

# LONG ASHTON PARISH COUNCIL

## ANNUAL COUNCIL MEETING

19:30, 21st May 2018, Jubilee Pavilion

Present: Chairman – Mr A Wilkinson

Mr A Batt

Ms G Collins

Mr C Cave

Mr M E Harris

Ms S Hardingham

Mr P Jackson

Mr A Johnson

Mr D Johnson

Ms L Lansley

Mrs B Mackwood (from 19.36)

Mr S McQuillan

Mr N Moorcroft

Mrs J Pullin

Mr M Semple

Mr I Scoones

Mr R Sterland

Mr J Thomas

Miss M Uppington

Absent:-

Mr A Cartman

Ms S Hughes

In attendance - The Clerk, Dr Janet Turp and Mrs Tracy Warren, Assistant Clerk (minutes).

At 7:00 pm prior to the meeting, Rosie Payne spoke to Councillors about the Plastic Free Long Ashton initiative.

### C18.65 - Election of Chairman

It was proposed by Cllr Cave and seconded by Cllr Jackson, that Cllr Wilkinson be appointed Chairman of the Council. There were no other nominations. This was unanimously agreed and Cllr Wilkinson duly accepted the Office of Chairman and signed the Declaration of Acceptance of Office witnessed by the Clerk.

### C18.66 - Election of Vice Chairman

It was proposed by Cllr Wilkinson and seconded by Cllr Moorcroft that Cllr Sterland be appointed Vice Chairman of the Council. There were no other nominations. This was unanimously agreed and Cllr Sterland duly accepted the Office of Vice Chairman.

### C18.67 - Apologies for absence

Apologies for absence were received from Cllr Kate Stowey, Ward Councillor and Mike Riggall, NSC Parish Liaison Officer.

### C18.68 - Declarations of Interests and Grant of Dispensations Members

Interests to be declared during the meeting and no dispensations were requested. It was noted that it was resolved at the 2015 annual meeting to grant a dispensation to all councillors appointed to other bodies by the Parish Council, until the next Parish Council election, to speak and vote on issues relating to these bodies.

### C18.69 - Exclusion of the press and public

There were no matters necessitating the exclusion of the press and public.

C18.70 To be RESOLVED: - that the Chairman and Vice-Chairman will serve as Ex-Officio members on all committees.

It was RESOLVED that the Chairman and Vice-Chairman will serve as Ex-Officio members of all committees. Proposed by Cllr Cave, seconded by Cllr Miss Uppington. All in favour.

Cllr Mrs B Mackwood joined the meeting at 19:36

C18.71 - Election of Planning Committee

- (a) The Committee's Terms of Reference were reviewed and following the addition of a sentence defining the quorum as one third of the committee, rounded up to a whole number and not less than three it was RESOLVED to adopt them. Proposed by Cllr Cave, seconded by Cllr Miss Uppington. All in favour.
- (b) It was RESOLVED to confirm that the Committee has delegated powers to deal with matters relating to its responsibilities. Proposed by Cllr Cave and seconded by Cllr Moorcroft. All in favour.
- (c) It was RESOLVED to elect the following Members to serve on the Committee for the ensuing year, proposed by Cllr Cave, seconded by Cllr Moorcroft. All in favour:

Mr A Batt	Mr A Cartman	Mr C Cave	Ms G Collins
Ms S Hardingham	Mr M Harris	Mr S Hughes	Mr A Johnson
Mr D Johnson	Mrs B Mackwood	Mr N Moorcroft	Mrs J Pullin
Mr I Scoones	Mr M Semple	Mr J Thomas	Miss M Uppington

- (d) It was RESOLVED that the Clerk be given delegated powers to deal with planning applications mid-month after inviting comment from Councillors on the Planning Committee. Proposed by Cllr Miss Uppington, and seconded by Cllr Moorcroft. All in favour.

C18.72 - Election of the Highways and Burial Ground Committee

- (a) The Committee's Terms of Reference were reviewed and following the addition of a sentence defining the quorum as one third of the committee, rounded up to a whole number and not less than three, it was RESOLVED to adopt them.
- (b) It was RESOLVED to confirm that the Committee has delegated powers to deal with matters relating to its responsibilities.
- (c) It was RESOLVED to elect the following Members to serve on the Committee for the ensuing year.

All proposed by Cllr Sterland and seconded by Cllr Batt. All in favour:

Mr A Batt	Mr A Cartman	Mr C Cave	Ms G Collins
Ms S Hardingham	Mr M Harris	Mr S Hughes	Mr P Jackson
Mr A Johnson	Ms L Lansley	Mrs B Mackwood	Mr S McQuillan
Mr N Moorcroft	Mrs J Pullin	Mr I Scoones	Mr M Semple
Mr J Thomas	Miss M Uppington		

C18.73 - Election of Finance and General Purposes Committee

- (a) The Terms of Reference of the Committee were reviewed. Cllr Hardingham pointed out that F&GP had been close to being inquorate on several occasions and it was agreed to widen the membership. The ToR were amended so that the membership will be the Chairman and Vice Chairman of the Council, the Chairman and Vice Chairman of each committee, one LACA and one Leigh Woods member, plus any other Councillors who wanted to be on the committee. The last persons to be nominated at the Annual Council Meeting. A minimum of ten members to serve on the Committee. Following appointment of the committee chairmen and vice chairmen any additional members required to be appointed will be so by the Council. The Quorum shall be one third of the committee, rounded up to a whole number and not less than three. It was RESOLVED to adopt the

amended terms of reference and to confirm that the Committee has delegated powers to deal with matters relating to its responsibilities. Proposed by Cllr Hardingham, seconded by Cllr Wilkinson, all in favour:

- (b) It was RESOLVED to elect the following Members to serve on the Committee for the ensuing year. Cllrs Mrs Pullin (LACA), Harris (Leigh Woods), Cave, Hardingham, Jackson and Semple. Proposed by Cllr Mrs Mackwood, seconded by Cllr McQuillan, all in favour:

C18.73 - Membership of working groups confirmed as follows:

- a) Website Committee. It was agreed the name of the Committee be changed to 'Community Engagement Working Group' and its members are: Cllr Collins, Harris, Lansley, Thomas, Wilkinson and the Clerk.
- b) Newsletter Group – Cllrs Lansley, Miss Uppington and the Clerk.
- c) Parish Recycling Scheme working group – It was agreed that this group be wound up having received the grant award.
- d) Village Enhancement Scheme working group – Cllrs Hardingham, Lansley, McQuillan, Mrs Pullin, Semple, Sterland and Thomas
- e) Superfast Broadband working group – Cllrs Moorcroft and Wilkinson with residents Steve Edwards and Nigel Harper.
- f) LULA working group – Cllrs Cave, Moorcroft and Thomas
- g) Parish Council Office working group – Cllrs Hardingham, Mrs Pullin, Wilkinson and the Clerk.
- h) Public Art working group – Cllrs Hardingham, Lansley and Sterland.
- i) Scout HQ working group – Cllrs Cave, Jackson, Moorcroft and Mrs Pullin.
- j) Neighbourhood Development Plan review group – Cllrs Cave, Harris, Moorcroft, Semple, Sterland, Thomas, Miss Uppington and Wilkinson.
- k) The Vale Working Group – Cllrs Cave, Moorcroft, Sterland, Miss Uppington and Wilkinson.
- l) BCFC community engagement working group – Cllrs Cave, Hardingham, Mrs Pullin, Thomas, Sterland and Wilkinson.
- m) Library working group – Cllrs Cartman, Cave, Collins, Lansley, Mrs Mackwood, Semple and McQuillan.

C18.74 - Parochial Charity

The Parish Council nominates two Trustees of the Parochial Charities. It was noted that the terms of office of Cllrs Moorcroft and Mrs Pullin continue until 2019.

C18.75 - Wildlife Trust Membership and representation

It was agreed the Council continues its membership of the Wildlife Trust, and that Cllr Sterland should remain as the Council's representative, with Cllr Lansley providing support as necessary.

C18.76 - Avon Local Councils Association (ALCA)

It was agreed to continue with membership of ALCA and to continue the subscription to LCR and to check if an online subscription is available. In the absence of any other volunteers it was agreed that Cllrs Moorcroft and Scoones will continue to be the PC's representatives.

C18.77 - Long Ashton Churchyard Trust Representatives

It was noted that the terms of office of Cllrs Cave and Mrs Pullin are still current.

C18.78 - Membership of other groups

It was RESOLVED to continue membership of:

- (a) CPRE (Campaign for the Protection of Rural England). Proposed by Cllr Cave and seconded by Cllr Sterland. Carried with one abstention.
- (b) Voluntary Action North Somerset.
- (c) Parish Councils Airport Association. Proposed by Cllr Cave, seconded by Cllr Sterland. All in favour.
- (d) Society of Local Council Clerks (for the clerk and assistant clerk). Proposed by Cllr Cave and seconded by Cllr Hardingham. All in favour.

#### C18.79 - Subscriptions to Zurich Insurance's Local Council Advisory Service

It was RESOLVED to discontinue this subscription as the PCs current insurance broker offers advice. Proposed by Cllr Moorcroft and seconded by Cllr Mrs Mackwood. All in favour.

#### C18.80 - Long Ashton Community Association Management Committee Trustees

The PC nominates two trustees of LACA and approves other nominations. The terms of office of the current PC nominees, Cllrs Cave and Mrs Pullin continue to November 2021 and December 2019 respectively.

#### C18.81 - Nomination to Other Bodies and roles

- a) Parish Councils Airport Association – Cllrs Moorcroft, Semple, Thomas and Wilkinson
- b) Youth Club Management Committee – Cllrs Collins and Jackson. Cllr Wilkinson thanked Cllr Hardingham for her work on the committee.
- c) Long Ashton Children's and Young Peoples Network – Cllrs Cave, Collins, and Jackson.
- d) Long Ashton Crime & Disorder Representatives (Local Action Team) – Cllrs Cave, Moorcroft and Scoones.
- e) Durnford Liaison – Cllrs Cave, Scoones and Miss Uppington. Cllr D Johnson confirmed that he would also provide support where necessary.
- f) Welcome LA - Cllr Lansley
- g) Community Resilience Liaison – Cllrs Cave, Mrs Mackwood, Moorcroft and Wilkinson
- h) Long Ashton Children's Centre – Cllr Mrs Pullin
- i) Patient Participation Group – Cllrs Moorcroft and Wilkinson.
- f) Collection and analysis of speed camera data - Cllr Sterland with support from Cllr Moorcroft as necessary.

#### C18.82 Direct Debit Payments

It was RESOLVED that payments may be made by variable direct debit for items such as telephone, broadband, information commission, pension payments and similar items. Proposed by Cllr Hardingham, seconded by Cllr Cave. All in favour.

#### C18.83 – Payment of Salaries.

It was RESOLVED that Salary payments may be made by standing order. Proposed by Cllr Moorcroft, seconded by Cllr Cave. All in favour.

#### C18.84 - Chairman's remarks

The chairman noted that in order for the PC to work effectively more Cllrs need to volunteer for the various roles not just to attend PC meetings. It was agreed that if anyone is interested in finding out what the various roles entail they should contact the existing role holder to find out more information.

#### C18.85 - Parish Council Minutes

The minutes of the Long Ashton Parish Council held on the 19th March, previously circulated, were confirmed as a correct record and signed by the Chairman. Proposed by Cllr Miss Uppington and seconded by Cllr Harris. All in favour.

#### C18.86 - Matters arising for information.

Visit of PCC – It was agreed that any questions Cllrs would like to put to Ms Mountstevens should be forwarded to the Clerk by 29<sup>th</sup> May 2018.

#### C18.87 - Planning Committee Report (9th April). To consider and adopt.

The report of the Planning Committee of the meeting held on 9th April was adopted. Proposed by Cllr Miss Uppington, seconded by Cllr Cave. All in favour.

#### C18.88 - Highways and Burial Ground Committee Report (26th March)

The report of the Highways & Burial Ground Committee of the meeting held on 27th March was adopted, subject to amendment by the committee. Proposed by Cllr Mrs Mackwood, seconded by Cllr Moorcroft. All in favour.

#### C18.89 - Finance and General Purposes Committee Report (16th April)

- (a) The report of the Finance & General Purposes Committee of the meeting held on 16th April was adopted, subject to amendment by the committee. Proposed by Cllr Hardingham and seconded by Cllr Sterland
- (b) It was RESOLVED to adopt Standing Orders, previously circulated, as recommended by F&GP 16/4/18. Proposed by Cllr Hardingham and seconded by Cllr Mrs Mackwood.
- (c) It was RESOLVED to adopt the unchanged Financial Regulations as recommended by F&GP 16/4/18. Proposed by Cllr Hardingham and seconded by Cllr Sterland
- (d) It was RESOLVED to adopt the three year budget, previously circulated. Proposed by Cllr Hardingham and seconded by Cllr Sterland.
- (e) The Action plan was discussed. There was discussion about whether the PC should widen participatory budgeting beyond the community grant. It was noted that there is little interest shown by the public in PC matters at the moment so it was thought impracticable to make changes to the participatory budgeting offer and that the community grant is appropriate for this parish. However, there are opportunities for interested members of the public to gain a greater insight and input into how PC money is spent by joining the LACA or Youth Club Management committees which both receive substantial PC grants. The chairman and clerk will look at the extra work needed to gain the 'Quality level' of the local council award scheme. Following these discussions it was RESOLVED to agree the Action Plan. Proposed by Cllr Hardingham and seconded by Cllr Sterland.

#### C18.90 - Long Ashton Community Association

- (a) Cllr Mrs Pullin gave the following report

The application for extension to the Club Room is with NSC for determination. Three builders have been approached for estimated costs to build. When received, an application will be made to the fund providing body Garfield Weston. Needing public comments of support, a book is situated in the cafe and a letter of support is requested from the Youth Club and the Parish Council.

Our caretaker/handyman is leaving the village soon but will continue for a while to provide weekend cover. Re-arrangements will have to be made and an advertisement is out for someone to cover some periods.

The AGM will be held in September to allow the Treasurer to finalise the accounts and his report and to be audited. It will take a different form this year in the hope of attracting some users to the meeting. Some events to celebrate the 60th anniversary of the complex next year are already being planned with more to come.

Two people are interested in becoming trustees - if all is agreed LACA will again have its full compliment."

- (b) The appointment of Christopher Fairclough as trustee was agreed by the PC.
- (c) Letter of support for Garfield Weston grant application. It was agreed that a letter in support of the grant should be provided to be written by the Clerk.

#### C18.91 - Community Safety; Local Action Team report

Cllr Cave confirmed that there was no current news to report and the next PACT meeting will be on 29<sup>th</sup> May 2018 at 19:30 in the Pavilion, Keedwell Hill. Cllr Harris confirmed that a LAT was being started in Leigh Woods and he was happy to provide a report on it.

#### C18.92 - Youth Matters; Youth Club and Long Ashton Network Reports

Cllr Jackson thanked Cllr Hardingham for her support on the committees, welcomed Cllr Collins as the new committee member and gave the following reports:

### Youth Club

I would like to echo the Chairman's thanks to Sheila for her long standing contribution to the youth club for more than 17 years, and supporting the young people in our community. And also take the opportunity to welcome Grace to the management committee.

The Thursday sessions continue to go well and have continued to provide cooking, crafts and street dance. The young people really enjoy the Street Dance and we are currently looking at taking them to a competition so that they can compete as a group. During April and May trips were made to Laserquest and Hollywood Bowl, and a further trip is being arranged to Jungle Rumble, these have been funded through a grant from the Woodward Family Trust. Two of the youth workers have recently been in to Nailsea School to talk to teachers and young people to promote the youth club.

The detached session on Wednesday evening is a good opportunity to engage with young people on the streets and discuss issues including career plans and consequences of anti-social behaviour. The presence of youth workers on the streets is a positive opportunity for young people to engage and has been a deterrent to drug usage in and around the community centre where people want to feel safe.

For the intermediate age group we are currently running a trial to establish whether this is best held on a Monday or Tuesday evening.

On fundraising, the youth club is currently discussing with LACA running a games stall at the Village Picnic to support fundraising for the youth club together with LACA and Holly Hedge. And we are in process of applying for a number of grants to support our activities.

The Youth Club Management Committee like many local organisations relies on volunteers, without which we couldn't operate and provide youth provision. In particular we are currently looking for a Treasurer to manage the accounts and ask that Councillors take a pro-active role in supporting the youth club to find a suitable volunteer.

### Children and Young People's Network

On the skate park – we have proposed that a strip of land is allocated in Peel Park for use as a skate park and await further discussion with LACA and the junior football club to confirm this can be accommodated. The youth grant was launched for applications in February and three grants have been made to youth organisations in the village.

Following discussion it was noted that Youth Club Management Committee gave an annual report to F&GP in November 2017 which showed the value of youth engagement. It will be confirmed in October 2018 whether the application to the Co-op Community fund for the intergenerational project based around the teen shelter, has been successful.

C18.93 - ALCA NS Group – there was no new information to report.

C18.94 - Parish Councils Airport Association;

As no one from the PC was able to attend the recent meeting there was no report.

C18.95 - Parish Recycling Scheme working group report.

The grant of £1,050 has now been received so the working group, having achieved its goal, will now be wound up.

C18.96 - Superfast broadband working group.

Cllr Moorcroft confirmed the situation is unchanged with no further provision being offered at this time. It was noted that a substantial proportion of the village are without superfast broadband.

C18.97 - Community Engagement working group – meeting to be organised soon.

C18.98 - Scout Group HQ Working Group – No new information.

#### C18.99 - NDP Review Working Group; report

Cllr Sterland gave the following report on the recent meeting with NSC:

The possible changes to the NDP identified by the working group were discussed and it became clear that only minor changes will be considered to be tweaks and anything more will necessitate a full review of the NDP and formal advice from NSC on what constitutes a full review has been sought. NSC see no urgency for the decisions to be made on housing site allocation and although NSC needs to find small 'windfall' sites for 1000 homes it is not in a position to say where this need would be met or if any would be in Long Ashton. NSC will respond on the infrastructure and development plan.

A policy change to protect Community assets even after sale was discussed. NSC confirmed that some protection is offered by their policy DM68 whereby development of a building that was previously used by the community has to continue to provide some community benefit/usage.

#### C18.100 - Public Art Working Group; report

It is thought that all the s106 issues need to be resolved before the public art money will be paid. This PROW issue will be discussed at the next Highways meeting.

#### C18.101 - VES working group;

NSC has not provided the updated plans so there has been no further progress.

#### C18.102 Library working group; report and action

Cllr McQuillan confirmed that the group has had an initial meeting. Approximately four or five volunteers had come forward at the APM. Part of the remit of this group is to confirm whether a new library is viable and it was noted that NSC have suggested approximately 40 volunteers would be needed. Cllr Lansley confirmed she had asked the Co-op manager as to whether the basement space could be allocated to a library and it was confirmed that the Co-op board meet regularly in this space. It was agreed that the Clerk will write to Mandy Bishop to ask if NSC have approached the Co-op about using this area.

#### C18.103 Community Resilience

Cllr Moorcroft confirmed there are currently three snow wardens and an emergency exercise drill will be held in Weston-Super-Mare on 4<sup>th</sup> June 2018.

#### C18.104 Plastic Free Long Ashton; presentation discussion and actions.

Following the talk given by Rosie Payne prior to the council meeting, the PC agreed that they are happy to write the requested letter of support and a resolution would be considered at the next PC meeting.

#### C18.105 Annual Parish Meeting

Cllrs report feedback from the last meeting has been positive though it noted the comments about improving public participation.

C18.106 Breaking the Mould conference; feedback and how we can learn from it. Cllr Lansley explained that the conference highlighted how Frome TC have changed their way of working and in the process have managed to engage 500 public volunteers. Initiatives include a 'Share Shop' where the community can borrow items, a community fridge for those in need and a campaign with local GPs to develop 'Health Connectors' has resulted in a decrease of 17% in health referrals compared to an increase of 30% in North Somerset. There has been an agreed substantial increase in the precept for at least the last ten years.

It was agreed that this may have important lessons for the PC and will be added to the agenda for the next Council meeting.

#### C18.107 A Parish Council for the 2020s

The PC noted that it is not representative of all sections of the community and attendance at meetings is falling. It was agreed that in the first place there would be a meeting of all Cllrs to discuss the issues and a facilitator should lead the meeting. A working group to look at how the council could move forward, work better and to encourage community participation, taking into consideration Frome and other PC's experience, would then be set up. It was agreed that Cllr Lansley would contact Frome PC to see if they know of a suitable facilitator.

#### C18.108 GDPR; update, way forward and associate documentation.

The draft consent form, privacy notices and information policy, previously circulated were discussed and minor amendments made to the policy. It was RESOLVED that the amended documents be adopted. Proposed by Cllr Hardingham and seconded by Mrs Mackwood. All in favour. It was agreed that there would be an early review of the documents by F&GP.

#### C18.109 Minute binding

It was RESOLVED that the minutes from 2005 – 2010 be bound at an estimated cost of £30 a binder. These would then be stored in the archive at Taunton. Proposed by Cllr Hardingham and seconded by Cllr Sterland.

#### C18.110 Battles Over; payment of initial funds and update

Cllr Cave and Mrs Pullin, as members of the organising committee, declared an interest and took no part in the vote.

Cllr Cave confirmed plans are underway for a Drumhead service at Peel Park, including the laying of a wreath for and the naming of the 60 parishioners lost in the First World War. As a memorial, twenty bound copies of a book of remembrance commemorating these lives will be produced. One copy will be given to the PC. The total cost of the project is estimated to be £8,000. Grants and donations have been widely sought and there have been donations from Sainsbury's and Waitrose. To date £2,480 has been received which includes monies donated via the crowdfunding website. The PC has already agreed an initial grant of £1,500, and has earmarked up to £3,000 for the memorial and event. Insurance is now in place. The crowdfunding monies can only be released if the total target of £8,000 from all sources is obtained by 8<sup>th</sup> June 2018. Cllr Cave therefore asked if the full £3,000 grant can be awarded in addition to the immediate release of the approved £1,500.

It was RESOLVED that, given insurance is now in place, the grant of £1,500 be paid immediately and that it is recommended that the £3,000 grant is also awarded subject to the formal agreement of F&GP. Proposed by Cllr Scoones and seconded by Mrs Mackwood. Agreed with one abstention.

#### C18.111- Correspondence to consider and respond

- (a) From resident re drainage in Peel Park - It was suggested that there have been problems with the football pitches, in particular around the north touch line. LACA are taking advice as to what can be done to improve the situation but it was noted that there is only a finite sum available. Andrew Hughes, Chairman of the local junior football club stated to Cllr Cave that the football pitches are the best they play on.
- (b) From PC Faithfull – annual reports. Noted.

#### C18.112 - Any items for information - None

#### C18.113 Clerk's and assistant clerk's salaries

It was RESOLVED that the salaries be increased in line with the salary scales contained in the NALC letter with a 2% increase and these should be backdated to April 1<sup>st</sup> 2018. Proposed by Miss Uppington and seconded by Cllr Hardingham.



Meeting closed: 21:55

Date of next meeting Monday 25th June 2018