

## A copy of the signed minutes can be obtained upon request from the Clerk

Minutes of the **PARISH COUNCIL MEETING** held on Monday 24<sup>th</sup> April 2023  
commencing at 7.30 pm at Rockhampton Village Hall

**Present:** Councillors: T. Cullimore T. Mitchell Skinner, A. England, H. Price and M. Goode.

**Also in attendance:** Severn Ward Cllr M. Riddle, Mr J. Carpenter (Clerk) and one member of the public.

Minute Ref	Contents	Action
<b>208/23.0.</b>	<b>APOLOGIES</b>	
/23.1.	<b>NONE</b>	
<b>209/23.0.</b>	<b>TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA &amp; DISPENSATION REQUESTS</b> <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>	
/23.1.	<b>NONE.</b>	
<b>210/23.0.</b>	<b>PUBLIC PARTICIPATION</b>	
/23.1.	<b>NONE.</b>	
<b>211/23.0.</b>	<b>TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27<sup>th</sup> FEBRUARY 2023</b>	
/23.1.	It was proposed by Cllr Goode, seconded by Cllr Mitchell Skinner, and <b>RESOLVED</b> unanimously that the minutes of the meeting held on 27 <sup>th</sup> February 2023 be signed as a correct record.	
<b>212/23.0</b>	<b>CLERK'S REPORT</b>	
/23.1.	<b>Internal Audit</b> The Internal audit is taking place on Wednesday 26 <sup>th</sup> April which is being undertaken by the Clerk & RFO of Charlcombe Parish Council (Bath & Northeast Somerset) as part of the ALCA Small Councils Audit scheme.	
/23.2.	<b>Communications</b>	
/23.2.1.	No communications had been received from any parishioner since the last meeting.	
/23.2.2.	Communications had been received from Birch Utility Services on behalf of the National Grid requesting permission to go on to the land at the Wheel to prune an oak tree owned by the Parish Council which is obstructing power cables. After discussion with Cllr Cullimore permission has been granted. This work will be completed once the ground condition is more suitable for vehicles to travel over it.	
/23.3.	<b>Amenity Land</b>	
/23.1.	The Conditions of Use Form has been received from The Thornbury Arts Group for their event on 18 <sup>th</sup> June 2022. The Conditions of Use form from Rockhampton Folk Festival on 17 <sup>th</sup> June 2023 has still to be received.	
/23.3.2.	Cllr Price commented that at the previous meeting it was agreed to defer any discussion to the next meeting regarding ongoing payments in regard the maintenance of the amenity land. The Clerk confirmed that this would be an item on the agenda for the next meeting which would be the first meeting of the new council.	Clerk
<b>213/23.0.</b>	<b>WARD COUNCILLOR'S REPORT</b>	
/23.1.	<b>Flashing speed warning sign</b> It has been requested that this returns to Lower Stone Road. It will be installed on May 10 <sup>th</sup> for three weeks when it will flash at speeding traffic and record data. It is believed that it can be made available to the village four times a year, i.e., every 12 weeks.	
/23.2.	<b>Missing repeater sign.</b> The drawings have been approved and Utility search requests submitted for the new post's location. This process may take a bit longer than usual due to Bank Holidays and shortage of StreetCare staff but hopefully most of the returns should come in by the end of next week. Once the returns have been received works instruction will be submitted to Highway Ops.	
/23.3.	<b>Subsidence on the Rockhampton to Hill Road</b> The survey that was conducted showed that a utility company had covered its conduit installation under the road with a concrete platform/covering, to protect it. The problem is	

Minute Ref	Contents	Action
	that while the rest of the road had moved, this concrete platform/covering had not moved, hence the subsidence. If the concrete platform/covering, had not been installed then all the road would have moved at the same time and in effect no subsidence would have taken place. StreetCare are now looking at possible costs for the scheme and possible funding sources. Depending on cost it is hoped that the problem will be resolved in this year. The main concern is how the work required is to be resolved, but it is high on StreetCare's priority list. Once more information is available on what is required a firm date and timescale on the work needed can be confirmed.	
/23.4.	<b>Potholes</b>	
	Potholes outside Pennywell Farm and between The Firs and Yew Tree Farm have been logged with StreetCare.	
/23.5.	<b>Road markings at Aztec West and Cribbs Causeway</b>	
	Following Cllr England's 'concerns regarding the poor clarity of the white lines. These issues have been reported to StreetCare. In regard to Aztec West other work is scheduled in the near future and would now include white lining. Hopefully work at Cribbs Causeway would be completed in due course.	
<b>214/23.0.</b>	<b>PLANNING APPLICATIONS RECEIVED</b>	
/23.1.	P23/0089/HH   Pound Cottage Lower Stone Road Rockhampton   Demolition of existing outbuilding. Erection of annexe ancillary to the main dwelling. Received 8th March 2023 <b>NOTED</b>	
/23.2.	P23/01272/F   Workshop 1 The Garage, The Wheel Hill Road Rockhampton   Erection of single storey extension to form car storage area for car repairs workshop, with associated works. <b>NOTED</b>	
/23.3.	P23/01253/RVC   Land West of Gloucester Road Gloucester Road Thornbury BS35 1RA   Variation of the wording of condition 32 attached to permission PT16/4774/O to allow the site compound to be created according to the 'Site execution plan'. Erection of 130 no. dwellings on 8.00 hectares of land with public open space, drainage, associated works, and access. Outline application with access for consideration, all other matters reserved. (As adjoining parish). <b>NOTED</b>	
<b>215/23.0.</b>	<b>PLANNING DECISIONS &amp; ENFORCEMENTS</b>	
/23.1.	No decisions have been received since the previous meeting.	
<b>216/23.0.</b>	<b>REPORTS OF MEETINGS</b>	
/23.1.	<b>NONE</b>	
<b>217/23.0.</b>	<b>HIGHWAY</b>	
/23.1.	<b>Proposed traffic calming measures / Village Gates</b>	
	Cllr Cullimore had contacted Watts Plastics who provided a quotation for four 1metre high by 1.200-metre-wide plastic gates at a cost of £165.00 each plus £75.00 delivery which was lower than the quotes obtained previously. Cllrs unanimously <b>AGREED</b> that Cllr Cullimore go ahead and purchase four gates for the sum of £735.00 plus VAT.	Cllr Cullimore
/23.2.	<b>Subsidence on the Hill Road</b>	
	See minute 213/23.3. under Ward Cllrs report.	
/23.3.	<b>Other Highways issues</b>	
	Cllr Cullimore raised the issue of the unsafe fence on the bridge by the Car Park on the common which had not been addressed after being raised at the Councils February meeting. Ward Cllr Riddle agreed to follow this up again with StreetCare.	Cllr Riddle
<b>218/23.0.</b>	<b>ITEMS FOR ACTION / DISCUSSION</b>	
/23.1.	<b>Parish Council Elections</b>	
23.1.1.	The Clerk reported that no nominations for the Council had been received and therefore a rerun of the election has been scheduled to take place on 22 <sup>nd</sup> June 2023.	
/23.1.2.	The Notice of Election will be displayed on the Parish Notice Boards and Council website from 17 <sup>th</sup> May 2023. Nominations open on 18 <sup>th</sup> May and close on 25 <sup>th</sup> May.	

Minute Ref	Contents	Action												
/23.1.3.	In the event that there are the same number or fewer candidates than seats (but have achieved a quorum which is 3) then the valid candidates will be elected unopposed and will take their seats immediately after close of nominations on the 25 May 2023.													
/23.1.4.	Currently if the election is uncontested with a minimum of three Cllrs and due to Clerks' commitments, the earliest date the Annual Parish Council meeting will be 20 <sup>th</sup> June 2022.													
<b>219/23.0.</b>	<b>FINANCES</b>													
/23.1.	<b>Financial Statement</b>													
/23.1.1.	The Financial Statement Report dated 24 <sup>th</sup> April 2023 had been circulated to all Cllrs ahead of the meeting. Current Account                    £ 5,289.91 (Statement No 274 – 30 <sup>th</sup> March 2023) Business Reserve Account        £ 1,428.68 (Statement No 88 – 3 <sup>rd</sup> March 2023) <b>Total Balance                        £ 6,718.59</b>													
/23.1.2.	Cllr England noted an error on page 4 under 137 payments that the individual expenditure against the three items record zero, but the total was £150.00. The Clerk noted this and would correct the error. Subject to the correction Cllrs <b>RESOLVED</b> unanimously to <b>APPROVE</b> the Financial Statement Report which was signed by the Chair and Clerk.													
/23.2.	<b>Receipts</b>													
	It was <b>NOTED</b> that £4.47 interest had been received during the six months up to 3 <sup>rd</sup> March 2023.													
/23.3.	<b>Payments</b>													
	It was proposed by Cllr Mitchell Skinner, seconded by Cllr Price, and <b>RESOLVED</b> unanimously to <b>APPROVE</b> the following payments: -													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Payee</th> <th style="width: 35%;">Detail</th> <th style="width: 15%;">Amount</th> <th style="width: 20%;">Chq No</th> </tr> </thead> <tbody> <tr> <td>Avon Local Councils Assoc</td> <td>Annual Subscription</td> <td style="text-align: right;">69.24</td> <td style="text-align: center;">595</td> </tr> <tr> <td>BHIB</td> <td>Annual Insurance</td> <td style="text-align: right;">251.34</td> <td style="text-align: center;">596</td> </tr> </tbody> </table>	Payee	Detail	Amount	Chq No	Avon Local Councils Assoc	Annual Subscription	69.24	595	BHIB	Annual Insurance	251.34	596	
Payee	Detail	Amount	Chq No											
Avon Local Councils Assoc	Annual Subscription	69.24	595											
BHIB	Annual Insurance	251.34	596											
/23.4.	The cheques and vouchers were duly signed by Cllrs Goode and Mitchell Skinner.													
/23.5.	Cllrs unanimously <b>AGREED</b> to transfer the sum of £3,000.00 from the Councils' Current Account into the Business Reserve Account.	Clerk												
<b>220/23.0.</b>	<b>CORRESPONDENCE OF NOTE</b> (previously circulated to Cllrs)													

Date	From	Reference	Circ to Cllrs
08/03/2023	South Gloucestershire Council	Receipt of Planning application P23/00891/HH	All
27/03/2023	South Gloucestershire Council	Information in regard to forthcoming elections	All
28/03/2023	BDO	Limited Assurance Regime for 2022/23 (External audit procedure)	All
30/03/2023	South Gloucestershire Council	Severn Vale Community Engagement - Split Pilot meeting	All
30/03/2023	Birch Utility Services	Work to Tree required located on Common Land at the Wheel	All
03/04/2023	Nuclear Regulation	Rolls-Royce SMR design progress	All
03/04/2023	ALCA	West of England Westlocal Bus service information	All
06/04/2023	Environment Agency	Flood Warden Newsletter	All
14/04/2023	South Gloucestershire Council	Receipt of Planning application P23/01272/F	All
19/04/2023	South Gloucestershire Council	Receipt of Planning application P23/01253/RVC	All
20/04/2023	BHIB	Council Insurance renewal invitation	All
21/04/2023	South Gloucestershire Council	Election date for re-run election 22 June 2023	All

Minute Ref	Contents	Action
<b>222/23.0.</b>	<b>OPEN FORUM</b>	
/23.1.	Clr England requested that, as the Council has budgeted for £475 in the current financial year for maintenance at the Councils next meeting Cllrs should review where this money could be allocated.	Clerk
/23.2.	Clr Price asked Ward Cllr Riddle if South Gloucestershire Council held any litter picking equipment which was available to the local community. Cllr Riddle responded that they had litter pickers, hoops and bags available and that these can be booked through StreetCare.	

This concluded the business of the meeting which finished at 9.00 pm.

Signed. T Cullimore

Dated: 21/06/2023