**MINUTES OF THE MEETING OF SHOSCOMBE PARISH COUNCIL HELD ON THURSDAY 11th July 2019**

**Present:** Diana Aiken (Chair), James Robinson Burge, Glen Harrington, Fiona Crockett, Carolyn Keating, Joy Schneiderman, Ian Cannock (Vice-Chair), Ashley Brunn, Tricia Wastvedt and Jean Fossaceco (Clerk)

**Also Present:** Stephen Clews and Rachel Trew

1. **Apologies**: Nick Glass
2. **Declaration of Interests for this meeting:** None
3. **10 Minutes Public participation:** Mr Stephen Clews delivered a short presentation to the council with regard to metal detecting. He spoke about both Saxon and Roman local finds He pointed out that there are constraints with regard to landownership (in respect of the Recreation Field, this is under the trusteeship of the Parish Council and is public land). If detecting were allowed, items could be left but the policy being compiled *could* also include a stipulation that, if anything significant were to be found, it would be donated to a local museum. Results of a geo-physical survey are awaited. Many thanks to Mr Clews for his time and expertise.

Rachel Trew introduced herself. She is to take over the production of the village newsletter with the continued help of Sue Baillie. She asked about our expectations and will be in touch once her email address is active.

1. **Minutes of the last Meeting:** These were found to be correct with the amendment of thanks to members of the community who helped with the defibrillator - Derek Withers, Tony Whitchurch and Alex Plummer

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| 1. **Clerk’s Report** | **ACTION** | **TIMELINE** |
| As distributed. Once the clerk has heard from B&NES regarding the Casual Vacancy, she will inform councillors. Other items under discussion on agenda. | JF | Week commencing 15th July |
| 1. **Financial Matters** |  |  |
| **Clerk’s quarterly Salary - £532.00**  **HMRC - £133.00**  **Clerk’s Expenses – quarterly £59.33 plus Mcafee - £89.99 – plus ICO £40.00**  **Dunkley’s payroll - £48.00**  **Money in - £100 from Church towards newsletter expenses**  **All items approved by the council.**  **Diana Aiken – new bank signatory – unanimously approved by the council** |  |  |
| 1. **Business Procedures** |  |  |
| **Agendas and Minutes** - All council members wish to continue with current format of agenda and minutes. Minutes to be completed by the clerk, sent to councillors and any amendments (which should be restricted to factual inaccuracies or omissions) to be agreed by all councillors within 3 days of receipt of draft; they are then posted on website as ‘draft’ until following meeting. When possible, names should be avoided, refer to ‘body’ such as B&NES, or contractor, use of the passive voice eg: ‘An issue was raised’….or ‘a matter was noted/resolved/discussed by the council’. Exceptions to this are expenditure details or if a councillor wishes to be named. Actions with initials and timeline to remain in red. The Council agreed to defer for further discussions.  **Internal Communications e.g. emails** – the council agreed that:   * All emails should have the subject heading clearly displayed * Certain emails would be ‘to all’ such as agenda, minutes, planning applications etc * Others should be sent to relevant councillor (those with area of responsibility) but ‘cc’ to others. * Any queries or clarification requests to be directed to the sender only. Replies may then be sent to all appropriate parties with relevant points.   **External Communications** – Facebook and website both widely used. Council discussed possible weekly updates of information e.g. road closures, reminders of events, gauging opinions etc. Community members could opt in (GDPR compliant) to a contact list. Initiative begun by Parish Council but implementation could then be continued by volunteer group. Newsletter team will be consulted. The council agreed to this in principle but to pause for further discussion. \*\*\***Agenda Item September**  Suggestion regarding exploring a ‘parish brand’ discussed – council not in favour**.** | JF  Councillors  All  All  JF | ASAP after the meeting  Ongoing  September meeting  Agenda |
| 1. **Update on installation of the defibrillator in the Red Heritage Telephone Kiosk including feedback from training. New PC member - Responsibility Role** |  |  |
| 3 local residents have volunteered to be guardians of the defibrillator with weekly checks, many thanks to them. The Chair remains in overall charge. The training was very useful and, as some residents were unable to attend, a further session could be arranged for later in the year at a cost of £195.00 plus VAT. A response can be elicited via a notification in the September newsletter. |  |  |
| 1. **Areas of Responsibility** |  |  |
| These have been amended slightly – Ashley Brunn to liaise with PCSO, Ian Cannock to join other councillors in planning. Glen Harrington to take over Highways from James Robinson Burge. Clerk to contact Highways regarding reminder regarding pot holes and white lines.  Weekly play checks will be undertaken by member of the Village Hall Committee. A template will be sought from B&NES play inspectors. | JF  AB | ASAP  By next meeting |
| 1. **Broadband** |  |  |
| Chair has been in regular touch with Truespeed, there have been delays with landowner permissions for access. It was noted a traffic management assessment has recently been conducted along Wellow Lane.  Gigaclear installation is in abeyance. Monitoring of both situations will continue. | DA | Ongoing until completion |
| 1. **Village Hall and Recreation Field** |  |  |
| Report distributed. The best quote for the roof has been accepted by the Village Hall Management Committee. Total will be £20,638.18 including VAT. As trustees, the Parish Council will pay this invoice. It is hoped work will commence at the beginning of September.  The organisation, Sporting Family Change, that uses the Hall and field regularly, have submitted requests for extensions to use of facilities and possibly looking into a building extension. Consideration of the impact on the community, the potential loss of areas both within and next to the Hall and the restrictions for community availability more frequent use would entail, have influenced the Village Hall Management Committee in their decision to inform the organisation they do not wish to move forward with their proposals. The Parish Council supported this decision.  With regard to play area repairs, the council are awaiting advice from the B&NES play inspection officer but arrangements have been made by the clerk to deal with some of the repairs.  Village Hall Finances will be presented to the Council in September. **\*\*\*Agenda Item September** | AB/JF  AB | Ongoing  By Sept meeting |
| **14. Parish Plan Report** |  |  |
| Report distributed. Some areas have now been closed including:   * Monitoring Parish parking (although this issue should form part of the council’s planning application comments’ response if deemed necessary). * Seats and picnic tables at Recreation Field   Assessment in allotment interest will be undertaken - notice to be put in newsletter inviting residents to register their interest, Wellow Oil Group: notice to be put in newsletter reminding residents of this group. Woodland Trees offer is being investigated both by the community, potential sites to be investigated and also the involvement of the school; consideration could be given to an area/verge on the Recreation Field to be set aside for wild flowers.  Sustainability Projects:e.g areas of the Recreation Field to be set aside for wild flowers, to be discussed at the September meeting’. Will be discussed at the September meeting. **\*\*\*\*Agenda Item**  The next Parish Plan review will take place in November. | JF  TW/CK/FC | Agenda  Sept meeting |
| **15. Housing and Economic Land Availability and Assessments/Joint Spatial Plan/Local Plan** |  |  |
| Still ongoing and out for public consultation. |  |  |
| **16. Metal Detecting Protocol** |  |  |
| Already discussed and a policy is being prepared. | NG/History Society | By Sept meeting |
| **17. Highways including 20 mph** |  |  |
| The council are still working on this initiative following the last council’s presentation to the Communities, Transport and Environment Policy Development and Scrutiny Panel. The clerk will contact B&NES Highways department regarding pot holes and the reinstatement of white lines at junctions. | GH  JF | Ongoing  ASAP |
| **18. Public Rights of Way** |  |  |
| A short discussion took place regarding the available grant to councils for footpath maintenance but this was deemed insufficient to cover costs. The council has been liaising with our Footpaths Officer at B&NES and have been told a comprehensive footpath check need only take place every 2 years with a formal report then being submitted to B&NES. This has previously been undertaken annually. Members of the community help out with this and findings are collated and noted. A notice can be placed in the newsletter to ask people to note and report any issues they come across. | JRB  JF/JRB | Ongoing  By September |
| **19. Church** |  |  |
| Report distributed. The council wished to note how much help is already taking place within the community. |  |  |
| **20. School** |  |  |
| Report distributed. The Chair and a Fiona Crockett have both met with the Head of the school. They would like to take advantage of the Woodland Trust offer of trees. With the appropriate DBS checks in place, they are keen for people to take an active part within the community and for volunteers to help out in the school. | DA/FC | Ongoing |
| **21. Planning** |  |  |
| **The following planning applications were noted together with the change of committee date for Double Hill.**  Riverlodge Planning Application - 19/02250/FUL  Double Hill planning application - 19/00147/LBA – statement to panel 3rd July moved to 31st July  1, Railway Terrace - 19/02463/FUL  **The clerk reported that the Double Planning Application - 19/02256/ADCOU has been approved.**  **Weekly lists will continue to be distributed.**  **Councillors will meet with Andrew Riall to discuss planning applications and procedure/guidance on comments together with the Parish Council’s role. The council expressed some concern with regard to adequate subject knowledge whilst being asked to consider the views expressed in the Parish Plan.** | DA/GH | By arrangement |
| **22. Correspondence** |  |  |
| A decision was made unanimously to not include details of a letter from Wessex resolutions in the newsletter.  Chestnut trees – this is in hand  The council expressed its support of the forthcoming Church Art and Craft Exhibition. |  |  |
| **23. Discussions Relating to Protecting our Environment** |  |  |
| The committee rejected the idea of undertaking this proposal, and neither were they in favour of a sub group (similar to that formed to undertake the Parish Plan) undertaking the task. |  |  |
| **DATES OF THE NEXT MEETINGS**  **24th July – Parish Liaison**  **1st August ALCA - At Your Place Training – Apologies James Robinson Burge and Fiona Crockett**  **11th September – ALCA**  **5th September – Parish Council**  **30th October – Parish Liaison**  **14th November – Parish Council**  **16th January 2020** |  |  |