

LONG ASHTON PARISH COUNCIL

COUNCIL MEETING

19:30 – 22nd June 2020,

Held remotely by video conferencing



Present: Mr D Johnson (Chairman)	Absent:
Ms L Anderson	Ms S Barnes
Mr A Cartman	Mr M Harris
Mr C Cave	Mr O Lloyd-Jones
Ms C Fagg	Mr T Weir
Ms S Hardingham	Mr A Wilkinson
Mr P Jackson	
Mr C James	
Mr A Johnson (from 19.51)	
Ms L Lansley	
Mr S McQuillan	
Ms R McAllister Kemp	
Ms C Sellars	

In attendance - The Clerk, Dr Janet Turp, the Assistant Clerk, Tracy Warren (minutes) and Mr Mike Riggall, Parish Liaison Officer, NSC (from 21:22).
Public Participation – there were no representations.

C20.069 - Apologies for absence were received from Cllrs Barnes, Harris, Lloyd-Jones and Weir.

C20.070 - Declarations of Interests and Grant of Dispensations
Interests to be declared during the meeting and no dispensations were requested.

C20.071 - Exclusion of the press and public
There were no matters necessitating the exclusion of the press and public.

C20.072 - Chairman's remarks
The Chairman reminded Cllrs to make any submissions for the newsletter to the Clerk prior to 1st July.

C20.073 - Parish Council Minutes
It was RESOLVED that the minutes of the Council meeting of 18th May 2020 (previously circulated), were a correct record and should be signed by the Chairman at the next available opportunity. Proposed by Cllr Anderson and seconded by Cllr Cave. All in favour.

C20.074 - Matters arising
C20.068 – Naming of the development at 1 Providence Lane; the Clerk responded to NSC expressing the PC's concerns with the name of 'Legion Mews'. NSC has replied to say that the local RBL branch is in favour of 'Legion View' which the developer is happy with. It was agreed that the PC will respond to NSC in support of the name.

C20.075 - The PC and the COVID-19 pandemic
a) Distancing signage in the parish – Following discussion it was agreed that given the changes in distancing guidance it was not necessary for the PC to provide signage in the retail area.

- b) Morale boosting measures the PC could provide – The following suggestions were considered:
- The Newsletter to be distributed late July could be used to distribute a small item like a jigsaw puzzle piece for ‘your part of the Long Ashton picture’ or a positive message postcard. It was RESOLVED to delegate to the Clerk in consultation with the Community Engagement Working Group, the authority to spend up to £500 on morale-boosting item to be delivered with the next PC newsletter. Proposed by Cllr Fagg and seconded by Cllr Cartman. All in favour.
 - A Table Tennis Table to be placed outdoors in a community location for the summer – This was enthusiastically supported by Cllrs as an inclusive project and considered that a robust portable table would be quickest to achieve. This would need to be moved outside daily as the weather permitted. Cllr Cave suggested locating the table outside the community centre, and as the storage of and moving the table would fall to LACA he would discuss it with them. It was RESOLVED to delegate to the Clerk, in consultation with Cllrs Cave, Hardingham and D. Johnson, the authority to spend up to £1,000 on a folding, portable table subject to details being agreed with LACA. Proposed by Cllr Hardingham and seconded by Cllr Cave. All in favour.
- c) To discuss how the PC could support local businesses going forward – It was noted that some local businesses have had a reduction in custom as lockdown measures have been eased and that hospitality businesses allowed to open from 4th July, may need support to be viable. Measures that could be implemented to temporarily expand outdoor areas, including planters were discussed and agreed this be investigated with NSC. A possible re-opening event was also suggested. It was agreed that the Clerk, Cllrs Cartman and D. Johnson, along with members of the community engagement working group, should discuss how to take this forward in consultation with local businesses and to decide a suitable message for the PC to include in the next newsletter to encourage residents to continue to support local businesses. NSC had written to the PC requesting bids to their ‘Reopening the High Street’ fund. It was agreed to delegate authority to the Clerk in consultation with Cllrs Hardingham, Jackson and D. Johnson, to make a bid on behalf of the PC. The Chairman asked Cllrs to send their ideas to him by 11:00 on 25th June.

19:51 - Cllr A. Johnson joined the meeting.

- d) It was noted that increased numbers of visitors to Leigh Woods has resulted in the safety of pedestrian being endangered as they need to use the middle of the road as there are cars parked on both sides of North Road near the entrances to woods. The possibility of a temporary emergency traffic order to limit parking to one side of the road was discussed and it was agreed that Cllrs A. Johnson and Cartman will discuss how to take this idea forward with NSC.

C20.076 - Coronavirus Support Network

- a) Update on the LA Coronavirus support network - Cllr Jackson gave the following 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 continues to receive weekly updates from NSC and engages with these residents to understand if support is needed.

Volunteers - The support network now has 156 fully signed up volunteers. Whilst we are seeing some volunteers return to work there is plenty of capacity.

Key Service Delivery - All key services – grocery shopping, medication pickup and delivery, wellbeing support, financial impact support and dog walking – are up and

running. With lockdown starting to ease the support network is seeing a slowing down of demand

Interface with NSC and local Councils - The support network is an active member of the North Somerset Together activity 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. The support network has also issued two volunteer's newsletters.

Future Network - Early discussions are taking place to discuss"

- b) Steering group update - The first steering group meeting was held on Thursday 21st May and the second on the 18th June. The Chairman confirmed that following the meetings, he is satisfied that the Network has put in place sufficient measures and processes to oversee and control the financial and risk aspects of running the Network and thanked all Cllrs involved in the LA Coronavirus Support Network for all their hard work and time.
- c) Grant applications update - The two grant submissions related to the Long Ashton support network to Western Power Distribution (£1000) and Tesco Bags for Life (£500) have been successful.

C20.077 - Council matters

- a) To note decisions made by the Clerk under delegated authority since 18th May (previously circulated) – noted.
- b) Draft Biodiversity Policy to consider and adopt. The draft policy (previously circulated) was discussed. Following a minor amendment it was RESOLVED to adopt the Biodiversity Policy, proposed by Cllr McQuillan and seconded by Cllr Jackson. All in favour.
- c) To agree how the Long Ashton Infrastructure Delivery Plan should be reviewed – It was agreed that the Clerk, Cllrs Fagg, Hardingham, James and D. Johnson, will draft a revised policy for approval at the next Council meeting.
- d) Recruitment Working Group update – Cllr Hardingham informed Cllrs that with regret, the Clerk has handed in her notice with a preferred leaving date of the end of October but she will stay until the end of December if necessary. The Chairman thanked the Clerk for her service and the flexibility she has offered the PC with her leaving date. The working group have held their first meeting to consider proposals for the recruitment of a new Clerk and the Community Engagement / Library Coordinator post.
- e) To discuss if and when committee meetings should restart. This was discussed. It was agreed that
 - F&GP Committee – would be started again in the autumn as Cllr Hardingham confirmed that whilst some policies need to be reviewed, the current process of considering F&GP matters at Council meetings is satisfactory for now.
 - Environment Committee – Cllr Fagg's report (previously circulated to all Cllrs) to suggest matters for the Committee to consider was discussed. It was agreed that an informal workshop to discuss how the committee would function and how to structure the work proposed should be held. The outcomes of the workshop would be brought to the next Council meeting for decisions to be made with the anticipation that an Environment Committee meeting would be held in August. Following comments regarding overgrown footpaths the Clerk reminded Cllrs to let her know of any specific issues so that landowners or NSC can be contacted. It was agreed to hold the workshop on 13th July.

C20.078 - Finance and related matters

- a) Payment of accounts and Payments to Council – A list of payments and receipts was previously circulated to Cllrs. The receipts included the precept payment of £94,000. It was RESOLVED to approve expenditure of £35,205.27 during April and May and to note receipts at £111,328.22 over the same period. Proposed by Cllr Hardingham and seconded by Cllr Cave. All in favour.
- b) Bi-monthly statement and Bank reconciliation - The bank reconciliation at 31st May and summary were previously circulated to all Cllrs. The total amount in all accounts is £646,982.90 including £41,600 in a long-term investment.
It was RESOLVED to approve the bimonthly statement and bank reconciliation. Proposed by Cllr Hardingham and seconded by Cllr Cave. All in favour.
- c) Review of Expenditure against Budget – noted.
- d) To consider the Internal Auditor's Report – The auditor's report has yet to be received. The auditor has suggested that the Gardeners Walk play area is included in the asset register at a nominal value at £1 not at its purchase price as the project was paid for directly by NSC from s106 monies. The purchase value will be noted on the Asset Register.
- e) To approve and sign the Annual Accounts for 2019/20 – The Auditor has yet to complete his review of the accounts so they will be approved and signed at the next Council meeting.
- f) To consider the statements contained in the Annual Governance Statement in section 1 of the 2019/20 Annual Return, to complete and sign - Cllr Hardingham reminded Cllrs of their individual responsibility for the governance of the council. Each of the governance statements was read out for Cllrs to consider and explanation provided as needed. It was RESOLVED to answer yes to each of Governance Statements in section 1 of the 2019/2020 Annual Return and the Clerk and the Chairman to sign the statements at the earliest opportunity. Proposed by Cllr Hardingham and seconded by Cllr Jackson. All in favour.
- g) To approve and sign the accounting statements in section 2 of the 2019/20 Annual Return - The Auditor has yet to complete his review so these will be approved and signed at the next Council meeting.

C20.079 - Environment matters

- a) Hollis Close – to agree next steps in response to NSC's reply – The response from NSC suggested some additional measures that could be introduced to improve driver behaviour and confirmed that 'Give Way' markings would not be considered and that the current order means that any vehicle parked in Hollis Close is breaking the law "unless the occupants of that vehicle are gaining access to one of the residential properties." Any vehicles contravening this order should therefore be reported to the Police. It was agreed that a meeting should be arranged between the Chairman and Vice Chairman of the Environment Committee, NS ward Cllrs Cartman and McQuillan and NSC Highways engineers in preparation for Birdwell School reopening. Cllr McQuillan agreed to organise a meeting.
- b) Yanley Lane – to discuss PC response to the reduction in height of the humps - Cllr Cave reported that the reduction in the height of the speed bumps on Yanley Lane in order to meet highways regulations, has rendered them ineffective in reducing speed of vehicles which are a danger to pedestrians and cyclists using the Festival Way, the nearby bridge and travelling to Northleaze School. It was thought that changes to the pitch as well as the height could be made to achieve the safety measures desired. Cllr McQuillan agreed to raise the PC's concerns with NSC, in consultation with Cllr Cave, and to liaise with Sustrans, who may be able to provide some funding and Northleaze School. There is the possibility that the Road Safety budget could be used to make a contribution to remedial works.
- c) Vehicle Activated Sign – to agree whether a new pole for the sign should be installed in the 20mph area. This was considered and noted that correspondence from residents

has requested speeds be measured and an extension of the 20mph zone. It was agreed not to conduct an NSC speed survey at the present time. It was also agreed, in principle, that the placing of a pole in each direction should be looked at further, and to write to NSC to determine the criteria for a risk assessment. It was noted that volunteers are needed to move the signs regularly and replace the batteries monthly, and whilst this did not have to be a Cllr, any volunteer needed to adhere to the risk assessment criteria and the signs moved between poles when requested by the PC.

21:22 – Mike Riggall, NSC joined the meeting

- d) Grass cutting in the churchyard – It was agreed this item will be discussed at the next Environment Committee meeting.
- e) Burial Ground bench requests – It was agreed that outstanding actions will be discussed at the next Environment Committee meeting and it was suggested that committee members should visit the burial ground to familiarise themselves with it.
- f) Interment of ashes – It was noted that it is intended to restart interment of ashes from the middle of July providing that any guidelines in force at that time are met.

C20.080 - To receive reports from LACA and the Youth Club

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

“In normal times the Community Associations is able, in general terms, to fund the running costs of the village complex from income. Capital costs are in the main funded by the Parish Council grant, although the trustees regularly apply for grants, on behalf of the Council, to fund specific projects.

The most recent grant application to Enovert was unsuccessful almost certainly because of calls upon it as a result of the Covid 19 pandemic. This application was to fund the renewal of the sports hall floor which is particularly urgent. Becoming urgent is the resurfacing of the tennis courts, which are currently very well used. There are specific reserves that may cover those expenditures.

We are taking the opportunity of undertaking maintenance tasks including decorating during this period and we have un-furloughed staff in order to achieve this.

Preparations are being made for the internal use of the complex when regulations allow, based on the likely restrictions that will be in place. There are, however, few enquiries from users showing interest before September. Trustees will be discussing the possibility of re-opening the cafe and how it may be achieved. The situation remains that we have little or no income, and on the basis of general funds available today we have about four months costs in hand.”

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

“The youth club continues to engage with young people online using FB live providing three to four sessions a week on sports, arts and crafts, cooking and street dance. In addition, we are also putting online a number of quizzes. Given the current lockdown constraints, there will be some financial impact on the Youth Club 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. Summer Fayre and market stall are 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, to grow the 500 club membership, Kathy and Kim are working hard to maintain the current membership numbers and the associated income. EPIC Youth, as the Youth Club providers, are being paid as normal through the lockdown period. ”

Cllr Cave confirmed that although the Youth Club have a standing order to LACA and therefore payments are continuing, LACA are not charging them any fees at the moment and have offered to refund monies paid during the closure of the community centre or credit them with the amounts. A meeting of the LACA/PC group could take place Friday 3rd July onwards once the next LACA meeting on 1st July has taken place.

C20.081 - PC priority projects –

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

“The police have been asked to enforce the new 20mph limit.

The NS plan for the Piccolo’s forecourt incorporates very nearly all we had asked for, so Dave is talking to the businesses involved, to seek their views. We will then hope NS can find space in their already full schedule of works. It would be great to improve that area in the centre of the village’s shops.

Lovelinch Gardens: the resident who wanted part of the single yellow line scrubbed has been told change cannot be agreed. It was always the intention to keep the parking restrictions under review in case inconsiderate parking spread to adjacent streets. The meeting with the Guides is still to be held regarding the appropriate speed limit outside their HQ.

More “Slow Down” wheelie bin stickers are now available so please encourage residents on the main road or other busy roads to display them. Dave is taking on the VES working group so we can look forward to new ideas and energy for the next exciting stage: so many residents want the village to be enhanced!”

b) Library – no report at this time.

c) Skatepark

To agree that the Community Engagement Working group can deal with the communications for the Skatepark Working Group – this was agreed. Cllr Jackson gave the following report (previously circulated):

“Relating to the proposed site in Peel Park preparations are being made to undertake a soil survey. Further work has been carried out by the working group to prepare the design brief; key to this is that the skatepark should be available for a range of activities, ages and abilities. Work will start soon on preparing the tender documentation to select the skatepark designer. Preparations are being made to engage with the community on the skatepark proposed site and plan during July. A resident questionnaire is being prepared and has been discussed in the skatepark and community engagement working groups to be issued later in the year. The communications plan will also include a community meeting and consultation.

Recommendation and Decisions

The Council is asked to note the current activities being undertaken by the working group. It is proposed that the plan and content for the skatepark comms is channelled through the community engagement for discussion and agreement. The village newsletter will be part of the planned communications plan.” This was agreed.

C20.082 - Annual play area inspections

The inspection reports (previously circulated) were noted. It was RESOLVED to agree that the necessary work should be arranged and to delegate it to the Clerk in consultation with Cllrs Fagg and Hardingham.

C20.083 - War Memorial

It was noted that following a response from the Trustees the PC is satisfied its concerns have been addressed and permission has been given for the work to proceed subject to some conditions. A letter has also been sent to the trust, to be passed to all trustees to

point out the concerns a resident has raised with the Parish Council that the Trust may be acting outside its objects and pointing out the liability the trustees may have if they don't ensure that they are acting entirely within charity law. The Chairman has responded to the concerned resident explaining the PC's general support for the memorial project and the action it has taken.

Cllr Cave gave the following report (previously circulated) on behalf of the Churchyard and Memorial Trust. "Frustratingly we have still been unable to begin works. The trust STILL awaits the discharge of conditions despite having sent the documents to North Somerset on the 14th of May. Two sets of documents, one posted and the other delivered by hand were unable to be located until the 16th of June, and that only after asking Richard Kent for his assistance. We await the necessary action from North Somerset and hope that there will not be further unnecessary delay." Cllr Cartman as NS Ward Cllr agreed to look into the matter.

C20.084 - Correspondence

- a) From the Air Ambulance to request a grant for £1600 towards an additional helmet to assist in meeting Covid19 guidelines. Although the PC felt unable to provide the sum requested, but noting that 6 residents had benefitted from this service in 2019, it was RESOLVED to grant £500 to the Air Ambulance. Proposed by Cllr Cave and seconded by Cllr Jackson. All in favour.
- b) From NSC re consultation on the Right of Way Improvement Plan – It was agreed to defer this item to the next Environment Committee meeting.
- c) From resident re Dawson Walk – It was agreed to defer this item to the next Environment Committee meeting.
- d) Updates from CCLA - noted.
- e) PCAA response to the Coordinated Airport Consultation and postponement of meetings. Noted.
- f) From NSC re changes to make cycling/walking safer – noted.
- g) From NALC re consultation on new Code of Conduct – It was agreed to defer this item to the next meeting.
- h) From Fenswood Road residents with concerns about the skate park – It was agreed to delegate the response to the resident to the Clerk in consultation with the Chairman and vice Chairman.
- i) From resident re weeds – It was agreed to defer this item to the next Environment Committee meeting.
- j) From resident re Definitive Map Modification Order and update on Churchyard Trust – The DMMO request would be considered at the next Environment Committee meeting.

C20.085 - Long Ashton and Leigh Woods Newsletter

The next newsletter will go to the printers on 1st July and Cllrs were reminded to send their submissions as soon as possible and no later than 1st July.

C20.086 - Any items for information.

None - the Chairman thanked Cllrs for their attendance.

Meeting closed at 21:54

Date of next meetings; it was agreed to hold the following meetings remotely:

Council - Monday 27th July 2020

Environment Committee workshop – Monday 13th July 2020