

**Minutes of a Meeting of Wrington Parish Council
held in the John Locke Room on Wednesday 21 May 2014**

Present: Cllr D Glynn (Chairman) Cllr B Taylor Cllr P Ledbury Cllr P Robinson Mrs Fiona Burke (Clerk)	Cllr G Bigg (part) Cllr D Yamanaka Cllr L Howells Cllr G Lankester Cllr J Rawlins
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1. To appoint the Chairman for the year 2014/15. The Chairman to sign the declaration of acceptance of office.
 Cllr Taylor proposed Cllr Glynn for position of Chairman of the Council, Cllr Rawlins seconded the motion and all were in favour. Cllr Glynn signed the declaration of acceptance of office.
Resolved: Cllr Glynn to be appointed as Chairman of the Council for the year 2014/15.

2. To receive apologies from Members for non-attendance.
 Apologies were received from PCSO Mayo.

3. To receive Members' declarations of interests including Disclosable Pecuniary Interests (DPI) related to agenda items that accord with the requirements of the Council's Code of Conduct and to receive any amendments to the register of interests.
 There were no declarations of interest.

4. To appoint a Vice-Chairman for the year 2014/15.
 Cllr Ledbury proposed Cllr Taylor for the position of Vice-Chairman of the Council, Cllr Rawlins seconded the motion and all were in favour.
Resolved: Cllr Taylor to be appointed as Vice-Chairman of the Council for the year 2014/15.

5. Appointments to Committees and Working Groups:
 - a. Planning Committee
 The Chair reminded Members that all Council members are considered to be members of the Planning Committee. The Planning Committee is permitted to make relevant decisions on behalf of the Council.
 The Chairman of the 2014/15 Planning Committee will be appointed at the next Planning meeting, to be held 3 June 2014.

 - b. Working Groups – to consider and agree Working Groups for the year 2014/15
 The Chair reminded Members that any Councillor can attend whichever working group they wish.
Resolved: To keep the groups the same as previously, these being Highways, Environment and Finance.

6. Appointments to outside bodies:
 - a. Memorial Hall & Recreation Field Committee (for up to 8 of a total of 12 seats)
Resolved: To appoint seven Councillors to the Memorial Hall & Recreation Field Committee. These are: Cllr Bigg, Cllr Ledbury, Cllr Yamanaka, Cllr Howells, Cllr Rawlins, Cllr Taylor and Cllr Glynn.

- b. Bristol Airport Consultative Committee
Cllr Glynn and Cllr Bigg agreed to share the role of representing the Council at this Committee.
 - c. Parish Councils Airport Association
No specific Councillor was nominated, with Cllr Glynn to attend where possible.
 - d. Avon Local Councils Association (ALCA)
No specific Councillor was nominated. It was agreed that once dates of meetings were known the Clerk would circulate details requesting possible attendance from at least one available Councillor.
 - e. Campaign for the Protection of Rural England (CPRE)
Cllr Bigg agreed to be the representative of the Council.
 - f. Wrington Sports and Social Club (WSSC)
Cllr Howells agreed to be the representative of the Council.
7. To consider the appointment of user group representatives to sit on the Memorial Hall & Recreation Field Committee, with the Cricket Club, Football Club, Drama Group, Gardening Club and WI represented in the past year.
Resolved: It was agreed to continue with the current user groups and their representatives, with groups to be invited to nominate members every four years.
The Clerk to confirm appointments to the user groups involved.
8. To confirm the appointment of Fiona Burke, Clerk to the Council, as Responsible Financial Officer (RFO) to the Council.
Resolved: To confirm the appointment.
9. To confirm and sign as a correct record the minutes of the meeting held 16 April 2014.
The minutes were signed as a correct record with one correction of the spelling of Béziers at agenda item 9d.
10. To adjourn the meeting for Public Participation.
There were no members of the public in attendance.
11. To receive a report from the Police representative.
No specific report had been received but the Clerk read out an email from PCSO Mayo concerning a new spate of burglaries from sheds in the Congresbury/Wrington area.
12. To note items of correspondence received and requiring possible action:
- Email from Nick Finch on behalf of the Football Club concerning dog fouling on the Recreation Field.
The Council discussed the possibility of banning dogs from the Recreation Field due to the reported high incidence of dogs off their leads and the ongoing problem of dog fouling. It was agreed the Clerk would contact the Dog Wardens again asking them to visit the Rec on a more regular basis. It was also agreed that the Council should place an article in the Journal warning residents that the Council would consider banning dogs if things do not improve following this notification.
 - Email from Jason Reading, NSC Flood Risk Management Team, regarding the Council's response to the Local Flood Risk Management Strategy consultation.
This was noted.
 - Letter from Mike Jackson, Chief Executive, NSC, in response to the Council's complaint about changes to the consultation process for planning applications.
This was noted. The Chair reported that we are awaiting a response from NALC concerning the legal position on this issue.

13. To receive the Clerk's report.

This was noted.

14. To receive the Finance Report, including payments recommended for approval.

Copies of the report circulated separately.

Approval for the following payments is sought:

Cllr Rawlins - reimbursement for purchases made:- equipment for use by Parish Orderly (saw, 2 x pruners, large dust pan & brush, broom and garden fork)	£81.28
Cllr Glynn - reimbursement for purchases made:- postage for Annual Newsletter	£61.80
Wrighton Memorial Hall – hire of hall for Annual Parish Meeting 7 May 2014	£38.75
Playdale – play equipment for Recreation Field	£9,141.97
R J W Property Services – Repairs to Memorial Hall roof and ceiling above stage	£1,470.00
North Somerset Council – Dog Bin emptying, April	£124.80
North Somerset Council – Dog Bin emptying, May	£124.80
Information Commissioner's Office – renewal of Data Controller's register required by Data Protection Act	£35.00
Southern Electric - Broad Street toilets, electricity for April	£14.20
Jayne Hitchborn – cleaning of Broad Street toilets, April	£200.00
Jayne Hitchborn – cleaning of Broad Street toilets, May– to be calculated	
Parish Orderly's salary April (paid)	£208.00
Parish Orderly's salary May	£208.00
Clerk's salary May - to be calculated	
Assistant Clerk's salary May - to be calculated	
Assistant Clerk – topping up of petty cash following purchases made:- key for Recreation Field gate (£5.50), waterproof jacket for Parish Orderly (£30.74) and postage for Annual Newsletter (£9.75)	£45.99
Assistant Clerk – reimbursement for purchases made:- 'Handi Hoop' for Parish Orderly (£14.49), Tea, coffee & milk for Annual Parish Meeting (£12.89) and Batteries (£3.99)	£31.37

Resolved: To approve the payments as proposed. Cllr Bigg proposed approval and Cllr Rawlins seconded the motion.

15. To receive and consider reports from:

- a. District Councillor, Cllr Yamanaka

This was noted.

- b. WVMP report, Cllr Robinson

Cllr Robinson asked if any response had been received from the WVMP practice manager concerning the patient's survey. The Chair confirmed that no response had yet been received and that this would be chased again.

It was agreed to contact Lesley Woakes, NHS, to request details of WVMP's contract.

- c. Sports & Social Club, Cllr Howells

Cllr Howells reported that she is no longer Secretary of the Sports & Social Club, although she offered to continue to represent the Council at meetings. This was agreed. Cllr Howells reported that the contractor engaged by the Football Club for re-modelling the changing rooms in the Pavilion had now changed. Cllr Glynn stressed how important it was that all work needed to comply with building regulations, where relevant. Cllr Howells also reported that Owen Hollingdale had requested a meeting with the Council to discuss who is responsible for what in the Pavilion.

Cllr Yamanaka queried the timescale for the installation of the barriers on the football pitch. Cllr Glynn reported that he was in discussions with the Football Club over the type of barrier to be installed, with this to be place by the beginning of September, and that he was in contact with Owen Hollingdale about a meeting.

- d. Twinning Association, Cllr Rawlins
Cllr Rawlins reported that the minutes from the last meeting had been circulated
16. To receive and consider reports from Working Groups:
- a. Finance, Cllr Rawlins
This was noted.
 - b. Environment, Cllr Bigg
No report had been received.
 - c. Highways, Cllr Ledbury
No report had been received.
Note that a joint Environment/Highways Groups meeting has been arranged for 10 June, 11am
17. To consider the following recommendations by the Finance Group:
- a. To confirm that the Council's insurance agreement with AON should be renewed, with the cost held at £2,053.04 for 2014/15.
Resolved: To agree to this proposal.
 - b. To agree to proceed with repairs to the John Locke House roof to resolve issues with water entering the property at the base of the chimney stack, at a cost of £523.02 plus VAT.
Resolved: To agree to proceed with the repairs, as quoted.
 - c. To note additional work identified during the course of rewiring the John Locke House and to agree to the replacement of damaged television aerial points and the fitting of a kitchen extractor fan and at a cost of £204.00 for both items.
Resolved: To agree to the additional work, as quoted.
 - d. To agree to proceed with repairs to the entrance area and around the new doors at the Memorial Hall, to include plastering and re-decoration, at a cost of £525.00 plus VAT.
Resolved: To agree to proceed with the repairs to the Memorial Hall entrance area, as quoted.
 - e. To agree to offer a S137 grant of £100 as a contribution to the cost of repairing the damaged wall at the rear of 19 Brooklyn and fronting Station Road, Wroughton, with this on condition that the adjacent Sycamore tree will not be felled in recognition of its significant public amenity value.
Resolved: To agree to this proposal.
 - f. To agree that the installation cost for the defibrillator will be covered by the Council, with the Scouts' contractor having provided an estimate of £100.
Resolved: To agree to pay the installation cost.
18. Wroughton Redhill Football Club
To agree to congratulate the Football Club on promotion to the Somerset County League Premier Division and to note that agreement has now been reached with the Club and with WSSC on the changes proposed to the Home and Visitor changing rooms in the Pavilion, with these to comply with the facilities required to play in the Premier Division.
This was agreed.

19. Broad Street toilets - Refurbishment

To note that as required under Financial Regulations in relation to the anticipated contract value details will now be posted on notice boards inviting bids for this work, with selected local contractors having been asked to inspect the building and submit quotes.

This was noted.

20. Pedestrian crossing scheme on the A38 at Redhill

To note that an application will be submitted to the June meeting of the Bristol Airport Community Fund Committee requesting £7,000 funding to enable the construction of a traffic island and related safer pedestrian crossing facilities on the A38 adjacent to Lye Hole Lane at Redhill.

This was noted.

21. Meeting schedule for the year 2014/15

To agree the meeting schedule for the coming year and to note that the Planning Committee meeting scheduled for Tuesday 3 June 2014 will commence at 5.30pm.

This was agreed subject to possible discussion concerning the early January Planning meeting, with it noted that meetings dates and/or times can be varied if necessary.

22. Memorial Hall – to consider requests to serve alcohol as follows:

- Wrington Drama Club to sell alcohol at the shows on 21-24 May.

Resolved: To approve the request.

23. Items raised by Members for possible consideration at the next meeting to be held Wednesday 16 June 2014.

- Cllr Lankester requested that the matter of the proposed solar PV panel installation at the Memorial Hall be included in next month's agenda.

There being no other business the meeting was closed at 9.15pm

Chairman