to the existing porch.	
183/22.0.	PLANNING DECISIONS & ENFORCEMENTS	
/22.1.	P22/01396/F Land North of The Maze House Sundayhill Lane Rockhampton South Gloucestershire GL13 9DS Construction of new horse manège with associated fencing and hardstanding. APPROVE WITH CONDITIONS – 18/08/22	
/22.2.	P22/00679/F Land Off Hill Road Rockhampton South Gloucestershire GL13 9DZ Erection of 1 no. temporary rural workers dwelling REFUSAL – 05/10/22	
184/22.0.	REPORTS OF MEETINGS	
/22.1	Cllr Goode confirmed that he had attended a recent meeting of the Severnvalle Flood Defence Group at St Arilda's Church which was also attended by Luke Hall MP and Toby Savage the Leader of South Gloucestershire Council where they were informed of the concerns of	

Minute Ref	Contents	Action
	potential flooding from the River Severn between the Old Severn Bridge and Sharpness. The minutes of this meeting were still to be published but once this had been done, he would circulate to other Cllrs.	
/22.2.	Severn Edge Fusion Bid Cllr England reported on the recent meeting he attended which confirmed that the bid to site a Fusion Reactor had been unsuccessful as the government had decided on Nottingham. However, there was some good news in that Rolls Royce have prioritised Oldbury and Berkeley as potential sites for the development of their ground-breaking new Small Modular Reactors (SMRs).	
185/22.0.	ITEMS FOR ACTION / DISCUSSION	
/22.1.1.	Review of the following Council Policies <ul style="list-style-type: none"> • Council Safeguarding Policy • Equalities and Diversity Policy • Grants Policy • Councillor emails Policy • Council website Policy • Health & Safety Policy • Model Publication Scheme 	
/22.1.2.	The Clerk advised Cllrs that he had undertaken an annual review of the above Council policies and Cllrs NOTED that no amendments or additions were required.	
/22.2.	Asset Register update Cllrs NOTED that the Asset Register had been updated to include the Queens Platinum Jubilee seat.	
	At this point Cllr Riddle arrived.	
/22.3.	UPDATE on plans for the installation of 'Village Gates' on the Lower Stone Road	
/22.3.1.	Cllrs felt that although their original idea of Village Gates would be a benefit in reducing the speed along this section of road, they felt that further traffic calming measures should be investigated to produce an overall traffic calming scheme for the length of the road through the village from the Lower Stone Road to the Thornbury Rugby Club. Ideas put forward were: <ul style="list-style-type: none"> • Moving any proposed Village Gates on the Lower Stone Road closer to the village • 30mph markings on the road • 'Sleeping cushions' at each end of the common • Rumble strips • Temporary warning signs to be positioned at each end of the common when cricket match was taking place. 	
/22.3.2.	Cllr Cullimore was concerned over the installation costs of any gates if undertaken by South Gloucestershire Council and felt that if the Parish Council could undertake the purchase and installation this could reduce the overall costs.	
/22.3.3.	Cllr England felt that costs resulting from the installation of any calming measures should be borne by South Gloucestershire Council. Ward Cllr Riddle however stated that if any village gates were installed that this would be at the cost to the Parish Council.	
/22.3.4.	Cllrs agreed that, before any decisions were made, contact should be made with South Gloucestershire Highways Engineers to request a survey to be undertaken to establish what calming measures would be appropriate for the village. Cllr Riddle offered to take this up on behalf of the Council with South Gloucestershire Council although he understood that current traffic regulations may have some restrictions on what calming measures could be achieved.	Cllr Riddle
/22.3.5.	Cllrs Cullimore and Goode agreed to look for a suitable location on the Lower Stone Road for the positioning of any Village Gates should the Council decide to proceed with this later.	Cllrs Cullimore & Goode
/22.3.6.	Cllr Goode pointed out that following the resurfacing completed between Butt Lane and the Rockhampton Newton Hill turning a 30mph marker adj to Greys Gable in the Thornbury direction had been placed on the road surface but the 30mph signs have not been relocated from their existing position on the Thornbury side of the Moreton Fields entrance. Cllr Riddle would clarify with StreetCare.	Cllr Riddle
/22.4.	Council meetings between April 2023 and March 2024 Cllrs NOTED that subject to the Village Hall being available the following dates would be	Clerk

Minute Ref	Contents	Action
	booked for the quarter meetings from May 2023 until February 2024. May 15th, August 21st, November 20th and February 26 th 2024.	
/22.5.	Request from Rockhampton Folk Festival to use the Amenity land on Saturday 17th June 2023 Cllrs RESOLVED unanimously to allow the use of the amenity land subject to the completion of the 'conditions of use' form and that the organisers of this event undertook all necessary legal requirements demanded of them.	Clerk
/22.6.	Request from the Armstrong Arts Group to use the Amenity land on Sunday 18th June 2023 Cllrs RESOLVED unanimously to allow the use of the amenity land subject to the completion of the 'conditions of use' form and that the organisers of this event undertook all necessary legal requirements demanded of them	Clerk
/22.7.	Risk Management Review and Assessment review This document had previously been circulated to all Cllrs. Cllrs RESOLVED unanimously to approve the Risk Management Review and Assessment.	
186/22.0.	WARD COUNCILLOR'S REPORT	
/22.1.	There is help nationally and locally with the cost of living information can be found at (see the home page) : https://beta.southglos.gov.uk/help-with-the-cost-of-living	
/22.2.	South Gloucestershire Council have set up an area on its web page (see the homepage) called the 'The Big Switch' on advice for residents and businesses of how to help the environment and cut carbon emissions. https://beta.southglos.gov.uk/environment-and-waste/energy-and-climate-change/the-big-switch	
/22.3.	South Gloucestershire Council Consultations. Annual South Gloucestershire Council Budget 2023/24 Consultation on the Council's budget and savings programme for April 2023 – 2024. Open from 17 Oct 2022 to 15 Jan 2023.	
/22.4.	A new Compact for South Gloucestershire Seeking views on adopting a new Compact which moves from the current rules-based codes to a set of agreed principles governing behaviour. Open from 28 Oct 2022 to 22 Jan 2023. https://consultations.southglos.gov.uk/Compact/consultationHome	
/22.5.1.	Update on the road surface between Hill and Rockhampton Having contacted StreetCare they have responded to confirm that they will be undertaking some extensive testing and investigation works along this stretch to get a better understanding of what's happening here. What they wish to avoid to do is simply overlay or patch up the area without fully appreciating the implications. Over the next couple of months (and aiming to get this done before Christmas) they will be looking to obtain some CBR values on the sub-base material and its formation if possible. They are also contemplating getting some GPR (Ground Penetrating Radar) surveys done on certain sections. Alongside all of this they will be taking some 200mm cores to test and see what the makeup of the road is.	
/22.5.2.	Cllr Goode commented in to regard the condition of the Hill Road that where there is subsidence for cyclists, motorbike riders and especially for riders on horses this was dangerous situation where riders and horses could be caught off balance. Cllr Riddle agreed to make this known to the Engineers.	Cllr Riddle
/22.6.1	Replacement Speed Limit Repeater Signs Progress is slow as StreetCare are understaffed but assure it will be done. They are also looking at a wider area not just the main road and Newton Hill, which will include Morton Street, Duckhole, Rockhampton Hill, Horse Lane, and Gully Lane.	
/22.6.2.	Cllr England pointed out that he felt that it would be uneconomical to consider installing 30 mph signs in Gully Lane. Cllr Riddle commented that this would only happen if historically there had been similar signage in the Lane.	
/22.7.	The logging of potholes, faded white lines and block drains, etc. continue. Members of the public can log them at South Gloucestershire on the online South Gloucestershire REPORT IT services page.	
/22.8.1.	Cllr Goode asked Ward Cllr Riddle if there was any further news on the proposed Solar Farm at Hill. Cllr Riddle responded that a planning application had been lodged and was awaiting determination.	

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/22.8.2.	Cllr Goode then asked whether a proposed route was known for construction traffic. Ward Cllr Riddle responded that he understood that the proposed route would be via Oldbury Lane, Foss Lane and Hill Lane.																											
187/22.0.	CONSULTATIONS																											
/22.1.	South Gloucestershire Annual Council Budget for 2023/24																											
/22.1.1.	Ward Cllr Riddle informed the meeting that the indications were that the Council Tax for 2023/24 was set to rise by approx. 5% (3% Council budget and 2% Social Care) which was the maximum allowed without having to call for a local referendum.																											
/22.1.2.	Cllrs NOTED this consultation and understood that if they wished to make any comments that the closing date was 15 th January 2023.																											
/22.2.	The draft new Compact																											
	NOTED.																											
/22.3.	Review the Parish Councils Consultation topics profile																											
	<p>The Clerk had circulated the following list of consultation topics which the Council receive as and when South Gloucestershire Council issue a consultation</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Adult learning</td> <td style="width: 50%;">Licencing</td> </tr> <tr> <td>Arts, culture & heritage</td> <td>Local Highways & Transport Projects</td> </tr> <tr> <td>Children & Young people</td> <td>Local Economy & Business Issues</td> </tr> <tr> <td>Crime & Community Safety</td> <td>Mental Health</td> </tr> <tr> <td>Customer service satisfaction</td> <td>Old People</td> </tr> <tr> <td>Democracy & Participation</td> <td>Planning Policy & Strategy</td> </tr> <tr> <td>Education & early years</td> <td>Regeneration Issues</td> </tr> <tr> <td>Equalities Issues</td> <td>Social services & Social Care</td> </tr> <tr> <td>Environmental Health & Trading Standards</td> <td>Spending & Budget</td> </tr> <tr> <td>Fire & Emergency</td> <td>Sports & Leisure</td> </tr> <tr> <td>Health Services & facilities</td> <td>Transportation Planning & Policy</td> </tr> <tr> <td>Housing Issues</td> <td>Voluntary & Community Sector Issues</td> </tr> <tr> <td>Job Careers & Employment</td> <td></td> </tr> </table> <p>Cllrs RESOLVED unanimously to leave the list unchanged and to receive all consultations that were appropriate to the Parish.</p>	Adult learning	Licencing	Arts, culture & heritage	Local Highways & Transport Projects	Children & Young people	Local Economy & Business Issues	Crime & Community Safety	Mental Health	Customer service satisfaction	Old People	Democracy & Participation	Planning Policy & Strategy	Education & early years	Regeneration Issues	Equalities Issues	Social services & Social Care	Environmental Health & Trading Standards	Spending & Budget	Fire & Emergency	Sports & Leisure	Health Services & facilities	Transportation Planning & Policy	Housing Issues	Voluntary & Community Sector Issues	Job Careers & Employment		
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188/22.0.	FINANCES																											
/22.1.	Financial Statement																											
	<p>The Financial Statement Report dated 21st November 2022 had been circulated to all Cllrs ahead of the meeting.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Current Account</td> <td style="width: 20%; text-align: right;">£ 6,399.67</td> <td style="width: 40%;">(Statement No 270 – 28th Oct 2022)</td> </tr> <tr> <td>National Savings Investment</td> <td style="text-align: right;">£ 1,424.15</td> <td>(Statement No 87 – 5th Sept 2021)</td> </tr> <tr> <td>Total Balance</td> <td style="text-align: right;">£ 7,823.82*</td> <td></td> </tr> </table> <p>* £ 293.45 held in restricted funds relates to Community Infrastructure Levy receipts.</p> <p>Cllrs RESOLVED unanimously to APPROVE the Financial Statement Report which was signed by the Chair and Clerk.</p>	Current Account	£ 6,399.67	(Statement No 270 – 28 th Oct 2022)	National Savings Investment	£ 1,424.15	(Statement No 87 – 5 th Sept 2021)	Total Balance	£ 7,823.82*																			
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/22.2.	Receipts																											
	<p>The following receipts have been received:</p> <p>VAT reclaim for 2021/22 of £49.81</p> <p>Balance of Parish Precept for 2022/23 of £1,657.50</p> <p>Members Award Fund grant of £1,000.00</p> <p>Interest received on Business Reserve account of £0.59</p>																											
/22.3.	Donations																											
	<p>Cllrs RESOLVED unanimously to make the following donations:</p> <p>£50.00 to the 5 Village Alive magazine</p> <p>£50.00 to the 4 Ward Magazine</p> <p>£50 to Citizens Advice.</p>																											
/22.4.	Payments																											
	It was RESOLVED unanimously to APPROVE the following payments: -																											

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	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 25%;">Payee</th> <th style="width: 45%;">Detail</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Chq No</th> </tr> </thead> <tbody> <tr> <td>J. Carpenter</td> <td>Clerks' 3rd quarter salary (Oct – Dec)</td> <td rowspan="2" style="text-align: center;">£ 406.36 *</td> <td style="text-align: center;">585</td> </tr> <tr> <td>HMRC</td> <td>3rd quarter PAYE</td> <td style="text-align: center;">586</td> </tr> <tr> <td>PF Web Designs</td> <td>Website domain & Hosting for 2023</td> <td style="text-align: center;">£ 80.00</td> <td style="text-align: center;">587</td> </tr> </tbody> </table> <p>*Until the Decembers salary input which cannot be completed before 5th December the split between net salary and PAYE cannot be established.</p>	Payee	Detail	Amount	Chq No	J. Carpenter	Clerks' 3 rd quarter salary (Oct – Dec)	£ 406.36 *	585	HMRC	3 rd quarter PAYE	586	PF Web Designs	Website domain & Hosting for 2023	£ 80.00	587	
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/22.5.	Cllrs NOTED that the Council would continue with the Smaller Authority Appointments Authority for the Councils Annual Governance and Accountability returns for the periods from 2023/24 until 2026/27.																
/22.6.	2023/24 Council Budget																
/22.6.1.	Cllrs NOTED that where any increase in budgeted costs were not known that the budget figure would increase by 10% based on the September 2022 inflation rate.																
/22.6.2.	Cllrs also AGREED to include a figure of £500.00 against proposed traffic calming measures and that under donations/137 payments to set an overall figure of £175.00 as opposed to previous years when a figure was set against individual organisations.																
/22.6.3.	It was proposed Cllr Goode, seconded Cllr England and RESOLVED unanimously to APPROVE an expenditure budget of £3,964.00 for 2023/24.																
/22.7.	2023/24 Council Precept																
	It was proposed Cllr Goode, seconded Cllr England and RESOLVED unanimously to APPROVE a precept of £3,700.00 for 2023/24.																
	Details of the itemise expenditure can be found on page 22/482																
189/22.0.	CORRESPONDENCE OF NOTE																
/22.1.	Correspondence had been circulated to all Cllrs prior to the meeting.																
190/22.0.	OPEN FORUM																
/22.1.	NONE.																
191/22.0.	CLOSED SESSION																
/22.1.	Clerks' salary																
/22.1.1	Cllrs had been informed that the Local Government Association had notified the National Association of Councils that they had come to an agreement on the new pay scales for 2022-23 to be implemented from 1 st April 2022.																
/22.1.2.	It was RESOLVED unanimously to APPROVE an increase in the Clerk's salary in line with the recommendation for pay scale SCP6 backdated to 1 st April 2022.																

This concluded the business of the meeting which finished at 10.20 pm.

Signed:.....

Dated:

ROCKHAMPTON PARISH COUNCIL - BUDGET FOR FY 2023/2024

INCOME	CURRENT FINANCIAL YEAR	BUDGET FOR	
	2022/23	2023/24	
	Budget 2022/23	Proposed Budget	Budget Variance
Precept	£3,315.00	£3,700.00	£385.00
Interest on financial reserves	£0.00	£5.00	£5.00
Grants	£0.00	£0.00	£0.00
Other (repayment of VAT)	£50.00	£113.01	£63.01
Community Infrastructure Levy	£0.00	£0.00	£0.00
TOTAL	£3,365.00	£3,818.01	£453.01
EXPENDITURE			
EXPENDITURE	2022/23	2023/24	
	Budget	Budget	Variance £
Statutory Insurance	£210.00	£231.00	£21.00
Clerks Salary/PAYE	£1,673.00	£1,900.00	£227.00
Administration	£100.00	£110.00	£10.00
Rental - Village Hall Hire	£55.00	£61.00	£6.00
Rental - On line meetings	£0.00	£0.00	£0.00
Website Maintenance	£130.00	£100.00	-£30.00
Information Commissioners Fee	£40.00	£44.00	£4.00
ALCA subscription	£62.00	£68.00	£6.00
Village Clean up events	£50.00	£50.00	£0.00
Election costs	£0.00	£0.00	£0.00
Development of adopted land	£0.00	£0.00	£0.00
Miscellaneous Maintenance	£475.00	£475.00	£0.00
Grass Cutting / Hedge	£400.00	£250.00	-£150.00
Queen's Platinum Jubilee	£50.00	£0.00	£0.00
Traffic calming provision	£0.00	£500.00	£500.00
VAT paid		£0.00	£0.00
Sub Total 1	£3,245.00	£3,789.00	£544.00
Donations/137 Payments			
4-Ward Magazine	£40.00	£0.00	-£40.00
5 Alive Magazine	£40.00	£0.00	-£40.00
Citizens Advice Bureau	£40.00	£0.00	-£40.00
Donations/137 Payments		£175.00	£175.00
Sub total 2	£120.00	£175.00	£55.00
Total (1 & 2)	3,365.00	3,964.00	£599.00