

**Minutes of a Meeting of Wroughton Parish Council  
held in the John Locke Room on Wednesday 18 June 2014**

Present: Cllr D Glynn (Chairman)	Cllr G Bigg (left at item 16)
Cllr B Taylor	Cllr D Yamanaka
Cllr P Robinson	Cllr J Rawlins
Cllr G Lankester (from item 11a)	Ms J Bishop (Assistant Clerk)

In attendance: Mr David Woolf

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1. To receive apologies from Members for non-attendance.  
Apologies were received from PC Chris Denny, Cllr Ledbury (holiday) and Cllr Howells (personal commitment).
2. 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.
3. To confirm and sign as a correct record the minutes of the meeting held 21 May 2014.  
Cllr Yamanaka queried agenda item 7 (To consider the appointment of user group representatives to sit on the Memorial Hall & Recreation Field Committee). It was agreed to amend the resolution to '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 minutes were then approved and signed as a true record.
4. To adjourn the meeting for Public Participation.  
David Woolf was in attendance but spoke under agenda item 6.
5. To receive a report from the Police representative.  
The Assistant Clerk read out an email from PC Denny giving the crime figures for Wroughton in May:-
  - Criminal Damage – 1 (damage to a vehicle)
  - Non-dwelling burglary – 2 (both break-ins to garages).
  - Theft - 2 (theft of lead from church roof and theft of number plate from a car).

Councillors requested that PC Denny should be asked to break the figures down by location, ie, Wroughton village, Redhill village and countryside.

*The meeting was reconvened*

6. Mr David Woolf to address the Council in relation to his request to be co-opted to the Council.  
Mr Woolf spoke to the Council about his reasons for wishing to be co-opted on to the Council. He was then asked to leave the room while the matter was considered.

7. To consider the co-option to the Parish Council of Mr David Woolf.  
Councillors discussed Mr Woolf's application for co-option.  
**Resolved: To co-opt Mr Woolf on to the Council.**  
Mr Woolf then returned to the room. As the Clerk was absent Mr Woolf agreed to visit the office as soon as possible to sign his Declaration of Office and Interests forms.
8. To note items of correspondence received and requiring possible action:
- Letter from the Avon and Somerset Police & Crime Commissioner regarding the new Policing plan setting out the priorities for the police, community safety and criminal justice services for the next three years.  
**This was noted.**
  - Briefing received from NALC concerning 'Fly a flag for the Commonwealth' to celebrate Commonwealth Day, proposed for celebration by parish councils in 2016  
**This was noted.**
  - Letter from Mr Jeff Guy requesting permission to erect a polytunnel, size 10 x 7ft, on plot 15a of the allotments.  
**Resolved: This was approved.**
  - Letter from Mr Chris Luke requesting permission to erect a polytunnel, size 3 x 2m, on plot 8 of the allotments.  
**Resolved: This was approved.**
9. To receive the Clerk's report.  
This was received and noted.

#### Village Orderly

Cllr Bigg reported that the footpath between The Glebe and Station Road was becoming very overgrown. Cllr Glynn confirmed that the Orderly had already cleared this path and had also begun tackling the 'garden' outside the Broad Street toilets. Members then discussed whether residents should be asked to cut back hedges etc. growing beyond their boundaries. Members also discussed what work NSC's contractors (Glendale & others) were contracted to do in the parish. It was agreed the Clerk would discuss this with NSC's Area Officer, Jeff Shipway.

10. To receive the Finance Report, including payments recommended for approval.  
Copies of the report circulated separately.

Approval for the following payments is sought:

Avon Youth Association - Youth Bus, 5 sessions (April-June 2014)	£1,000.00
North Somerset Council – Dog Bin emptying, June	£124.80
Greenslade Taylor Hunt – rent for Glebe Field, 2nd quarter 2014/15	£100.00
Kevin Langman – allotment gate repair	£80.00
Southern Electric - Broad Street toilets, electricity for May (paid)	£14.10
A S Robertson – installation of defibrillator (paid)	£110.00
HMRC 1 <sup>st</sup> quarter NI and tax	to be calculated
Jayne Hitchborn – cleaning of Broad Street toilets, June	to be calculated
Parish Orderly's salary June	£208.00
Clerk's salary June	to be calculated
Assistant Clerk's salary June	to be calculated
Assistant Clerk – topping up of petty cash following purchases made:- computer keyboard and mouse (£18.00), stamps (£20.16) and folder (50p)	£38.66

Assistant Clerk – travel to noticeboards during 1<sup>st</sup> quarter 2014/15

£12.08

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

Cllr Yamanaka said she had been asked by a representative of Redhill Village Hall why they had not yet received the annual grant. Cllr Glynn said this was because the Hall had been asked to provide a copy of the annual accounts which they had not yet done.

However he was to meet with them shortly to discuss this and other matters.

11. To receive and consider reports from:

a. District Councillor, Cllr Yamanaka

This was received. Cllr Yamanaka confirmed that NSC had agreed to abolish the three area planning committees. She believed the Planning & Regulatory Committee (P&R) which will now take on the work would still provide parish councils with a 'Parish Voice' facility but would check this. She also confirmed that permission had been granted for a premises license, for alcohol and music etc. for Lye Hole Farm. However it had been conditioned that alcohol could not be consumed outside.

b. WVMP report, Cllr Robinson

Cllr Robinson said there were no updates to give as the Council had not yet received replies to enquiries to WVMP or the NHS. It was agreed Cllr Robinson would remind the Practice Manager when he next visited the Surgery.

In relation to the appeal by Medcentres on the failure by NSC to issue a decision on planning application 13/P/2022/F (for the erection of 4 dwellings following demolition of the existing surgery building at The Surgery, Station Road, Wrington, BS40 5NG), Cllr Yamanaka said she had been advised that the appeal Inspector had left the Planning Inspectorate which would mean the process would be delayed.

c. Sports & Social Club, Cllr Howells

No report had been received.

d. Twinning Association, Cllr Rawlins

No report had been received.

12. To receive and consider reports from Working Groups:

a. Finance, Cllr Rawlins

This was noted.

b. Environment, Cllr Bigg

Cllr Bigg advised that she would circulate the notes from the recent combine Environment and Highways meeting shortly. She explained the meeting had covered flooding, emergency plan (it was agreed that a separate meeting should be held about this), management of open areas, Christmas lights, parking restrictions and footpath maintenance. Cllr Yamanaka reported that residents had complained about parking obstructions in Church Court, Redhill. She said PCSO Yvette Mayo had visited the road and suggested the possibility of waiting restrictions. It was agreed the Clerk should contact PCSO Mayo for more details before the Council contacted NSC Highways.

c. Highways, Cllr Ledbury

Please see agenda item 12b above.

13. To consider the following recommendations by the Finance Group:
- To agree to the purchase of paint, at a maximum cost of £200, for the John Locke House to cover repainting after completion of the rewiring work.  
**Resolved: To approve the purchase as proposed. Cllr Robinson proposed approval and Cllr Bigg seconded the motion.**
14. To note and approve the Council's accounts for the year 2013/14 as prepared and submitted by DCK Beavers Ltd and to approve the Accounting Statement and Annual Governance Statement for the Annual Return in advance of submission to the External Auditor. The Chair read out the Annual Governance Statement requesting approval/non-approval for each box.  
**Resolved: To approve the Council's accounts for the year 2013/14.**  
**Resolved: To approve the Accounting statement and Annual Governance Statement. Cllr Taylor proposed approval and Cllr Rawlins seconded the motions.**
15. To note that the defibrillator donated to the Council by David James & Partners has been installed at the Scout Hall and that the Scout & Guide Group will now act as 'Guardian' and be responsible for submitting fortnightly inspection reports to AED Locator for the SW Ambulance Service. To further note the possibility of one more defibrillator being supplied free of charge through the Ambulance Service, with this proposed for installation in Redhill subject to agreement on the location.  
**This was noted.**  
The offer of a defibrillator for Redhill provided free of charge by the SW Ambulance Service was raised as well as the possibility of further funding from another source for a third unit to be installed on the Recreation Field. Cllr Glynn reported that options for public training sessions were under discussion with AED Locator, with the objective to give members of the public confidence in using the unit.
16. To note that an EPC survey of the Hall has been undertaken, as agreed at the April meeting of the Council, with the contractor having confirmed that the building meets the Band D standards and that the higher feed-in tariff will apply. On this basis, to agree to place an order with John West Renewables for a 6.24kw solar PV panel installation at the Memorial Hall in relation to the quotation dated 26 March 2014 and as circulated previously, with the cost covered by S106 funding.  
**The satisfactory EPC survey report was noted.**  
Cllr Lankester queried whether the S106 agreement could be renegotiated. Cllr Taylor explained his research into the subject which suggested that it possibly could. Cllr Glynn outlined the history of the agreement, saying it pre-dated the current legislation which Cllr Taylor had researched. He explained how the Council had previously pressed NSC to renegotiate the agreement but this had not proved possible.  
**Resolved: To approve placing the order as proposed. Cllr Yamanaka proposed approval and Cllr Rawlins seconded the motion (three Councillors voted in favour, two voted against).**
17. To consider that the Council might arrange with a local contractor for defined sections of roadside hedge to be cut back in the summer months where and when felt necessary and at a cost to be agreed, with this for the benefit of all road users and in the best interests of the community.  
Following the discussion under agenda item 9 (Clerks Report) in relation to what work NSC's contractor (Glendale) is contracted to do, it was agreed to carry this agenda item forward to a future meeting, once the situation with NSC could be established.

18. Memorial Hall – to consider requests to serve alcohol as follows:
  - Wrington Minibus Society to serve alcohol in the hall (if raining) at their annual lunch on Saturday 9 August 2014.  
**Resolved: To approve the request.**
19. Items raised by Members for possible consideration at the next meeting to be held Wednesday 16 July 2014.
  - Cllr Taylor suggested that the Orderly's workload and priorities should be discussed, with it agreed that this would be referred to a future Environment/Highways groups meeting.

There being no other business the meeting was closed at 9.30pm

**Chairman**