

# LONG ASHTON PARISH COUNCIL

## ANNUAL COUNCIL MEETING

19:30 – 17th May 2021

Held at the Jubilee Pavilion, Keedwell Hill



| Present:                     | Absent:      |
|------------------------------|--------------|
| Ms C Fagg (Chairman)         | Mr A Johnson |
| Ms L Anderson                | Ms C Sellars |
| Mr A Cartman                 |              |
| Mr P Jackson (Vice Chairman) |              |
| Mr C James                   |              |
| Ms L Lansley                 |              |
| Ms R McAllister-Kemp         |              |
| Ms J Purkiss                 |              |
| Ms S Hardingham              |              |
| Mr C Cave                    |              |
| Mr M Harris                  |              |
| Mr A Wilkinson               |              |

### Also, in attendance:

Mr S Jacobs-Lange (Clerk) Mr C O'Doherty (Minutes Clerk) and 7 members of the public joining remotely

**C21.051**      **Election of Chairman / Signing the Declaration of Office of Chairman**  
Agreed that Cllr C Fagg be elected as Chairman and signed Declaration of Acceptance of Office of Chairman

**C21.052**      **Election of Vice Chairman**  
Agreed that Cllr P Jackson be elected as Vice Chairman

**C21.053**      **Apologies for absence LGA 1972 s85 (1).**  
Apologies were received from Cllr D'Alesio & Mr S McQuillan

**C21.054**      **Declarations of Interests and Grant of Dispensations**  
Interests to be declared during the meeting and Dispensations were granted to all Cllrs appointed by the PC to serve on other bodies to speak about those matters at PC meetings.

**C21.055**      **Exclusion of the Press and Public**  
To agree any items to be dealt with after the public, including the press, have been excluded.  
**None received**

**C21.056**

**Ex-Officio Membership of Committees**

To RESOLVE that the Chairman and Vice-Chairman will serve as Ex-Officio members on all committees.

**Agreed that Cllr Fagg (Chairman) and Cllr Jackson (Vice Chairman) will serve.**

**C21.057**

**Election of Planning Committee**

To review and adopt the Terms of Reference (ToR) of the Committee and to confirm that it has delegated powers to deal with matters related to the committee's responsibilities.

**Terms of Reference (ToR) were agreed. It was agreed that the any of the council's committees may set up a working group as required and any Cllr may join a working group, along with members of the public.**

To RESOLVE – Election of Members to serve for ensuring year.

**The following Cllrs agreed to serve: C James, C Cave, A Cartman, P Jackson, R McAllister–Kemp, J D'Alesio, S Hardingham, M Harris, C Fagg, A Wilkinson.**

To RESOLVE – The Clerk to be given delegated powers to deal with planning applications mid-month after inviting comment from all Councillors on the Planning Committee.

**It was agreed that the Clerk should be given delegated powers.**

**C21.058**

**Election of the Environment Committee**

To review and adopt the ToR of the Committees and to confirm that it has delegated powers to deal with matters related to the committee's responsibilities and to confirm its membership.

**Terms of Reference were agreed.**

To RESOLVE – Election of members to serve for ensuring year.

**The following Cllrs agreed to serve: C Cave, A Wilkinson, P Jackson, L Anderson, M Harris, R McAllister- Kemp, J Purkiss, C James, S Hardingham, C Fagg**

**C21.059**

**Election of Finance and General Purposes Committee**

To review and adopt the ToR of the Committee and to confirm that it has delegated powers to deal with matters related to the committee's responsibilities and confirm its membership.

**Terms of Reference (ToR) were agreed.**

**To confirm ToR and membership of the Staffing Subcommittee.**

Membership of the Subcommittee was confirmed as Cllrs Hardingham, Fagg, Wilkinson, and Jackson. ToR was agreed.

To RESOLVE – Election of members to serve for ensuring year.

**The following Cllrs agreed to serve: C Cave, C Fagg, P Jackson, C James, A Cartman, M Harris, R McAllister-Kemp, S Hardingham, A Wilkinson**

**C21.060** **To agree membership and ToR for the following working groups:**

Community Engagement Working Group.

**Cllrs Jackson, Anderson, McAllister-Kemp, Purkiss and Fagg agreed to serve.**

Newsletter Working Group

**Cllrs McAllister-Kemp, Fagg and Purkiss and the Clerk agreed to serve.**

Village Enhancement Scheme Working Group (LA and LW)

**Cllrs Hardingham, Purkiss, James and Fagg agreed to serve for Long Ashton.**

**Cllrs Harris, Fagg and Cartman agreed to serve for Leigh Woods.**

Biodiversity Working Group

ToR to be confirmed – to be finalised by the WG at their next meeting and provided to The Clerk

**Cllrs Anderson, Harris, James, Lansley and Fagg agreed to serve.**

Light Up Long Ashton (LULA) Working Group

No Cllrs were put forward to serve at this time.

Green Belt Working Group

ToR to be confirmed – to be finalised by the WG at their next meeting and provided to The Clerk

**Cllrs Cave, Jackson, Anderson, James, Cartman and Fagg agreed to serve.**

Library Working Group

ToR to be confirmed – to be finalised by the WG at their next meeting and provided to The Clerk

**Cllrs James and Purkiss agreed to serve.**

Skate Park Working Group

**ToR confirmed.**

**Cllrs Jackson, McAllister-Kemp, Purkiss, Sellars and Cartman agreed to serve.**

LACA Joint Working Group

**ToR confirmed.**

**Cllrs Wilkinson, Anderson, Hardingham and Fagg agreed to serve.**

Health & Wellbeing Working Group

ToR to be confirmed – to be finalised by the WG at their next meeting and provided to The Clerk

**Cllrs Jackson, Anderson and Purkiss agreed to serve.**

Any other working groups requiring establishment.

There were none.

**C21.061**

**Parochial Charity**

To RESOLVE to appoint two members to act as trustees of the Parochial Charity for the next four years, to be reviewed annually.

**Cllrs supported the re-appointment of Jean Pullin as trustee.**

**The following member agreed to act as a trustee: A Wilkinson.**

**C21.062**

**Long Ashton Churchyard and Memorial Trust**

To agree a representative.

**Agreed as follows: C Cave was appointed for 4 years, to be reviewed annually.**

**C21.063**

**Long Ashton Community Association**

To note current PC – appointed trustee: C Cave.

**C21.064**

**Avon Local Councils Association / NALC**

To RESOLVE: to continue with membership of ALCA / NALC

**This was agreed.**

To RESOLVE: to continue with subscription to LCR and numbers of copies

**Agreed. Clerk to update ALCA with list of current Cllrs and request online copies if possible.**

To RESOLVE: to appoint two Parish Council representatives to ALCA

**Agreed: C Fagg and P Jackson**

**C21.065**

**Membership of other groups**

To resolve to continue membership of:

- a. CPRE (Campaign for the Protection of Rural England). **Agreed**
- b. Volunteer Agency of North Somerset (VANS). **Agreed**
- c. Parish Councils Airport Association (PCAA). **Agreed**
- d. Society of Local Councils Clerks (for the clerk and assistant clerk). **Agreed**

**C21.066**

**Nomination to Other Bodies, Networks and Meetings**

- a. Parish Councils Airport Association – J D'Alesio
- b. Long Ashton Youth Club Management Committee - P Jackson and C Sellars
- c. Long Ashton Children's and Young People's Network – P Jackson
- d. Durnford Quarry Liaison – C Cave, P Jackson, C James
- e. Welcome LA – R McAllister-Kemp and L Lansley
- f. North Somerset Community Resilience Liaison – L Anderson (if the group becomes active again)
- g. Long Ashton Children's Centre Services – L Anderson
- h. Patient Participation Group – look to engage in a different way.

***Public Participation – there was none.***

**C21.067**

**Chairman's remarks**

Cllr Fagg spoke about the past two years, commenting on the amount of work that's been required, particularly through lockdown. Prioritising community engagement and recruitment of more Cllrs. Reconnect with Parishioners post-lockdown – link with new funding initiative. Consistency about Public Participation – being clear with members of the public how they can engage in council meetings by ensuring its all done at the start of the meeting. Meetings must aim to finish by 9:30pm by being concise and taking decisions efficiently.

**C21.068**      **Parish Council Minutes**

To confirm and sign minutes held on 22<sup>nd</sup> and 29<sup>th</sup> March  
Both sets of minutes were agreed and signed by Chairman.

**C21.069**      **Matters arising for information**

C21.034 (a) – Adoption and update of the PC's Strategic Work Plan  
Noted. Each Committee to review and keep their sections updated and to add details of each working group including ToR as they're approved.  
C21.046 – Task identified to support creation of a Health and Wellbeing Working Group. Noted – Still a Work in Progress

**C21.070**      **Vacancies**

To APPROVE a revised co-option process and to agree publicising of current vacancies.  
Process needs to be speeded up.  
Cllrs reviewed the procedure circulated by The Clerk. Amend paragraph 7 to provide option to attend a council meeting in person and make subsequent paragraphs (8-13) optional if the council ever has more applicants than vacancies. Final wording to be reviewed by Clerk, R McAllister-Kemp and J Purkiss.  
It was also agreed that the number of Cllrs serving on the council (currently 21) should be reviewed and a report outlining the issues be provided and potential options at September's Council meeting.

**C21.071**      **Reconnect and Bounceback Funding**

To RESOLVE to adopt the PC's Reconnect and Bounceback funding proposal. Agreed with some amendments to be made by the Clerk to make eligibility criteria clearer with respect to the Reconnect funding and targeting groups who are engaged with residents who may have been isolating/ shielding for long periods of time.  
Bounceback funding to be launched online and on social media tomorrow morning. Clerk to make amendments to Reconnect funding ready to be launched by end of this week. All application packs to be available on the council's website. Clerk to assess all applications and provide an overview to Cllrs in papers ready for next Council meeting.

**C21.072**      **Ex-officio Trustees and managing conflicts of interest**

To consider a report.  
Cllr Fagg to follow up with nominees to the various charities and report back further detail at a future meeting.

- C21.073**      **Planning Committee minutes**  
To consider and adopt the Planning Committee minutes (12<sup>th</sup> April)  
Agreed and signed.
- C21.074**      **Environment Committee minutes**  
To consider and adopt the Environment Committee minutes (29<sup>th</sup> March)  
Agreed and signed.
- C21.075**      **Finance and General Purposes Committee minutes**  
To consider and adopt the F&GP Minutes (19<sup>th</sup> April)  
Agreed and signed
- C21.076**      **To RESOLVE to adopt Standing Orders as recommended by F&GP (19<sup>th</sup> April)**  
Adopted
- C21.077**      **To RESOLVE to adopt Financial Regulations as recommended by F&GP (19<sup>TH</sup> April)**  
Adopted
- C21.078**      **To RESOLVE to adopt the Small Grants Policy as recommended by F&GP (19<sup>TH</sup> April)**  
Adopted
- C21.079**      **To receive updates / reports from the following groups / working groups**
- LA Youth Club** – The club has now re-opened  
**Library working group** – Chairman to follow up  
**Community Engagement working group – survey results** – Benchmark. The council thanked Cllr McAllister-Kemp for excellent work pulling this together.  
**Skate Park working group** - Still a Work in progress – needs project management – proposal being developed.  
**LACA Joint Working Group** – Bookings of the community centre are up – Engaging with VANS on governance matters.  
**North Somerset Together** - NSC is a strategic network. Health and wellbeing focus. Town and Parish Council Community groups.  
**ALCA North Somerset Group** – Clerk updated following discussion with ALCA – detailed to be passed onto Liz Shayler.  
**North Somerset Community Resilience Group.** This was discussed earlier.
- C21.080**      **Annual Parish Meeting**  
To request the Community Engagement Working Group carry out a review and bring a report with recommendations to a future Full Council meeting.  
**Community Engagement WG will follow up.**
- C21.081**      **Finance items**  
To decide upon the appointment of an external body to manage the PC's payroll (salaries and pensions).  
Agreed that the PC should pay £33.33 for this service.

**C21.082**      **Correspondence to consider and respond to**  
None were received

**C21.083**      **Any other items for information**  
There were none

**C21.084**      **Date of next meeting/s:**  
**Monday 21st June (Accounts)**