



## CLEEVE PARISH COUNCIL

*Here for you.*

Minutes of the Annual Meeting of Cleeve Parish Council held on Tuesday 11 June 2024 at 7.30pm in Cleeve Village Hall

**122/24 Present**

Chair Cllr Ronnie Morley, Cllrs Marianne Pitman, George Stringer, Colin Knowles, Clerk Andy Warren and (from item 132/24) Cllr Geoff Pritchard.

**123/24 Apologies**

Cllr Hilary Burn and District Cllr Tom Daw

**124/24 Members of the public**

One

**125/24 Co-Option of New Councillor**

Following the resignation of Ben Whistance the vacancy was advertised by NSC. With no candidates putting themselves forward we are able to Co-Opt and Debs Lister has put herself forward.

After discussion it was resolved to Co-Opt Debs Lister as Councillor. Proposed by Cllr Stringer and seconded by Cllr Pitman. The relevant forms for Consent to Co-Option, Acceptance of Office and Register of Interests were completed and the Declaration of Acceptance of Office was signed and witness by Clerk.

Cllr Morley welcomed Cllr Lister to the council and Cllr Lister joined the meeting although not in a voting capacity until the July meeting to allow for documentation to be processed.

**126/24 Declaration of interests**

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

None

(ii) **To consider applications for dispensations.**

None

**127/24 Agreement of Minutes of the Meeting held on 14 May 2024**

It was resolved that the Minutes of the 14 May 2024 meeting, having been previously circulated, are confirmed as a true and accurate record.

Proposed by Cllr Knowles and seconded by Cllr Pitman. Signed by Cllr Morley and handed to Clerk..

**128/24 PCSO Report**

No report received.

**129/24 District Councillor Report**

District Cllr Tom Daw was unable to attend and although he continues to chase NSC on various issues for us he is currently involved in campaigning as a candidate in the forthcoming General Election.

**130/24 Clerk's Report**

- A resident has copied CPC into email with NSC regarding flooding and subsidence issues effecting property in Rhodyate Lane. Clerk will monitor any response.
- After further representations regarding the state of Bishop's Road some "patching work has been completed and NSC advise that further work is provisionally allocated for the next financial yar (2025/26).
- We have been provided with a free large, framed photo of King Charles III which we have nowhere to site. It is intended for public buildings and Cllr Stringer is to ask the Village Hall Committee if they would be able to use this.

**131/24 Financial Report**

**Receipts and Payments**

Payments

17/05/2024	BACS	C R Monkman (Grass Cutting)	£240.00
17/05/2024	BACS	Zurich Insurance (Renewal)	£300.00
23/05/2023	BACS	Cleeve Village Hall Hire	£14.00

03/06/2024	BACS	Andy Warren - Salary	£600.70
03/06/2024	BACS	HMRC – Andy Warren	£143.60

**Payments received**

15/05/2024	BACS	NSC Village Orderly Grant	£134.67
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**Payments for authorisation**

11/06/2024	BACS	K&E Property (Dog Bins)	£165.00
11/06/2024	BACS	C R Monkman (Grass Cutting)	£240.00
11/06/2024	BACS	C R Monkman (Benches Orchard)	£165.00

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

**132/24 Annual Review of Policies and Procedures**

**132.1 Standing Orders**

No Change

**132.2 Financial Regulations (Approve new draft provided by NALC)**

Revised draft to be adopted

**132.3 Grant Awarding Policy**

Amendment to application to suggest addition of supporting documents if relevant to application

**132.4 Health and Safety Policy**

Amendment to 5.1 to add that we have no responsibility for Bleed Kits attached to Village Hall defibrillator and the notice board at Goblin Combe Car Park. Change reference to Millennium Garden to Community Orchard.

**132.5 Equality and Diversity**

No Change

**132.6 Social Media**

No Change

**132.7 Complaints Procedure**

To be confirmed at July meeting. Amendment to include dealing with emails from Solicitors.

**132.8 Risk Assessment**

Amendment to include changing reference to “Right to Roam” to “Right of Way” plus Under ‘INFORMAL RECREATION’ delete ‘CLIMBERS ACCEPT RISKS BY DOING THIS TYPE OF ACTIVITY’.

**132.9 Requests under Freedom of Information Act 2000 and the Data Protection Act 1998**

Change management of risk to reflect requests from members of the public.

**132.10 Community Engagement Strategy**

Amend reference from Millennium Gardens to Community Orchard. Specific areas for community involvement change Millennium Garden to Community Orchard.

**132.11 Media and Filming**

No Change. Review 2027 unless there is a change in legislation.

**132.12 Code of Conduct**

No Change

**132.13 Model Publication Scheme**

No Change

**132.14 Website Accessibility**

No Change

**132.15 Training**

No Change

**132.16 Transparency Code**

No Change

It was resolved to adopt the various documents including revisions. Proposed by Cllr Stringer and seconded by Cllr Knowles.

**133/24 Action Plan**

A full review of the existing Action Plan was undertaken and updates for 2024/25 discussed. This will be re-drafted for approval at the July meeting. It was also suggested that, as items are completed, they are, in future, added as an addendum to the Plan to summarise ongoing progress.

**134/24 Asset Register**

The Asset Register was discussed and, as an ongoing exercise, and as part of the Action Plan, photographs are to be taken of all items for reference purposes. Cllr Lister will take this forward as an ongoing exercise in liaison with Clerk. Amendments required to change references to Millennium Garden to Community Orchard.

It was resolved that Cllr Morley, as Chair, sign the Asset Register. Proposed by Cllr Pitman and seconded by Cllr Stringer.

**135/24 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 – Ben Whistance (until he moves away when Clerk will take on)  
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, Open Spaces and Natural England – Cllr Knowles  
Equal Opportunities – Cllr Morley  
Airport Consultative Committee- Cllr Burn  
Groundworks – Monthly meetings Cllrs Burn, Pritchard and Knowles plus Clerk  
In all cases reporting back to next available meeting.  
Proposed by Cllr Stringer and seconded by Cllr Pitman.

**136/24 Review of the Council's and/or employees' membership of other bodies**

ALCA  
NALC  
SLCC  
CPRE  
Open Spaces  
Parish Council Airport Association  
Natural England  
It was resolved to continue all memberships. Proposed by Cllr Stringer and seconded by Cllr Pitman

**137/24 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 with the exception of August and December when no meetings are held. The Annual Parish Meeting for 2025 will be held on Tuesday 15 April 2025. Proposed by Cllr Stringer and seconded by Cllr Burn.

**138/24 Planning Applications**

**For Discussion**

24/P/0878/OUT Car Park Site Land Adjacent To 134 & 136 Main Road  
Outline application for the erection of 1no. new dwelling  
24/P/0966/AOC 45 Cleeve Hill Road  
Request to discharge condition number 4 on application 23/P/1899/FUH

Both applications discussed but no comments required.

**Under Enforcement**

None

**139/24 Bristol Airport**

Cllr Burn circulated by email a summary of the recent Bristol Airport Environmental Working Group meeting held on 29 May 2024.

**140/24 Community Orchard**

The picnic benches have now been installed and, after some small adjustments, will be secured in place. Payment for construction to Chris Monkman approved under 131/24 above.  
Various signs will need to be replaced/redesigned including safety disclaimer. Clerk to seek costings ahead of July meeting.

**141/24 CIL Monies**

No new developments/costs other than installation cost of benches.

**142/24 Consultations for Comment**

None

**143/24 Tree Work around Quarry Area**

Quote has been obtained at £1,350 from O'Shea Tree Services Ltd for felling of unsafe Ash trees in the Quarry Area. This is essential work and needs to be completed as an urgent matter.  
It was resolved to accept the quote and instruct the company accordingly. Work should be completed week of 17 June 2024.  
Proposed by Cllr Knowles and seconded by Cllr Stringer.

**144/24 Issues with Goblin Combe Car Park noticeboard**

Following receipt of the Solicitors Letter (May Meeting item 116/24) legal advice was sought and a response sent in accordance with that advice. We have now received a response from Solicitors confirming that complainants are willing to review and discuss amendments/way forward with Cleeve PC. A meeting to be arranged with Cllrs Morley and Knowles representing Cleeve PC.  
It was resolved to follow this course of action. Proposed by Cllr Pitman and seconded by Cllr Stringer.

**For Information Only**

- 145/24 Risk Assessments**  
The path between Bishops Mead and Graitney Close is difficult to negotiate with overgrown vegetation. Clerk to report and seek clearance.
- 146/24 Report on Meetings and activities attended**  
None
- 147/24 Any matters to go on next agenda**  
Action Plan, Policy review (Complaints Procedure).
- 148/24 Invitations to External meetings**  
None
- 149/24 Future Meetings**  
Next meeting will be held on Tuesday 9 July 2024.

Signed .....*Andy Warren*..... Dated .....13 June 2024.....

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