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THE CLERK UPON REQUEST**

Minutes of **PARISH COUNCIL MEETING** held on Monday 21<sup>st</sup> August 2023  
commencing at 7.30 pm at Rockhampton Village Hall

**Present:** Councillors: T. Mitchell Skinner, A. England, H. Price and A. Phillips. Before the meeting commenced Cllr Cullimore was required to leave and the Chair was taken by Vice Chair Cllr Mitchell Skinner.

**Also in attendance:** Mr J Carpenter (Clerk). There were no members of the public present.

Minute Ref	Contents	Action
<b>242/23.0</b>	<b>APOLOGIES</b> Apologies were received from Cllr T. Cullimore, Severn Ward Cllrs M. Riddle and T. Williams.	
<b>243/23.0</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.	No declarations declared in relation to items on the agenda	
23.2.	Dispensations: Councillors present submitted their applications for 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 2027 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 inquorate as a result".	
<b>244/23.0</b>	<b>PUBLIC PARTICIPATION</b> None.	
<b>245/23.0.</b>	<b>TO CONFIRM THE ACCURACY OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 21<sup>st</sup> JUNE 2023</b> It was proposed by Cllr England seconded by Cllr Phillips and <b>RESOLVED</b> unanimously that the Minutes of the Annual Parish Council meeting held on 21 <sup>st</sup> June 2023 be signed as a correct record.	
<b>246/23.0</b>	<b>SEVERN WARD COUNCILLORS' REPORT</b>	
/23.1.	Ward Cllr Riddle had circulated a short report to Cllrs via email ahead of the meeting which included the following:	
/23.2.	An update is awaited from the Officer responsible at South Gloucestershire Council regarding the issue of the overgrown tree in Church View.	
/23.3.	The vehicle activated speed monitoring device would return to monitor vehicle speeds on the Lower Stone Road shortly.	
/23.4.	Details of the areas of Common Land within the Parish had been circulated to all Cllrs for information.	
<b>247/23.0</b>	<b>CLERK'S REPORT</b>	
/23.1.	No communications had been received from any Parishioner since the last meeting.	
/23.2.	The Electoral Roll for August had been updated showing a total of 135 individuals on the register.	
/23.3.	The period for the exercise of public rights ended on Friday 4th August 2023 and during the period there were no requests from Parishioners to inspect the Parish Council financial returns for 2022/23.	
/23.4.	The Annual Governance and Accountability Return was submitted to the External Auditors following the last meeting. To date no communication has been received requesting any further explanations.	
/23.5.	Garden waste subscriptions affected by the recent industrial action are being extended. SGC advise that this will be added automatically to all current subscriptions in the next few weeks. Users of this service would be able to see the extension has been added by checking the expiry date on their online customer account.	
<b>248/23.0.</b>	<b>PLANNING APPLICATIONS RECEIVED</b> None.	

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<b>249/23.0.</b>	<b>PLANNING DECISIONS, ENFORCEMENTS &amp; APPEALS</b>	
/23.1.	<b>P23/00891/HH Pound Cottage Lower Stone Road, GL13 9DT</b> Demolition of existing outbuilding. Erection of Annexe ancillary to the main dwelling <b>Decision APPROVE WITH CONDITIONS</b>	
/23.2.	<b>P23/01272/F Workshop 1 The Garage The Wheel Hill Road Rockhampton South Gloucestershire GL13 9DZ</b>   Erection of single storey extension to form car storage area for car repairs workshop, with associated works. <b>Decision APPROVE WITH CONDITIONS</b>	
/23.3.	<b>P22/000679/F Land off Hill Road, GL13 9DZ, Refusal for the erection of 1 temporary rural workers dwelling.</b> Cllrs noted that the Appellant had lodge an appeal over the refusal by South Gloucestershire Council. Cllrs <b>RESOLVED</b> unanimously to comment on the appeal supporting the reasons for the Case Officer's refusal and drawing attention of the Planning Inspector conducting the appeal to the concerns and comments previously raised by the Parish Council.	Clerk
<b>250/23.0.</b>	<b>REPORTS OF MEETINGS</b>	
/23.1.	<b>Severn Vale Village Agent Steering Group meeting 10<sup>th</sup> August 2023</b> Cllr Phillips reported that he attended the first meeting. This Group has been set up to support rural locations to encourage communities to support the elderly in their local community. Elizabeth Woodland is the Village Agent who is responsible for our area and is available to assist communities and point them to the right agencies for help. Cllr Mitchel Skinner asked whether the Parish Council would need to nominate a person to undertake this role. Cllr Phillips suggested that the Parish Council would promote this Group in a hope that someone in the Village would volunteer to be the local contact. Cllr Phillips commented that it was good to be aware of what is available and what other successful projects have taken place within other communities. Cllr Mitchel Skinner could see the principle of this Group but wondered whether, due to the small size of Rockhampton, it would fit and went onto to say that currently there is a network of people within the various communities of the village who help one another. Cllr England also commented that, as a very small Parish where people have diverse interests, to get enough people together with a common interest was difficult. Further meetings are expected to take place on a quarterly basis. Cllr Mitchel Skinner thanked Cllr Phillips for attending this meeting on behalf of the Parish Council something to be mindful of but not necessarily that the Council should take up at the present time.	
/23.2.	<b>Town &amp; Parish Council Forum meeting 27<sup>th</sup> July 2023</b> The main part of the meeting was taken up with a presentation and a questions and answers session with Dave Perry the CEO of South Gloucestershire Council, Claire Young, Council Leader and Ian Boulton Co-Leader.  Topics covered were: <ul style="list-style-type: none"> <li>• Waste Services</li> <li>• Potholes</li> <li>• Council budget</li> <li>• Council Property – programme of works to provide better efficiency</li> <li>• Solar Panels – Currently the Project Manager is looking at the business case and environmental benefits to install panels on council buildings.</li> <li>• Selling off of Playing Fields – Confirmation that School Academy's cannot sell off playing fields. Only the Sec of State can grant disposal in line with Government policy.</li> </ul> Community Engagement Forums - Looking at replacing these with a more focused group to allow: <ul style="list-style-type: none"> <li>• Better support in local decision making</li> <li>• Include local knowledge which would include Town and Parish Council involvement</li> <li>• Better Partnership Opportunities</li> <li>• Improved consultations</li> </ul>	

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	Local Plan – Consultation expected later this year. Until this was in place speculative development applications were expected to continue. Council Plan for 2024 – 2029 – Separate to the Local Plan	
<b>251/23.0</b>	<b>HIGHWAYS MATTERS</b>	
/23.1.	Cllr Price noted that the missing speed repeater signs had now been replaced allowing Police to enforce the speed limit through the Village. He asked what plans there were going forward to undertake this. It was agreed to inform the Local Beat Team that the signs were now in place in case this information has not been relayed to them by South Gloucestershire and to ask what monitoring would be undertaken.	Clerk
/23.2.	Update on the Hill Road Cllrs understood from an email from Ward Cllr Riddle that work was expected to start during September. Cllrs requested the Clerk to contact Cllr Riddle to ask if there were any firm dates set for this work and what advance notice would be given to any road closure.	Clerk
/23.3.	In the absence of the Ward Cllrs Cllr England noted that at previous meeting 30 mph roundels were to be placed on the roads at each entrance to the 30-mph zone and asked the Clerk to contact the Ward Cllrs to enquire when they would be installed.	Clerk
<b>252/23.0.</b>	<b>ITEMS FOR ACTION / DISCUSSION</b>	
/23.1.	<b>The Council’s Risk Management Review &amp; Assessment</b> It was unanimously <b>RESOLVED</b> to <b>APPROVE</b> the Risk Management & Review.	
/23.2.	<b>Council’s Home Working Policy</b> It was unanimously <b>RESOLVED</b> to <b>ADOPT</b> this policy.	
/23.3.	<b>Lower Stone Road/ Newton Hill Village Gates</b> Although Cllr Cullimore offered to undertake the installation of the gates at the previous meeting due to work commitments, this had not been possible. He now hopes to complete this once the current harvest has been completed.	
/23.4.	<b>King’s Coronation Commemorative Tree</b> In the absence of Cllr Cullimore it was agreed to defer this to the next meeting.	Next meeting
/23.5.	<b>Proposed Maintenance Programme</b> Cllr England confirmed that Cllr Cullimore had been in contact with Howells with regard to the work required to cut the grass and brambles on the area of common land in Church Road. It was hoped that further information and costings would be available for the next meeting.	Next meeting
/23.6.	<b>Residents’ survey/questionnaire</b>	
/23.6.1.	Cllr Phillips spoke about the possibility of the Parish Council undertaking a survey/questionnaire in order to ask the Parishioners what they would wish to see from the Parish Council and the future of the Village. Cllrs asked Cllr Phillips if he could put together a list of questions to circulate to all Cllrs for comment and to bring this to the next meeting where Cllrs could discuss further and agree on whether to proceed.	All Cllrs / Next meeting
/23.6.2.	In the meantime, the Clerk would check on the implications of data protection and privacy that could arise.	Clerk
/23.7.	<b>Annual Autumn Litter pick</b> The date of Saturday 7 <sup>th</sup> October was re-confirmed. Cllr Mitchell Skinner confirmed that she would be able to attend but had spoken to Cllr Cullimore who was happy to take the lead. The Clerk would undertake appropriate advertising.	Clerk
/23.8.	<b>Defibrillator Awareness training</b> Cllr Cullimore had confirmed to the Clerk, prior to the meeting that the Cricket Pavilion would be available on a Saturday morning. It was agreed to hold this Awareness Training during November 2023 and that the Clerk contact Passion First Aid to check on their availability. Cllrs <b>AGREED</b> that during this event it would be appropriate to offer tea, coffee and biscuits.	Clerk
/23.9.	<b>Avon &amp; Somerset Police Commissioner Invitation to a Councillors Forum on 27<sup>th</sup> September 2023</b> It was noted that this meeting would take place at Old Sodbury Village Hall between 5pm and 7pm.	

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/23.10.	<b>Date for the Parish Councils November meeting</b> Cllrs agreed to rearrange date for 27 <sup>th</sup> November 2023.																
<b>253/23.0.</b>	<b>FINANCIAL MATTERS</b>																
/23.1.	<b>Financial Statement</b> The Financial Statement Report dated 21 <sup>st</sup> August 2023 had been circulated to all Cllrs ahead of the meeting. Current Account                      £ 3,316.40 (Statement dated 28 <sup>th</sup> July 2023) Business Reserve                      £ 4,428.68* (Statement No: 88 dated 3 <sup>rd</sup> March 2023) Total Balance                              £ 7,745.08** * This includes £3,000.00 transferred from the Current Account made on 26 <sup>th</sup> May 2023 ** £ 1,140.40 held in restricted funds relates to Community Infrastructure Levy receipts.  It was proposed by Cllr Price, seconded by Cllr Phillips, and <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> None.																
/23.3.	<b>Payments</b> It was proposed by Cllr England, seconded by Cllr Price, and <b>RESOLVED</b> unanimously to <b>APPROVE</b> the following payments: - <table border="1"><thead><tr><th>Payee</th><th>Detail</th><th>Amount</th><th>Cheque No</th></tr></thead><tbody><tr><td>Information Commissioners Office</td><td>Annual registration</td><td>40.00</td><td>000602</td></tr><tr><td>F J Carpenter</td><td>Clerk's salary for July, August &amp; Sept</td><td rowspan="2">479.64*</td><td>000603</td></tr><tr><td>HMRC</td><td>PAYE for July, August &amp; Sept</td><td>000604</td></tr></tbody></table> * Confirmation of split will be confirmed after 5 <sup>th</sup> September when September figures are inputted into the HMRC PAYE electronic software. Cllrs Mitchell Skinner and England to sign cheques.	Payee	Detail	Amount	Cheque No	Information Commissioners Office	Annual registration	40.00	000602	F J Carpenter	Clerk's salary for July, August & Sept	479.64*	000603	HMRC	PAYE for July, August & Sept	000604	
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/23.4.	<b>Bank Mandate</b> It was unanimously <b>RESOLVED to APPROVE</b> the following changes to the Parish Council's Bank Mandate covering the Parish Council's Current and Business Reserve accounts with the NatWest Bank. <ul style="list-style-type: none"><li>• Removal of Mr M. Goode as a signatory who is no longer a Cllr</li><li>• The addition of Cllrs Price and Phillips as signatories</li></ul>	Clerk & Cllrs															
<b>254/23.0.</b>	<b>CORRESPONDENCE OF NOTE</b> Information of all correspondence of note had been circulated to all Cllrs prior to the meeting. The Clerk noted that following the circulation of correspondence, an invitation to the Parish Council had been received to attend an Oldbury Site Community Engagement event on 5 <sup>th</sup> September at Oldbury Village Hall regarding the proposals for the Oldbury Site Silt Lagoon 3. Cllr England asked the Clerk if he would forward this information to him as he may be able to attend.	Clerk															
<b>255/23.0.</b>	<b>OPEN FORUM</b> None.																

This concluded the business of the meeting which finished at 9.41 pm.