



## CLEEVE PARISH COUNCIL

*Here for you.*

Minutes for The Annual Meeting of Cleeve Parish Council held on Wednesday 5<sup>th</sup> May 2021 at 7.30pm virtually via Microsoft Teams

### 92/21 Present

Chair Cllr Ronnie Morley, Vice Chair Cllr Ben Whistance, Cllrs Marianne Pitman, Hilary Burn, Geoff Pritchard and George Stringer, Clerk: Andy Warren, District Councillor Steve Hogg.

### 93/21 Apologies

None received

### 94/21 Election of Chair and acceptance of office

Cllr Ronnie Morley was elected as Chair. Proposed by Cllr Stringer and seconded by Cllr Burn. Declaration signed on screen and shown to meeting – emailed to Clerk.

### 95/21 Election of Vice Chair and acceptance of office

Cllr Ben Whistance was elected as Vice Chair. Proposed by Cllr Morley and seconded by Cllr Burn. Declaration signed on screen and shown to meeting – emailed to Clerk.

### 96/21 Members of the public

One

### 97/21 Declaration of interests

- (i) Declarations of interest relating to this agenda.

None

- (ii) To consider applications for dispensations for section 33 (b) to (e).

Cllr Burn requested to be granted a dispensation with regards to Bristol Airport. The full Council discussed the dispensation and agreed to grant it.

### 98/21 Agreement of Minutes of the Meeting held on 20 April 2021

Proposed by Cllr Stringer seconded by Cllr Burn. Formal confirmation from Cllr Morley to follow.

### 99/21 Finance and Governance

- 1) Section 1 of the Annual Governance and Accountability Return (AGAR) 2020/21
- 2) Adoption of the Accounts for the year ending 31 March 2021 and Section 2 of the AGAR
- 3) Annual Internal Audit Report 2020/21
- 4) Consider exemption from a Limited Assurance Review

The AGAR return was discussed along with the findings of the Internal Audit Report. It was resolved to adopt the Accounts as presented and for the Chair and Clerk to sign the AGAR forms as appropriate.

It was resolved that the Notice of Public Rights and Publication of Annual Governance & Accountability Return (AGAR) (Exempt Authority) will be announced on 11 June 2021 and the inspection period will run from 14 June to 23 July 2021. Announcement to be made via Parish Noticeboard and Website.

It was also resolved that exemption from the Limited Assurance Review be sought.

Proposed by Cllr Whistance and seconded by Cllr Burn.

## 5) Insurance Renewal 2021/22

The renewal of Insurance was discussed, and it was resolved to renew the current policy via Came & Company with the renewal premium of £452.65 to be paid.

Proposed by Cllr Whistance and seconded by Cllr Burn.

## 6) Receipts and Payments

### Finance Report May 2021

#### Payments

21 Apr 2021	BACS	Cleeve Village Hall - Grant	£450.00
22 Apr 2021	BACS	Yatton United Charities - Grant	£100.00
26 Apr 2021	BACS	Avon Wildlife Trust - Grant	£100.00
07 May 2021	BACS	Andy Warren - Salary	£431.70
07 May 2021	BACS	HMRC	£94.00
07 May 2021	BACS	Caroline Crane – Salary	£75.67
07 May 2021	BACS	HMRC	£18.80
07 May 2021	BACS	Andy Warren – Expenses	£43.35
07 May 2021	BACS	K & E Property Maintenance (Dog Bins)	£150.00

#### Receipts

16 Apr 2021	BACS	North Somerset CIL payment Lord Nelson	£6,072.75
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#### Reserves

	<u>2020/21</u>	<u>2021/22</u>
Insurance EMR	£200.00	£200.00
Legal/Planning EMR	£1,000.00	£1,000.00
Defibrillator EMR	£500.00	£1,000.00
Election EMR	£300.00	£300.00
Cleeve Hill Road (Bristol Airport Grant) EMR	£4,000.00	£4,000.00
Lord Nelson CIL Monies		£6,072.75
General Reserves	£12,434.39	£11,934.39

It was resolved to confirm the payments and receipts and as reported with £500 to move from General Reserves to Ear Marked Reserves (EMR) for Defibrillator. Lord Nelson CIL Monies form a separate EMR.

Proposed by Cllr Whistance and seconded by Cllr Pritchard.

## 100/21 Annual Review of Policies and Procedures

- 1) Standing Orders
- 2) Financial Regulations
- 3) Grant Awarding Policy
- 4) Health and Safety Policy
- 5) Equality and Diversity
- 6) Social Media
- 7) Complaints Procedure
- 8) Risk Assessment
- 9) Requests under Freedom of Information Act 2000 and the Data Protection Act 1998
- 10) Community Engagement Strategy
- 11) Media and Filming
- 12) Code of Conduct
- 13) Publication Scheme
- 14) Website Accessibility
- 15) Reserves

All Policies and Procedures were reviewed by the Council and it was resolved to agree all as existing except for the Financial Regulations policy (2) where Cllr Whistance, Vice Chair, is to be added to the Bank Reconciliation process in addition to the Chair.

Proposed by Cllr Burn and seconded by Cllr Stringer

**101/21 Asset Register**

The Asset Register was reviewed, and it was resolved to confirm this. Proposed by Cllr Stringer and seconded by Cllr Burn

**102/21 Action Plan**

The existing Action Plan was reviewed and will be updated and presented at next month's meeting.

**103/21 Review of representation on or work with external bodies and arrangements for reporting back**

ALCA– Clerk  
Playing Fields Committee – Cllr Morley  
Bristol Airport Environmental Group – Cllr Burn & Cllr Whistance  
Defibrillator Custodian – Cllr Whistance  
NSC Standards Sub Committee – Cllr Morley nominated representative if required.  
Village Hall Committee – Cllr Stringer  
Parish Council Airport Association – Cllr Burn  
Yatton United Charities – Cllr Pitman  
Community Resilience liaison- Cllr Pitman  
CPRE – Cllr Pritchard  
Equal Opportunities – Cllr Pritchard  
Airport Consultative Committee- Cllr Burn

In all cases reporting back to next available meeting.

Proposed by Cllr Pitman and seconded Cllr Pritchard

**104/21 Review of the Council's and/or employees' memberships of other bodies**

ALCA  
NALC  
SLCC  
CPRE  
Open Spaces  
Parish Council Airport Association

Proposed by Cllr Burn seconded by Cllr Whistance

**105/21 Setting the dates , times and place of ordinary meetings of the full Council for the year ahead.**

It was resolved to continue to meet on the 2<sup>nd</sup> Tuesday each month except for August and December when no meetings will be scheduled. Meetings to commence at 7.30pm and to resume in the Village Hall with effect from the 8th June 2021 meeting. This to be in line with Government guidelines.

Proposed by Cllr Stringer and seconded by Cllr Pritchard.

**106/21 Clerk's Report**

- CIL funds of £6,072 have been received from NSC but with a very full agenda this evening discussion will now take place at June's meeting
- Internal Audit completed and have claimed for time and expenses total £55.20 (Budget £100)
- Community Speed Watch – we have had no response to our appeal for volunteers and this has been run again both in "All About Cleeve" and via local Facebook groups.
- Have confirmed with Andrew Grogono that Village Hall should be available once again for June and subsequent meetings.
- The question of a flagpole for the village has been raised and will be an agenda item for consideration in June.
- NSC Highways have been chased regarding the speed limit work on Cleeve Hill Road.

**107/21 District Councillors Report**

No formal report received; however, District Cllr Steve Hogg mentioned the following:-

- North Somerset Community Renewal Fund and other post Covid support.
- Bristol Airport Community Fund
- With lockdown measures easing he hopes to resume Surgeries.

**108/21 Planning Applications**

None for discussion.

## **Under Enforcement**

No further updates to last month's list, however, District Cllr Steve Hogg requested a copy of latest update and will follow up with NSC.

### **109/21 Ratification of comment submitted in support of Groundwork South Funding bid to Viridor**

It was resolved to ratify the letter of support provided in support of Groundwork South's Funding bid to Viridor. This had been circulated to Council and signed by Cllr Morley.

Proposed by Cllr Burn and seconded by Cllr Whistance

### **111/21 Response to North Somerset on Parking Restrictions**

Discussion on question of response to North Somerset's review of parking restrictions. No formal response at this stage, however, Clerk to seek advice from NSC on possible management of the Cleeve Hill Road ongoing situation.

### **110/21 Goblin Combe Parking working party update**

Cllr Whistance advised that report still being finalised but will be circulated shortly and discussed in full at June's meeting.

### **111/21 Bristol Airport**

Cllr Burn reported that solicitor's are writing to the Inspectorate seeking environmental update on emissions. The PCAA is being supported in this by NSC but the Public Inquiry could be delayed.

When the Inquiry takes place it will be necessary for a councillor to read the Witness Statement and Cllr Morley has volunteered to undertake this when required.

### **112/21 Planters**

Clerk has met with Chris Monkman who is still working on options for planters and this will be sought for circulation ahead of June meeting.

## **For Information Only**

### **113/21 Risk Assessments**

- The seat in the shelter in King George V Playing field requires re-painting.
- The hedge boundary at No 1 Bishop's Mead requires cutting back and Clerk is to prepare letter to householders.

### **114/21 Report on Meetings and Activities attended**

- Cllr Burn attended Bristol Airport Consultative Committee meeting and has reported back to councillors.

### **115/21 Any Matters for next Agenda**

- Action Plan, Planters, Goblin Combe Working Party, Flag Pole, Bristol Airport

### **116/21 Invitations to External Meetings**

- Clerk meeting with Cat Lodge, NSC Archaeologist and Amy Walsh of Groundwork at Goblin Combe 14 May.

### **117/21 Future Meetings**

Next meeting of the Council will be held at 7.30pm on Tuesday 8<sup>th</sup> June 2021 in Cleeve Village Hall.

Meeting concluded at 9:12 pm

Signed ..... Dated ...12 May 2021.....

Andy Warren, Clerk 07932 191964 [cleeveparishcouncil@hotmail.co.uk](mailto:cleeveparishcouncil@hotmail.co.uk)