

**Minutes of a Meeting of Wroughton Parish Council  
held in the John Locke Room on Wednesday 18 May 2016**

Present:            Cllr D Glynn (Chairman)      Cllr P Ledbury  
                      Cllr G Bigg                      Cllr J Rawlins  
                      Cllr J Fowler                    Cllr D Simpson  
                      Cllr S Lovell                    Cllr B Taylor  
                      Mrs F Burke (Clerk)         Cllr D Yamanaka

In attendance:    PCSO Kate Turner.

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1. To elect a Chairman for the year 2016/17.  
Cllr Glynn opened the meeting and invited nominations for the position of Chair of the Council. Cllr Simpson proposed the nomination of Cllr Glynn and Cllr Rawlins seconded the motion. All were in favour.  
**Resolved: To appoint Cllr Glynn as Chairman of the Council.**  
The Chairman signed the declaration of office.
2. To receive apologies for non-attendance and to approve the reasons where appropriate.  
Apologies were received from Cllr Robertson (personal commitment), Cllr Woolf (family commitment), Cllr Lankester (personal commitment).
3. To receive declarations of Disclosable Pecuniary Interests (DPI) related to agenda items to receive any amendments to the Register of interests.  
No declarations of interest were received.
4. To appoint a Vice-Chairman for the year 2016/17.  
The Chair invited nominations for the position of Vice-Chairman of the Council. Cllr Rawlins nominated Cllr Taylor and Cllr Ledbury seconded the motion. All were in favour.  
**Resolved: To appoint Cllr Taylor as Vice-Chairman of the Council.**
5. To confirm the appointment of Fiona Burke, Clerk to the Council, as Responsible Financial Officer (RFO) to the Council.  
**Resolved: To confirm the appointment.**
6. To agree that the Planning Committee can act on behalf of the Council, to confirm that all Councillors are members of the Committee and to consider the appointment of a Committee Chair for the year 2016/17.  
**Resolved: To agree that the Planning Committee can act on behalf of the Council and that all Councillors are members of the Committee.**  
Cllr Ledbury proposed Cllr Taylor as Chair of the Planning Committee and Cllr Fowler seconded the motion. All were in favour.  
**Resolved: To appoint Cllr Taylor as Chair of the Planning Committee.**
7. To appoint Working Groups for the year 2016/17 and to agree their membership. Previous Working Groups have been Finance, Highways and Environment. All were in agreement that the same working groups should be retained, with the Highways and Environment group meetings combined where necessary.

It was agreed that Cllr Rawlins should Chair the Finance group, Cllr Ledbury the Highways group and Cllr Bigg the Environment working group. It was also agreed that all Councillors would be invited to attend any meeting.

8. To appoint representatives to outside organisations:
  - a. Memorial Hall & Recreation Field Committee (for up to 8 of a total of 12 seats)  
**Resolved: To appoint Cllr Bigg, Cllr Lovell, Cllr Yamanaka, Cllr Rawlins, Cllr Ledbury, Cllr Simpson, Cllr Taylor and Cllr Glynn as Council representatives on the Memorial Hall and Recreation Field Committee.**  
Representatives from user groups had been elected last year and it was agreed that no change would take place this year.
  - b. Bristol Airport Consultative Committee. It was agreed that Cllr Glynn and Cllr Bigg would share the role as representatives.
  - c. Parish Councils Airport Association. It was agreed that no set representative would be chosen for this.
  - d. Avon Local Councils Association (ALCA). It was agreed that one or two Councillors would try and attend each meeting, with no set representative.
  - e. Campaign to Protect Rural England (CPRE). It was agreed to appoint Cllr Bigg as the Council's representative.
  - f. Wrington Sports & Social Club (WSSC). It was agreed that Cllr Glynn and Cllr Simpson would share the role as representatives.
9. To agree the proposed meeting schedule for the coming year for both the Council and the Planning Committee.  
**Resolved: To agree to the 2016/17 meeting schedule, with the December dates to be confirmed at a later date.**
10. To confirm and sign as a true record the minutes of the meeting held 20 April 2016.  
The minutes were signed and approved as a true record.
11. To adjourn the meeting for Public Participation.
12. To receive a report from the Police representative.  
PCSO Turner gave a brief verbal report. She reported that only two crimes had been recorded in Wrington in the last month. She informed Councillors that she has a greater beat area than previously with fewer Officers on duty meaning less time available to spend in the parish.  
A Councillor queried the dangerous driving around the illegal car park/s along the A38 and asked if anything could be done. PCSO Turner said that the situation is being monitored.  
PCSO Turner would like to bring the mobile van to Wrington for a scam-awareness event. Councillors thought this to be a good idea and PCSO Turner will email the Clerk with possible dates for this event.  
The Chair thanked PCSO Turner for coming and she left the meeting.

*The meeting was reconvened.*

13. To note items of correspondence received and requiring possible action:
  - a. Letter from Sarah Saunders, legal advisor to NSC's licensing Sub-Committee, informing the Council that the application for the grant of a

premises licence at Dunleavy Vineyards, Nates Lane, Wrington had been approved. This was noted.

- b. Email from Jessica Fox requesting permission to erect a framed plastic poly structure measuring 1.4m(l) x 1,4m(w) x 2m(h) on plot 10 of the allotments.

**Resolved: To grant permission.**

- c. Email from Lisa Staynings requesting permission to erect a greenhouse aluminium or plastic-framed) with polycarbonate glazing measuring 3m x 2m on allotment plot 22.

**Resolved: To grant permission.**

- d. Letter from NSC concerning a Devolution Deal for the West of England and requesting that any comments should be submitted by the end of May. Councillors discussed the Devolution Deal, with differing views on the subject due partly to lack of detail provided. It was felt that the Council broadly supported the principle but had reservations about a Mayor who may not be aware of the issues in North Somerset. It was agreed that any comments from Councillors should be sent to Cllr Glynn so that a response on behalf of the Council could be submitted to NSC before the end of May.

14. To receive the Clerk's report. The report is available for inspection in the minute book.

This was received and noted.

15. To receive the Finance Report and to authorise payments recommended for approval. Copies of the report circulated separately.

Aspen Services Ltd – refurbishment of Memorial Hall kitchen (to be paid once work is completed)	£22,094.76
Bin-It – dog bin emptying, 4 April to 3 May	£269.04
Aquablast Drain Services Ltd – plumbing repairs at Broad Street toilets	£102.00
Overstones Ltd – installation of tap in storage room in Broad Street toilets	£102.00
Middelcombe Nursery – plants for Broad Street toilets garden and car park planter	£43.68
Wrington Memorial Hall – hire of Hall for Annual Parish Meeting	£38.75
Travis Perkins – hardware for maintenance by the handyman:- Memorial Hall (£93.58),	
Memorial Hall kitchen (£22.86) and Open Spaces (£33.50)	£149.94
Easy Internet Solutions Ltd – website hosting, 9 May 2016 to 8 May 2017 (paid)	£47.99
Charlie Griffin – Handyman, May	(to be calculated)
Debbie Heal – cleaning of Broad Street toilets, May	(to be calculated)
Parish Orderly's salary – May	£257.83
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:- stamps (£24.60), refreshments for Annual Parish Meeting (£23.46) and bin bags for Parish Orderly (£1.79)	£49.84
Assistant Clerk – reimbursement for purchases made:- toilets brushes For Broad Street toilets (£15.30) and new lock for Memorial Hall kitchen (£21.65)	£36.95

**Resolved: To approve the payments as proposed. Cllr Taylor proposed approval and Cllr Lovell seconded the motion, all in favour.**

16. To receive and consider reports from:
  - a. District Councillor, Cllr Yamanaka  
A report had been received and noted. Cllr Yamanaka reported on a licence application from Sutton Ridge Vineyard. Due to the timescale it was agreed to discuss this at the next Planning meeting.
  - b. NE Ward/Redhill, Cllr Fowler. No report had been received. Cllr Fowler asked if it would be possible to clear the footway from Lye Hole Lane to the bus stop on the west side of the A38 as it is now overgrown. The Clerk would ask Jeff Shipway, NSC Area Officer, about this at the next Highways surgery.
  - c. Twinning Association, Cllr Simpson. A report had been received and noted.
  - d. Wrington Sports & Social Club, Cllr Glynn. Cllr Glynn reported that no meeting had taken place in the last month.
  
17. To receive and consider reports from Working Groups:
  - a. Finance, Cllr Rawlins  
The report as circulated previously was noted.
  - b. Environment, Cllr Bigg  
No report had been received.
  - c. Highways, Cllr Ledbury  
No report had been received. A meeting to be arranged in June.
  
18. To consider the following recommendations by the Finance Group:
  - a. To agree to purchase specialist primer and paint to refurbish the Downside Road phone box at a maximum budgeted cost of £100. The phone box has been recently cleaned.  
**Resolved: All agreed to this purchase.**
  
19. To receive matters for information and items for possible consideration at the next meeting of the Council to be held Wednesday 15 June 2016.
  - Cllr Bigg informed members about the forthcoming PPG meeting to be held on 25 May 2016.
  - Cllr Yamanaka queried if a newsletter would be produced this year.

There being no other business the meeting was closed at 9.20pm

**Chairman**