



# LONG ASHTON PARISH COUNCIL

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Long Ashton Community Centre  
Keedwell Hill, Long Ashton  
Bristol, BS41 9DP

## Council Meeting

Dear Councillor

You are hereby summoned to a Council meeting to be held on Thursday 18<sup>th</sup> November 2021 at 7.30pm at *The Jubilee Pavilion, Keedwell Hill, BS41 9DP*.

Social distancing rules will be enforced – masks must be worn unless you have an exemption.

Participants will also be required to register with *NHS Track and Trace* upon arrival.

Jo Swift, Locum Clerk  
8<sup>th</sup> November 2021

**Due to Covid restrictions, any member of the public wishing to attend this meeting please book a space [clerk@longashtonparishcouncil.gov.uk](mailto:clerk@longashtonparishcouncil.gov.uk)**

*Public participation, which will take place before the formal meeting starts, will be limited to 5 minutes per speaker and must relate to items shown on the agenda.*

*Please contact The Clerk in advance if you wish to speak during Public Participation so time can be allocated.*

## A G E N D A

**1. Apologies for absence LGA 1972 s85(1)**

To receive and accept apologies for absence.

**2. Declarations of Interests and Grant of Dispensations**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). *(NB this does not **preclude** any later declarations).*

**3. Confirmation of minutes**

That the minutes of the Parish Council meeting held on 19<sup>th</sup> August 2021 are approved as a correct record and signed by the Chairman. (LGA 1972, Schedule 12, paragraph 41(1)).

**4. Terms of Reference – maximum on a committee**

To consider the recommendation in the report.

**5. Appointment of members to committees**

Subject to agenda item 4, to consider the following requests to be appointed to committees.

- Councillor D Andrews – Finance & General Purposes
- Councillor C Tarsey – Finance & General Purposes and Environment
- Councillor J D'Alesio – Finance & General Purposes and Planning

## **6. Appointment of members to Working Groups**

To consider the following request:

Councillor C Tarsey has requested to join the Biodiversity, Skate Park, Library and Community Engagement working groups.

## **7. Co-option**

To consider the applications received.

*The person(s) co-opted must receive an absolute majority vote of the councillors present and voting. The Parish Council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.*

## **8. CIL**

- (i) To note expenditure of CIL receipts on the skate park project (£2000 as previously agreed).
- (ii) To approve expenditure of CIL receipts on Gardeners Walk play area and footpaths subject to agreement by the Environment Committee.

## **9. Equipment Audit**

To consider the recommendations in the report.

## **10. Internal Auditor**

To approve the recommendation from the Finance & General Purposes committee to appoint Auditing Solutions Ltd as the Councils internal auditor for 2021/2022 at a cost of £690 (net) with an additional fee of £230 (net) in year one.

## **11. Public Participation**

Standing Orders were changed, for a trial period from 1<sup>st</sup> January 2020 to increase the time for public participation to 30 minutes as follows. This now needs to be reviewed.

*(Portishead Town Council allow 30 minutes, Nailsea TC 10 minutes, Yatton Parish Council 15 minutes and Keynsham Town Council 10 minutes).*

## **12. Skatepark Working Group**

To note the following resolution made at the Finance and General Purposed committee meeting held on 21.10.2021:

**Resolved** –to proceed to obtain pre-planning advice, £1500 to £2,000 is approved for the cost of the planning advice.

**Resolved** – that the Clerk, Councillors Jackson and Tarsey have delegated authority to proceed with the pre-planning advice.

## **13. Christmas Light Switch On**

To approve up to £50 to be given as a donation/contribution to LA Together towards to costs of refreshments at the Christmas Light Switch On.

## **14. Quarry lorries**

To agree upon a response to the environment impact assessment for the planned twelve-month extension of the limestone extraction operation at Durnford Quarry.

## 15. LACA sub-committee

- (i) An update to be provided and Council to note implications of the draft terms of the CIO constitution and agree preferred direction.
- (ii) To approve and authorise expenditure on legal advice on these aspects and the terms of the lease to LACA, from the £6000 agreed by Council on 22.3.21.

## 16. Working Group Reports

To receive reports from the following groups:

- Youth Club
- Skateboard
- Library
- Greenbelt working group

## 17. Recruitment of new Deputy Clerk and RFO

An update will be provided from a member of the staffing sub-committee.

**Recommended** - to approve Hannah Harwood as the Deputy Clerk and RFO on 33 hours a week, commencing on salary scale SCP 33. After 12 months, from the start date and on successful completion of the CiLCA qualification, the role will be made Clerk and RFO.

**Recommended** – to approve that the locum Clerk assists the Deputy Clerk and RFO in a training and mentoring role for a maximum of 12 months.

## 18. Interim arrangements for meetings - January to March 2022

The following is recommended with the available staff until 31<sup>st</sup> March 2022. Planning to continue with the previously agreed delegation until such time staff are available, it is envisaged that this will be no later than the end of January 2022.

Thursday January 20 <sup>th</sup> 7.30pm	Full Council	Locum Clerk/Deputy Clerk
Monday January 24 <sup>th</sup> 7.30 pm	Environment Committee	Admin & Committee Officer
Thursday 3rd February 6pm	Finance & GP Committee	Locum Asst Clerk/Deputy Clerk
Thursday March 17 <sup>th</sup> 7.30pm	Full Council	Locum Clerk/Deputy Clerk
Monday March 21 <sup>st</sup> 7.30pm	Environment Committee	Admin & Committee Officer

## 19. Date of the next meeting

If agreed as above – Thursday 20<sup>th</sup> January 2022 at 7.30pm.

## 20. Exclusion of Press and Public

**Recommended** – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business

by reason of the confidential nature of business to be transacted – to consider sensitive matters.

**21. Habitual or Vexatious Complaints Policy**

To discuss the ongoing unacceptable behaviour of a member of the public and the impact on staff and Councillors.

- (i) To approve the attached Habitual or Vexatious Policy.
- (ii) To consider any other action to take.