

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

Minutes of the **ANNUAL PARISH COUNCIL MEETING** held on Wednesday 21st June 2023
commencing at 7.30 pm at Rockhampton Village Hall

Present: Councillors: T. Cullimore, T. Mitchell Skinner, A. England,

Also in attendance: Severn Ward Cllr M. Riddle, Severn Ward Cllr T. Williams, Mr J Carpenter (Clerk). There was one member of the public present.

All re-elected Cllrs had signed their Declaration of Acceptance of Office in front of the Clerk ahead of this meeting.

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222/23.0.	WELCOME	
	Cllr Cullimore welcomed Ward Cllr Tony Williams to the meeting following his election and also Ward Cllr Matthew Riddle on his re-election to serve as our Severn Vale Ward Councillors.	
223/23.0.	ELECTION OF CHAIRMAN	
/23.1.1.	Cllr Cullimore was proposed by Cllr Mitchell Skinner and seconded by Cllr England and RESOLVED unanimously to appoint Cllr Cullimore as Chair.	
/23.1.2.	Cllr Cullimore duly signed the Declaration of Acceptance of Office.	
224/23.0	ELECTION OF VICE CHAIRMAN	
/23.1.1.	Cllr Mitchell Skinner was proposed by Cllr Cullimore and seconded by Cllr England and RESOLVED unanimously to appoint Cllr Mitchell Skinner as Vice Chair.	
/23.1.2.	Cllr Mitchell Skinner duly signed the Declaration of Acceptance of Office.	
225/23.0	APOLOGIES	
	Apologies were received from Cllr Price.	
226/23.0	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> None.	
227/23.0	PUBLIC PARTICIPATION	
	None.	
228/23.0	CO-OPTION	
/23.1.1.	Mr Anthony Phillips had indicated to the meeting that he was interested in becoming a Parish Councillor. It was proposed by Cllr Cullimore seconded by Cllr Mitchell Skinner and RESOLVED unanimously to co-opt Mr Phillips onto the Council.	
/23.1.2	Mr Phillips duly accepted and proceeded to sign his Declaration of Acceptance and took his place alongside other Cllrs.	
229/23.0.	TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24th April 2023	
	It was proposed by Cllr Mitchell Skinner seconded by Cllr Cullimore and RESOLVED unanimously that the Minutes of the Parish Council meeting held on 24 th April 2023 be signed as a correct record.	
230/23.0.	TO NOTE THE ACCURACY OF THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 24th APRIL 2023	
	It was NOTED the minutes of the Annual Parish meeting held on 23 rd May 2022 were an accurate record. These minutes will be approved at the 2024 Annual Parish Meeting.	
231/23.0	TO REVIEW AND APPOINT COUNCILLOR REPRESENTATIVES TO OUTSIDE BODIES AND COMMITTEES	
/23.1.	RESOLVED unanimously to appoint the following: Town & Parishes Forum – The Clerk to represent the Council Berkeley & Oldbury Stakeholders Group – Agreed to rotate attendance between Cllrs New Nuclear Build Committee – Cllr England Severnvale Flood Defence Group – Cllr Phillips	

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/23.2.	No representatives came forward for the following bodies/committees, but Cllrs agreed to receive any relevant information from the Clerk as it became available. Thornbury & Severn Vale Community Engagement Forum Avon Local Councils Assoc – South Glos Branch	Clerk ongoing
232/23.0	SEVERN WARD COUNCILLORS REPORT	
/23.1.	Ahead of giving their reports both Ward Cllrs confirmed that for future meetings they intended to rotate their attendance.	
/23.2.	Ward Cllr Williams informed the meeting of a forthcoming consultation relating to the Waste renewal contract due in 2025 and urged all to look at this when it was published and make comment. He went on to say this contract renewal was done by the previous administration of South Glos Council and that the new administration had not had chance to vary any of it because of timings. It needs to go for consultation to allow time to take note of what is said, unlike the previous administration, we believe in consulting everyone and will take note of what is said, so this is not just a case of fulfilling a tick box.	Ongoing
/23.3.	As everyone was aware the employees of Waste contractors SUEZ had been on strike the previous week and that unless an agreement can be reached a further strike would take place from Monday 26 th June which would last for two weeks. The Sort-It Centres are open as normal to accept recycling and general waste other than food waste.	
/23.4.	Ward Cllr Riddle reported that the Site inspection had taken place for planning application P23/00891/HH which Cllr Cullimore had attended, and that this application would be decided at the Development Maintenance Committee on 22 nd June 2023.	
/23.5.1	Ward Cllr Riddle confirmed that he had attended a Development Management Committee sites' meeting the previous week at Pound Cottage in regard to planning application P23/00891/HH which was to come before the Planning Management Committee on 22 nd June for a decision following the Case Officers recommendation to approve.	
/23.5.2.	Cllr Cullimore confirmed that he had also attended on behalf of the Parish Council and although he indicated at the meeting that he felt he was unqualified to comment as that the Parish Council had not made any previous comment that it was most unusual for a planning application in Rockhampton to receive five objections.	
/23.6.	Ward Cllr Riddle reported on a number of highways issue which for these minutes are reported later under highways.	
233/23.0	CLERK'S REPORT	
/23.1.	The Internal Audit covering 2022/23 was undertaken at Emerson Green Town Hall on Wednesday 26th April and was conducted by the Clerk and RFO of Charlcombe Parish Council with only one recommendation which will be brought to Cllrs attention under agenda item 16e. Providing the Annual Governance and Accountability return, and other associated documents are approved at this meeting the Certificate of Exemption will be forwarded on to the External Auditors before the deadline of Monday 3rd July.	
/23.2.	Other than a telephone call followed by an email from a parishioner in relation to planning application P23/00891/HH no other communications had been received from Parishioners.	
/23.3.	The latest electoral roll was updated in June reporting a total of 136 electors on the register.	
/23.4.	Regarding the Financial Matters report produced for this meeting Cllrs will note that the totals reported from the NatWest Current Account and Business Reserve accounts on pages 2 and 3 do not match the same total as the balances reported on page 1. This is due to the Council not having received a Business Reserve statement at the end of May covering the £3,000 transfer from the Current account to the Business Reserve which took place in May.	
/23.5.	The Clerk informed Cllrs that the Rockhampton Pop-Up Café had requested to use the Councils amenity land adj to the Village Hall at the monthly Pop-Up Café. The necessary application form has been completed for the next three months and confirmation received that the necessary liability insurance was in place for the next twelve months.	
234/23.0.	PLANNING APPLICATIONS RECEIVED	
	No planning applications had been received since the last meeting.	
235/23.0.	PLANNING DECISIONS & ENFORCEMENTS	
	P23/01272/F Workshop 1 The Garage The Wheel Hill Road Rockhampton GL13 9DZ Erection of single storey extension to form car storage area for car repairs workshop, with associated works. APPROVE WITH CONDITION 16 th June 2023.	
236/23.0.	REPORTS OF MEETINGS	
	None.	

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237/23.0	HIGHWAYS MATTERS	
/23.1.	Ward Cllr Riddle reported that a further data road speed check had taken place during May on the Lower Stone Road which reported an average speed of 35 mph, however 15% of traffic were travelling in excess of 45 mph.	
/23.2.	Ward Cllr Riddle reported that subsidence repairs on the Hill Road would cost around £150,000 which StreetCare hoped would be completed during the current financial year.	
/23.3.	Ward Cllr Riddle confirmed that the 30 mph repeaters signs were expected to be installed shortly along with 30 mph roundels on the road at either end of the village.	
/23.4.	Ward Cllr Riddle confirmed that the outstanding repairs to the rails over the bridge adj to the Common would be completed shortly.	
/23.5.	The Clerk asked the Ward Cllrs when they expected the verges in the lanes around the village would be cut as some lanes now due to high vegetation, had a restricted width and poor visibility for road users. Ward Cllr Riddle responded that he would see what he could do.	Cllr Riddle
238/23.0.	ITEMS FOR ACTION / DISCUSSION	
/23.1.	To REVIEW Freedom of Information requirements and NOTE any FOI/SAR requests received for 2022/23 RESOLVED unanimously compliance with Freedom of Information and no FOI/SAR requests for 2022/23.	
/23.2.	GDPR compliance – To REVIEW un-changed protection policy, privacy notices, and confirm any breaches during 2022/23 RESOLVED unanimously GDPR compliance and no breaches in 2022/23.	
/23.3.	To REVIEW & APPROVE Standing Orders & Financial Regulations with the following changes - Standing Orders – revised as per NALC changes on contracts (SO14f) - Financial Regulation Policies – amendment to FR 11h and addition of 11i. RESOLVED unanimously to re-adopt the Standing Orders and Financial Regulations.	
/23.4.	To REVIEW and RE-ADOPT the following policies with no changes - Members Code of Conduct - Councillors email - Council Website - Equality and Diversity - Health & Safety - Grants - Model Publication Scheme RESOLVED unanimously	
/23.5.	To receive and note the Annual Internal Audit Report for year end 31/03/23. The one recommendation in the report was NOTED .	
/23.6.	To confirm that the Parish Council, Councillors and Clerk have no conflicts of Interest with the External Auditors BDO LLP Cllrs and Clerk conformed that they of the Parish Council had no Conflict of Interest.	
/23.7.	To consider and approve the Council’s exemption from the external audit process RESOLVED unanimously that under the Annual Governance and Accountability Return for 2022/23 the exemption criteria have been met and therefore the Parish Council declares itself exempt from any external audit process.	
/23.8.	To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/23 RESOLVED unanimously to approve the Annual Governance Statement which was signed by the Clerk and Chair.	
/23.9.	To consider and approve the Accounting Statements (Section 2) for year end 31/03/23 noting the end of year reconciliation and explanation of variances including approval of reserves. RESOLVED unanimously to approve Accounting Statement which was signed by the Clerk and Chair.	
/23.10.	It was also RESOLVED unanimously to approve the year end reconciliation, explanation of variances and approved reserves.	
/23.11.	To APPROVE the Receipts and Payments Statement for the year ending 31st March 2023	

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	RESOLVED unanimously to approve the Receipts and Payments Statement for the year ending 31 st March 2023.																					
/23.12.	To note the period for the exercise of public rights is set for Monday 26th June and ending on Friday 4th August 2023. NOTED.																					
/23.13.	Autumn Litter Pick Cllrs approved a provisional date of Saturday 7 th October but would discuss this further at their August meeting.	Next meeting																				
/23.14.	Village Gates Cllr Cullimore confirmed that the gates had arrived and that he would arrange for their installation in due course. Cllr Phillips offered to assist.	Cllrs Cullimore & Phillips																				
/23.15.	King's Coronation Cllrs suggested that an oak tree or similar could be planted on the Common to replace a previous tree that had died. Cllr Cullimore agreed to contact Mount Pleasant Trees to discuss a suitable tree for the location and bring a proposal to the next meeting for Cllrs to discuss further.	Cllr Cullimore																				
/23.16.1.	Maintenance Programme Cllr England suggested that the Council should have a Maintenance programme in place to cover grass/verge cutting in certain areas of the Village and that he would like to see a survey undertaken and items identified budgeted for. After a short discussion and following a suggestion by Cllr Cullimore it was AGREED that rather than survey the whole village to undertake this task in stages and to initially concentrate on the area in Church Road leading up to the church.																					
/23.16.2.	Cllrs AGREED that it was unclear in whose ownership of the area of land on either side Church Road belonged to. Ward Cllr Riddle offered to see if he could clarify this.	Cllr Riddle																				
/23.16.3.	Cllrs AGREED to look at this area ahead of their next meeting to establish what work was required in order to obtain indicated costs involved subject to confirmation of ownership.	Next meeting																				
239/23.0.	FINANCIAL MATTERS																					
/23.1.	Financial Statement The Financial Statement Report dated 21 st June 2023 had been circulated to all Cllrs ahead of the meeting. Current Account £ 4,688.04 (Statement No: 264 dated 28 th May 2023) Business Reserve £ 4,428.68* (Statement No: 88 dated 3 rd March 2023) Total Balance £ 9,016.72** * This includes £3,000.00 transferred from the Current Account made on 26 th May 2023 ** £ 1,140.47 held in restricted funds relates to Community Infrastructure Levy receipts. It was proposed by Cllr Mitchell Skinner, seconded by Cllr England, and RESOLVED unanimously to APPROVE the Financial Statement Report which was signed by the Chair and Clerk.																					
/23.2.	Receipts It was NOTED that the following receipts had been received since the previous meeting: - <ul style="list-style-type: none"> • £1,850.00 - 1st six-month precept for 223/24 • £ 1,099.70 - Community Infrastructure Levy Income in respect of Planning applications P19/5998/f and P22/02307/RVC • £113.01 VAT refund for the financial year ending 31st March 2023 																					
/23.3.	Payments It was proposed by Cllr England, seconded by Cllr Mitchell Skinner, and RESOLVED unanimously to APPROVE the following payments: - <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Payee</th> <th style="width: 30%;">Detail</th> <th style="width: 15%;">Amount</th> <th style="width: 25%;">Cheque No</th> </tr> </thead> <tbody> <tr> <td>Falfield Village Hall</td> <td>Pat testing of Council equipment</td> <td style="text-align: right;">£ 6.25</td> <td style="text-align: center;">537</td> </tr> <tr> <td>J. Carpenter</td> <td>1st quarter nett pay</td> <td style="text-align: right;">£ 383.84</td> <td style="text-align: center;">539</td> </tr> <tr> <td>HMRC</td> <td>1st quarter PAYE</td> <td style="text-align: right;">£ 95.80</td> <td style="text-align: center;">540</td> </tr> <tr> <td>Rockhampton Village Hall</td> <td>Hire of hall 21/06/23</td> <td style="text-align: right;">£ 10.00</td> <td style="text-align: center;">541</td> </tr> </tbody> </table> Cllrs Mitchell Skinner and England signed the cheques.	Payee	Detail	Amount	Cheque No	Falfield Village Hall	Pat testing of Council equipment	£ 6.25	537	J. Carpenter	1 st quarter nett pay	£ 383.84	539	HMRC	1 st quarter PAYE	£ 95.80	540	Rockhampton Village Hall	Hire of hall 21/06/23	£ 10.00	541	
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240/23.0.	CORRESPONDENCE OF NOTE	
	Information of all correspondence of note had been circulated to all Cllrs prior to the meeting.	
241/23.0.	OPEN FORUM	
	Defibrillator Cllr Phillips noted that following the installation of the defibrillator at the Cricket Pavilion on the Common an awareness training session took place in 2021 and he felt that it might be appropriate to run another event. Cllrs were in general agreement that subject to costs that this would be useful and instructed the Clerk to make enquiries of availability of the company providing the training also with their costs.	Clerk.

This concluded the business of the meeting which finished at 8.50 pm.