



CLEEVE PARISH COUNCIL

Here for you.

Minutes of the Annual Meeting of Cleeve Parish Council held on Tuesday 14 May 2024 at 7.30pm in Cleeve Village Hall

94/24 Present

Chair Cllr Ronnie Morley, Cllrs Marianne Pitman, Hilary Burn, Geoff Pritchard, George Stringer, Colin Knowles and Clerk, Andy Warren.

95/24 Apologies

District Cllr Tom Daw

96/24 Election of Chair and acceptance of office

Clerk assumed control of the meeting whilst discussion regarding Chair position took place.

Cllr Morley confirmed her willingness to continue as Chair. It was resolved to confirm Cllr Morley as Chair - proposed by Cllr Stringer and seconded by Cllr Pitman.

Cllr Morley was duly elected and accepted the office. Declaration of Acceptance signed and witnessed by Clerk.

97/24 Election of Vice Chair and acceptance of office

Cllr Morley, having been duly elected as Chair assumed control of the meeting.

Cllr Knowles indicated his willingness to stand as Vice-Chair and it was resolved to confirm Cllr Knowles as Vice Chair this was proposed by Cllr Burn and seconded by Cllr Stringer.

Cllr Knowles was duly elected and accepted the office. Declaration of Acceptance signed and witnessed by Clerk.

98/24 Members of the public

One

99/24 Declaration of interests

(i) Declarations of interest relating to this agenda.

None

(ii) To consider applications for dispensations.

Dispensation requested by Cllr Burn in respect of Bristol Airport. Confirmed by the meeting.

100/24 Agreement of Minutes of the Meeting held on 9 April 2024

- It was resolved that the Minutes of the 9 April 2024 meeting, having been previously circulated, are confirmed as a true and accurate record.
- Proposed by Cllr Knowles and seconded by Cllr Burn. Signed by Cllr Morley and handed to Clerk..

101/24 PCSO Report

PCSO Nick Gough advises that crime figures have gone down from January which is encouraging.

However, at this time of year it is always worth mentioning that there is often an increase in shed break ins and thefts from gardens. Burglary continues to be an issue and he also reminds residents to keep doors and windows locked and closed when not at home. Some posters have been supplied which will be placed on our notice boards.

102/24 District Councillor Report

District Cllr Tom Daw was unable to attend due to clash with NSC full council but reports as follows:

- There is no further news on flooding/drainage issues.
- He is awaiting a reply regarding a meeting with Touts and also progress on charging points and employee parking.
- Rhodyate Hill from the Star now has 40mph signs.
- He is also due to have a meeting with Cllr Hannah Young regarding the ongoing BSIP issues.

103/24 Clerk's Report

- Requests have been submitted to NSC for refreshing of various road markings and signs around the village.
- NSC are in contact with Tout's regarding provision of charging points and staff parking issues.
- Following Ben's resignation NSC have advertised a vacancy for us. In the meantime Debs Lister has put herself forward for co-option and, if there is no other response to the advertised vacancy, this will be an Agenda item for the June meeting.

104/24 Financial Report

104.1 Section 1 of the Annual Governance and Accountability Return (AGAR) 2023/24

Document having been circulated prior to the meeting it was resolved to accept the return. Proposed by Cllr Stringer and seconded by Cllr Pitman. Signed by Chair and Clerk.

104.2 Adoption of the Accounts for the year ending 31 March 2024 and Section 2 of the AGAR: Accounting Statements 2023/24

Documents having been circulated prior to the meeting it was resolved to adopt the Accounts and Section 2 of the AGAR for year ending 31 March 2024. Proposed by Cllr Burn and seconded by Cllr Stringer. Signed by Chair and Clerk.

104.3 Annual Internal Audit Report 2023/24

Having been circulated prior to the meeting, Councillors noted the Annual Internal Audit report and comments from the Council's Internal Auditor and resolved to accept. Proposed by Cllr Burn and seconded by Cllr Stringer.

104.4 Dates for Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return (AGAR) to be published

It was resolved that the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return (AGAR) will be announced on 9 June 2024 and be available for inspection between 10 June 2024 and 19 July 2024. This will also appear on Council Website and notice boards. Proposed by Cllr Stringer and seconded by Cllr Burn.

104.5 Submission for a Limited Assurance Review

Unlike previous years, when Council was exempt from the need for a Limited Assurance Review, for the year ending 31 March 2024 submission for a Limited Assurance Review will be required. It was resolved to submit accordingly and to confirm that there are no Conflicts of Interest with BDO LLP. Proposed by Cllr Burn and seconded by Cllr Pitman.

104.6 Review and renewal of Insurance Cover

The annual review documents have been received from Zurich for renewal date of 31 May 2024. Premium paid as in 2022 and 2023 remains the same for the forthcoming year at £300. Having reviewed the policy, and alternatives, it was resolved that the policy be renewed. Proposed by Cllr Knowles and seconded by Cllr Pitman.

104.7 Receipts and Payments

a) Payments

15/04/2024	BACS	Cleeve Village Hall Hire	£48.00
15/04/2024	BACS	K & E Property (Dog Bins)	£132.00
12/04/2023	BACS	C R Monkman (Grass Cutting)	£240.00
15/04/2024	BACS	ALCA Subscription	£256.76
12/04/2023	BACS	Cleeve Village Hall Hire	£66.00
30/04/2024	BACS	NBB Outdoors (Picnic Tables)	£1,574.64
30/04/2024	BACS	Yatton United Charities (Grant)	£100.00
30/04/2024	BACS	All About Cleeve (Grant)	£400.00
01/05/2024	BACS	Salaries and HMRC	£746.11
02/05/2024	BACS	PCAA Subs	£95.00
09/05/2024	BACS	Andy Warren (Expenses)	£43.82
09/05/2024	BACS	K & E Property (Dog Bins)	£132.00
09/05/2024	BACS	C R Monkman (Grass Cutting)	£240.00

b) Payments received

12/04/2024 BACS North Somerset Council 1st Half Precept £8749.50

c) Payments for authorisation

Internal Audit additional hours as agreed under terms of the scheme
Additional 9.5 hours x £13.06 = £124.07 gross to be paid to Clerk with June salary.

It was resolved to confirm payments, receipts and payments for authorisation. Proposed by Cllr Stringer and seconded by Cllr Knowles.

104.8 Reserves

	<u>2023/24</u>	<u>2024/25</u>
Insurance EMR	£200.00	£200.00
Legal/Planning EMR	£1,000.00	£1,000.00
Defibrillator EMR	£500.00	£500.00
Election EMR	£300.00	£300.00
Cleeve Hill Road EMR	£2500.00	£339.52
Cleeve Hill Road (Bristol Airport Grant) EMR	£4,000.00	£0.00
CIL Monies	£6,072.75	£5356.75
Millennium Gardens EMR	£200.00	£200.00
Goblin Combe EMR (inc Bristol Airport Grant)	£8,018.00	£770.37
General Reserves	£10,000.00	£10,000.00
Total	£32,590.75	£18,666.64

It was resolved to confirm level of Reserves held. Proposed by Cllr Burn and seconded by Cllr Pitman.

105/24 Annual Review of Policies and Procedures

To be reviewed at June meeting,

106/24 Asset Register

To be reviewed at June meeting.

107/24 Review of Representation on or work with external bodies and arrangements for reporting back

To be reviewed at June meeting.

108/24 Review of the Council's and/or employees' membership of other bodies

To be reviewed at June meeting.

109/24 Setting of dates, times and places of ordinary meetings of Full Council for the year ahead.

It was resolved to hold Full Council meetings on the second Tuesday of each month for the forthcoming 12 months. The Annual Parish Meeting for 2025 will be held on Tuesday 15 April 2025. Proposed by Cllr Stringer and seconded by Cllr Burn.

110/24 Planning Applications

For Discussion

None

Under Enforcement

None

111/24 Bristol Airport

Cllr Burn confirmed that as agreed she has submitted questions to the Airport Environmental Group on behalf of Cleeve Parish Council.

112/24 Community Orchard

To be discussed at June meeting.

113/24 Flooding

A resident has confirmed that NSC have confirmed that the works identified to the outlet drain from the ditch on Rhodyate Lane have been set for delivery in the 24/25 financial year and assigned a budget. Cllr Knowles also reports that the second round of drain clearance appears to have been successful.

114/24 CIL Monies

a) Village Gateway Scheme.

Having been suggested previously this will be reviewed again once we have confirmation of speed limit changes. At that point we will also look at both good and bad examples from recent similar work at Flax Bourton and Barrow Gurney.

115/24 Consultations for Comment

The very short-dated request for a response to the "BSIP Refresh" consultation has been completed by Cllr Morley as a summary of comments from other Councillors. NSC have been advised by CPC and by District Cllr Tom Daw that this is not an appropriate way for consultations to be requested and this has been acknowledged.

116/24 Potential Claim regarding nuisance caused by Information Boards at Goblin Combe Car Park.

Agenda Item moved to later position – member of the public left the meeting and item undertaken confidentially.

A Solicitors Letter has been received regarding nuisance caused by the map on the Information Board at Goblin Combe Car Park and questioning its accuracy.

The Solicitor's Letter is a "Letter Before Action" and offers an "Alternative Dispute Resolution" which, subject to legal advice, will be the preferred option.

In the meantime, the board has been covered up pending full review and a notice to this effect attached to the board.

It was resolved to seek legal advice and to respond to the Letter in accordance with that advice.

Proposed by Cllr Knowles and seconded by Cllr Burn

It was also resolved that a brief note will be placed in All About Cleeve advising that the board has been covered pending a review for accuracy. Proposed by Cllr Burn and seconded by Cllr Knowles.

For Information Only

117/24 Risk Assessments

None

118/24 Report on Meetings and activities attended

Cllr Pitman attended NSC Consultation event in respect of Waste Management and Car Parking Charges.

Cllr Burn attended Airport Environmental Group meeting. Both reported back to Council.

119/24 Any matters to go on next agenda

Annual review of policies plus other items deferred from this meeting.

120/24 Invitations to External meetings

Cllr Morley will attend Adult Services Housing Policy & Scrutiny Panel's (ASH) Property Conditions in the Private Rented Sector Inquiry Day on 20 June.

121/24 Future Meetings

Next meeting will be held on Tuesday 11 June 2024.

Signed*Andy Warren*..... Dated22 May 2024.....

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