

# LONG ASHTON PARISH COUNCIL



## COUNCIL MEETING

19:30 – 7<sup>th</sup> September 2020

Held remotely by video conferencing

Present: Mr D Johnson (Chairman)

Mr A Cartman

Mr C Cave

Ms C Fagg (from 19:36)

Ms S Hardingham

Mr P Jackson

Mr C James (from 19:36)

Ms L Lansley

Ms R McAllister Kemp

Mr S McQuillan (from 19:43)

Ms C Sellars

Mr A Wilkinson

Absent:

Ms L Anderson

Mr M Harris

Mr A Johnson

Mr O Lloyd-Jones

In attendance - The Clerk, Dr Janet Turp, the Assistant Clerk, Tracy Warren (minutes) and twelve members of the public.

C20.104 - Apologies for absence were received from Cllrs Anderson, Harris, and Lloyd-Jones.

### C20.105 - Declarations of Interests and Grant of Dispensations

Interests to be declared during the meeting and no new dispensations were requested. It was noted that Cllrs Cave and Jackson have existing dispensations allowing them to take part in discussions on items relating to LACA and the Youth Club respectively so that necessary information can be provided to the Council.

### C20.106 - Exclusion of the press and public

It was agreed that any press or public in attendance will be excluded from the agenda items to discuss the PC solicitor's advice on the draft lease from NSC for Gardeners Walk and staff salaries, these items being of a confidential nature.

19:36 – Cllrs Fagg and James joined the meeting

### C20.107 - Chairman's remarks

The Chairman noted that due to an impending house move it is with regret that he will be leaving the PC and gave his apologies for leaving in the middle of the appointed term. The Chairman confirmed he will be able to continue as Cllr and Chairman of the Council for approximately two months. Cllrs were pleased to note that the Chairman will continue in his role until he moves.

### C20.108 - Parish Council Minutes

It was RESOLVED that the minutes of the Council meeting of 27th July 2020 (previously circulated), were a correct record and should be signed by the Chairman at the next available opportunity. Proposed by Cllr Jackson and seconded by Cllr Sellars. All in favour.

19:43 – Cllr McQuillan joined the meeting.

#### C20.109 - Matters arising from the minutes for information

- a) C20.079a - Hollis Close road layout update; the meeting with Birdwell School, PC and NSC has still to be arranged, though Cllr James has written to the Headmaster, Birdwell School and is waiting for a reply.
- b) C20.079b – Yanley Lane traffic calming update – Cllr Cave raised the issue of the speed reduction humps with the Executive member, NSC, who favours the ‘quiet lanes’ approach. Cllr McQuillan will investigate the quiet lanes initiative.
- c) C20.082 - Annual play area inspections update; the Clerk noted that these are ongoing, and all repairs scheduled for maintenance are ‘low risk’.

#### C20.110 - Planning Committee report (17th August)

- a) The report (previously circulated) was considered. It was RESOLVED to adopt the report of the Planning Committee of 17<sup>th</sup> August 2020 subject to amendment by the committee. Proposed by Cllr Cave and seconded by Cllr Hardingham. All in favour.
- b) It was noted that the PC had recommended refusal of application ‘20/P/1547/OUT - Land to The South Of Warren Lane, North Of Weston Road’ and given the continuing concerns about the development it was agreed to ask Cllrs Cartman and McQuillan, as NSC Ward Cllrs, to liaise closely with NSC officers on this application and to consider calling it in to be considered by the NSC Planning and Regulatory committee if officers are minded to approve it. Professional advice may be taken by the PC if this occurs.

#### C20.111 - The Environment Committee report (10th August).

The report (previously circulated) was considered. It was RESOLVED to adopt the report of the Environment Committee of the meeting of 10<sup>th</sup> August 2020, subject to amendment by the committee. Proposed by Cllr Fagg and seconded by Cllr McQuillan. All in favour.

#### C20.112 - The PC and the COVID-19 pandemic

- a) Update on bids and business support and to agree any further actions required - No update at this time. The Clerk will contact the NSC regeneration team for an update.
- b) Update on Leigh Woods parking issues - Cllr Cartman confirmed there was no update on the Parking Scheme and noted that enforcement of legal parking during the pandemic is a police matter, but the situation will continue to be monitored.

#### C20.113 - Coronavirus Support Network

- a) LA Coronavirus Support Network report – Cllr Jackson provided the following report, which was noted: “With lockdown easing the support network demand has eased a little with regular demand for the services including wellbeing, grocery shopping and medication pick-up. With the current support services now well understood and ongoing, the immediate activity is to ensure that we are ready should there be a second wave/lockdown. Longer term we are starting to explore how the support networks activities will be re-shaped post pandemic where it is anticipated that wellbeing and financial impact may become more central. Given some recent organisation changes, we recognise there may be some uncertainty and confirm that the Long Ashton Coronavirus Support Network is still here to support the needs of the community. A Steering Group meeting was held on 6th August, and the next one on 24th September will look at preparations for a possible second wave/lockdown and at the longer-term role of work. ”

Cllr Jackson further reported that the network is looking to support the community in the autumn and winter and will provide a report including numbers of residents currently being supported by the network, as requested to the Steering Group, as he did not have that information. It was confirmed that the CIC now has a bank account.

Cllr Cave expressed some disappointment that the initiator and founding member of the LA Coronavirus Support Network had not been specifically thanked in the Newsletter. It

was noted that the Chairman, in his introduction to the Newsletter, had made an extensive thank you to the Network and to the many other shops and service providers who have helped throughout the COVID crisis but that individuals weren't named. It was agreed that the efforts of individuals does need to recognised and that a formal thank you event for all those involved in helping the community during the pandemic, including local businesses should be held when the conditions allow.

There was some discussion about the apparent split in the management of the Network with some of the original founding members forming a new group called LA Together. This seems to have resulted in some confusion, and negative comments regarding certain Cllrs and the involvement of the PC in the Network had been posted on social media. Following discussion, it was felt that the PC needed to make it clearer that it had no direct involvement in the running of the Network and that the Cllrs involved had volunteered to help and take part as individuals and not as representatives of the PC. It was agreed that a statement needed to be made as soon as possible on social media to clarify that the Network is independent of the PC and that the PC supports all groups in Long Ashton who are assisting the community and to thank all such groups. It was agreed that Cllrs James, D Johnson and McQuillan will draft the statement for the Clerk to issue. It was also agreed that an article be placed in the next newsletter. The Chairman thanked everyone involved for their hard work on behalf of the community.

20:02 – One member of the public joined the meeting.

- b) Steering group report – Cllr Wilkinson noted that the next stages of the Network's work will be discussed at the next steering group meeting with a report to be brought to Council.

#### C20.114 - Council matters

- a) To note resignations – It was noted with regret by the PC that Cllr Barnes and Weir have both resigned leaving 5 vacancies on the PC. It was agreed that the Chairman will write to Cllrs Barnes and Weir to thank them for their time and service as Cllrs acknowledging their help with the library working group and skate park working group respectively.
- b) Vacancies – to discuss how to encourage applications to become a Cllr. Suggestions for engaging future Cllrs included the use of social media and the newsletter, involving the Community Engagement Officer, encouraging younger people to connect with the PC and using the village market on the 3<sup>rd</sup> October to engage with residents. It was agreed to produce a promotional video with all Cllrs making a 30 second clip, possibly including why they became a Cllr, how they are involved and how they make a difference to the community. These should be forwarded to Cllr McAllister Kemp. These will be discussed by the Community engagement working group at its next meeting and the Chairman asked Cllrs to forward any further ideas to the Clerk.
- c) To note decisions made by the Clerk under delegated authority since 27<sup>th</sup> July - none.
- d) Long Ashton Infrastructure Delivery Plan (IDP) – to discuss the draft plan and to agree the revised plan - The revised draft plan (previously circulated) was summarised by Cllr Hardingham it includes reference to the two NDP policies, LC1 - Support and Improve the Community Centre and VES1 - Implement the village enhancement scheme which were included in the original IDP but has been extended to include, the library and community hub, extension of the VES to include any part of the village, trees and planting and the need to improve walking and cycling routes. It was RESOLVED to adopt the draft revised Long Ashton Infrastructure Delivery Plan. Proposed by Cllr Jackson and seconded by Cllr James. All in favour.

- e) Recruitment Working Group to receive update on process – Applications are now closed for the Clerk and the Community Engagement Officer roles. It was agreed that:
- Clerk: The Clerk and Cllrs Fagg, Hardingham, Jackson and D Johnson will meet to shortlist applicants for interview. The interviews will be held on the 22<sup>nd</sup> and 23<sup>rd</sup> September by Cllrs Fagg, Hardingham and Jackson. The appointment needs to be ratified by the Council and an additional meeting will be held on 28<sup>th</sup> September at 19:00 (prior to the Environment Committee meeting) to consider the recommendation and approve the appointment.
  - Community Engagement Officer – Cllrs D Johnson, McAllister Kemp, McQuillan and the Clerk will conduct the interviews with Cllr Jackson to assist in shortlisting for interview.
- f) To agree dates of meetings in 2021 (draft circulated) – It was RESOLVED to agree the proposed dates of the PC meetings in 2021 subject to the new Clerk's availability. Proposed by Cllr James and seconded by Cllr Hardingham. All in favour.
- g) Annual Parish Meeting – 26<sup>th</sup> April 2021; A suggestion was made that Lois Patricia (Peaches) Golding, OBE who is Her Majesty's Lord-Lieutenant of the County and City of Bristol and lives in Leigh Woods be invited as guest speaker at the meeting. It was noted that she is also on the Trust Boards of local hospitals. It was agreed that she would be an appropriate and interesting speaker and an invitation should be extended as soon as possible. It was also suggested that the Green Belt be considered as a topic for discussion as the meeting highlights important local issues. The issues and initiatives to be included will be discussed nearer the meeting.
- h) Parish Council representation on the Patients Participation Group (PPG) – It was noted that Cllr Anderson wishes to step down after a year in the role and that she has doubts as to whether this is the right vehicle to liaise with the Tyntesfield practice, a view supported by Cllr Wilkinson who suggested that the PC could liaise with the surgery on health and wellbeing in other ways. The issue of how the PC could better assist the practice has been raised with the Practice Manager in the past but without response. It was agreed that whilst it is important for the PC to communicate with the practice an appointment to replace Cllr Anderson is not required at this time. The Community Engagement Working Group will consider how this could be done at their next meeting.
- i) Website and accessibility regulations to consider new website to meet recent regulations. The Clerk gave a summary of the new guidelines which should be met by September 23<sup>rd</sup>. The PC's current website providers Vision ICT have confirmed that they won't be able to adapt the PC's current site to make it as accessible and responsive as the legislation requires but they could provide a new site in line with all the legislation. The cost to build a new site with the current information copied across (approximately 45 web pages) and at least the same level of functionality was estimated at between £2,000 and £2,300. It was noted that the cost seemed high due to the amount of content on the site. It was agreed that other town and parish councils should be approached to see what they have done and given the estimated cost, that additional quotes and possibly professional advice should be sought. It was noted that information had been provided to Cllrs about the regulations. Cllr McAllister Kemp agreed to review the LAPC website to see how it can be generally updated and provide a report to the next Council meeting. In the absence of a compliant website Vision ICT can prepare an accessibility statement at a cost of £85 to note that the website isn't currently meeting accessibility guidelines and to note that the cost of providing a new website to meet these guidelines is currently a 'disproportionate burden'. It was RESOLVED to spend £85 on an accessibility statement by Vision ICT. Proposed by Cllr Hardingham and seconded by Cllr McQuillan. All in favour.

- j) Reports of increased crime in the Parish – This was discussed. Cllr McQuillan noted some residents had written to him with their concerns and he has discussed with PCSO's the possibility of a virtual PACT meeting. Cllr Cave noted that a PACT meeting has provisionally been agreed with the Police for the 27<sup>th</sup> October in the Village Hall, with the required measures in place. Although residents need to liaise with Police directly, the PC recognises the distress that is caused to residents by crime and that some action needs to be taken. It was agreed that the PC should liaise with the Police and request an increased police presence and Cllr McQuillan confirmed that talks with officers are ongoing. It was suggested that a statement could be made to let residents know that the PC are looking into matters. It was noted that graffiti had been placed on roads and tags on the Long Ashton sign and the VO's would be asked to remove them. *(Post meeting note – the signs have been cleaned by a resident .)*
- k) To agree to virements between budget headings (previously circulated).  
It was RESOLVED to agree to approve the following virements:  
£1500 from admin salaries to recruitment expenses  
£400 from admin salaries to admin staff expenses  
£100 from Burial Ground salaries to staff expenses  
£250 from Highways salaries to staff expenses  
£2388 from Grants to s137 spend grants (to account for s137 grants separately)  
£220 from miscellaneous admin to admin section 137 spend  
Proposed by Cllr James and seconded by Cllr Fagg. All in favour.
- l) Chairman's move – this item was discussed in Chairman's comments.

C20.115 - To receive reports from Youth Club and to discuss and agree what support the PC may need to provide the YC in their discussions with LACA.

- a) Youth Club report: Cllr Jackson's report (previously circulated) was noted as follows:  
"A Youth Club – Community Association Meeting was held on 4th September. The CA briefed that the Youth Club would not be permitted to use the Club Room at the moment, and that only the sports hall would be available. A Youth Club risk assessment had been prepared in advance of the meeting, based on use of the club room/sports hall but no notice had been given that the club room would not be available. The focus of the discussion was in two parts, to understand the rationale of the CA to restrict usage to the sports hall, and to start discussion on initial use of the sports hall only. The assessment of the CA is that it would not be safe for the Youth Club to use the Club Room at the current time due to the Club Room shape and size, and the current 2 metre social distance requirement. The discussion on use of the sports hall was limited as the Youth Club risk assessment has been prepared on the use of the two rooms together which each have quite different facilities and amenities. Initial discussions focused on aspects including the sports hall acoustics and engagement with young people when using face masks, need to keep fire doors open, restriction of activities possible and lack of downstairs toilet for any disabled young person/staff member. Further work will be carried out by the Youth Club to assess the risks and practicality of the Youth Club using just the sports hall"

Cllr Jackson noted that the discussion had been useful with ongoing discussion taking place regarding using the Sports Hall only and risk assessments. LACA had also written to the PC explaining their position which Cllr Cave summarised noting the Covid-19 risk to LACA personnel from user groups and transference within the Youth Club, and that their risk assessment of the Club Room showed it to only accommodate five safely, which was not suitable for the Youth Club. The sports hall floor has been replaced and the 'Griffin Room' was available to the Youth Club as a private space. Cllr Cave reported LACA is working hard to allow the Youth Club to re-open given the limitations of the regulations to be adhered to.

- b) LACA report – Cllr Cave noted that LACA’s financial report and draft constitution had been circulated to Cllrs. To remove the personal liability that the charity’s trustees currently have under their constitution LACA is suggesting that it becomes a Company Limited by Guarantee status. A PC response to the draft constitution is required and Cllr Cave confirmed that LACA would be happy to accept formal comment at the next Council meeting.

Cllr Cave confirmed that prior to the Covid-19 pandemic LACA’s operational costs had been met by their income but the full capital costs were not (though grants had been sought for some projects). The resurfacing of the sports hall floor cost £15,000, resurfacing of the tennis courts at over £24,000 and the costs of a new boiler will fully deplete the reserves. The tennis courts are getting far more use than previously with 2 coaches hiring the courts, one working with young people. Cllr Cave reported that no income was generated for some time although the tennis courts are now generating some income. The government grant of £25,000 has meant LACA hasn’t had to approach the PC for assistance yet to cover their shortfall, though it may need to. LACA would like to put a bid in for the Tydings Close CIL as a contribution to the cost of urgently needed resurfacing the tennis courts.

Cllr Hardingham reported on the PC/LACA working group meeting. “ A zoom meeting was held on 17th August. This was a useful meeting which showed there is no immediate need for funds from the PC. It was identified that the PC needs to see a cash flow projection to fully understand the impact of the pandemic on LACA finances. LACA have the challenging task to balance their operational outgoings carefully against their income, as they gradually welcome users back with extra Covid constraints. Their outgoings will have to be reviewed frequently. LACA are proceeding with some capital expenditure refurbishment (the sports hall floor and tennis court resurfacing). The maintenance and renewal programme therefore has to be reviewed and discussed further so that there is a clear picture of necessary expenditure over the medium and long term to enable the PC to weigh up the budget implications.” It was noted that the £9,000 monthly outgoings were based on the previous year’s expenditure with costs relating to COVID added and that it would be helpful for these to be looked at in more detail. A cash flow projection is needed and Cllr Cave agreed to pursue this with LACA.

#### C20.116 - Residual s106 money from Tydings Close

Cllr Hardingham noted that the Gardeners Walk play area was funded by s106 monies from Tydings Close which are required to be spent on outdoor sporting facilities. There is in total £7,200 remaining and the PC had previously agreed that any surplus funds could be used for the skatepark and/or tennis court resurfacing and it now appears that they can be used for maintenance of the Gardeners Walk facility. It was suggested that £2,900 be used to pay for the legal costs of the lease, signage and future maintenance of the Gardeners Walk play area and the remaining £4,300 be split between the two other projects. Cllr Cave reminded Cllrs of the immediate need for the Tennis Court resurfacing at a cost at £24,500 and that the skate park project had not yet started but the contrary argument was given that splitting the funds would benefit a wider cross- section and age profile.

A motion was put forward by Cllr Hardingham and seconded by Cllr Jackson, that the £4,300 is split equally between the tennis court resurfacing and the skatepark project and that the remaining £2,900 are used for the costs around the Gardeners Walk play area. An amendment was proposed by Cllr Cave and seconded by Cllr Wilkinson, that all the £4300 should be given to LACA towards the urgent resurfacing of the Tennis Courts. A vote was taken noting the dispensation for Cllr Cave to vote. The amendment was defeated with 2 votes in favour and 9 votes against. It was RESOLVED to split £4300 between the tennis

court resurfacing and the skatepark proposed by Cllr Hardingham and seconded by Cllr Jackson, carried with 9 votes in favour and 1 against.

It was agreed to bring forward the 'NSC Council', 'draft lease from NSC for Gardeners Walk' and 'pay rises for the Clerk, Assistant Clerk agenda items.

C20.117 - NSC Council; Local Plan consultation – challenges – to receive draft comments and to agree response

Following a meeting of the Green Belt working group on 24<sup>th</sup> August, Cllr Anderson, Fagg, Jackson and Lloyd-Jones provided a report proposing answers to the NSC Local Plan Challenges Consultation. An amendment to the answer to the question about changing the green belt boundary was suggested by Cllr Hardingham to make it clear that the PC will not support any development in the Green Belt as no exceptional circumstances being met. This amendment was agreed. It was RESOLVED to adopt the amended draft response and to forward it to NSC. Proposed by Cllr Fagg and seconded by Cllr Hardingham. All in favour. It was agreed to publicise the PC's response to NSC to residents.

21:50 - All members of the press and public were thanked for their attendance and they all left the meeting for the next two items.

C20.118 - To consider the draft lease from NSC for Gardeners Walk play area and to sign it if acceptable

The lease and the accompanying solicitor's letter were discussed. It was agreed that the lease could be signed but that the solicitor would be asked to get clarification from NSC that Landlord's consent is not required for any future works to the play equipment. It was RESOLVED to approve lease for signature. Proposed by Cllr Hardingham, seconded by Cllr James. All in favour. It was agreed that Cllrs D Johnson and Hardingham will sign on behalf of the PC as soon as possible.

C20.119 – Staff salary increase. It was RESOLVED To agree to pay rises for the Clerk, Assistant Clerk and Gardener in line with the NJC agreement (2.75% increase) and that these should be backdated to April 1<sup>st</sup> 2020. Proposed by Cllr James, seconded by Cllr McQuillan, All in favour.

21:59 – Two members of public were re-admitted to the meeting

In view of the approaching 22:00 deadline, it was agreed to discuss the item 'To consider the PCAA request for funds for the public inquiry on the Bristol Airport Appeal' at the additional meeting scheduled for Monday 28th September 2020 7:00pm, and the Clerk and Chairman to discuss how best to deal with the remaining items.

Cllr Cave noted the War Memorial ground breaking ceremony is being held on Tuesday 15<sup>th</sup> September at 10:45.

Meeting closed at: 22:00

Date of next meetings

It was agreed to hold the following meetings remotely:

Monday 28th September 2020 7:00 pm (additional meeting)

Monday 16<sup>th</sup> November 2020 7:30 pm (scheduled meeting)