**DRAFT**

**MINUTES OF THE ANNUAL MEETING OF CAMELEY PARISH COUNCIL HELD AT 7.30pm 10th JUNE 2015**

**IN TEMPLE CLOUD VILLAGE HALL**

***Templecloud.org.uk***

**PUBLIC PARTICIPATION:**

There were two members of the public present.

**PRESENT:** Cllrs Mr Hooper (Chair), Mr Cockerham, Mr Hemmings, Mr Hooper, Mrs Musins (Vice Chair), Mr Sebright, District Councillor Tim Warren and the Clerk, Mr Scutt.

**1.APOLOGIES FOR ABSENCE:** Cllr. Ms Swift

**2. DECLARATIONS OF INTEREST:**

Cllrs Cockerham and Hemmings both declared an interest in the planning appeal and would withdraw from discussions on the subject.

Cllrs Musins & Sebright declared an interest in the planning application for the erection of a garage at no 11 Meadway and would not participate in the discussion.

**3. MINUTES OF PREVIOUS MEETING** were approved.

**4. UPDATE ON MATTERS ARISING**

**Clerk’s IT requirements:** Cllr Hemmings had done some research and had e mailed the Parish Council with some suggestions for lap top, projector and screen. It was agreed that he would come back to the July meeting with a costed proposal for approval.

**Litter Bins:** The Clerk reported that he had followed up on a request in October 2014 for a litter bin to be sited at the Playing Field. He reported that the B&NES official would follow this up and respond in due course. The Clerk also reported that he requested a litter bin be installed on Peterside and the same B&NES official told him that the request would be evaluated. Cllr Warren suggested that all correspondence on bins should be copied to Martin Veal at B&NES.

**Training:** Since ALCA were able to bring training to the Parish the Clerk was asked to gets some dates from ALCA as to their availability. The cost would be in the region of £200.

**Roof of Changing Rooms;** The meeting was told that there have been three enquires from contractors. The first one, Nick Stephens from Clutton had quoted £3500 to cover the existing roof however he had been told to come back with a quote to remove existing roof, make good, board and felt. A second contractor ( D R Purchase from Whitchurch) had quoted £4780 for the flat roof and £2850 for the roof over the storage and toilet area. The third contractor, (Avonfibreglass) would submit a quote before the next meeting.

**5. TO DISCUSS APPLICANTS FOR COUNCILLOR VACANCIES**

The meeting was told that so far there had only been one applicant to become a Parish Councillor. The applicant , Mr Kelvin Parfitt, a local resident , was known to those councillors present . After a discussion it was unanimously agreed that the Clerk would write to formally offer him a role as Parish Councillor. The meeting was told that there was another application coming which would be circulated to Councillors and added to the July agenda. It was agreed that the Clerk would renew the advertising for the vacancies for another month.

**6. CORRESPONDENCE**

Sandra Blair from Temple Cloud in Bloom )TCIB) e-mailed the Parish Council detailing areas they were working on and asking for help. She explained that the planters at the Bus shelter on the green were planted and the whole area weeded and swept inside and outside the bus shelter. They had also removed as much of the ivy growing through the slats in the wall inside the bus shelter as possible but this could be done better from the village green side of the building. She thought this could be a job for the village orderly. This was agreed by the Parish Council.

She asked for permission to put a hanging basket on a hook on the front of the wooden bus shelter and to plant a clematis to grow up and over the roof of the bus shelter. This would be preferable to ivy growing through the wall. This was approved.

The Clerk agreed to let the Village Orderly know what has been done and ask him to try to keep it in as good if not better condition. Since his job was to sweep pavements and litter pick any additional work would need to discussed at the next meeting when the role of village orderly was to be discussed. The parish Council were asked if the pile of rubbish dumped on the Village Green just behind the PC noticeboard could be removed. The Clerk would ask the village orderly. Sandra explained that the TCIB will be weeding by the wall around the doctor’s surgery and asked if the village orderly thereafter could keep it looking good. The Clerk would ask him but bearing in mind the Orderly did this area once a month because of time constraints – once again additional work such as this would need to be discussed. She went on to mention to the weeds growing out between the garden walls and the pavement opposite the wooden bus shelter which looked extremely unsightly. She wondered if this area outside the derelict building on the corner of Gillet’s Lane is within the brief of the village orderly. Since the walls are not Parish Council property and the Parish Council have never been responsible, this would need to be discussed. She went on to talk about the area behind the two planters next to the garage that is always full of rubbish and asked if he could also pay close attention to this it might improve. Again this would need to be discussed by the PC because other areas would have to be neglected. On top of this the area concerned is the property of the garage and their responsibility. However, in the short term the above jobs could be done prior to the judging because the Parish Council agreed to give TCIB the Village Orderly for the two weeks prior to the judging. This gave TCIB 15 hours each week for two weeks paid for by the Parish Council.

**7. VILLAGE HALL AND PLAYING FIELD**

The Clerk had received a pack from the Village Hall containing up to date information on the accounts to 31st March 2015. Cllr Sebright offered to have a look and report back. The Clerk had circulated such information as he had been able to glean on the background to the status of both the Village Hall and Playing field which gave the Councillors a btter insight. Cllr Musins had also done research on how village halls in general were run and reported her findings to the meeting. It was agreed that the Temple Cloud Village Hall Committee needed to call a meeting of the village to try and get volunteers to join the committee. Cllr Hooper said he would follow up.

**8. HIGHWAYS, FOOTPATHS AND ROADSWEEPING**

The Clerk had circulated the village orderlies’ role, job description and hours prior to the meeting. Cllr Sebright offered to rewrite the job description for July meeting.

Clerk would circulate the existing rota.

The role of Village Orderly would be reviewed in due course to ensure that he was being used efficiently and whether more hours were required.

**9. FINANCE:** It was proposed and agreed to pay the following:-

#### Payments £ Vat

 (1) Clerks wages 303.83

 (2) Sweeper wages 428.49

 (3) Garage rent 37.97 7.59

 (4) Grass cutting 2014 750.00 150.00

 (5) Printer inks 29.96 5.99

 (6) Ad in Chew Valley Gazette 87.00 17.40

**B) Payments received**

 (1) Parish Sweeper 303.97

**10. TO COMPLETE ANNUAL GOVERNANCE STATEMENT AND APPROVE ANNUAL RETURN**

The Clerk gave all Councillors a copy of the Income and Expenditure accounts for the Parish which showed the actual for 2014/2015. In his role as responsible finance officer he confirmed that these figures were a true reflection of the financial year ended 31st March 2015. They agreed with cheque stubs and bank statements. The Internal Auditor confirmed that the procedures set up were adhered to and that there were no reasons to question them.

The Parish Council discussed this and agreed unanimously that the Chair could sign the Annual Governance statement and approve the annual return. The Clerk would now submit the Annual Return with associated paperwork to the external auditors, Grant Thornton by the deadline of 22nd June.

The Clerk was asked to post the Income and Expenditure figures on the website.

**11. PLANNING**

The Council discussed:-

**15/02123/FUL** application to erect an attached double garage at 11 Meadway. The Chair took the meeting through the background. The applicant had applied previously and the Parish Council had discussed it in detail and unanimously agreed to oppose the application on the grounds that it was out of character for the area and had a detrimental effect on neighbouring properties. The applicant had withdrawn the application before it went before planning. The meeting discussed the new application and agreed that they would continue to oppose it on the same grounds as before.

(Cllrs Musins and Sebright took no part in the discussion or vote)

**15/01078/VAR** Gillard Print Services Trident Works – request for a variation of original planning approval was permitted by B&NES

The meeting was told that Lisa Bartlett from B&NES had finally replied to the Parish Councils comments over the applications from the Quarry in Eastcourt Road. In gist the letter stated that she was unable to find any evidence that B&NES had failed to follow procedures and asked if the Parish Council had any further evidence.

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**12. TO DISCUSS PROPOSED PRESENTATION FOR THE PUBLIC INQUIRY OVER THE PLANNING APPEAL FOR 70 DWELLINGS ON LAND OFF TEMPLE INN LANE.**

Cllr Musins had agreed to prepare a statement that could be read out at the Public Inquiry. She read out this statement to the meeting and after some discussion the Parish agreed to accept the proposed statement with some minor amendments.

The Clerk confirmed that he had applied to the Planning Inspectorate for Cameley Parish Council to speak at the Inquiry.

(Cllrs Cockerham and Hemmings took no part in the discussion and did not vote.)

**13. TO DISCUSS THE DEFIBRILLATOR SITE**

Cllr Hemmings felt that the site of the Defibrillator needed something to make the location more obvious and he was proposing a small lit sign higher up the wall above the box. The meeting agreed and he was asked to approach the owner of Venture Tyres to seek his co-operation. Any cost would be borne by the Parish Council.

**14. TO HEAR A REPORT ON THE PAPERLESS CLUTTON PARISH MEETING**

The meeting was attended by Cllr Musins and Cockerham, primarily to witness how they use a paperless meeting system. Cllr Musins then took the meeting through a brief overview of the Clutton meeting highlighting areas of interest that should be considered for introduction at Cameley Parish Council meetings. Clutton Parish Council has 13 councillors and at the recent elections, 15 nominations were received. There were 25 members of the public present at the meeting, which after speaking to the Clutton clerk is more than normal. The vast majority of attendees were there to give their views on the traffic calming measures proposed by the council; other members of the public were there to comment on 3 planning applications.

A large screen was available for the meeting which allowed all attendees to see the agenda, relevant reports that were presented and planning applications thus helping members of the public feel more informed.

It was clear from the outset was that members of the public present could make their views known at that section of the meeting or when the agenda item was being discussed. The Chair gave all present plenty of opportunity to comment on agenda items but also ensured that interactions, without stipulating a time limit, were not inappropriate or taking too long. Cllr Musins felt that this led to a relaxed and transparent feel to the meeting.

As this was the first meeting after the election of a new council there was 24 items on the agenda and whilst Cameley’s first meeting was very similar, there were several items that she would recommend we add to future relevant meetings.

Such as a) appointing Councillors to serve on working parties and appoint a lead councillor as required to cover such areas like planning, policies and financial matters - although there would be other areas to consider as well. Those appointed would serve a term of say 3 years. These working parties then report back their recommendations for actions and decisions which are ratified at full council meetings; b) appointing representatives to serve on relevant bodies in the village such as the village hall which was an important one; c) reviewing the Financial Regulations for the council; d) reviewing the Council Asset Register; e) reviewing the Council Risk Assessment; f) reviewing the monthly finance report. Clutton Clerk presented a spread sheet which detailed financial spend year to date and how it compared percentage wise against forecast; g) receiving a report from the Ward Councillor monthly and h) receiving a report from the clerk re activity since the last meeting. This included up to date research in relation to legal/policy procedures connected with agenda items as well as an overview of website usage. and included most viewed page as well as how many hits and informing councillors that an ALCA training course had been booked for all new councillors.

The ALCA training course was to occur at Clutton Village Hall and had been adapted to be specific to Clutton PC. Checking the website this course is available at a cost of £200. We recommend that we ask the clerk to investigate a handful of suitable dates and book a meeting for Cameley parish councillors.

It was also made clear that Clutton Parish Council would welcome the attendance of any councillor from Cameley.

**15. TO DISCUSS IDEAS FOR MORE VILLAGE INVOLVEMENT**

It was agreed in the May meeting that the Council should provide Tea or Coffee and biscuits before each Parish Council meeting. Cllr Cockerham set this up for this meeting. It was agreed to continue at each meeting.

It was agreed that a date would need to be sorted out for the proposed coffee morning where the Council could introduce itself and ascertain public opinion on issues that concern them. It was agreed to discuss this at the next meeting with a date in September most probable..

The idea of producing draft minutes a week or so after a meeting and publishing them on the website was deemed a success. The Clerk agreed to continue with this service.

**16. TO DISCUSS A LEAVING GIFT FOR THE HEADMASTER.**

It was agreed unanimously that Cllr Cockerham would purchase a gift and card to mark the Parish Council’s gratitude for his service to the School and local community.

**17. INFORMATION EXCHANGE**

The Parish Council had purchased enough bench ends to make three complete benches. One was already built and was situated on the Green. The contractor was waiting for instructions as to where the other two were to go and he would build and put in position. He had offered his labour for free however there would be material costs which were covered by money held in reserve. It was agreed that the Clerk would ascertain whether two sites on the playing field had already been chosen and therefore start the ball rolling and if no sites had been agreed to ask the Parish Council to make the choice.

The Clerk was asked to add the new Councillors names to the website.

Cllr Hooper told the meeting that a donation of £1000 had been received from Gillards towards the memorial Garden. District Councillor Warren added that he was confident that he would be able to contribute a further £2000.

Cllr Musins asked Cllr Warren if he would be able to provide a short report each month to the Parish Council of events at B&NES even if it was only a brief list of points of interest.

Cllr Hooper reported that he had a conversation with engineers working on the telecom box on the pavement outside the Old Court. They confirmed that the system would be ready in about 10 weeks and should provide faster broadband. They pointed out that the box was connected to the fibre network but that connections from the box to households would be on copper wire so there would be some loss of speed in transition from former to latter.

**18. NEXT MEETING** will be on Wednesday 8th July.

It was agreed to put back the following items which would be discussed at a meeting to be held in August.

To discuss setting up an internal audit committee that would be responsible for risk assessment, insurance needs, health and safety issues, and the assets register

To discuss setting up procedures and policies to deal with complaints, filming of meetings and the press.

To discuss an action plan

The meeting closed at 9.55