

LONG ASHTON PARISH COUNCIL

COUNCIL MEETING

19:30 - 18th May 2020

Held remotely via video conferencing



Present:- Mr D Johnson (Chairman)
Ms L Anderson
Ms S Barnes
Mr A Cartman
Mr C Cave
Ms C Fagg
Ms S Hardingham
Mr C James
Mr P Jackson
Mr O Lloyd-Johnson
Ms R McAllister Kemp
Mr S McQuillan (from 19:48)
Mr C Sellars
Mr A Wilkinson

Absent:-
Mr M Harris
Mr A Johnson
Ms L Lansley
Mr T Weir

In attendance - The Clerk, Dr Janet Turp and the Assistant Clerk, Tracy Warren (minutes).
Public Participation – there were no representations.

C20.054 – Apologies for absence were received from Cllrs Harris, Lansley and Weir and Cllr McQuillan advised he would be late.

C20.055 - Declarations of Interests and Grant of Dispensations

Interests to be declared during the meeting. It was confirmed that Cllr Cave, as a PC representative on the War Memorial and Churchyard Trust already has a dispensation to take part in the discussions for items relating to the trust.

C20.056 - Exclusion of the press and public

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

C20.057 - Chairman's remarks

The Chairman noted that, as virtual meetings are more difficult than face to face meetings, they should be kept brief and thanked staff and Cllrs for their support in the continuance of Council matters.

C20.058 - Parish Council Minutes

It was RESOLVED that the minutes of the Council meeting of 20th April 2020 (previously circulated), were a correct record and should be signed by the Chairman at the next available opportunity. Proposed by Cllr Lloyd-Jones and seconded by Cllr Sellars. All in favour.

C20.059 - Matters arising from the minutes for information

- a) C20.048e – The proceeds from the maturing Triodos Bond have been reinvested.
- b) C20.053a Dementia research – The questionnaire has been completed.
- c) C20.053b - NSC Your Neighbourhood Consultation – The PC's response has been submitted.

C20.060 - The PC and the COVID-19 pandemic

- a) Direct Debits - It was noted that some suppliers, in particular the stationery supplier Viking, are not accepting payment by cheque during the Covid19 crisis and it was

RESOLVED that direct debits can be set up in these circumstances. Proposed by Cllr Jackson and seconded by Cllr Cave. All in favour.

- b) To discuss the impact of latest Government advice and agree response if necessary - It was agreed that no new response is required at this time.
- c) Standing Orders (SOs) – Current SOs do not take account of recent legislation, introduced as a temporary measure because of the pandemic, allowing the PC to hold remote meetings and making changes to the requirement to hold an Annual Meeting. The proposed supplementary SOs (previously circulated) allow for these changes and are an addition to, rather than amendment of, the existing SOs. It was RESOLVED to agree to adopt the ‘Supplementary to the Long Ashton Parish Council Standing Orders’. Proposed by Cllr Hardingham and seconded by Cllr Jackson. All in favour. These SOs remain in place until May 7th 2021 or earlier if repealed.
- d) Staffing arrangements during the current restrictions – following recent Government guidance to return to work if you cannot work from home discussions have been held with the Village Orderlies and the Gardener and they will be returning to duties taking into account their individual circumstances. A risk assessment has been carried out and PPE has been provided as necessary.
- e) Overgrown footpaths – It was noted that some footpaths need clearing in order that social distancing measures can be carried out, including part of the circular walk around Providence Lane. Cllrs were requested to email the Clerk with exact locations such that the Clerk can correspond with NSC or landowners as appropriate.
- f) It was noted that rubbish bins around the Community Centre are full. This is being dealt with by the Community Centre Manager.

C20.061 - Coronavirus Support Network

- a) Update on the LA Coronavirus support network - Cllr Jackson had provided the PC with a written report (previously circulated):

“Support Network Governance - Terms of reference for the steering group were discussed and agreed at the last Council meeting.

DWP Shielding List - The support network has now received a list of those residents that are on the DWP shielded list and is working through this list making contact to see if they need any help and support. Contact has been made with Audley Redwood and it is confirmed that their management team will look after their residents, for example with medication deliveries and also to ensure that are fully aware of their residents that are on the DWP list.

Volunteers - The support network now has 132 fully signed up volunteers.

Key Service Delivery

- Grocery – the grocery process using Waitrose at Nailsea is in place and fully operational.
- Medication – a medication pick and delivery service is in place and fully operational.
- Wellbeing – a small team is in place to support inspiration and support for anyone in the village including just having a friendly chat. The team are able to signpost to local organisations and NSC if needed.

Financial Impact – the food voucher system has been established but not yet accessed.

Interface with NSC and local Councils - The support network is an active member of ‘North Somerset Together’ and attends regular meetings. This acts as useful bridge on communication and advice into the team. The support network is now receiving regular referrals from NSC which are being addressed. The support network is also calling on the support of the Ward Councillors.

Communications - The LACOVID FB page and LA COVID website are both up and running. An all-resident leaflet has been prepared and distributed to all residents. It is intended to put out a regular newsletter to the network volunteers to ensure they are kept up to date on the full range of network activities.”

It was noted that 2-3 requests per day are being received for the Waitrose grocery service. The future legacy of the support network was discussed with a view to the new CIC playing an important role in coming years. It was agreed that Cllr Cartman contact NSC’s Public Health team to provide a link with the Coronavirus Support Network CIC.

- b) Update on the steering group – Cllrs Jackson and Wilkinson have agreed an agenda for the first meeting which will take place remotely on 21st May.
- c) Grant applications update – The PC has submitted two grant submissions relating to the Long Ashton Coronavirus Support Network to Western Power Distribution (WPD) for an award up to £10,000, and to Tesco ‘Bags for Life’ (up to £500). WPD have agreed a grant of £1,000 and a response is awaited for the award from Tesco.

In view of the award from WPD it was agreed to clarify the grant from the PC. It was RESOLVED that the PC will provide £6,000 in addition to the WPD grant to make total grant funding of £7,000 to the Coronavirus Support Network. Proposed by Cllr Jackson and seconded by Cllr Hardingham. All in favour. Cllr Jackson was asked to provide the PC with the Network’s bank details once the new CIC is in place so that the grants can be paid to the CIC. It was noted that the funds awarded will be paid from the PC’s General Reserves and that £1968 of the £7,000 agreed total has already been provided by the PC. The grant payment will be reviewed in light of ongoing need.

C20.062 - Council matters

- a) To note decisions made by the Clerk under delegated authority since 16th March – a report detailing the decisions made by the Clerk had been circulated and the decisions noted.
- b) Additional dog bin emptying – In line with contractor updates that bins are now less used, it was agreed to revert to the normal schedule of emptying with continued monitoring.
- c) Annual Parish Meeting – It was agreed that as the PC received no public comment on the cancellation of the APM, a virtual meeting is not required.
- d) Annual Reports – The reports of the Council, Committees and working groups should be submitted to the Clerk by 1st July for publication in the July newsletter.
- e) Receipt of CIL payment from NSC – The PC has received a £6048 CIL (Community Infrastructure Levy) payment from the Royal British Legion development. This needs to be spent within five years on item(s) within the PC Infrastructure Delivery Plan (IDP). It was agreed that the IDP could be reviewed to see if it should include new items such as safety improvements for walking and cycling around the parish, possibly including Providence Lane and the Festival Way crossing on Yanley Lane. It was noted that an urgent response is needed to NSC’s cycle forum request for ideas for NSC to apply for grant funding under the Department of Transport’s funding of walking and cycling projects requiring urgent measures. It was agreed that Cllrs Fagg, Hardingham, D. Johnson and Sellars collate responses and respond accordingly.
- f) Biodiversity Policy – The existing Biodiversity Strategy (adopted in 2016) was considered and it was agreed that it should be reviewed. Cllr McQuillan will draft a revised policy in conjunction with Cllr Lansley and any other Cllrs who are interested, and bring it to Council for discussion.
- g) Recruitment Working Group Terms Of Reference – A new Community Engagement Officer (whose duties are to include that of a Library Co-ordinator) and a full time Clerk (to replace the Clerk on her retirement) will need to be recruited this year. Draft Terms of Reference the working group had been circulated and it was RESOLVED to adopt them

with no amendments. Proposed by Cllr Hardingham and seconded by Cllr Jackson. All in favour. The working group will provide a report at the next Council meeting.

C20.063 - Long Ashton and Leigh Woods Newsletter

It was agreed that the June newsletter be deferred to July and articles should be provided to the Clerk by 1st July for publication mid-July.

C20.064 - To receive reports from LACA and the Youth Club

a) LACA Report - Cllr Cave gave the following report (previously circulated):

“The Community Association has now allowed access to the bowling green, MUGA and tennis courts in line with Government guidelines. Monitoring will take place. Our general funds, as of the 14th of May, with our current arrangements, and with all but two staff furloughed, give us six and a half months costs in hand. This will reduce from July when the furlough receipt from HMRC reduces from 80% to 60%. Consideration is being given to un-furloughing a member(s) of staff, in due course, in order to undertake maintenance which would further reduce the time scale. Recent receipts include: a Government grant of £25,000, LAPC grant £14,750 and the HMRC £3,752 April payment for furloughed staff.”

b) Youth Club Report - Cllr Jackson gave the following report (previously circulated):

“We began our online sessions shortly after the lockdown began, using Hangouts. Unfortunately, we had some technical issues with freezing and connection issues so we decided to use Zoom to see if that would be a better platform. This worked much better and we engaged with some young people. We put together some craft packs, which we advertised via our face book page, so that young people could join us in an activity online. We have also put quizzes on our Facebook page. Without the face-to-face in the Club Room and being able to offer sports, pool, etc. engaging with young people has been more challenging in lockdown. I think we’re also seeing that with many more parents and guardians being home that families are developing new routines. So whilst we’d got the hang of the Zoom technology, we decided to go live via Facebook and Anne-Marie, our Street Dance tutor, did a Facebook Live session on Thursday and so far the video has received over 200 views and has also been shared by the Community Centre on their Facebook page. This approach not only allows young people to engage at the published live time but also allows them to engage whenever best suits them time-wise. We have decided that Facebook Live is a good way to keep young people engaged in the activities that we provide.

EPIC Youth has drawn up a programme to include Sporty Mondays, where Youth Worker Jade will go Live with football skills training and competitions; Crafty Tuesdays with Kim who will guide young people through craft activities; Baking Wednesdays with Cerise who will show young people some simple baking and cooking ideas and finally, Street Dance Thursdays with Anne-Marie. Additionally quizzes will continue on our Facebook page. Thanks to EPIC Youth who have been able to find workarounds in the current difficult situation and continue to provide valuable content.

Given the current lockdown constraints, there will be some financial impact on the Youth Club’s finances. The primary loss of income is that of the Youth Club subs which is running about £200 per month from mid-March. Other external fundraising activities, e.g. the summer fayre and market stall is of course on hold at the moment, and the impact of these will be addressed later. Whilst there is no face to face engagement, for example through the village market, the 500 club membership has held up over the last two months. Thanks to Kathy and Kim for the hard work in maintaining the membership and the associated income.”

C20.065 - PC priority projects

a) VES – Cllr Hardingham gave the following report (previously circulated):

“The VES works were completed just before the lockdown so residents will have got used to the signage, even if the traffic has been absent. NS has confirmed that the remainder of Phase 1 is not on their list for this year, however, as the schedules are all being reviewed, Highways will see if there’s any way they can squeeze it in. Being optimistic, the VES working group therefore need to finalise requirements for the plan for the Piccolo’s area. If this could be done, it should be a great boost for local business recovery to have that area looking attractive.

Two complaints have been made: one about the high speed of traffic between Guide HQ and Wild Country Lane. The other was about only a single yellow line outside one drive on Lovelinch Gardens (opposite the shop layby). Once traffic and parking is back to the usual levels, the works could be reviewed and the meeting with the Guides held. A further TRO may be needed.

In readiness for a return to normal traffic, it was suggested that more wheelie bin stickers are purchased with the message to “Slow Down”. It was noted that all wheelie bin stickers have been issued and RESOLVED to agree that the Clerk be given delegated authority for the expenditure on a further 100 stickers be bought. Proposed by Cllr Cave and seconded by Cllr Sellars. All in favour.

b) Skate park Working Group Report - Cllr Jackson gave the following report (previously circulated):

“Further to the last Parish Council meeting where it was agreed that the working groups would continue where possible during in the current climate, the working group has considered what activities can be usefully progressed. These are noted as:

- Buying the NEC3 contract documentation
- Progressing the skate park provider RFP
- Progressing the soil survey initially with the RFP requirement
- Discussion around the fundraising organisation.

A skate park working group is currently being arranged to take place hopefully before the end of May.”

c) Library Working Group. The minutes of the last Library Working group were circulated and the group would be considering what they can do at the moment to progress the project. Cllr McQuillan thanked Cllr Barnes for compiling the Minutes of the meeting.

C20.066 - Membership of outside bodies

a) Avon Wildlife Trust – It was RESOLVED to agree to continue membership of the Wildlife Trust currently £48/year. Proposed by Cllr McQuillan and seconded by Cllr Sellars. All in favour.

b) CPRE (Campaign for the Protection of Rural England) – It was noted that ALCA have advised that, as CPRE is a lobbying body, by being a member the PC might be expected to reflect the CPRE position on any planning application (or other issue). However, the PC has found CPRE help invaluable in the past and it was RESOLVED to continue the membership of the CPRE at £38/year. Proposed by Cllr Cave and seconded by Cllr Hardingham. All in favour. It was also RESOLVED that membership of CPRE does not mean that the PC will automatically adopt or agree with the view of the organisation. Proposed by Cllr Cave and seconded by Cllr Wilkinson. All in favour.

c) Parish Councils Airport Association (PCAA) – It was RESOLVED to agree to continue membership of the PCAA at £75/year. Proposed by Cllr Hardingham and seconded by Cllr Jackson. All in favour.

- d) Volunteer Agency of North Somerset - It was agreed to continue membership of the Volunteer Agency of North Somerset and noted that there was nil cost.
- e) Society of Local Council Clerks (SLCC) - It was RESOLVED to agree to continue membership of the SLCC for the Clerk and Assistant Clerk (current cost £371/year in total). Proposed by Cllr Hardingham and seconded by Cllr Cave. All in favour.
- f) Avon Local Councils Association (ALCA) – It was RESOLVED to agree to continue membership of ALCA including membership of NALC, currently £790/year. Proposed by Cllr James and seconded by Cllr Fagg. All in favour.
- g) LCR(Local Council Review) - It was RESOLVED to agree to continue to purchase subscriptions to the magazine for the Clerk and all Cllrs, at a total of £256.50. Proposed by Cllr James and seconded by Cllr Cave. Motion carried with 1 abstention. The Clerk will investigate whether this publication is available in a digital format.

C20.067 - Correspondence

- a) From War Memorial and Churchyard Trust – The trust has written confirming they have secured pledges to fund the works on the war memorial and to request permission for works to commence. The Clerk has responded to the letter asking for some more information which the PC was likely to require about the funding, contractor’s public liability insurance, the timeline of works and oversight arrangements to ensure safety and compliance with regulations. A response is awaited but Cllr Cave was able to confirm that works are expected to take 16 weeks and pledges had been received alongside a guarantor of funding. The PC understands the wish of the Trust to progress the work as soon as possible. It was agreed that as long as the Trust were able to provide satisfactory answers to the questions asked then the building work could go ahead and that this decision could be delegated. It was RESOLVED that the PC supports the memorial project in principle and authority to review whether satisfactory responses have been provided and to give permission to proceed to be delegated to the Clerk in consultation with the Chairman and Cllr Jackson. Proposed by Cllr Wilkinson and seconded by Cllr McQuillan. All in favour (except for Cllr Cave who took no part in the vote.)
It was agreed that the War Memorial fundraising leaflet could be distributed with the PC newsletter to minimise delivery costs for the Trust.
- b) From Robert Jenrick (Secretary of State for Housing, Communities and Local Government) suggesting funding should be available to local councils – the Clerk has responded to NSC’s questionnaire sent in response to the letter.
- c) Thank you letters from HomeStart and the MS Therapy Centre for their PC grants – noted.

C20.068 - Any items for information.

Correspondence has been received from NSC re the naming of the development on the old Royal British Legion site at 1 Providence Lane with a suggested name of ‘Legion Mews’ and requesting the PC’s views on the name. It was agreed to respond that the PC is happy for the word ‘Legion’ but feels that the word ‘Mews’ is not appropriate as there is no historical connection to horses at the site. It was noted that the RBL have been asked and have agreed to the name but it was unclear whether it was the local branch that had been consulted or the national organisation. NSC would be asked to confirm that they have asked the local branch and Cllr Cave will check with the local branch.

Meeting ended at: 21:38

Dates of next meetings - by video conference:

Planning: Monday 15th June 2020
Council: Monday 22nd June 2020.

The Environment and F&GP Committee meetings scheduled for 1st June and 8th June respectively are cancelled.