

TIMSBURY PARISH COUNCIL

Minutes of Parish Council Meeting

Monday 2nd September 2013, 7:30pm

Tynning Room, Conygre Hall

Ref.	Item	Minute	Action
	Present:	In the Chair, Veronica Packham. Sue Langdon, Ray Merchant, Eric Potter, David James, Laurence Swan, Rob Young, James Hall, Marilyn Deacon and Doug Deacon	
3492	1. Welcome	The Chairman welcomed all those attending	
3493	2. Apologies	Received and approved from Derek Wheeler and Michael Horler	
3494	3. Declarations	No declarations of interest	
3495	4. Minutes	The minutes of the August 5 th meeting were reviewed and approved	
3496	5. Matters Arising	<ul style="list-style-type: none"> • The <i>Timsbury Life</i> photography class for the Horticultural Show was won by Graham Nicholls • B&NES have responded to the Clerk with details of costs for a new litter bin • DD has again prompted Richard Stott of B&NES for a response to his outstanding query over the status of the Wheelers site 	
3497	6. Clerk's Report	<ul style="list-style-type: none"> • Following concerns raised by a resident of Greenvale, the Clerk attended their Neighbourhood Watch meeting with PCSO Daniel Bonnici and will continue to liaise with the Police • The Horticultural Show prize for the 'Best Front Garden' competition was awarded by the Clerk and financed from <i>Timsbury in Bloom's</i> closing balance; the winner's cup also to be engraved • The Allotments Committee has enquired about rent levels for 2014 	
3498	7a. Planning Correspondence	None	

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3499	7b. B&NES decisions	<p>13/02502/FUL Mr Matthew Hobbs 41 Upper Furlong Timsbury BA2 0NN <i>Erection of two storey side extension and single storey rear extension</i> PERMIT</p> <p>13/02739/FUL Ms Mary Young Unit 1, Timsbury Industrial Estate Timsbury BA2 0HQ <i>Refurbishment of 1 no. unit to create 5 no. smaller units with 5 parking spaces</i> PERMIT</p>	
3500	7c. Applications to Council	<p>13/03368/FUL Mr C Leakey 50 Lansdown Crescent Timsbury BA2 0JX <i>Erection of two storey side extension and single storey rear extension</i> Council voted to recommend approval, with one abstention</p> <p>13/03314/LBA Mr Jeremy Moore The Barn South Road Timsbury BA2 <i>External alterations to replace doors, windows and rooflights</i> Council voted to recommend refusal, with 3 abstentions</p>	
3501	7a. Neighbourhood Plan - Update	<ul style="list-style-type: none"> • DJ reported on a further meeting of the Neighbourhood Plan Steering Group, where the B&NES <i>Strategic Housing Land Availability Assessment</i> (SHLAA) was discussed at length • DD and DJ highlighted that the SHLAA is merely an exercise, a formal requirement from Local Authorities, and not indicative of <i>actual</i> proposed development • DJ noted that the <i>Placemaking Plan</i> is due for submission in November • VP noted that there will be a <i>Placemaking Workshop</i> on September 28th, followed by various dates for a follow-up Design Surgery 	

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		<ul style="list-style-type: none"> EP suggested writing to B&NES Chief Executive Planning Officer to request that they reject the stalled application for the Wheelers site 	
3502	8b. Neighbourhood Plan – Information Day	<ul style="list-style-type: none"> LS showed a draft ‘Keep Calm’ poster publicising the event – amendments to the text should be completed in time for the next Steering Group meeting William Bertram has created a set of maps of the village, to be displayed on large boards at the event, and subsequently to remain in the Conygre Hall (subject to the agreement of trustees) 	LS
3503	9. Village Website	<ul style="list-style-type: none"> Background colour and fonts have been updated The revised header logo remains outstanding (to be completed prior to October meeting) The Clerk re-iterated the need for feedback on the potential re-organisation of main menu headings 	Clerk
3504	10. Christmas Celebration	<ul style="list-style-type: none"> VP outlined the event (in conjunction with Timsbury Churches Together) on 19th December; carols in the Miners Garden at 6:30pm, a procession to the Conygre Hall, and a service to be followed by refreshments EP will check availability of the Radstock Band <p>Session suspended: The Council consulted Ian Brailey with regard to likely attendance – approx. 150 anticipated, of which one third children</p> <p>Session resumed:</p> <ul style="list-style-type: none"> The Council discussed the budget for the event, to also include a Christmas tree and lights; £300 was proposed – Council voted unanimously to approve 	EP
3505	11. Internal Auditor’s Report	<p>The Council reviewed in detail ‘Recommendations B 1. to B 14. – to be implemented in due course’, as set out by the internal auditor (Peter Duppa Miller) – see attached Appendix</p> <p>Councillors nominated to assist with the following;</p> <ul style="list-style-type: none"> The Crime and Disorder Act 1998 (section 17) - DJ The Data Protection Act 1998 (section 18) - Clerk The Freedom of Information Act 2000 (section 19) - JH The Natural Environment and Rural Communities Act 2006 (section 40) – MH (suggested) The Equalities Act 2010 - SL 	On-going DJ Clerk JH MH SL

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3506	12. Gritting and Waste	<ul style="list-style-type: none"> • Using the <i>Parish Online</i> mapping website, the Council reviewed the positions of existing litter bins throughout the village • It was agreed that extra bins would be advantageous; DD will speak to Joanna Brain of B&NES regarding the potential re-use of refurbished ex-Bath City bins • The positions of existing grit bins were also reviewed; RM recommended that a further 4 grit bins are required. Clerk to pursue with B&NES • Sheila Clarke has written a resume of correspondence with B&NES regarding the on-going issue of gritting the approach to the Cheshire Home; JH will speak to Craig Jackson of B&NES to establish what more can be done 	<p style="text-align: center;">DD</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">JH</p>
3507	13. Correspondence	<ul style="list-style-type: none"> • DJ has been approached by David Collett who wishes to plant a tree in Timsbury, for posterity. After considerable discussion the Council suggested that in the absence of suitable Parish land sites, an alternative might be Greyfield Woods (care of the Woodland Trust) • The Clerk has received one application for the position of Councillor (closing date 30th Sept) 	<p style="text-align: center;">Clerk</p>
3508	14. Finance	<ul style="list-style-type: none"> • The Clerk read out expenditure for the previous month (see attachment), which was approved by the Council • The Clerk recommended that a fourth cheque signatory be re-instated to replace Cllr Peter Richards; it was proposed and agreed that SL be added • The Council discussed the AV hire fees for the <i>Information Day</i> and agreed a budget of £150 • JH noted the cost of a defibrillator (with training) for Timsbury: a donation of £100 was proposed; the Council agreed unanimously • DJ queried the expense claim relating to cheque 3722 	
3509	15. District Councillor Exchange	<ul style="list-style-type: none"> • DD continues to liaise with a CURO arboriculturalist regarding the condition of trees on Conygre Green • Numbered street signs are now in place on Upper Furlong • B&NES Highways will be examining the condition of white lines on Church Hill and the crossroads • Greenvale Close is now on the B&NES schedule for re-surfacing 	<p style="text-align: center;">DD</p>

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3510	16. Matters of Interest	<ul style="list-style-type: none">• Apologies should be sent for the Parish Cluster meeting on 7th October as this clashes with the next Council meeting	Clerk
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There being no further business the Chairman closed the meeting at 10:05pm

Chairman: _____

Date: _____

**ITEMS FOR THE NEXT AGENDA SHOULD BE RECEIVED BY:
September 30th**

**THE NEXT COUNCIL MEETING WILL BE
Monday 7th October at 7:30pm**

Minute 3505 - Appendix

Internal Auditor's Report, Section B

- B 1. Compile a folder of all Bank Statements.
Already in place.
- B 2. Review all deeds (and equivalent) and decide whether to retain or archive.
Currently under review.
- B 3. Update the Parish Council's website with the Registers of Disclosable Pecuniary Interests.
Outstanding Registers for DW, LS and MH to be returned as soon as possible and made available on timsbury.net.
- B 4. Pursue the Monitoring Officer to display the Registers of Disclosable Pecuniary Interests on B&NES Council's website.
To be pursued immediately on return of the outstanding documents.
- B 5. In Financial Reports, identify S137 expenditure.
Implemented and on-going.
- B 6. Pass Resolutions that the Parish Council will comply with the relevant sections of –
The Crime and Disorder Act 1998 – especially section 17.
The Data Protection Act 1998 – especially section 18.
The Freedom of Information Act 2000 – especially section 19.
The Natural Environment and Rural Communities Act 2006 – especially section 40.
The Equalities Act 2010.
Currently under review.
- B 7. Review Financial Regulations against the NALC Model.
The Council's adopted Financial Regulations are in line with the current NALC model and will be updated following notification of future changes.
- B 8. Review Standing Orders in the light of the revised NALC Model Standing Orders, which are due to be issued in Autumn 2013.
Standing Orders will be scheduled for review following the publication of the revised NALC model.
- B 9. Review the level of end-of-year bank balances (of public money).
Bank balances will be subject to careful consideration at the half-year Finance Committee meeting.
- B 10. Prepare a list of "Desired Improvements" in anticipation of the Community

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Infrastructure Levy being adopted.

Currently under review, pending further input from the Placemaking and Neighbourhood Plan initiatives.

- B 11. Set up an Allotments Register spreadsheet.
Now in place.
- B 12. Review and revise the Civil Emergencies Plan.
Currently under review.
- B 13. Prepare and adopt a Freedom of Information Publication Scheme.
Currently under review.
- B 14. Compile a complete Minutes Book.
Already in place.