**CAMELEY PARISH COUNCIL**

**Minutes of the Parish Council meeting held at**

7.30pm on Wednesday 8th March 2017, St Barnabas Church, Temple Cloud

[www.templecloud.org.uk](http://www.templecloud.org.uk) | Facebook: Cameley Parish Council

PRESENT: J Cockerham, T Hemmings, A Hooper (Chairman), D Morris, J Sebright, J Swift, T Turner and District Councillor Tim Warren.

ALSO IN ATTENDANCE: J Howell (Clerk) and five members of the public.

1. APOLOGIES FOR ABSENCE

Apologies were received from M Musins and accepted.

1. PUBLIC PARTICIPATION SESSION

Members of the public were welcomed to the meeting. Several issues raised were considered by the council and noted.

A resident raised that the 20mph sign at Temple Inn Lane had been removed. A resident spoke about a near miss that occurred turning into Paulmont Rise from the main road. It was reported that since the closure of the parking area by the main road (due to the new development at Temple Inn Lane) there has been an increase in cars parked along the entrance to Paulmont Rise. These parked cars are a hazard causing cars turning into Paulmont Rise to be backed up on the main road. The District Councillor Tim Warren offered assistance in progressing the request for an additional section of no parking white lines through B&NES Council and endorsed the request form.

RESOLVED
That the Clerk will contact B&NES Council to request the re-instatement of the 20mph sign at Temple Inn Lane and submit the form to B&NES Council to request additional no parking lines at Paulmont Rise.

1. DECLARATION OF INTERESTS

The Chairman reminded councillors of their obligations and responsibilities around interests and pecuniary interests referring to the Openness and Transparency on Personal Interests guide by DCLG. There were none.

1. COUNCILLOR VACANCY

The Parish Council considered the application from Alyson Worthington.

RESOLVED:

That Alyson Worthing was appointed as Parish Councillor effective from the next Parish Council Meeting on 12th April 2017. The Clerk will liaise with Alyson to arrange ‘How to be a Good Councillor’ Training through ALCA.

1. CONFIRMATION OF MINUTES

That the minutes of the meeting dated 8th February 2017 were approved.

1. CLERKS REPORT

The Clerk’s Report had previously been circulated and questions invited. There were none.

1. PLAY AREA

An update was provided by the Open Spaces Working Party on the Play Area Project (consisting of Cllrs Musins, Cockerham, Morris and now joined by Cllr Turner). An invitation to tender was published on Contracts Finder and is open until 31st March 2017. The Open Spaces Working Party will meet to open and review applications after the closing date and bring recommendations to the April Parish Council Meeting.

1. CIL CONSULTATION

Responses to the CIL Consultation by both letter and online submission were noted. The Parish Council have received one instalment of CIL money and are due two further instalments (one in September 2017 and the final expected in March 2018).

1. PLAYING FIELD HIRE AGREEMENT

RESOLVED
That the Playing Field Hire Agreement and Standard Conditions of Hire and Use were approved.

1. GRASS CUTTING CONTRACT
RESOLVED
That the Parish Council would re-appoint J&K Primrose Garden Maintenance as the grass cutting contractor on the basis of the quotation provided.
2. PARISH COUNCIL POLICIES
The Parish Council considered a number of policies. There is broad agreement to adopt the model NALC Financial Regulations and model ALCA Standing Orders for Smaller Councils subject to both policies being cross checked against the existing documents. The current documents do not contain sufficient detail around requirements for contracts and tenders.
RESOLVED
* That the Procurement Policy, Grant Policy and Grant Application Form were approved by the Parish Council.
* That the Clerk will adapt the NALC model Financial Regulations and ALCA Standing Orders for Smaller Councils to include any key additions from the existing models and circulate to Councillors prior to the April meeting for consideration.
1. ANNUAL PARISH MEETING
An outline plan for the Annual Parish Meeting was circulated prior to the meeting.
RESOLVED
The Annual Parish Meeting will be held on Wednesday 12th April 2017 at St Barnabas Church at 6.30pm. Community Groups and residents will be invited to share their plans for the year ahead, provide ideas for the Parish Plan and put forward nominations for the Chelwood Bridge Rotary Club 2017 Community Award. A budget of £20 was agreed and tea, coffee and cake will be provided.
2. PLANNING
Planning Application 17/00493/VAR - Application for variation of condition was considered. The Parish Council offered no comments in relation to this.
3. DAVID WILSON WELCOME PACK
The Clerk reported that a collaborative piece had been drafted with resident and keen historian Michael Flower.
RESOLVED
That photographs will be added to the piece along with a reference to the Post Office within the garage shop. The Clerk will send the finished piece to David Wilson Homes for inclusion within the welcome pack.
4. FINANCES
Cheques presented for approval were authorised and the bank statement and bank reconciliation dated 3rd February 2017 received and noted.

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1. CRIME UPDATE
A Councillor informed the meeting that within the last four weeks there had been a further spate of crime and increased criminal activity in the local area. Offences have included overnight dwelling burglaries and theft from motor vehicles where power tools have been targeted. The advice from the Police to local residents is to ensure homes, garaged and vehicles are locked and secure and no valuables are left on display. Residents are urged to report any suspicious activity and suspicious vehicles to the Police (where possible including number plate).
2. CORRESPONDANCE
The Clerk received information from B&NES Council on a new Community Places of Safety scheme. It was agreed to delegate the Clerk administrative responsibility to liaise with key community locations and complete the form. A near miss incident was reported at the Biggs Site where a pane of glass fell from the old public house onto the pavement. Red Oak Taverns have responded and provided assurance that the public house has been checked and is secure. The Chelwood Bridge Rotary Club have invited nominations for your ‘silent hero’ to be considered at the 2017 Community Award. The Parish Council will invite nominations at the forthcoming Annual Parish Meeting.
3. INFORMATION EXCHANGE
The Chairman reported on recent meetings that had been attended which included his attended with the Clerk at the Parish Liaison Committee, his attendance at the Chew Valley Forum and his attendance with the Vice Chair, Cllr Musins at the Planning Policy meeting. The District Councillor offered to report back to B&NES Council at the disappointment voiced around content at the Planning Policy meeting.

DATE OF NEXT MEETING:
The next scheduled meeting of the Parish Council is on **Wednesday 12th April 2017 at 7.30pm at St Barnabas Church. The Annual Parish Meeting will take place at 6.30pm on the same evening at St Barnabas Church.**

**EXCLUSION OF PRESS AND PUBLIC**

1. LEGAL MATTER
RESOLVED
* That a budget was set for further legal advice and the Clerk will arrange a further meeting with Thatcher and Hallam.
* That the Parish Council would not respond to the recent ‘letters to editors’ article in the Chew Valley Gazette.
1. HR MATTER
RESOLVED
Agreement was made to adopt the increase in National Living Wage and the NALC 1% increase in NALC approved pay scales as of 1st April 2017.

The meeting was concluded at 10.15pm**.**

Signed: ............................................................... Date: ...........................................