



## CLEEVE PARISH COUNCIL

*Here for you.*

**Minutes of Cleeve Parish Council meeting held on Tuesday 12 January 2022 at 7.30pm in Cleeve Village Hall**

**01/22 Present**

Chair Cllr Ronnie Morley, Cllrs Ben Whistance, Hilary Burn, Marianne Pitman, George Stringer and Geoff Pritchard

Clerk: Andy Warren

**02/22 Apologies**

District Councillor Steve Hogg.

**03/22 Members of the public**

None

**04/22 Report from PCSO**

None

**05/22 Declaration of interests**

- (i) Declarations of interest relating to this agenda.  
None
- (ii) To consider applications for dispensations for section 33 (b) to (e).  
None

**06/22 Agreement of Minutes of the Meeting held on 9 November 2021**

- It was resolved that the Minutes of the 9 November 2021 meeting are confirmed as a true and accurate record.
- Proposed by Cllr Burn, seconded by Cllr Whistance. Signed by Cllr Morley and handed to Clerk.

**07/22 Clerks Report**

- A number of issues in respect of rubbish, damaged road signs, blocked drains etc have been submitted and dealt with.
  - Report received regarding graffiti on the new substation near the Village Hall at the tip of the new development site. Have contacted Western Power who are looking into this.
  - ALCA are continuing to press the Government to allow some flexibility in respect of virtual meetings whilst Covid issues continue.
  - We have had a new volunteer for the Speedwatch Group who has been put in touch with Christine Smart.
  - I have received a request for an Allotment. At this stage I have not looked into this in any detail and not sure when this was last looked at.
  - Otherwise all other issues are for discussion as Agenda items.
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- A discussion followed on the question of Allotments and this will be investigated. As a first step it will be mentioned in the next edition of "All About Cleeve" to gauge if there is sufficient local interest.

**08/22 District Councillors Report**

- No formal report received.

## 09/22 Planning Applications

- **For Discussion**

21/P/2866/FUH 166 Main Road Cleeve BS49 4PP Erection of a single storey rear extension to kitchen.  
Application discussed and it was resolved that our comment to be submitted is that we have no objection.  
Proposed by Cllr Stringer seconded by Cllr Burn.

- **Under Enforcement**

## 10/22 Finance Schedule

### a) Payments

10/11/2021	BACS	Andy Warren – Expenses	£42.15
10/11/2021	BACS	Cleeve Village Hall Hire June to October	£87.60
10/11/2021	BACS	Open Spaces Annual Subscription	£45.00
10/11/2021	BACS	K & E Property Maintenance (Dog Bins)	£120.00
11/11/2021	BACS	C R Monkman (Grass Cutting)	£330.00
19/11/2021	BACS	King George V Playing Fields (Allotment)	£101.00
26/11/2021	BACS	Cleeve Village Hall Hire November	£21.90
01/12/2021	BACS	Andy Warren – Expenses	£149.45
01/12/2021	BACS	K & E Property Maintenance (Dog Bins)	£120.00
06/12/2021	BACS	ALCA – AW Budgeting Webinar	£30.00
07/12/2021	BACS	Caroline Crane – Salary	£75.67
07/12/2021	BACS	HMRC – Caroline Crane	£18.80
07/12/2021	BACS	Andy Warren – Salary	£431.70
07/12/2021	BACS	HMRC – Andy Warren	£94.00
16/12/2021	BACS	Gradko International (Air Monitor Tubes)	£92.89
07/01/2022	BACS	Caroline Crane – Salary	£75.67
07/01/2022	BACS	HMRC – Caroline Crane	£18.80
07/01/2022	BACS	Andy Warren – Salary	£390.05
07/01/2022	BACS	HMRC – Andy Warren	£83.60

### **The following payments for approval**

05/01/2022	BACS	K & E Property Maintenance (Dog bins)	£150.00
12/01/2022	BACS	Andy Warren - Expenses	£59.69

Expenses include reimbursement for litter picker for Village Orderly.

It was resolved to confirm payments as detailed. Proposed by Cllr Pitman and seconded by Cllr Burn

### **b) Bank Reconciliation as at 31 December 2021**

Completed and circulated. Subject to approval to be signed by Chair and Vice-Chair. Resolved to confirm the Reconciliation.  
Proposed by Cllr Burn and seconded by Cllr Pitman.

Signed and confirmed by Chair, Cllr Morley and Vice Chair, Cllr Whistance

**c) Transfer of Accounts to Unity Bank**

This is on hold at the moment due to staffing issues at Unity Bank due to impact of Covid. Process should recommence later this month.

**d) Budget Calculations and Precept for year to 31 March 2023**

Proposed Budget was circulated prior to meeting and the proposal for this year is to not seek an increase in Precept as an exceptional matter for the forthcoming year. We have underspent in last 2 years and after revising our proposed Ear Marked Reserves our remaining General Reserve is approximately 66% of precept which is within expected tolerances.

Increase in budget of available Grant monies from £1,500 to £2,000 per annum.

Ear Marked Reserves confirmed as follows:-

Insurance EMR	£200
Legal/Planning EMR	£1,000
Defibrillator EMR	£500
Election EMR	£300
Cleeve Hill Road EMR	£2,500
Cleeve Hill Road (BA Grant)	£4,000
Goblin Combe Works EMR	£6,000
Millennium Gardens EMR	£200
<u>CLL Monies EMR</u>	<u>£6,072.78</u>
Total EMR	£21,772.78

Projected General Reserves £11,000

It was resolved that Budget calculations be accepted and that Precept request for Year to 31 March 2023 is to be **£16,656**.

Proposed by Cllr Stringer and seconded by Cllr Pitman

**11/22 Consultations for Comment**

- Highways Priorities Survey by NSC was circulate by email as response was required prior to this meeting. Submissions from Councillors were collated and a composite response submitted by Clerk.
- David Holtby, Project Officer at NSC for the Rights of Way Improvement Plan has asked for input regarding list of works already submitted. Some work has already been completed and Clerk to return to David Holtby with updated information supplied by Cllr Burn.

**12/22 Air Quality Monitoring**

Following a meeting attended by Cllr Burn, we have received confirmation from Richard Allard, Senior Scientific Officer, that NSC will be monitoring two Air Quality Monitoring sites which will review any changes in air quality currently and once the Lord Nelson/Touts site becomes operational. They intend to monitor for a 12 month period.

Additionally, it was resolved that the Parish Council will fund 2 other sites in the village via Gradko (who NSC use and recognise). Initial payment of £92.89 has been made for the first 3 months supply of tubes which will be delivered to Cllr Stringer for placing at sites in Bishop's Road and Cleeve Drive.

Proposed by Cllr Burn and seconded by Cllr Whistance.

**13/22 Goblin Combe Parking working party update**

A meeting of the working party has now been set for 4 February 2022 when the layout of the notice board will be prepared for confirmation at February meeting.

**14/22 The Queen's Green Canopy Project**

NSC are taking part in the "Local Authority Treescapes Funding Grant Scheme - via the Forestry Commission" and have allocated us a Hawthorn tree, a Liquid Amber tree and an Oak "whip" for The Quarry.

The Liquid Amber will be for the Queen's Green Canopy Project and the Hawthorn will be the commemorative tree requested by 2 local residents.

It is understood that these trees will be delivered for planting by the end of January 2022.

**15/22 CIL Monies**

No developments.

**16/22 Flagpole**

After research of various options quotes have been provided by 3 companies to supply and erect a flagpole at the Bishop's Road end of Pound Green.

After discussion and review it was resolved that One Stop Promotions incorporating Flags and Flagpoles will be asked to supply and erect the flagpole at a cost of £934.00 plus VAT. This sum will be paid from General Reserves. Clerk to instruct and place order.

Proposed by Cllr Burn and seconded by Cllr Stringer.

**17/22 Review of Speed Limit on Cleeve Hill Road**

Confirmation now received that work is scheduled to be completed during Financial Year 2022/2023.

**18/22 Tree Survey 2021**

Annual Tree Survey was completed on 17 November 2021 by Cllr Burn, Carolyn Woodthorpe (Tree Warden) and Clerk.

Action arising:-

One cherry tree has already been identified for felling and this is due to be actioned on 4 March 2022.

Pyracantha at edge of property on Pound Green is to be hedged to maintain gap between it and the house.

Contractor to be instructed accordingly.

**19/22 Notice Board for convenience store**

Following recent improvement work at the Bishop's Road Convenience Store the "notice board" arrangement is no longer possible. The question of replacement has been investigated and discussed with the business owner. A notice board of the same design as that we have on Pound Green will be sourced and positioned on the wall at the front of the premises.

Cost of the board – to be supplied by The Parish Notice Board company will be £290 plus VAT to include a header board detailing "Cleeve Parish Council" and delivery. The store are happy to arrange for the board to be fixed to the wall.

It was resolved that we proceed with ordering the board. Proposed by Cllr Burn and seconded by Cllr Pitman.

**20/22 Standpipe for Pound Green**

A request has been received to consider whether a standpipe could be placed on Pound Green to aid watering of trees and plants. At this stage it is not felt that this is a viable proposition and no action to be taken at the present time.

**21/22 Update on FOI/SAR request**

Clerk reported that initial information has been provided. The applicant is, however, seeking additional information and Clerk is to seek clarification regarding specific period which is required.

**For Information Only**

**22/22 Risk Assessments**

- None

**23/22 Report on Meetings and Activities attended**

- Cllr Burn attended Bristol Airport Environmental Working Group Meeting and notes have been circulated via email.
- Cllr Morley attended Recreation Club meeting and gave verbal report. The availability of Parish Council grants has been mentioned to them again.
- Cllr Pitman attended NSC Health and Wellbeing meeting.

**24/22 Any Matters for next Agenda**

- Allotments
- Design of a flag for Cleeve
- Bristol Airport Appeal Decision

**25/22 Invitations to External Meetings**

- Cllr Pitman will attend Yatton United Charities meeting
- Cllr Burn will attend Bristol Airport Consultative Committee meeting.

**26/22 Future Meetings**

- Next meeting to be held in Cleeve Village Hall Tuesday 8 February 2022 at 7.30pm.
- The Annual Parish Meeting will be held in the main Village Hall on Tuesday 26 April 2022.
- Clerk reported that he is due to have an operation in early March and, once further information is received, consideration will be given to any changes to meeting schedule.

Meeting closed at 21.40pm.

Signed .....*Andy Warren*..... Dated .....17 January 2022.....

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