



CLEEVE PARISH COUNCIL

Here for you.

Minutes of The Annual Meeting of Cleeve Parish Council held on Tuesday 10 May 2022 at 7.30pm in Cleeve Village Hall

84/22 Present

Chair Cllr Ronnie Morley, Cllrs Hilary Burn, Ben Whistance, George Stringer, Geoff Pritchard and Clerk Andy Warren.

85/22 Apologies

Cllr Marianne Pitman and District Cllr Steve Hogg

86/22 Election of Chair and Acceptance of Office

Cllr Ronnie Morley indicated her willingness to continue in the role of Council Chair.

It was resolved to elect Cllr Ronnie Morley as Chair. Proposed by Cllr Stringer and seconded by Cllr Burn.

Acceptance of Office form to be signed. Cllr Burn wished to record the thanks of the council to Cllr Morley for standing for the role.

87/22 Election of Vice Chair and Acceptance of Office

Cllr Ben Whistance indicated his willingness to continue in the role of Council Vice Chair.

It was resolved to elect Cllr Ben Whistance as Vice Chair. Proposed by Cllr Burn and seconded by Cllr Stringer.

Acceptance of Office form to be signed. Cllr Burn wished to record the thanks of the council to Cllr Whistance for standing.

88/22 Members of the public

3 members of the public were in attendance and raised the following issues:-

- 2 members of the public wished to advise members of the Council of their intentions regarding development at 66 Main Road, Cleeve.
- Member of the public advised that Bus timetables remain out of date and Clerk to report this to NSC and seek urgent updates at bus stops and online (Clerk to put details and link on PC website and Facebook)

89/22 Declaration of interests

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

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

90/22 Agreement of Minutes of the Meeting held on 12 April 2022

- It was resolved that the Minutes of the 12 April 2022 meeting are confirmed as a true and accurate record.
- Proposed by Cllr Stringer seconded by Cllr Whistance. Signed by Cllr Morley.

91/22 Finance and Governance

91.1 Section 1 of the Annual Governance and Accountability Return (AGAR) 2021/22

91.2 Adoption of the Accounts for the year ending 31 March 2022 and Section 2 of the AGAR: Accounting Statements 2021/22

91.3 Annual Internal Audit Report 2021/22

91.4 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.

The only recommendation from the Internal Audit Report is to complete the transfer of Bank Accounts to Unity Bank to improve the financial control aspect. This was confirmed at October 2021 meeting but delayed due to timing issues and capacity issues with Unity Bank.

It was resolved that the Notice of Public Rights and Publication of Annual Governance & Accountability Return (AGAR) (Exempt Authority) will be announced on 13 June 2022 and the inspection period will run from 13 June to 22 July 2022. Announcement to be made via Parish Noticeboards and Website.

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

Proposed by Cllr Stringer and seconded by Cllr Burn.

91.5 Receipts and Payments

a) Payments received

11/04/2022	BACS	Interest	£0.27
13/04/2022	BACS	NSC 1 st Half Precept	£8,328.00
21/04/2022	BACS	Groundworks (Dog Bin Contribution)	£130.00

b) Payments made

28/04/2022	BACS	ALCA (Annual Subs)	£223.10
06/05/2022	BACS	Andy Warren – Salary	£398.07
06/05/2022	BACS	HMRC – Tax Andy Warren	£85.60
06/05/2022	BACS	Caroline Crane – Salary	£82.32
06/05/2022	BACS	HMRC – Tax Caroline Crane	£20.60
06/05/2022	BACS	Signs of Cheshire (Allen Keys)	£8.60
06/05/2022	BACS	Yatton United Charities - Grant	£50.00
06/05/2022	BACS	All About Cleeve – Grant	£400.00
06/05/2022	BACS	Court de Wyck School PTA – Grant	£250.00

c) Payments to be authorised

Internal Audit additional hours as agreed under terms of the scheme

Additional 4 hours x £10.63 = £42.52 gross to be paid to Clerk with June salary.

Clerk's Expenses – May claim	£71.91
K & E Property Maintenance (Dog Bins)	£150.00
C R Monkman (Grass Cutting)	£330.00

Resolved to confirm payments and authorise additional payments. Proposed by Cllr Stringer and seconded by Cllr Burn.

91.6 Reserves

When Precept was set, and in line with Internal Audit recommendation from 2021, the level and application of reserves was reviewed and confirmed as follows:-

	<u>2021/22</u>	<u>2022/23</u>
Insurance EMR	£200.00	£200.00
Legal/Planning EMR	£1,000.00	£1,000.00
Defibrillator EMR	£1,000.00	£1,000.00
Election EMR	£300.00	£300.00
Cleeve Hill Road EMR		£2,500.00
Cleeve Hill Road (Bristol Airport Grant) EMR	£4,000.00	£4,000.00
Lord Nelson CIL Monies	£6,072.75	£6,072.75
Millennium Gardens EMR		£200.00
Goblin Combe EMR		£6,000.00
General Reserves	£11,934.39	£11,000.00

Resolved to approve level of Reserves. Proposed by Cllr Stringer and seconded by Cllr Burn.

92/22 Annual Review of Policies and Procedures

- 92.1 Standing Orders
- 92.2 Financial Regulations
- 92.3 Grant Awarding Policy
- 92.4 Health and Safety Policy
- 92.5 Equality and Diversity
- 92.6 Social media
- 92.7 Complaints Procedure
- 92.8 Risk Assessment
- 92.9 Requests under Freedom of Information Act 2000 and the Data Protection Act 1998
- 92.10 Community Engagement Strategy
- 92.11 Media and Filming
- 92.12 Code of Conduct
- 92.13 Publication Scheme
- 92.14 Website Accessibility
- 92.15 Reserves

All Policies and Procedures were reviewed by the Council and it was resolved to agree all as existing except for the following amendments:-

- 92.4 **Health and Safety Policy** – add Defibrillator under First Aid heading.
 - 92.10 **Community Engagement Strategy** – Include the cattery and kennels and, in due course, the new Tout's development. In liaison with District Cllr Steve Hogg, Surgeries are to be resumed initially 2 per year.
 - 92.11 **Media and Filming** is to be reviewed by April 2023.
 - 92.14 **Website Accessibility** Amend reference to Clerk.
- Proposed by Cllr Burn and seconded by Cllr Whistance

93/22 Asset Register

Annual review of Asset Register has been completed by Cllr Morley and updated to include new acquisitions from 2021/22. It has been suggested that a photographic record of assets be maintained and this exercise will be completed over the next 12 months. Clerk also to investigate new sign for Millennium Gardens.

94/22 Review of representation on or work with external bodies and arrangements for reporting back.

- ALCA– Cllr Stringer.
- Playing Fields Committee – Cllr Morley
- Bristol Airport Environmental Group – Cllr Burn.
- 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 not to be formal member but will keep Council informed
- Yatton United Charities – Cllr Pitman
- Community Resilience liaison- Cllr Pitman
- CPRE – Cllr Pritchard
- Equal Opportunities – Cllr Whistance

Airport Consultative Committee- Cllr Burn
In all cases reporting back to next available meeting.

95/22 Review of the Council's and/or employees memberships of other bodies

ALCA
NALC
SLCC
CPRE
Open Spaces
Parish Council Airport Association

It was resolved to continue membership of these bodies. Proposed by Cllr Whistance and seconded by Cllr Stringer.

96/22 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 2nd Tuesday each month except for August and December when no meetings will be scheduled. Meetings to commence at 7.30pm in the Village Hall.

The only exception being our July 2022 meeting which will be a week later this year and held on 19th July 2022.

Proposed by Cllr Stringer and seconded by Cllr Whistance.

97/22 Clerk's Report

- We have been approached by George Kears from Yatton regarding the Repair Café initiative <https://www.repaircafe.org/en/> encouraging the establishment within local communities of free meeting places which are all about repairing things together where expert volunteers with repair skills in all kinds of fields - clothes, furniture, electrical appliances, bicycles, crockery, appliances, toys, and so forth, help us make repairs we need ourselves. At this stage I have suggested he place an article in All About Cleeve and would be happy to publicise via Facebook. In order to help him seek a volunteer.
- Further damage to BT phone box reported to BT.
- Various issues with potholes and footpath maintenance raised with Richard Branchflower at NSC.
- The naming of the new development next to Al Fresco has been subject to a further exchange with NSC with further suggestions made. Developer not keen on our recommendation and choice will be "Field View". Have forwarded details from ALCA of a survey on the process of choosing names for the future.
- The work to install the 30mph limit on Cleeve Hill Road is scheduled to begin on 24 June.
- The base of the new flagpole is to be filled with bark to deal with potential trip hazard.
- Further traffic issues and anti-social parking related to the Tout's development have been reported to PCSO's, NSC and to Tout's site manager.

98/22 District Councillor's Report

District Cllr Steve Hogg advised via email that the leader of NSC, Don Davies, has resigned from the position and that, subject to confirmation at Full Council on 10 May 2022, District Cllr Steve Bridger will be the new Leader of NSC.

99/22 Planning Applications

• **For Discussion**

21/P/3377/FUL 66 Main Road Cleeve Construction of 8 semi detached properties

It was resolved that response is submitted to NSC objecting to the proposal. The submission will note that the applicants have attended Parish Council meeting to explain their intentions with the development and that we are querying regarding green belt, settlement boundary and extension to deadline.

Proposed by Cllr Whistance and seconded by Cllr Burn.

• **Under Enforcement**

None

100/22 Goblin Combe Parking Working Party update

Working party has considered amendments to map as discussed previously and these will now be submitted to the company. Consideration now to be given to the question of barriers to the car park – clerk to discuss with David Bailey of NSC. Also need to revisit the question of installing bike rack – clerk to approach the family who have a "shrine" on the site and offer to place a commemorative plaque on the rack. Clerk to prepare a letter to be sent to the family. Clerk also to approach Groundworks to ascertain whether recent coaches in car park relate to their activities.

101/22 Strategy for Traffic in Cleeve

Initial draft of questionnaire prepared and discussed and means of publicising these are being investigated. We still await assistance from NSC regarding additions and edits but Clerk has spoken with Rob Thomson and a phone discussion with one of his staff will be arranged shortly.

102/22 Neighbourhood Plan for Cleeve

The question of a Neighbourhood Plan for Cleeve was raised recently and discussed. It will need a committed team of people to drive it forward and has to be community led. For example Claverham had a hard core of 3 very committed residents and a number of "foot soldiers"! In terms of cost it will need a separate website, costs for meetings etc to be covered. There is no charge for any referendum which would be covered by NSC. Any plan must be in line with the NSC Local Plan and it would seem pointless to proceed at this stage until the plan currently under consultation is adopted. It is important to remember that a Neighbourhood Plan does not stop development although it can influence where any development might be. Bearing in mind we have no earmarked areas under the new NSC Plan it must be questioned whether this is worth pursuing at this time.

Some 19 years ago the question of a Neighbourhood Plan was discussed but not taken forward. What was completed was a "Cleeve Village Character Statement" which was also subject to a lengthy process before being accepted by NSC. A copy has been made available by Cllr Burn and Cllr Whistance will scan this as a reference document.

At this stage it is not deemed appropriate to take forward unless there are residents willing to step up and take this forward although, in any event, there is little to be gained until the new NSC Local Plan has been adopted

For Information Only

103/22 Risk Assessments

Ash tree above the quarry has Ash Dieback and this to be added to the Quarry Risk Assessment.

104/22 Report on Meetings and activities attended

No reports.

105/22 Any matters to go on next agenda

Strategy For Traffic in Cleeve, Action Plan, Insurance Renewal.

106/22 Invitations to external meetings

None

107/22 Future Meetings

Next meetings to be 14 June 2022 and 19 July 2022.

Meeting closed at 21.25pm.

Signed*Andy Warren*..... Dated12 May 2022.....

Andy Warren, Clerk 07932 191964 cleeveparishcouncil@hotmail.co.uk