



CLEEVE PARISH COUNCIL

Here for you.

Minutes Cleeve Parish Council will be held on Tuesday 14th May 2019 at 7.30pm at the Village Hall, Cleeve.

107/19 Present

Cllr Ashman, Cllr Lister, Cllr Morley, Cllr Pitman, Cllr Burn, Cllr Stringer, Cllr Pritchard

Clerk: Alicia Fox

Cllr Ashman was thanked for all her hard work on the Parish Council and was presented with a gift from the Parish Council.

108/19 Apologies – District Councillor Steve Hogg

109/19 Acceptance of Office from the non-contested elections

Declarations signed by Cllr Lister, Cllr Morley, Cllr Pitman, Cllr Burn, Cllr Stringer, Cllr Pritchard

110/19 Election of Chair and acceptance of office

Cllr Lister was elected as Chair

Proposer Cllr Stringer, Seconder Cllr Burn.

111/19 Election of Vice Chair and acceptance of office

Cllr Morley elected as Vice Chair,

Cllr Burn proposed and Cllr Stringer seconded.

112/19 Members of the public

None.

113/19 Declaration of interests

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

Cllr Stringer and Cllr Lister- Lord Nelson.

- (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.

114/19 Agreement of Minutes of the Meeting held on 9th April 2019

Minutes were agreed and signed by Chair Cllr Lister

115/19 Review of Delegation Arrangements

It was agreed by all to retain all powers and responsibilities to ordinary meetings of the Council.

116/19 Review and Adoption of amended Standing Orders

Resolved: The policy was reviewed and agreed by the Council.

117/19 Review and Adoption of Financial Regulations

Resolved: The policy was reviewed and agreed by the Council.

118/19 Review of Risk assessment

Resolved: The policy was reviewed and agreed by the Council.

119/19 Review of Social media policy

Resolved: The policy was reviewed and agreed by the Council.

120/19 Review of Health and Safety policy

Resolved: The policy was reviewed and agreed by the Council.

121/19 Review of Equality and Diversity policy

Resolved: The policy was reviewed and agreed by the Council.

122/19 Review of representation on or work with external bodies and arrangements for reporting back

- Village Hall Committee – Cllr Stringer
- Playing Fields Committee – Cllr Morley, Cllr Lister as deputy
- Parish Council Airport Association – Cllr Burn
- Charities – Cllr Pitman
- CPRE – Cllr Burn
- ALCA – Cllr Lister
- Environmental working group- Cllr Lister
- Equal Opportunities – Cllr Pritchard
- Airport Consultative Committee- Cllr Burn

Jean Ashman has volunteered to remain the guardian of the defibrillator; however the Clerk also knows how to carry out the checks.

Reporting back at the next available meeting.

123/19 Review of inventory of land and assets including buildings and office equipment

Resolved: The policy was reviewed and agreed by the Council but this is work in progress.

124/19 Review and confirmation of arrangements for insurance cover in respect of all insured

Council agreed to use a new provider- Inspire and sign up to a 3 year contract at £429.99 per annum. The cheque was written as part of the finance schedule.

Proposed by Cllr Pitman, seconded by Cllr Burn.

125/19 Review of the Council's and/or employees' memberships of other bodies

- ALCA
- NALC
- SLCC
- CPRE
- Open Spaces
- Parish Council Airport Association

126/19 Review of the Council's complaints procedure

Resolved: The policy was reviewed and agreed by the Council.

127/19 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Resolved: The policy was reviewed and agreed by the Council.

128/19 Review of the Council's policy for dealing with the press/media

Resolved: The policy was reviewed and agreed by the Council.

129/19 Review of the Council's Archive arrangements

Resolved: The policy was reviewed and agreed by the Council.

130/19 Review and update of the Action plan

Resolved: The policy was reviewed and agreed by the Council for this to be updated as and when needed.

131/19 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead

Resolved: 2nd Tuesday of every month except for August and December where there will be no meeting.

132/19 Clerk's Report

- Foundation award information all sent off to NALC, we are awaiting the results.
- Contacted the playing fields regarding the Beech tree near the Pavilion, they advised this will be looked into.
- Requested NSC cut back the overgrown grass on the pavement along Bishops Road to Court De Wyck and the Bishops Mead island.
- Chased up our contractor to empty the bin in the Combe, this has now been emptied.
- 2 press statements have been given as approved by the Council regarding the Environment centre
- HandiCart has been ordered for Village Orderly thanks to the grant received from NSC.
- AAC article drafted with information regarding our 70 year anniversary
- Asked for an update from NSC regarding the trees that were cut down near the Village Hall. NSC are monitoring the situation and if it happens again the police will be informed.
- New area officer has been appointed at NSC- Richard Branchflower (Jeff Shipways replacement). He will be main point of contact for us.
- I received a request to look into footpath access extending from Rhodyate Lane, Cleeve, to meet the lane extending from Chapel Lane. Despite this being in Yatton's domain I passed on to NSC who along with the landowner have agreed to carry out necessary works.

133/19 District Councillors' Reports

None.

Requires decisions

134/19 Planning Applications:

For discussion:

- a) 19/P/0711/LBC – 68 Main Rd- Listed building consent for change of use of allocated residents' gym to a studio flat Same comments as before. Main concern is there is sufficient parking without extending the hardstanding.
- b) 19/P/0704/FUL- Junction 21 Park and Ride
Cleeve PC support this planning application as it saves Greenbelt and helps to protect the SAC roost in the woods in Cleeve, we are worried about foraging in planned carpark at Bristol airport. This planning application takes cars off the road through the village and is supported but only as a park and ride facility with no variation.
We would like this determined in the same timeframe as the airport planning application.
- c) 10 Bishops road- erected fence- no further action to be taken.
- d) 17/P/1076/RM 14/P/2240/O- 62 Main road- Contact NSC and request an enforcement officer to visit the site as it is not as per the plans of 2015.

Under Enforcement:

- a) APP/D0121/C/18/3195254- Old Stables appeal- original decision upheld.
- b) 2016/0375- Chapel lane hedgerow- had been given until April to plant but not done. Owner has advised NSC will plant the hedge for them in November 2019 and charge for this. If they plant the hedge beforehand, they will bill them for costs accrued.
- c) 18/00512/COU-Orchard Chicken Farm, Main Road, Cleeve- No one is living in the caravan. They have not used the caravan for some time according to the owner. The case will be closed
- d) 18/00570/UAW- 131A Main Road, Cleeve, Bristol- refused in January, planning application to be submitted.

135/19 Finance schedule

Alicia Fox Salary x 4 weeks	BACS	530.99
HMRC	BACS	18.42
Caroline Crane	BACS	73.68
NALC- foundation award	CHQ	60.00

Alan Ballinger- grass cutting	CHQ	204.0
KE property maintenance- dog emptying	CHQ	120.00
HMRC- additional tax due	CHQ	20.60
Alicia Fox- Internal audit overtime less tax due on Aprils pay.	CHQ	37.70
Alicia Fox expenses- work from home- £16, Mileage- £9 Phone/internet- £17.00,	CHQ	42.00
Helping hand- Handicart	CHQ	372.85
Came and Company	CHQ	429.99

Cllr Morley proposed the finance schedule , Cllr Stringer seconded all invoices were agreed and signed by Cllr Pitman and Cllr Morley.

Requires action

136/19 Annual Governance and Accountability return to be signed

This was reviewed and agreed by the Council; Cllr Stringer proposed and Cllr Burn seconded. The Chair then signed and dated both section 1 and 2 and also the certificate of exemption.

137/19 Internal audit report to be discussed and clerks suggested actions

The Council read through the internal report and requested the clerk to implement the recommendations where appropriate.

138/19 Bristol Airport- Cleeve PC 'call in' letter to James Brokenshire, Secretary of State for Housing, Communities and Local Government. This was reviewed and agreed to be sent into the Secretary.

139/19 Grant application review and decision

The Council reviewed the grant application received from the Village Hall for £200.

Resolved: Cllr Burn proposes the grant application to be approved, this was seconded by Cllr Pitman. The cheque and application were signed by Cllr Pitman and Cllr Morley.

140/19 Update on car parking issues in Cleeve

2 further cars have been logged on the spreadsheet. Clerk to follow up with the PCSO with regards to the BMW parking on the main road.

141/19 Lord Nelson update

The planning application was refused. This will be removed from the agenda until further notice. Clerk to see if business rates have been paid, as the Lord Nelson was sold as a working pub. The site is also referred to as a brown field site but on NSC maps it is shown as a green field site. Delegated report to be checked if it says brown field site.

142/19 Speed restrictions to be reviewed/ Cleeve Hill Road action to be taken- Been advised it passes the threshold to be reduced to 30mph but cost would be £7000.

The report from NSC regarding the speed limit is to go on the website.

Clerk to look into costs regarding the plans that would need to be drawn up by NSC to put forward a grant application to the Bristol Airport Community Fund.

The Council discussed ways to try and reduce the number of vehicles using Cleeve Hill Road, but it was agreed the best course of action is to try and get the speed limit reduced.

143/19 A370 sign opposite Bishop road replenishment

Clerk will speak to Richard Branchflower from NSC about the finger post being replenished.

For Information only

144/19 Community Speed watch update

Clerk circulated update received from speed watch coordinator.

145/19 Risk Assessments

Bishops Mead path

Pothole in middle of the road on Bishops road opposite the newsagents. Man tripped and got badly injured.

Can the layby by 56 Bishops road be looked at and possibly widen the road?

40mph signs A370 from Brockley is obscured.

40mph VAS from Brockley still not working.

146/19 Report on meetings and activities attended

Yatton vs Cleeve PC skittles competition

70 year anniversary celebrations.

Cllr Lister- Village Hall committee meeting: received positive praise for the grass cutting. They also recognised the efforts put in by the Village Orderly.

Cllr Pitman- Weston Consultation meeting to be attended on 15th May will update in June's meeting.

147/19 Any matters arising to go on the next agenda

Aviation 2050

148/19 Future Meetings:

Annual Parish Assembly Tuesday 21st May 7.30pm

Council Meeting 11th June 19 at 7.30pm

Meeting closed at 9.25pm.

Signed

Dated

Alicia Fox, Clerk

Members are reminded the council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, age, sexual orientation, marital status and any disability). Crime and disorder, Health and Safety and Human Rights

All mobile phones must be switched off during the meeting

Members of the public may speak on any issue during a 10 minutes period as allocated in the Agenda. After that period the public may not comment at all but they may stay for the duration of the Council meeting if they wish.