



Parish Clerk: Angela Wilson
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 timsbury.org.uk/parishcouncil

Minutes of Parish Council Meeting Monday 7th November 2022

Ref.	Item and Minute	Action
	Present: In the Chair Cllr Josie Pownall; Cllr KC Bradley (Vice-Chairman), Cllr Mary-Anne Ansell, Cllr David Collett, Cllr Mark Foster, Cllr Nick Lewis, Cllr Ray Merchant, Cllr Debbie Murphy, Cllr Sean Stephenson-McGall, Cllr Shaun Stephenson-McGall, Cllr Peter Randall (item 3 to item 5) Cllr Paul Carroll (item 3 onwards) Clerk: Angela Wilson	
5315	1. Welcome and Apologies Apologies were received from Cllr Sheila Clarke .	
5316	2. Declarations of interest The Chairman declared an interest in agenda Item 3 as she is a friend of the wife of one of the applicants.	
5317	3. Co-option of new councillors Applications had been received from parishioners Peter Randall and Paul Carroll and their details passed to Councillors ahead of the meeting. Peter moved to Timsbury earlier this year and has extensive experience in working for local authorities and is a member of the Reserve Army. He is keen to integrate himself more into the community. <i>On a vote it was unanimously agreed that Peter Randall be co-opted to the Parish Council.</i> Paul runs his own business and is involved with local schools and charities regarding the provision of outdoor sports. He is looking to lessen both his business and outdoor activities so will have the time, skills and experience to offer as a Councillor. <i>On a vote it was unanimously agreed that Paul Carroll be co-opted to the Parish Council. (The Chairman did not take part in this vote having declared an interest at Item 2 of the agenda).</i> Both candidates then completed the Acceptance of Office forms and joined the meeting as Councillors.	
5318	4. Minutes of the last meeting The minutes were approved as a correct record and signed by the Chairman.	

5319	<p>5. Matters arising</p> <ul style="list-style-type: none"> • 5299 (re 5281, 5263, 5244, 5228, 5201, 5157) Eight of the ten street lights have now been upgraded and the interim bill paid. The final two will need to have the isolation point replaced by National Grid before the upgrades can be finalised. The Clerk is in the process of arranging this. • 5299 (re5281, 5263, 5244, 5288, 5201, 5167) B&NES has now issued a planning enforcement notice which the occupants have until 18th January 2023 to comply with. An update on this will be brought to the February meeting. • 5299 (re 5281, 5264) The ownership of Emlett Field is still being pursued by the Clerk. • 5299 (re 5282) The viability of obtaining a bank debit/credit card will be covered at Agenda Item 15b. • 5299 (re 5282) The lights on Chapel Walk will have their luminosity reduced in tandem with the upgrade of the final two lights in the location. • 5299 (re 5288) The meeting of the Community Infrastructure Levy working group will be covered at Agenda Item 10. • 5302 Cllr Collett is still awaiting the list of cost of repairs to the play equipment and, when received, will be brought to the meeting. • 5304 B&NES Highways have given their permission for safety barriers to be put in place on the path next to the allotments. The implementation of these will now be investigated further. • 5305 The Multi-use games area (MUGA) at Welton Rovers has been visited. Conygre already has a substantial MUGA but lacks the sturdy anti-bullying fencing that is in place at Welton. The type and cost of this fencing would be investigated further and reported back. • 5308 One letter had been received querying the increase in the allotment rents for 2024 and the Clerk would outline the reasoning behind the decision in her reply. • 5312 We are awaiting an update from the Church Warden on the responsibility for the maintenance of the trees. <p>At this point Cllr Randall left the meeting as had been pre-arranged with the Chairman and Clerk.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>DC</p> <p>Clerk</p> <p>DM/SC</p> <p>Clerk</p> <p>Clerk</p>
5320	<p>6. Clerk's Report</p> <ul style="list-style-type: none"> • The streetsweeper is currently unwell and is likely to be unable to carry out his work for some time. A local resident has been assisting with the picking up rubbish at Conygre and around the Miners' Garden for the last few days. The Conygre Hall manager is able to unlock one of the bins on the field and the large wheelie bins, but two bins remain locked as the only keys are with the streetsweeper. A key for the bins at the Miners' Garden is held in the Parish Office but it would be prudent to have a second one cut. <i>It was agreed that the streetsweeper should continue to be paid until the end of November with this to be reviewed at the December meeting.</i> • Local government pay scales have been agreed with an award of £1925pa (pro rata) for all employees to be backdated to 1st April 2022. The agreement also includes one extra day's leave from April 2023. 	

	<ul style="list-style-type: none"> Some of our IT services have only been payable online which has proved problematic in the absence of a Parish Council debit or credit card. As the services needed to be expedited to ensure continuity of services the payment was made by the previous Clerk on his personal account and then reimbursed by the Council. This has raised issues over the possibility of automatic renewals also being charged to his card. Arrangements have been made to cancel our Zoom subscription when it expires next July and for the PAC web hosting subscription to be invoiced and paid by bank transfer. The AVG anti-virus has been paid on my card and is due to be renewed in three years, but I shall ensure that automatic renewal is removed from the account details. The library will hold a 'Festive Fun at the Library' event between 10am and 12 noon on Saturday 10th December 2022. To encourage visitors there will be a prize quiz to be collected and returned to the Library. The winner will be announced at the event and will win a hamper kindly provided by the Parish Council Chairman. On the day there will also be tea, coffee, mince pies etc and other competitions taking place. Councillor Shaun Stephenson-McGall has been booked on the online Essential Councillor course to be held on 10th November 2022. 	
5321	<p>7. Planning applications to B&NES for the Parish Council to consider: <u>22/03611/FUL</u> Rosewood Manor. Loves Hill, Timsbury BA2 OEU Erection of a bin and mower shed built into an existing stone alcove in the drive. <i>It was unanimously agreed that there was no objection to this application.</i></p> <p><u>22/03820</u> Rosewood Manor, Loves Hill, Timsbury BA2 OEU External alterations for the erection of a bins and mower shed built into an existing stone alcove in the drive. <i>It was unanimously agreed that there was no objection to this application.</i></p> <p><u>The following B&NES Decision on a planning application was received after the agenda was published:</u> <u>22/03306/FUL</u> 20 Lansdown Crescent, Timsbury BA2 OJX Single storey rear infill extension. PERMIT</p>	
5322	<p>8. Conygre Trust liaison report Cllr Collett, as a Trustee, had receive a request from a resident for permission to use a metal detector on the Conygre Field but not the football and cricket pitches. This was being passed to the Parish Council, as owners of the field, for a decision. After a discussion <i>it was agreed that this would not be appropriate activity for the recreation area and so permission was unanimously declined.</i> Cllr Collett abstained from the vote and would pass the decision back to the resident. Two large Conygre Hall signs were to be erected at the entrance later in the week. It was requested that the Parish Council consider making funds available to help meet the costs of the 50th Anniversary next summer. <i>It was unanimously agreed to support this in principle and include an amount, to be determined, in the budget for 2023/24.</i></p>	<p>DC</p> <p>Clerk</p>

5323	<p>9. Reports from delegates to other organisations</p> <ul style="list-style-type: none"> • The Parish Liaison meeting due to be held remotely on 14th October 2022 had been cancelled and would now be held in person in Keynsham on 16th November 2022. • Cllr Foster attended a meeting by Bath and West Community Energy at Priston village hall on 15th October where options were explored for community-owned renewable energy. He found it very useful and interesting and would get further details on the organisation with a view to inviting them along to a future meeting. • The Vice-Chairman updated the meeting on Speedwatch. There were currently 7 volunteers but more would be welcomed and two one-hour Speedwatch sessions were being held each week. It was clear that their presence does slow the traffic but, if more volunteers were forthcoming then a larger amount of data could be collected to be passed to the authorities. 	MF
5324	<p>10. Update regarding the Community Infrastructure Levy (CIL)</p> <p>An update was provided by the Chairman on the current situation regarding the expenditure of the Community Infrastructure Levy.</p> <ul style="list-style-type: none"> • £7500 was being made available for the provision of new paths, upkeep of the wall and the maintenance of the collapsing older graves which were being undermined by anthills in the cemetery. • £7500 would be held back for the provision of a lift in the Cricket Club during renovations when they are finally carried out. • Timsbury co-op has given permission for hooped bicycle racks in the far corner of the car park. There are 2 racks currently held by the Conygre Trust that may be available. Cllr Collett to make enquiries about them and the CIL funds will be used to pay for a local contractor to install them. • The vehicle activated signs are currently being explored but it may be useful to find out from other Parishes what system has worked best for them, It was agreed, in principle, that these type of signs would be the preferred option for the village but would need further investigation on the best model, the proposed sites and how the system is to be managed. The Streets and Safety committee would look into this and then provide an update. Once the final scheme is agreed by B&NES then a grant of up to £5000 may be provided by the Police for the purchase of sign, The next deadline to apply would be 1st March 2023. • A resident had contacted a Councillor asking if consideration could be given to implementing the AutoSpeedWatch system. A camera could be placed on each road into the village and capture data on speeding which is automatically passed electronically to a database. Although it could not be used for prosecutions the data capture would provide useful information on where speeding was most prevalent. Cllr Shaun Stephenson-McGall would find out more information on the system and report back. 	DC S S-M Sh S-M
5325	<p>11. Review of Risk Register and Committee remits</p> <p>The proposed revisions to the risk register and the committee remits had been circulated to Councillors previously for comment. The only amendment suggested was that the appraisal committee should consist of three members and not two to ensure majority decisions can be made.</p>	

	<p><i>It was unanimously agreed to accept the amended risk register and the committee remits with the inclusion of the change to the appraisal committee numbers.</i></p> <p>The clerk would reissue both documents and also check that the numbers required for each committee are in line with the remit. If this isn't the case, then it would be followed up at the next meeting.</p>	Clerk																														
5326	<p>12. Recommendations from the meeting of the Communications Committee</p> <p>The draft minutes of the Communications Committee meeting held on 17th October 2022 had been circulated prior to the meeting.</p> <p><u>Newsletter</u></p> <p>The number of advertisers was increasing again following Covid but the costs of printing the newsletter have increased significantly. The existing costs for advertising have been in place since 2019 but would now need to be increased to meet the escalating costs for printing the newsletter. It was recommended that a 10% increase would be reasonable, rounded up or down to the nearest £1, and to take effect with the February 2023 issue:</p> <table border="0"> <tr> <td colspan="2">Business rates</td> <td></td> </tr> <tr> <td></td> <td><u>Current</u></td> <td><u>Proposed Rate from Feb 23</u></td> </tr> <tr> <td>Quarter page</td> <td>£18</td> <td>£20</td> </tr> <tr> <td>Half page</td> <td>£30</td> <td>£33</td> </tr> <tr> <td>Whole page</td> <td>£60</td> <td>£66</td> </tr> </table> <hr/> <table border="0"> <tr> <td colspan="2">Voluntary group rates</td> <td></td> </tr> <tr> <td></td> <td><u>Current</u></td> <td><u>Proposed Rate from Feb 23</u></td> </tr> <tr> <td>Quarter page</td> <td>£13</td> <td>£14</td> </tr> <tr> <td>Half page</td> <td>£18</td> <td>£20</td> </tr> <tr> <td>Whole page</td> <td>£26</td> <td>£29</td> </tr> </table> <p><i>It was unanimously agreed to increase the advertising rates in line with the recommendation of the Communications Committee.</i></p> <p><u>Hub-Library</u></p> <p>As the Hub-Co-ordinator currently has to request permission from the Parish Council each time she wishes to purchase items for events and activities it was felt that it would more efficient and effective for her to be manage her own budget. It was agreed, therefore, to recommend to the Parish Council that an annual amount be approved, expected to be in the region of £200 and starting with the 2023/24 budget, to be managed by the Hub Co-ordinator to cover sundry items aligned to the library and hub activities.</p> <p><i>It was unanimously agreed to provide an amount for the Hub Co-ordinator, to be determined by the Finance Committee, to be included in the 2023/24 budget.</i></p> <p>The Library has intermittently used the adjacent café area for events and regular hub activities as it was presumed to form part of the rented space although it is not specifically mentioned as such in the rental agreement. Post-covid the number and frequency of groups using the area is growing and indications are from the YMCA that rent may need to be charged. The Committee felt that the room would not be attractive to other users as the</p>	Business rates				<u>Current</u>	<u>Proposed Rate from Feb 23</u>	Quarter page	£18	£20	Half page	£30	£33	Whole page	£60	£66	Voluntary group rates				<u>Current</u>	<u>Proposed Rate from Feb 23</u>	Quarter page	£13	£14	Half page	£18	£20	Whole page	£26	£29	<p>Clerk</p> <p>Clerk</p>
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	<p>walkway to the library runs through it, however, it was vital to the success of the Hub and library. As such they recommended that a meeting be set up between the Parish Clerk and the YMCA Director of Strategy and Communications with a view to drawing up a fair and reasonable settlement for the use of the YMCA café are. This would then need to be brought pack to a Full Council meeting for ratification.</p> <p><i>It was unanimously agreed that a meeting be held in line with recommendations of the Communications Committee with the outcome to be ratified by the Parish Council.</i></p>	Clerk
5327	<p>13. Representatives to engage with strategy for the B&NES Local Plan The Chairman, Cllr Shaun Stephenson-McGall and Cllr Collett would be the representatives for the Local Plan engagement sessions. The Clerk would inform B&NES accordingly.</p>	Clerk
5328	<p>14. Midsomer Norton and Radstock Dial-a-Ride A request was received from Dial-a-Ride for a further grant of £320 to go towards operating costs in the year 2023/24. Currently there are 21 members in Timsbury and a total of 649 trips have been carried out since April 2022. Both usage and membership is increasing each month and appears likely to be up by 100% compared to the previous financial year. <i>On a vote it was unanimously agreed that a grant of £320 be included in the budget for the 23/24 financial year.</i></p>	Clerk
5329	<p>15. Royal British Legion Act of Remembrance It was agreed that Cllr Bradley would lay a wreath on behalf of the Parish Council at the Act of Remembrance to be held at 11am on Sunday 13th November 2022. <i>It was unanimously agreed that the Parish Council would donate to the Timsbury branch of the Royal British Legion to cover the cost of the wreath.</i></p>	KC/Clerk
5330	<p>16. Christmas tree and open-air carol event <i>It was unanimously agreed to provide up to £175 to cover the supply and delivery of a Christmas Tree at the end of November for the Miners' Garden where it would be decorated by local volunteers.</i> The Open-air carol singing will be taking place in the area of The Square and the Miners' Garden at 6.30 pm on Wednesday 21st December 2022. The Midsomer Norton and Radstock Silver Band would be in attendance and <i>it was unanimously agreed that the Parish Council would provide £100 to cover their costs.</i></p>	Clerk Clerk
5331	<p>17. Advertising banner for the Library Hub The Library Hub had requested a pvc advertising banner for fixing to the railings near to the library entrance. Currently, there is a sign at the entrance to the YMCA car park but this gives little indication on where the actual entrance to the library is situated. The banner would go some way to resolve this with the added benefit that it would be moveable. The costs for a small banner one metre wide would be £43 plus VAT or for a two-metre banner to be £70 plus VAT. <i>It was unanimously agreed that the smaller banner would suffice and, once the artwork had been finalised and the YMCA had given their consent, this could be purchased for the library at a cost of £43 plus VAT.</i></p>	Clerk

5332	<p>18. Finance</p> <ul style="list-style-type: none"> Expenditure since the last meeting would be circulated to members and will be shown on the Parish Council finance pages on www.timsbury.org.uk/parishcouncil The Clerk was currently looking into the prospect of obtaining a debit or credit card to allow for online purchases. Unity bank does not issue debit cards but does have a multi-user credit card on offer which would need more investigating by the Clerk. Security of usage of a card would also need to be developed and included in the Parish Council's Financial Regulations. The Clerk would look into options for a card and bring it to a future meeting of the council for discussion. 	Clerk Clerk
5333	<p>Correspondence</p> <ul style="list-style-type: none"> The B&NES Clean and Green action team would be visiting again from the 12th to 16th December 2022 and were asking if there were specific areas on which the Parish Council would like them to concentrate. It was felt that it would be beneficial if they could concentrate on litter picking as the Parish Council streetweeper was unwell, Suggestions for both weeding and litter-picking or both were needed were The Square, along the wall to Parish's House on South Road, the junction of North Road with South Road, the pavement from The Hook to Meadgate and the mud and leaves on the HaHa path. The clerk would inform B&NES accordingly. A request had been passed to us from the Bath and West Community Energy co-op looking to advertise the Bright Green Homes initiative. It was suggested that they be asked to write an article for the newsletter. An email was received asking if the Parish could provide signs warning that hedgehogs may be about. Although sympathetic to this the Parish Council felt the costs would be prohibitive and so would not go ahead. ALCA forwarded a link(circulated) giving details of a project to capture and celebrate examples of novel approaches and creative methods of engagement which could be shared with other councils and partners. A resident emailed to remind the council of the need to protect the right of way that runs through Sleight Farm in the light of its new ownership. There were attempts in the past to have the right of way abolished but this was successfully fought by the Parish Council and the community. The Parish Council is still aware of this issue and is keeping a watchful eye on it. 	Clerk Clerk
5334	<p>1. Matters of interest and information</p> <ul style="list-style-type: none"> Parish Liaison Meeting 16th November 2022, Temple Street, Keynsham, 6.30pm Young People Working group meeting, 7.30pm, 22nd November 2022 (Cllr Murphy's residence) Festive Fun at the Library 10am to 12 noon, 10th December 2022 Open air carols, Miners' Garden, 21st December 2022, 6.30pm 	

There being no further business the Chairman closed the meeting at 9.35pm

Approved and signed as a correct record of the meeting:

Chairman: _____

Date: _____

**The next meeting will be on
Monday 5th December 2022 at 7.30 pm in the Myra Hayward Room,
Conygre Hall, North Road**

For further information see: timsbury.org.uk/parishcouncil