

# CROMHALL PARISH COUNCIL

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## MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 10<sup>th</sup> JANUARY 2018 at 7.30pm IN THE VILLAGE HALL, TALBOTS END CROMHALL

**PRESENT:** Cllrs Roland Hobbs (RH), David White (DW), Daren Jeffery (DJ) chair and Steve Aston (SA)  
In attendance: Ward Councillor John O'Neill (JON) and D Dunning (Clerk)  
No members of public

### **NO. 1 APOLOGIES:**

Apologies were received and accepted from Cllr Mike Line.

### **NO. 2. DECLARATIONS OF INTEREST:** in any items on agenda:

Cllr S Aston in item 5bii who took no part in the discussions.

### **NO. 3. ADOPTION of the MINUTES:**

Minutes of the meeting on 13<sup>th</sup> December 2017 were accepted and signed by the Chair.

### **NO. 4 PUBLIC PARTICIPATION:**

None

### **No. 5. PLANNING APPLICATIONS**

**5a.** COM/17/0109/BOC/1 Enforcement notice relating to storage at The Orchards

**Meeting resolved to submit response.**

**5b** To action any applications received after the agenda issues

**5bi** PT17/5717/F 6 Townwell. To increase the height of an existing wall by adding a fence to a maximum of 2m

**Noted**

### **NO. 6 AGENDA ITEMS**

**6a** To receive request for a donation to the running costs of the Benefice Newsletter

**Council resolved to give a grant of £300. Clerk to inform Benefice Newsletter of new grant process.**

**6b** To receive request for grant from Citizens Advice South Gloucestershire.

**Council resolved to give a grant of £100**

### **NO 7. CORRESPONDENCE**

**7a.** To note new details for Four Towns and Vale Link Community Transport.

**Noted**

**7b.** To note Healthwatch South Gloucestershire survey about the Accessible Information Standard (AIS) and agree any actions.

Council agreed to include details in 5Alive report.

**7c.** To note South Gloucestershire Council is consulting on its draft Climate Change Strategy for 2018 – 2023 and agree any actions.

Cllr Jeffery and Clerk to provide responses for approval at the February meeting.

**7d.** To note South Gloucestershire Spring Clean 2018 takes place from 13 February to 14 May and agree any actions

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**Council resolved to hold its spring clean on Saturday 10<sup>th</sup> March 2018. Meet Village Hall 10am. Details to go on website and in 5Alive.**

**7e.** To note Department for Business, Energy and Industrial Strategy (BEIS) is currently consulting on a new National Policy Statement (NPS) relating to the development of nuclear new build power stations (NNB).  
**Cllr Jeffery to provide response by end of January.**

**7f.** To note Healthwatch South Gloucestershire survey regarding local GP services  
**Noted.** Meeting agreed to include details in 5Alive article.

**7g.** To note ALCA can allocate invitations to two Local Councils, to send a Representative to the Royal Garden Party 2018 and agree any actions  
**Noted**

**7h.** To note annual equalities data for the Community Engagement Forums submitted by Cllr Aston  
**Noted**

## **NO 8 REPORTS**

**8a** To receive report from ward Cllr John O'Neill

Approval has been given for 85 homes at Falfield. There will also be a 100 place Park & Share. The existing layby by the motorway will be upgraded and parking limited.

Council tax rise for South Gloucestershire is likely to be 5.99%

Air quality is to be monitored in Charfield.

**8b.** To RECEIVE and NOTE a verbal report from the Clerk

- Submitted council response to Final Draft of West of England Joint Spatial Plan consultation
- Informed St Peters Hospice of new grant policy and timetable for any future requests and confirmed £100 grant to be issued.
- Signed and returned the new Localism charges contract with South Gloucestershire Council for grass cutting and dog bins.
- Sorted out grass cutting invoices which appear to not reach the council.
- Received thank you notes for grants from Tea at 3, Tortworth Arboretum and Cromhall Flower Show committee
- Working with Cromhall media to improve web pages.
- Received notification of Woodlands Garden Village concept which was circulated to councillors.

Temporary prohibition of use of vehicles Cowship Lane from 7<sup>th</sup> February 2018. Road closure for up to 10 days - Informed South Gloucestershire Council of concerns about buses no 84/85 as previous closures had disrupted and details on website. Received notification of changes to bus route when Cowship Lane is closed

**Council agreed proposal is the only option but request SGC ensure the changes are well publicised.**

Received feedback from SGC on gates project. Design, style and locations acceptable but project will require a Section 50 license.

**Council agreed to contact SGC Street works to discuss options for project.**

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Cromhall council has already agreed in principle to support the new ALCA scheme to improve the quality of Internal Audit arrangements for Councils with an income below £25,000 (Smaller Councils) which is now progressing.

**Council resolved to formally support the agreement which was duly signed by the chair.**

SCG has advised that to satisfy the S106 at the Burltons, the developer is required to provide play equipment. Given the close proximity of the existing Play Area in Townwell, SGC wonders whether the Parish Council may be interested if SGC could negotiate with the developer to provide equipment at the existing play area as an alternative option and arrange a proportion of the commuted sum to be paid to the Parish Council to pay for the equipment's ongoing maintenance and future inspections.

**Council resolved to support the provision of two separate play areas which would benefit the whole parish.**

**8c.** To RECEIVE report on Townwell play area

Safer surface continues to be monitored, no change to report. No other issues.

**8d.** To RECEIVE any other reports

Final implications from GDPR are still unknown.

Concerns over recent incident at Leyhill prison. As the prison is within Cromhall parish, council agreed to invite Ray Johnson to a parish meeting to raise issues. Clerk to action.

### NO. 9. FINANCE

**9a** To receive financial update and AGREE and sign cheques.

| CROMHALL PC GRANT REQUESTS 2017 |             |              |                  |                |
|---------------------------------|-------------|--------------|------------------|----------------|
| Name                            | Request for | Benefits     | Amount requested | Agreed grant   |
| St Peters Hospice               | 1418        | Grant        | £100.00          | £100.00        |
|                                 |             | <b>TOTAL</b> | <b>£100.00</b>   | <b>£100.00</b> |

Resolved that the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure detailed above amounting to £100.

| Bank reconciliation December 2017 |  |   |           |            |              |                   |  |
|-----------------------------------|--|---|-----------|------------|--------------|-------------------|--|
|                                   |  |   |           |            |              |                   |  |
| Balance in bank at 1/12/17        |  |   |           |            |              | £28,898.92        |  |
|                                   |  |   | <b>IN</b> | <b>OUT</b> | <b>TOTAL</b> |                   |  |
|                                   |  |   |           |            |              |                   |  |
|                                   |  |   |           |            |              |                   |  |
|                                   |  | Expenditure                               |           | £796.88    | £796.88      |                   |  |
|                                   |  | Income                                    |           | £0.00      | £0.00        |                   |  |
|                                   |  | <b>balance in bank as at 31/12/17</b>     |           |            |              | <b>£28,102.04</b> |  |
| Items not yet cleared             |  |   |           |            |              |                   |  |
|                                   |  | Cromhall Parish Hall and Recreation Trust |           |            | £57.00       |                   |  |

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|   |              |   |                |               |                 |               |                |                   |                             |
|---|--------------|---|----------------|---------------|-----------------|---------------|----------------|-------------------|-----------------------------|
|   |              | HMRC December<br>(see below)                        |                |               |                 | £16.60        |                |                   |                             |
|   |              | Daphne Dunning pay December<br>(see below)          |                |               |                 | £398.62       |                |                   |                             |
|   |              | Grant cheque Cromhall Flower<br>Show                |                |               |                 | £300.00       |                |                   |                             |
|   |              | Grant cheque St Andrews<br>School                   |                |               |                 | £500.00       |                |                   |                             |
|   |              | Grant cheque Tea @ 3                                |                |               |                 | £176.00       |                |                   |                             |
|   |              | Grant cheques Cromhall Village<br>Hall              |                |               |                 | £300.00       |                |                   |                             |
|   |              |   |                |               |                 |               |                |                   |                             |
|   |              |   |                |               |                 | £1,748.22     |                |                   |                             |
| <b>Actual financial position as at 31/12/17</b> |              |   |                |               |                 |               |                | <b>£26,353.82</b> |                             |
| <b>Cheques for signing on 10th January 2018</b> |              |   |                |               |                 |               |                |                   |                             |
|   |              |   | <b>Net</b>     | <b>Travel</b> | <b>Expenses</b> | <b>VAT</b>    | <b>Total</b>   |                   |                             |
| HMRC  | 1415         | Tax for<br>Nov                                      | £16.60         | £0.00         | £0.00           | £0.00         | £16.60         |                   | LGA 1972<br>s112(2)         |
| Daphne<br>Dunning                               | 1416         | Salary<br>Nov &<br>expenses                         | £371.35        | £20.52        | £15.75          | £0.00         | £407.62        |                   | LGA 1972<br>s112(2)         |
| South<br>Glos<br>Council<br>localism<br>charges | 1417         | Dog bins<br>and grass<br>cutting<br>Oct - Dec<br>17 | £138.36        | £0.00         | £0.00           | £27.67        | £166.03        |                   | Highways<br>Act 1980<br>s96 |
| Tree and<br>Country<br>Care<br>services         | 1418         | Invoice<br>767                                      | £125.00        | £0.00         | £0.00           | £25.00        | £150.00        |                   | Highways<br>Act 1980<br>s96 |
|   | <b>TOTAL</b> |   | <b>£651.31</b> | <b>£20.52</b> | <b>£15.75</b>   | <b>£52.67</b> | <b>£740.25</b> | <b>£740.25</b>    |                             |

Noted, authorised and approved by council.  
Cllrs White and Hobbs signed the cheques.

**9b.** To agree final budget

**Council resolved to agree budget as shown in Appendix 1 and to set precept at £20,000.00 which is 0% increase.**

### **No 10. FUTURE AGENDA ITEMS**

None identified

The Council meeting closed at 21.15hrs.

*Date of next meeting:* 14<sup>th</sup> February 2018 at 7.30pm in the Village Hall, Talbots End, Cromhall.

CHAIRMAN:-

14<sup>th</sup> February 2018

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Daphne Dunning  
Clerk and RFO Cromhall Parish Council clerk@cromhallpc.org.uk  
Contact details: 25 Parkfield Rank Pucklechurch, South Gloucestershire BS16 9NR

# CROMHALL PARISH COUNCIL

## Appendix 1 Budget 2018/19

| CROMHALL PARISH COUNCIL BUDGET 2018/19 |                |                     |                                 |              |
|--|----------------|---------------------|---------------------------------|--------------|
| BUDGETS                                | Budget 2017/18 | As at<br>31/10/2017 | Anticipated<br>position 2017/18 | Budget 18/19 |
| <b>PAYMENTS NET</b>                    |                |                     |                                 |              |
| CLERK'S SALARY/PAYE                    | £5,000.00      | £2,799.84           | £4,810.00                       | £6,000.00    |
| CLERK'S EXPENSES                       | £250.00        | £164.16             | £300.00                         | £300.00      |
| BROADBAND / PHONE                      | £250.00        | £47.25              | £100.00                         | £100.00      |
| OFFICE                                 | £550.00        | £203.22             | £500.00                         | £500.00      |
| PETTY CASH                             | £100.00        | £0.00               | £0.00                           | £0.00        |
| ACCOMMODATION (HALL)                   | £420.00        | £57.00              | £247.00                         | £325.00      |
| NEW OFFICE EQUIPMENT                   | £0.00          | £253.92             | £253.92                         | £168.00      |
| AUDIT FEES (INT & EXT)                 | £220.00        | £200.00             | £200.00                         | £300.00      |
| DATA PROTECTION OFFICER FEES           | £0.00          | £0.00               | £0.00                           | £400.00      |
| INSURANCE PREMIUM                      | £700.00        | £426.65             | £426.65                         | £430.00      |
| TRAINING                               | £450.00        | £182.80             | £400.00                         | £400.00      |
| SUBSCRIPTIONS*                         | £250.00        | £191.16             | £217.07                         | £240.00      |
| CHAIRMAN'S ALLOWANCE                   | £100.00        | £0.00               | £0.00                           | £50.00       |
| BANK CHARGES                           | £25.00         | £9.75               | £25.00                          | £25.00       |
| WEBSITE                                | £230.00        | £200.00             | £200.00                         | £220.00      |
| ELECTION EXPENSES                      | £0.00          | £0.00               | £0.00                           | £0.00        |
| TORTWORTH ESTATE RENT                  | £230.00        | £200.00             | £200.00                         | £220.00      |
| LEGAL FEES lease                       | £300.00        | £0.00               | £256.00                         | £260.00      |
| GRASS CUTTING (Village)                | £2,500.00      | £1,746.00           | £2,000.00                       | £2,000.00    |
| GRASS CUTTING (School Playing Field)   | £630.00        | £0.00               | £563.32                         | £600.00      |
| S GLOS COUNCIL BUY BACK COSTS          | £550.00        | £249.06             | £500.00                         | £500.00      |
| PLAY AREA ANNUAL INSPECTION            | £100.00        | £61.56              | £61.56                          | £100.00      |
| DOG BIN EMPTYING                       | £180.00        | £83.00              | £165.76                         | £140.00      |
| MAINTENANCE Parish wide                | £1,000.00      | £19.52              | £200.00                         | £500.00      |
| CHURCHYARD MAINTENANCE s137            | £750.00        | £0.00               | £750.00                         | £750.00      |
| GRANTS / DONATIONS S137                | £1,400.00      | £0.00               | £2,101.00                       | £2,000.00    |
| Poppy Wreath S137                      | £200.00        | £200.00             | £200.00                         | £200.00      |
| Grant CAB LGA s142                     | £100.00        | £0.00               | £100.00                         | £100.00      |
| <b>Projects</b>                        |                |                     |                                 |              |
| NEIGHBOURHOOD PLAN                     | £1,500.00      | £0.00               | £0.00                           | £0.00        |
| WIG WAG LIGHTS                         | £0.00          | £0.00               | £0.00                           | £0.00        |
| HAWKERS KNAPP                          | £0.00          | £35.00              | £60.00                          | £0.00        |
| ROAD SAFETY MEASURES                   | £1,431.00      | £0.00               | £0.00                           | £2,000.00    |

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|                                     |                    |                          |                               |                        |
|-------------------------------------|--------------------|--------------------------|-------------------------------|------------------------|
| <b>SUB TOTAL</b>                    | <b>£19,416.00</b>  | <b>£7,329.89</b>         | <b>£14,837.28</b>             | <b>£18,828.00</b>      |
| ELECTION EXPENSES                   | £400.00            | £400.00                  | £400.00                       | £0.00                  |
| WALL REPAIRS to reserves            | £2,000.00          | £0.00                    | £2,000.00                     | £2,000.00              |
| PLAYGROUND REPLACEMENT to reserves  | £2,000.00          | £0.00                    | £2,000.00                     | £2,000.00              |
| ROAD SAFETY MEASURES to reserves    |                    |                          | £1,500.00                     | £0.00                  |
| <b>TOTAL EXPENSES</b>               | <b>£23,816.00</b>  | <b>£7,729.89</b>         | <b>£20,737.28</b>             | <b>£22,828.00</b>      |
| <b>RECEIPTS</b>                     |                    |                          |                               |                        |
| INTEREST / Other                    | £0.00              | £0.00                    | £0.00                         | £0.00                  |
| RENT - Wayleave                     | £30.00             | £0.00                    | £30.00                        | £30.00                 |
| RENT - Licence Royal Oak            | £100.00            | £0.00                    | £100.00                       | £100.00                |
| Grants                              | £236.00            | £236.00                  | £236.00                       | £198.00                |
| PCC Grant                           | £0.00              | £0.00                    | £0.00                         | £0.00                  |
| Transparency grant                  | £0.00              | £0.00                    | £0.00                         | £0.00                  |
| Other (incl VAT refund)             | £650.00            | £583.76                  | £583.76                       | £500.00                |
| <b>RECEIPTS without precept</b>     | <b>£1,016.00</b>   | <b>£819.76</b>           | <b>£949.76</b>                | <b>£828.00</b>         |
| Potential precept                   | £22,800.00         | £20,000.00               | £20,000.00                    | £22,000.00             |
| Transfer from reserves              | £2,800.00          |                          |                               | £2,000.00              |
| <b>PRECEPT REQUEST</b>              | <b>£20,000.00</b>  | <b>£20,000.00</b>        | <b>£20,000.00</b>             | <b>£20,000.00</b>      |
| <b>TOTAL RECEIPTS with precept</b>  | <b>£23,816.00</b>  | <b>£20,819.76</b>        | <b>£20,949.76</b>             | <b>£22,828.00</b>      |
| <b>Balance</b>                      | <b>£0.00</b>       | <b>£13,089.87</b>        | <b>£212.48</b>                | <b>£0.00</b>           |
| <b>TOTAL RESERVES</b>               | <b>start 17/18</b> | <b>actual c/f figure</b> | <b>Potential end of 17/18</b> | <b>Potential 18/19</b> |
| <b>EARMARKED FUNDS</b>              |                    |                          |                               |                        |
| ELECTION ACCRUAL                    | £1,500.00          | £1,500.00                | £1,900.00                     | £1,900.00              |
| Hawkers Knapp                       | £1,100.00          | £1,100.00                | £1,100.00                     | £1,100.00              |
| Legal services                      | £1,000.00          | £1,000.00                | £1,000.00                     | £1,000.00              |
| Playground contingency              | £2,000.00          | £2,000.00                | £4,000.00                     | £6,000.00              |
| Wall repairs                        | £3,000.00          | £3,000.00                | £5,000.00                     | £7,000.00              |
| Road safety project                 |                    |                          | £1,500.00                     | £0.00                  |
| <b>TOTAL EARMARKED FUNDS</b>        | <b>£8,600.00</b>   | <b>£8,600.00</b>         | <b>£14,500.00</b>             | <b>£17,000.00</b>      |
| <b>NON EARMARKED RESERVES</b>       |                    |                          |                               |                        |
| Parish Council contingency          | £2,500.00          | £2,500.00                | £2,500.00                     | £2,500.00              |
| General                             | £724.07            | £4,598.80                | £4,811.28                     | £311.28                |
| <b>TOTAL NON EARMARKED RESERVES</b> | <b>£3,224.07</b>   | <b>£7,098.80</b>         | <b>£7,311.28</b>              | <b>£2,811.28</b>       |
|                                     | <b>£11,824.07</b>  | <b>£15,698.80</b>        | <b>£21,811.28</b>             | <b>£19,811.28</b>      |