

CROMHALL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 8th February 2017 at 7.30pm IN THE VILLAGE HALL, TALBOTS END CROMHALL

PRESENT: Cllrs K White (KW), Daren Jeffery (DJ), D White (DW), Roland Hobbs (RH), A Gent (AG), Steve Aston (SA) and M Line (ML).

In attendance: Ward Councillor John O'Neill, D Dunning (Clerk)

NO. 1 APOLOGIES:

No Apologies received.

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

There were no declarations of interest

NO. 3. ADOPTION of the MINUTES:

Minutes of the meeting on 11th January 2017 were accepted as a correct record of the meeting and signed by the Chair.

NO. 4 PUBLIC PARTICIPATION:

None.

No. 5. PLANNING APPLICATIONS

5a. PT17/0235/F Pound Cottage Jubilee Lane Cromhall Wotton Under Edge South Gloucestershire. Erection of a single storey rear extension to provide additional living accommodation.

Noted

5b. PT16/5279/NMA Land West Of The Burltons Cromhall Wotton Under Edge South Gloucestershire GL12 8BH Non Material Amendment to planning application PT13/0510/F to omit clause 1.3 which reads "the owner shall not at any time use any part of the Open Space as a site compound" and vary wording of clause 4.1 to allow purchasers of shared ownership properties to obtain a mortgage connected with S106 dated 23rd July 2014

Withdrawn

NO. 6 AGENDA ITEMS

6a To consider and appoint contractor for grass cutting contract

Tenders were reviewed and a decision deferred.

6b To consider development of business plan and agree actions

Resolved to develop a business plan

Actions: KW and DW to review draft plan and submit alterations to clerk

6c To receive update on Neighbourhood Plan working group and agree any actions

Four parishioners attended and there may well be other interested in supporting the group. A second meeting to be arranged prior to next council meeting in March.

6d To consider check of fixed assets and agree any actions

Bus shelters have been checked. Agreed format for a check list.

Actions: clerk to produce check list and issue to all councillors.

6e To arrange appraisal of clerk

Appraisal form approved. KW and SA will be appraisers.

Actions: clerk to complete and return form so appraisal can be arranged.

CROMHALL PARISH COUNCIL

6f Update on South Gloucestershire Council request to put QR codes near War Memorials

Cllr Aston has contacted SGC on behalf of the council. The QR code will not go on the memorial as this is listed but will need to be sited close by. As this is on church land, Stephen Youngs has been contacted. SA to monitor progress.

6g To consider council response to SGC Safer and Stronger South Gloucestershire Plan for 2017-2021

Resolved Cllrs Aston and Hobbs to complete on behalf of the council.

6h Feedback from attendance at Falfield Parish Council meeting

It has been agreed that the councils will keep in touch. Falfield junction on M5 has been deemed not fit for purpose.

Actions: Meeting agreed Cllr Jeffery to write to Highways England to raise concerns over this junction.

6i Fairground site – to consider if the recent construction activities meet approved conditions of occupancy as a showman’s site for winter quarters

Resolved to draw up a letter of complaint to SGC Enforcement team which will be sent via Ward Cllr O’Neill

NO7 CORRESPONDENCE

7a New South Gloucestershire Council Local Plan 2018 – 2036: prospectus ‘Looking ahead and planning for our future’

Resolved Cllr Jeffery to respond to relevant sections

NO 8 REPORTS

8a. To RECEIVE report from ward Cllr John O’Neill

- Burltons – there have been issues with the removal of certain trees. TPOs have now been issued.
- Falfield – Proposal for a development of 115 houses in Falfield is being considered by SGC on 9th February 2017.
- Contacted Mulberry Tree regarding the concerns they raised over traffic risk to the children. To date no response has been received
- Councillors raised concerns over damage caused by heavy vehicles at The Burltons site and site traffic entering Townwell. KW to supply full details to JO’N.
- JO’N to chase a date for the wigwag sign

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

- Precept request submitted – 7d 11/1/17 meeting.
- Iain Selkirk booked as internal auditor 7e 11/1/17 meeting.
- Written to Tortworth regarding potential land for MUGA but this looks unlikely. 7g 11/1/17 meeting. As S106 contribution at serious risk due to the lack of an appropriate site, meeting agreed clerk to contact Debbie Crosbie at SGC to investigate potential use of any SGC land in Cromhall.
- School playing field:
 - Recent booking overlooked arranging a key. It was noted that the weather was quite poor when the site was used and some rutting to the ground occurred. Meeting agreed ‘a request to open/close the site’ needs to be added to the booking form.
 - Cllr Aston has a key and is happy to have his contact details on the booking form and will open/close the site. In addition, Cllr Aston was authorised by council to give final approval/cancel booking dependant on the weather conditions.
- All road and footpath issues reported to SGC and acknowledged.

CROMHALL PARISH COUNCIL

- PCC grant received and banked.

8c To RECEIVE report on Townwell play area

No problems.

NO. 9. FINANCE

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

Bank reconciliation January 2017						
Balance in bank at 1/01/17						19764.62
			IN	OUT	TOTAL	
		cheques cleared in January		£3,012.40	£3,012.40	£16,752.22
		Income	£32.92		£32.92	£16,785.14
balance in bank as at 31/1/17						£16,785.14
Items not yet cleared or processed		uncleared cheques Nov tax		£19.40	£19.40	
		January salary clerk (see below)		£431.65	£431.65	
		January tax		£19.40	£19.40	
		December tax (see below)		£19.40	£19.40	
					£489.85	
Actual financial position as at 31/01/17						£16,295.29

Cheques for signing on 8th February 2017									
			Net	Travel	Expenses	VAT	Total		
HMRC	1355	Tax for January	£19.40	£0.00	£0.00	£0.00	£19.40		LGA 1972 s112(2)
Daphne Dunning	1356	Salary January & expenses	£381.88	£43.02	£6.75	£0.00	£431.65		LGA 1972 s112(2)
ALCA	1357	Good councillor training	£60.00	£0.00	£0.00	£0.00	£60.00		LGA 1972 s111
ALCA		Community engagement training	£45.00	£0.00	£0.00	£0.00	£45.00	£105.00	LGA 1972 s111
Cromhall Media	1358	Website hosting	£50.00	£0.00	£0.00	£0.00	£50.00		LGA 1972 s142
	TOTAL						£606.05		

CROMHALL PARISH COUNCIL

No 10. FUTURE AGENDA ITEMS

Approval of business plan
Showman's site
S106 contributions

The Council meeting closed at 21.00hrs.

Date of next meeting: 8th March 2017 at 7.30pm in the Village Hall, Talbots End, Cromhall.

CHAIRMAN:-

8th March 2017

DRAFT

CROMHALL PARISH COUNCIL

CROMHALL PARISH COUNCIL BUDGET 2017/18			
BUDGETS	Budget 2016/17	Anticipated position 2016/17	Budget 2017/18
RECEIPTS			
PRECEPT	£15,000.00	£15,000.00	£20,000.00
INTEREST / Other	£0.00	£0.00	£0.00
RENT - Wayleave	£30.00	£95.74	£30.00
RENT - Licence Royal Oak	£100.00	£100.00	£100.00
Grants	£337.00	£337.00	£236.00
PCC Grant	£0.00	£2,500.00	£0.00
Transparency grant	£0.00	£775.00	£0.00
Other (incl VAT refund)	£1,000.00	£1,509.36	£650.00
SUB TOTAL RECEIPTS	£16,467.00	£20,317.10	£21,016.00
Transfer from reserves for wall project			£2,500.00
TOTAL RECEIPTS	£16,467.00	£20,317.10	£23,516.00
PAYMENTS NET			
CLERK'S SALARY/PAYE(& emergency cover)	£5,000.00	£4,800.00	£5,000.00
CLERK'S EXPENSES	£450.00	£420.00	£500.00
BROADBAND / PHONE / OFFICE	£500.00	£200.00	£250.00
PETTY CASH		£100.00	£100.00
ACCOMMODATION (HALL)	£400.00	£400.00	£420.00
AUDIT FEES (INT & EXT)	£220.00	£200.00	£220.00
INSURANCE PREMIUM	£700.00	£532.32	£700.00
TRAINING	£400.00	£400.00	£450.00
SUBSCRIPTIONS*	£300.00	£217.07	£250.00
CHAIRMAN'S ALLOWANCE	£100.00	£0.00	£100.00
BANK CHARGES	£13.00	£25.00	£25.00
WEBSITE	£0.00	£200.00	£230.00

CROMHALL PARISH COUNCIL

ELECTION EXPENSES	£400.00	£0.00	£0.00
TORTWORTH ESTATE RENT	£200.00	£200.00	£230.00
LEGAL FEES lease	£250.00	£256.00	£300.00
GRASS CUTTING (Village)	£2,000.00	£2,208.01	£2,500.00
GRASS CUTTING (School Playing Field)	£600.00	£563.32	£630.00
S GLOS COUNCIL BUY BACK COSTS	£500.00	£500.00	£550.00
PLAY AREA ANNUAL INSPECTION	£75.00	£61.56	£100.00
DOG BIN EMPTYING	£165.00	£165.76	£180.00
MAINTENANCE Parish wide	£500.00	£200.00	£1,000.00
CHURCHYARD MAINTENANCE	£750.00	£750.00	£750.00
GRANTS / DONATIONS*	£1,500.00	£1,500.00	£1,500.00
SECTION 137 PAYMENTS (597 electors 1/12/16)*	£200.00	£200.00	£200.00
Projects			
NEIGHBOURHOOD PLAN	£3,000.00	£373.00	£1,500.00
PLAYGROUND REPLACEMENT	£500.00	£0.00	£2,000.00
WALL REPAIRS	£0.00	£0.00	£2,000.00
WIG WAG LIGHTS - one off project	£0.00	£2,500.00	£0.00
HAWKERS KNAPP	£0.00	£289.80	£0.00
ROAD SAFETY MEASURES			£1,431.00
SUB TOTAL	£18,723.00	£17,261.84	£23,116.00
Transfer to earmarked reserves			
ELECTION EXPENSES reserve		£400.00	£400.00
TOTAL EXPENSES	£18,723.00	£17,661.84	£23,516.00
Balance	-£2,256.00	£2,655.26	£0.00

TOTAL RESERVES	As at start of 16/17
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CROMHALL PARISH COUNCIL

	£12,124.07
Made up of:	
EARMARKED FUNDS	
ELECTION ACCRUAL	£900.00
Hawkers Knapp	£1,100.00
Legal services	£0.00
Playground contingency	£0.00
TOTAL EARMARKED FUNDS	£2,000.00
NON EARMARKED RESERVES	
Parish Council contingency	
General	£10,124.07
TOTAL NON EARMARKED RESERVES	£10,124.07
Proposed reserve allocation	
EARMARKED FUNDS	
ELECTION ACCRUAL	£1,100.00
Hawkers Knapp	£1,100.00
Legal services	£1,000.00
Playground contingency	£2,000.00
Wall repairs	£3,000.00
TOTAL EARMARKED FUNDS	£8,200.00
NON EARMARKED RESERVES	
Parish Council contingency	£2,500.00
General	£1,424.07
TOTAL NON EARMARKED RESERVES	£3,924.07
	£12,124.07