

The following minutes were approved on 8th January 2024.

Copies are available from the Clerk upon request.

Minutes of **PARISH COUNCIL MEETING** held on Monday 27th November 2023
commencing at 7.30 pm at Rockhampton Village Hall

Present: Councillors: T. Cullimore, A. England, H. Price and A. Phillips.

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

Minute Ref	Contents	Action
256/23.0	APOLOGIES	
/23.1.	Apologies were received and accepted from Cllr T. Mitchell Skinner and Severn Ward Cllr T. Williams.	
/23.2.	Apologies were also received from the Severn Vale and Pilning Beat Team.	
257/23.0	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>	
23.1.	All Cllrs had an interest in agenda items 14h and I in relation to the setting of the annual budget and Parish precept for 2024/25 for which they had previously received a dispensation. (See minute ref 243/23.2).	
258/23.0	PUBLIC PARTICIPATION	
	None.	
259/23.0.	TO CONFIRM THE ACCURACY OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 21st August 2023	
	It was proposed by Cllr Price seconded by Cllr Phillips and RESOLVED unanimously that the Minutes of the Annual Parish Council meeting held on 21 st August 2023 be signed as a correct record.	
260/23.0	SEVERN WARD COUNCILLORS' REPORT	
/23.1.	The consultation on the South Gloucestershire Councils Budget for 2024/25 was now live. There were proposals to introduce car parking charges and raise the annual cost of a green bin from £30.00 to £60.00	
/23.2.	There were also two consultations of the proposed improvements on the A38 from the Grovesend Road, Thornbury to Bradley Stoke.	
/23.3.	The Local Plan – Phase 3 was due to be published on 4 th December and would last for eight weeks. Proposed housing was now earmarked in areas between Alveston and Easter Compton and to the east of Warmley and Oldland.	
/23.4.	The work on the Hill Road had been completed but there was some concern over the loss of the kerb running alongside the Rhine due to the thickness of tarmac laid (Est to be 1,000 tonnes). Cllr Riddle stated that this concern had been raised with StreetCare and requested that white lines should be installed on either side of the road in order to improve the visibility of the edge of the road.	
/23.5.	More speed checks would be undertaken by StreetCare in the coming months through the Village.	
/23.6.	Cllr England noted that work on the installation of 30 mph roundels had not taken place. Cllr Riddle commented that he would chase this up again but stated that in previous communications with StreetCare there was potential legal restrictions in completing this adjacent to the Thornbury Rugby Club.	
261/23.0	CLERK'S REPORT	
/23.1.	All actions against the Clerk in the last minutes were actioned following the last meeting	
/23.2.	No communications have been received from Parishioners since the last meeting	
/23.3.	The total number of electors registered remains unchanged at 135 on the register. Electoral Services have advised that a new register is due to be published on 1st December 2023.	
/23.4.	An email has been received from the Severnside Beat Team requesting dates of Council meetings during 2024. Confirmation has been provided of the February 2024 meeting date but advised that all other meeting dates for 2024 were still to be agreed.	

Minute Ref	Contents	Action
/23.5.	Request from Avon and Somerset Police to make Parishioners aware of the 'StreetSafe' mobile app. The purpose of the App is, as per Avon and Somerset Constabularies priority of reducing Violence Against Women and Girls (VAWG), to identify those areas where people feel most uncomfortable / unsafe walking (any time) in public. This could be Environmental (streetlights, lack of CCTV etc...) or Behavioural (Person's loitering / following, unwanted attention etc...).	Clerk
262/23.0.	PLANNING APPLICATIONS RECEIVED	
	P23/02909/F The Firs, Thornbury Road, Rockhampton Conversion of existing workshop outbuilding to residential annexe / holiday-let accommodation ancillary to main dwelling NOTED.	
263/23.0.	PLANNING DECISIONS, ENFORCEMENTS & APPEALS	
/23.1.	No planning decisions had been received since the last meeting.	
/23.2.	An Appeal decision had been received from the Planning Inspectorate dated 19th October 2023 in respect of Two Oak Farm, Hill Road Rockhampton stating that the appeal had been allowed subject to conditions following the refusal by South Gloucestershire Council for the siting of a temporary rural workers dwelling. As part of the appeal condition's development should begin no later than three years from the date of the decision and use permitted for a limited period of three years following the decision after which the temporary building was to be removed and the land restored to its former condition. NOTED	
264/23.0.	REPORTS OF MEETINGS	
/23.1.	Cllr Phillips reported that he had a meeting with Dick Whittington from the West of England Rural Network (WERN) and Elizabeth Woodland the Village Agent for the Villages of Olveston, Aust, Oldbury-upon- Severn, Hill and Rockhampton, during which they walked various parts of the Village. He commented that it was clear from the meeting that they were unaware that Rockhampton was a small community but would offer support where they could.	
/23.2.	Cllr England asked Ward Cllr Riddle for an update on when the Parishes Nuclear Committee meetings would restart. Cllr Riddle replied that currently there were no plans to meet.	
265/23.0	HIGHWAYS MATTERS	
/23.1.1	Hill Road Cllr Cullimore commented that during the work on the Hill Road contractors had tarmacked over two water hydrants.	
/23.1.2	Cllr Cullimore was also concerned over the height of the road following this work resulting in a large drop from the edge of the road into field gateways, and the loss of kerbing which could result in vehicles driving off the road into the Rhine, especially during poor weather conditions.	
/23.1.3.	Finally, Cllr Cullimore was also concerned at the quantity of debris left behind, i.e., broken bollards etc which he felt should have been removed on completion of the work.	
/23.1.4.	Cllrs agreed that all the above points should be brought to the attention of the Head of StreetCare at South Gloucestershire Council.	Clerk
/23.2.	Cllrs were again concerned at the level of speeding along the Lower Stone Road. It was believed that some Police speed monitoring had taken place, but Cllrs AGREED to contact the Local Beat Team to request further monitoring and for the Parish Council to receive any updates on monitoring undertaken.	Clerk
266/23.0.	CONSULTATIONS	
/23.1.0.	South Gloucestershire Council Budget 2024/25	
/23.1.1.	Cllrs unanimously AGREED to STRONGLY OBJECT to the proposals to impose car parking charges on all its on and off-street parking. Such charges would have further reduction in visitors to businesses in Thornbury and impose additional cost on individuals who have no other option but to use a car to attend doctors, dentists and pharmacies.	Clerk
/23.1.2.	Cllrs also had concerns that raising the cost of a green bin from £30 to £60 would increase fly tipping.	Clerk
/23.2.0.	Delivering savings within the library service NOTED	

Minute Ref	Contents	Action
	Waste less, recycle more proposals	
	NOTED	
/23.3.0.	Local Plan Phase 3 As this consultation was NOT due to be published until 4 th December and close before the next Council meeting in February it was AGREED to hold a meeting on 8 th January 2024 where this consultation could be discussed in more details.	Next meeting
267/23.0.	ITEMS FOR ACTION / DISCUSSION	
/23.1.1.	Feedback on: Annual Litter Pick 7th October and Defibrillator Awareness Event on 11th November	
/23.1.2.	Cllr Cullimore apologised for not being available for the Litter Pick. Cllr Phillips commented that he was the only person to turn up. It was AGREED that in future any Litter Picks would take place during the spring.	
/23.1.3.	It was NOTED that approx. 14 people attend the defibrillator awareness training.	
/23.1.4.	Cllr Phillips commented that perhaps further circulation of information around the village leading up to future events could have been better. Cllrs AGREED that perhaps the Parish Council should have a community circulation list where parishioners could be made aware of events and other Parish Council business. It was AGREED that Cllr Phillips speak to Cllr Mitchell Skinner on the merits of progressing this idea further.	Cllr Phillips
/23.2.	Maintenance programme for grass verges in Parish	
23.2.1.	Cllrs agreed that the verges and hedges in Church Road were in need of attention and should concentrated on before looking at other areas around the village, and AGREED that this area was 'topped' once or twice a year in an effort to remove the brambles which seem to have taken over in some areas. Cllr Cullimore offered to obtain prices to bring to the next meeting.	Cllr Cullimore
/23.2.2.	Cllr England raised concerns around some areas of Common land. Cllrs agreed that it would be appropriate to extend an invitation to Mr John Cullimore, who is the Lord of the Manor, to a future meeting in order to discuss any concerns that either party may have.	Clerk
/23.3.	Parish questionnaire	
	It was AGREED that due to the other business to follow and the complexity of this item that any discussion would be deferred until the meeting on 8 th January 2024.	Next meeting
/23.4.	Update on the 'Village Gates' and ideas on possible further traffic calming measures through the village Cllr Cullimore confirmed that the pair of gates were now in place at either end of the village.	
/23.5.	Dates for Council meetings between May 2024 to April 2025. Dates AGREED subject to Cllr availability were May 20 th , August 19 th , November 18 th and February 17 th 2025.	
/23.6.	Coronation Tree. Now the tree planting season is upon us Cllr Cullimore agreed that he would contact Mount Pleasant Trees to enquire about a 'Rockhampton Red' and report back at the next meeting.	Cllr Cullimore
268/23.0.	FINANCIAL MATTERS	
/23.1.	Financial Statement The Financial Statement Report dated 27 th November 2023 had been circulated to all Cllrs ahead of the meeting. Current Account £ 4,371.76 (Statement dated 30 th October 2023) Business Reserve £ 4,447.34 (Statement dated 5 th September 2023) Total Balance £ 8,819.10 It was proposed by Cllr Price, seconded by Cllr England, and RESOLVED unanimously to APPROVE the Financial Statement Report which was signed by the Chair and Clerk.	
/23.2.	Receipts £1,850.00 in respect of the remaining Parish precept for 2023/24.	

Minute Ref	Contents	Action																			
/23.3.	<p>Payments</p> <p>It was proposed by Cllr Price, seconded by Cllr England, and RESOLVED unanimously to APPROVE the following payments: -</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Payee</th> <th style="width: 35%;">Detail</th> <th style="width: 15%;">Amount</th> <th style="width: 25%;">Chq No</th> </tr> </thead> <tbody> <tr> <td>South Gloucestershire Council</td> <td>Uncontested election</td> <td>175.00</td> <td>605</td> </tr> <tr> <td>Passion First Aid</td> <td>AED Awareness training</td> <td>144.00</td> <td>606</td> </tr> <tr> <td>J. Carpenter</td> <td>3rd qtr. Salary</td> <td rowspan="2">445.38*</td> <td>607</td> </tr> <tr> <td>H M R C</td> <td>PAYE for Oct to Dec 2023</td> <td>608</td> </tr> </tbody> </table> <p>* Confirmation of split will be confirmed after 5th September when September figures are inputted into the HMRC PAYE electronic software. Cllrs Mitchell Skinner and England had previously signed cheque no's 605 and 606 and would sign the remaining cheques at a later date.</p>	Payee	Detail	Amount	Chq No	South Gloucestershire Council	Uncontested election	175.00	605	Passion First Aid	AED Awareness training	144.00	606	J. Carpenter	3 rd qtr. Salary	445.38*	607	H M R C	PAYE for Oct to Dec 2023	608	
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/23.4.	<p>Donations</p> <p>It was proposed by Cllr Price, seconded by Cllr England, and RESOLVED unanimously to make a donation of £50 each to the 5 Alive magazine, the 4-Ward magazine and Citizens Advice under section 137 of the Local Government Act 1972 which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure.</p>																				
/23.5.	<p>Council Bank Mandate</p> <p>The Clerk advised Cllrs that the online process on updating of signatories on the mandate had been delayed due to a technical issue but hopefully this would be addressed shortly.</p>																				
/23.6.	<p>Contingency fund for starting or evaluating any future initiatives</p> <p>Having looked at the Council's earmarked funds it was AGREED that there was no requirement at the present time to set aside any further reserves although this would be monitored from time to time.</p>																				
/23.7.	<p>Review of current Councils' earmarked reserves</p> <p>Cllrs agreed that the current earmarked reserves were adequate.</p>																				
/23.8.	<p>Setting of Councils' budget and Parish precept for 2024/25</p> <p>It was proposed by Cllr England, seconded by Cllr Price, and RESOLVED unanimously to APPROVE a budget of £3,765.51 and a Council precept of £3,700.00 Please see page: 477</p>																				
269/23.0.	<p>CORRESPONDENCE OF NOTE</p> <p>A list of correspondence had previously been circulated to Cllrs. Please see page: 478</p>																				
270/23.0.	<p>OPEN FORUM</p>																				
/23.1.1.	<p>Cllr Phillips made Cllrs aware that the Stone & Falfield Brownies were planning to use the hall for a sleepover and to camp overnight on the amenity land at the rear of the hall in 2024. The issue that this area is ungated both to the side and rear of the hall was raised during the meeting and he wondered whether the Village Hall Committee and Parish Council would consider installing gates.</p>																				
/23.1.2.	<p>Cllrs AGREED that Cllr Cullimore would obtain costings to bring to the next meeting for the installation of a gate between the Councils' car park and field. At this point Ward Cllr Riddle left the meeting.</p>	Cllr Cullimore																			
271/23.0	<p>Closed session</p>																				
/23.1.1.	<p>Due to the nature of the following item Cllrs unanimously RESOLVED to move into confidential session.</p>																				
/23.1.2.	<p>The Parish Council had received notice by NALC that they had been informed by The Local Government Association that the National Joint Council for Local Government Services had reached agreement on the new rates of pay applicable from 1st April 2023.</p>																				
/23.1.3.	<p>It was proposed by Cllr Price, seconded by Cllr Phillips and unanimously RESOLVED to increase the Staff hourly rate back dated to 1st April 2023 in line with the national agreement reached and at the same time to raise the Clerks' pay scale point from SCP6 to SCP7.</p>																				

ROCKHAMPTON PARISH COUNCIL BUDGET FOR FY 2024/2025

<u>INCOME</u>	CURRENT FINANCIAL YEAR		BUDGET FOR	
	2023/24		2024/25	
	Budget	Projected	Proposed Budget	Budget Variance
Precept	£3,700.00	£3,700.00	£3,700.00	£0.00
Interest on financial reserves	£5.00	£40.00	£60.00	£55.00
Other (repayment of VAT)	£113.01	£113.01	£170.00	£56.99
Community Infrastructure Levy	£0.00	£1,099.70	£0.00	£0.00
TOTAL	£3,818.01	£4,952.71	£3,930.00	£111.99

<u>EXPENDITURE</u>	2023/24		2024/25	
	Budget	Projected	Budget	Variance £
	Statutory Insurance	£231.00	£251.34	£263.00
Clerks Salary/PAYE	£1,900.00	£2,074.56	£2,170.00	£270.00
Administration	£110.00	£150.00	£157.00	£47.00
Rental - Village Hall Hire	£61.00	£50.00	£63.00	£2.00
Website Maintenance	£100.00	£100.00	£100.00	£0.00
Information Commissioners Fee	£44.00	£40.00	£40.00	-£4.00
ALCA subscription	£68.00	£69.24	£72.51	£4.51
Village Clean up events	£50.00	£0.00	£50.00	£0.00
Election costs	£0.00	£350.00	£175.00	£175.00
Development of adopted land	£0.00	£0.00	£0.00	£0.00
Miscellaneous Maintenance	£475.00	£6.25	£200.00	-£275.00
Grass Cutting / Hedge	£400.00	£0.00	£300.00	-£100.00
Traffic calming provision	£500.00	£735.00	£0.00	-£500.00
Donations/137 Payments	£175.00	£0.00	£175.00	£0.00
VAT paid		£171.00	£0.00	£0.00
TOTAL	£4,114.00	£3,997.39	£3,765.51	-£348.49

ROCKHAMPTON PARISH COUNCIL - RESERVES AT 27th NOVEMBER 2023

Reserves	Earmarked / Designated	B/F 2022/23	Receipts 2023/24	Total	Payments made in 2023/24	Balance
Election expenses	Earmarked	1,400.00	-	1,400.00	175.00	1,225.00
Development of adopted land	Earmarked	2,150.00		2,150.00		2,150.00
				-		-
Community Infrastructure Levy	Designated ¹	44.70	1,099.70	1,144.40		1,144.40
Members Award Fund	Designated ²	1,000.00	-	1,000.00	735.00	265.00
	Total	4,594.70	1,099.70	5,694.40	910.00	4,784.40

1 - To be used for the benefit of the Community

2 - Given towards the Village Gates and other road calming measures.

List of correspondence of note received between 22nd August and 21st November 2023			
Date	From	Reference	Circ to Clrs
22/08/2023	Oldbury SSG	Magnox/NDA Oldbury Site Community Engagement Event - 5th September 2023	AE
28/08/2023	Planning Inspectorate	Confirmation of Representation(s) for APP/P0119/W/22/3312421	
31/08/2023	Information Commissioner	Confirmation of renewal under GDPR requirements	
07/09/2023	PC Will Price	Seed monitoring through Rockhampton	✓
21/09/2023	SGC - Planning	Notification of decision letter P23/01253/RVC	
03/10/2023	SGC - Community Engagement Team	Polling Districts and Polling Places Review 2023	✓
03/10/2023	SGC - Community Engagement Team	Highways Update	✓
06/10/2023	Healthwatch	Local Voices Report	✓
10/10/2023	CPRE	Autumn Newsletter	✓
10/10/2023	SGC - Community Engagement Team	Launch of new consultation: Waste less, recycle more	✓
11/10/2023	SGC - Streetworks	Notification of temporary closure of Hill Road	✓
23/10/2023	SGC - Planning	Consultation letter for P23/02909/F	✓
28/10/2023	ALCA	ALCA AGM 2023 - Draft Minutes and Supporting Documents	✓
31/10/2023	SGC - Community Engagement Team	Follow up - Town and Parish Council and Planning Engagement on 18 October	
01/11/2023	SGC - Service Director Community Development	Grants update - Member Awarded Funding (MAF) and Area Wide Grants (AWG)	✓
07/11/2023	ALCA	Local Government Services Pay Agreement 2023/24	
07/11/2023	Flood Warden	Autumn Newsletter	✓
09/11/2023	SGC - Planning	Introduction to the next stage of preparing the council's new Local Plan and arrangements for public consultation (30/11/23)	✓
13/11/2023	SGC - Home Choice Service Manager	Annual Estimate of Rough Sleepers in South Gloucestershire	✓
15/11/2023	ALCA	Notification of proposed subscription for 2024/25	
17/11/2023	ALCA	ALCA Chairs' Network (FAO: Chair of Parish/Town Council)	TC
19/11/2023	Avon & Somerset Police	Advertising Police StreetSafe App	

This concluded the business of the meeting which finished at 10.45 pm.