CROMHALL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 14TH JULY 2021 at 19:30 ST ANDREWS SCHOOL PLAYING FIELDS

PRESENT:
Cllrs David White (DW), Daren Jeffery (DJ), Steve Aston (SA), Paul Daly (PD) and Mike Line(ML) chair.
In attendance: D Dunning (Clerk).

PUBLIC PARTICIPATION
None

07/2021. No 1 APOLOGIES.
Cllrs New (AN) & Daniel (MD) – both isolating. Ward Cllr O'Neill.

07/2021. No 2 DECLARATIONS OF INTEREST.
In any items on agenda
Cllr Jeffery declared an interest in 6b and did not vote on the matter.

07/2021. No. 3. ADOPTION of the MINUTES.
Minutes of 6th May 2021 were accepted as a true record and duly signed by the chair.

07/2021. No. 4. To RECEIVE Report from Ward Councillor
Submitted report:

- Speeding continues to be a dominant factor for Cromhall residents.
- Date from highways for the implementation of the speed reduction scheme on the western approach to the village still awaited
- Request for more visible presence of the police mobile camera van at a variety of sites.
- Road Safety Manager of A&S advised of speeding concerns
- Request for Highways investigation scheme submitted on the Tortworth Road.
- Outline business case for Charfield station that includes walking, cycling, parking and highway improvements will be submitted to WECA in September followed by a public consultation by the end of the year.
- Demolition work at MJ Fews is for the new Co-op supermarket.
- Councillors may be aware of the Road traffic accident in Charfield involving a child was not a speed related incident, the child is recovering.

In light of the proposed location for a crossing in Charfield, Cllr O'Neill confirmed he is more than happy to submit a further request for an investigation scheme for a pedestrian crossing in Cromhall with the safest point to be determined, given the increased development at the Burltons and opposite at Allotment Row, and the significant increase in traffic through Cromhall.
Council instructed clerk to accept offer.

07/2021. No. 5. PLANNING
07/2021 5a Planning applications
07/2021 5ai) P21/04328/PNRE H M Prison Leyhill - Kitchen Tortworth Road Tortworth
Planning application circulated and no comments from councillors received
Noted

07/2021 5b Planning decisions.
None

PROVISIONAL MINUTES SUBJECT TO VERIFICATION HELD BY THE CLERK

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07/2021 5c Planning enforcement and other matters.
07/2021 5ci) Wickwar Quarry - P20/16114/MW
Cllr Aston attended site visit on Friday 25th June at 10.15am.
Noted approved.

07/2021 No. 6 ITEMS FOR ACTION
07/2021 6a To approve considered purchase and installation of new bin at Farleigh Lane and consider any further locations for investigation.
Agreed to defer and councillors to consider if there are other more suitable locations.

07/2021 6b To review work undertaken at Bibstone Green and agree any further actions.
New grass growing well. Children playing on the green are climbing the edging walls and causing damage.
Resolved to address problem with additional planting, Cllr Daly to investigate.

07/2021 6c. To consider request to organise a Window Wanderland event this winter and agree any actions
Resolved not to investigate further as the council felt this approach was commercial.

07/2021 6d. To approve letter to Mark King Head of Streetcare and Transport regarding gates project.
Resolved to send letter.

07/2021 6e. To receive any verbal report from councillors on current parish issues and agree any actions.
Defibrillator - Cromhall shop is waiting to hear whether Bromford would allow a defibrillator on the external wall. Further site possible if there is agreement from the tenant. Potential for some funding through Ward Cllr O'Neill via his Members Award
Public footpaths - Cllr Daly raised concerns over the state of some footpaths – concerns should be reported to Rights of Way team at South Gloucestershire.
Village pavements - Cllr Daly concerned about state of overgrown pavements – agree to confirm exact location for clerk to report.

07/2021 6f. To agree a risk assessment for returning to meetings at the village hall once Government roadmap fully achieved and consider any protocol for future meetings.
Approved risk assessment.
Agreed return to meetings at village hall subject to risk assessment.
Instructed clerk to undertake risk assessment and resume bookings. Agreed meetings may be held outside if Covid risk rises.

07/2021 6g. To receive notification of public consultation: Greener Places strategy and agree any actions.
Noted. Councillors may wish to respond as members of the public,

07/2021. No 7 ITEMS TO NOTE
07/2021 7a To note new gate at The Green and establishment of wildflower area.
Noted. Thanks were extended to the Royal Oak for donating their unwanted picnic tables.

07/2021 7b. To note correspondence regarding the parish council's response to local plan consultation on settlement boundary.
Noted.

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK

CROMHALL PARISH COUNCIL

07/2021 7c. To note response to resident's complaint to DCrewe Ltd around deliveries blocking the pavement.
Noted.

07/2021 7d. To note damaged road sign names reported at The Burltons Farleigh Lane and The Green
Noted. Farleigh Lane sign replaced.

07/2021 7e. To note update from Cromhall Poors Allotment.
Noted.

07/2021 7f. To note email from South Gloucestershire who are struggling with grass cutting as the grass is currently in a period of bloom.
Noted.

07/2021 8. REPORTS
07/2021 8a To receive and note report from the Clerk.
All issues on agenda.

07/2021 8b. To receive any other reports including playgrounds.
All reports up to date. Monitoring fencing.

CEF meeting - Cllr Aston attended
LNAP meeting - Cllr Aston attended. Project for groups.

07/2021 8c. To receive and approve payments for July 2021.

Name	Invoice no	Details	Net	Travel	Expenses	VAT	Total	Bank balance	cheque no	Power
								£48,109.38		
Daphne Dunning		Salary July 21 & expenses	£384.13	£23.85	£19.95	£0.00	£427.93		1622	LGA 1972 s112(2)
HMRC		Tax July 21	£96.00	£0.00	£0.00	£0.00	£96.00		1623	LGA 1972 s112(2)
South Glos. Council	3804695880	Grass May	£327.06	£0.00	£0.00	£65.41	£392.47		1624	Open Space Act 1906 s9&10
S Aston	A7966650024	Paint	26.98				£26.98		1625	LGA s111
							£0.00			
Total			**£834.17**	**£23.85**	**£19.95**	**£65.41**	**£943.38**	**£47,166.00**		

07/2021 8d To receive and approve bank reconciliation to end June 2021.

Figure 1 June 2021 reconciliation

		In	Out	Total	Balance
Balance in bank at 01/06/21					£44,984.55
	expenditure this month	£0.00	£0.00	£0.00	
	prev month expenditure	£0.00	£102.60	£102.60	
	Income	£3,797.59		£3,797.59	

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK

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		£3,797.59	£102.60	£3,694.99	
Balance as at 15/06/21					£48,679.54
Uncleared cheques		1611	£100.80		
		1620	£474.16		
		1621	£96.00		
			£670.96	Actual	£48,008.58

Figure 2 bank statement to end June 2021

NatWest Current Account

Date	Details		Withdrawn	Paid in	Balance
1 Jun 2021	BROUGHT FORWARD				44,984.55
10 Jun	Cheque	001614	102.60		44,881.95
15 Jun	Automated Credit	HMRC VTR XZV126000104902		3,797.59	48,679.54

Figure 3 Print screen accounts to end June 2021

May VAT	June
	Actual
	£44,984.55
cleared chqs	£102.60
sub total	£44,881.95
income	£3,797.59
sub total	£48,679.54
uncleared chq	£670.96
total	£48,008.58
not yet presented	
Actual	£48,008.58

Noted

Payments in June 2021 under delegated powers

Name	Invoice no	Details	Net	Travel	Expenses	VAT	Total	Bank balance	cheque no	Power
								£44,781.15		
Daphne Dunning		Salary June 21 & expenses	£384.13	£23.85	£66.18		£474.16			LGA 1972 s112(2)

CROMHALL PARISH COUNCIL

HMRC		Tax June 21	£96.00	£0.00	£0.00	£0.00	£96.00			LGA 1972 s112(2)
Total			**£480.13**	**£23.85**	**£66.18**	**£0.00**	**£570.16**	**£44,210.99**		

Figure 1 Bank reconciliation for May 2021

	Details	IN	OUT	TOTAL	£
Balance in bank at 01/05/21					£47,571.18
	expenditure this month	£0.00	£1,974.76	£1,974.76	
	prev month expenditure	£0.00	£711.87	£711.87	
	Income	£100.00		£100.00	
		£100.00	£2,686.63		
Balance as at 31/05/21					£44,984.55
Uncleared cheques					
		1611	£100.80		
		1614	£102.60		
			£203.40	Actual	£44,781.15

Figure 2 bank statement to end May 2021

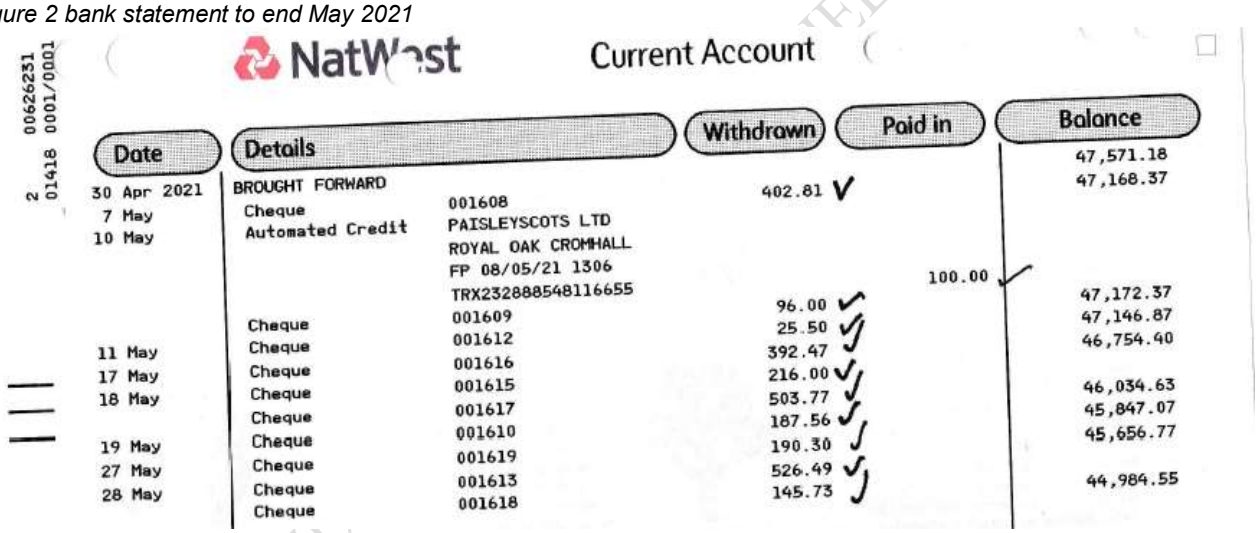

Figure 3 Print screen accounts to end May 2021

	Bank as at end of May 2021
	£47,571.18
	0
cleared cheqs	£2,686.63
sub total	£44,884.55
Income	£100.00
sub total	£44,984.55
uncleared chq	£203.40
total	£44,781.15
not yet presented	
Actual	£44,781.15

All noted

07/2021 8e To receive Q1 and agree any actions
Approved. Appendix 1

07/2021. No 9 FUTURE AGENDA ITEMS
None identified at meeting.

The Council meeting closed at 20:45hrs.
Date of next meeting: **11th August 2021**

CHAIRMAN:- **8th September 2021**

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK

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Appendix 1 Q1

BUDGETS	Budget 21/22	Actual as at Q1	% received
RECEIPTS			
PRECEPT	£22,330.00	£11,165.00	50.00%
INTEREST / Other	£0.00	£0.00	0.00%
RENT - Wayleave	£30.00	£0.00	0.00%
RENT - Licence Royal Oak	£100.00	£100.00	100.00%
Grants	£0.00	£0.00	0.00%
CIL	£0.00	£1,200.12	
TOTAL RECEIPTS	**£22,460.00**	**£12,465.12**	55.50%
VAT from 20/21	£0.00	£3,797.59	
Transfer from reserves	£0.00	£0.00	
	£22,460.00	**£16,262.71**	**72.41%**
PAYMENTS NET	**Budget 20/21**	**Actual as at Q1**	**% spend**
CLERK'S SALARY/PAYE(& emergency cover)	£6,000.00	£1,473.63	24.56%
CLERK'S EXPENSES	£350.00	£71.56	20.45%
HOME WORKING	£100.00	£20.25	20.25%
OFFICE	£250.00	£26.40	10.56%
ACCOMMODATION (HALL)	£225.00	£0.00	0.00%
NEW OFFICE EQUIQMENT	£250.00	£0.00	0.00%
AUDIT FEES (INT & EXT)	£300.00	£0.00	0.00%
DATA PROTECTION FEES	£35.00	£0.00	0.00%
INSURANCE PREMIUM	£550.00	£503.77	91.59%
TRAINING	£500.00	£0.00	0.00%
SUBSCRIPTIONS*	£300.00	£296.98	98.99%
CHAIRMANS ALLOWANCE	£0.00	£0.00	0.00%
WEBSITE	£250.00	£0.00	0.00%
ELECTION EXPENSES	£0.00	£0.00	0.00%
TORTWORTH ESTATE RENT	£250.00	£0.00	0.00%
LEGAL FEES lease	£200.00	£0.00	0.00%
GRASS CUTTING (Village)	£3,200.00	£654.12	20.44%
GRASS CUTTING (School Playing Field)	£800.00	£0.00	0.00%
S GLOS COUNCIL BUY BACK COSTS	£600.00	£124.14	20.69%
PLAY AREA ANNUAL INSPECTION	£100.00	£0.00	0.00%
DOG BIN EMPTYING	£200.00	£34.44	17.22%
MAINTENANCE Parish wide	£1,000.00	£437.92	43.79%
Grants under S137	£3,000.00	£0.00	0.00%
Grant CAB LGA s142	£0.00	£0.00	0.00%
Projects			
Hawkers Knapp	£500.00	£0.00	0.00%
Gate Project/maintenance	£500.00	£0.00	0.00%
Playground equipment	£2,000.00	£0.00	0.00%

AGREED MINUTES SIGNED VERSION HELD BY THE CLERK

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Wall	£1,000.00	£0.00	0.00%
Bulbs	£500.00	£0.00	0.00%
village green	£0.00	£25.50	
Sub total	**£22,960.00**	**£3,668.71**	**15.98%**
VAT to be reclaimed		£249.63	
Transfer from reserves	500.00	**£0.00**	
	22,460.00	**£3,918.34**	
TOTAL RESERVES			
EARMARKED FUNDS			
Election accruals	£2,000.00		
Hawkers Knapp	£1,000.00		
Legal services	£1,000.00		
Playground contingency	£12,000.00		
Wall repairs/greens	£4,000.00		
Village gates	£7,000.00		
Parish Council contingency	£5,000.00		
CIL			
Total earmarked reserves	**£32,000.00**		
NON EARMARKED RESERVES			
General	£3,206.00		
Total non earmarked reserves	**£3,206.00**		
TOTAL RESERVES	**£35,206.00**		

APPROVED MINUTES SIGNED AT SESSION HELD BY THE CLERK