

**Minutes of a Meeting of Wroughton Parish Council  
held in the John Locke Room on Wednesday 15 July 2015**

Present: Cllr D Glynn (Chairman)  
Cllr G Bigg  
Cllr P Ledbury  
Fiona Burke (Clerk)

Cllr J Rawlins  
Cllr D Robertson  
Cllr B Taylor  
Cllr D Yamanaka

In attendance: Guy Winterbourne, Ruth Evans, Claire Walker (all Tennis Club), David Simpson (observing for possible co-option) and PCSO Kate Turner.

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1. To receive apologies for non-attendance and to approve the reasons where appropriate.  
Apologies were received from Cllr Lankester (personal commitment), Cllr Woolf (personal issue), Cllr Fowler (personal commitment) and Leo Taylor, NSC Parish Liaison Officer
2. To receive any declarations of Disclosable Pecuniary Interests (DPI) related to agenda items and to receive any amendments to the register of interests.  
No declarations of interests were received.
3. To confirm and sign as a true record the minutes of the meeting held 15 June 2015.  
Cllr Yamanaka requested that 'Cllr Yamanaka questioned the tennis club lease renewal' be added under agenda item 18.  
The minutes were signed as a true record.
4. To adjourn the meeting for Public Participation.  
Guy Winterbourne addressed the Council on behalf of the Tennis Club concerning the tennis court lease and potential renewal. He expressed his concern about the timescale involved and the delay involved in progressing this. He pointed out that the lease had expired three months ago. He also queried whether Councillors had seen a copy of the letter the Club had requested the Council write as a provisional extension to the lease, with this intended to offset any potential insurance and other issues.  
Guy Winterbourne, Ruth Evans and Claire Walker then left the room.  
Cllr Glynn explained that an initial draft lease had been returned to the Council by Bennetts and that issues raised by the draft would now be explored. It was agreed to refer discussion on the details to the Finance group before consideration by the Council.
5. To receive a report from the Police representative.  
PCSO Kate Turner addressed the Council and informed Members of recent crimes; only 6 had been recorded in the last month. She stressed that crime was very low in Wroughton. The public toilets in Broad Street have now been put on a list to be visited by the anti-social behaviour car at weekends.  
She reported that Wroughton Primary School had been in touch with the police about

parking in front of the dropped kerb directly in front of the school to aid children crossing. Cars are regularly parking over this. It was pointed out that there had been some discussion by the Highways group about asking for a more built out part of the pavement opposite the school entrance to aid children to see past the parked cars and to cross more safely.

PCSO Turner said that in general there are few significant parking problems in Wrington and it would be hard to enforce controls in Broad Street due to how faded the yellow lines have now become. The Chair pointed out that the bus stops in Broad Street are not plated which would make it more difficult to restrict parking at the bus stops. PCSO Turner noted this and would look into it.

*The meeting was reconvened.*

6. To note items of correspondence received and requiring possible action:
- Email from David Jellings, NSC Scrutiny Officer, advising that the Standards Sub-Committee has been re-established. This was noted.
  - Email from the Youth Outreach Project updating the Council on current numbers using the Youth Bus.  
Councillors were happy to hear that the Youth Bus is well supported by a variety of ages. The Clerk would contact them to get an up-to-date poster.
  - Letter from Julie Henderson requesting permission to erect a polytunnel on allotment 16a, measuring 2m x 2m x 3m and in green plastic.  
**Resolved:** To allow the polytunnel to be erected on plot 16a.
  - NHS Community Health Services in North Somerset, stakeholder update, June 2015. This was noted.
  - Letter from the Wrington Twinning Association concerning current and future projects and the possibility of some financial support from the Council. The letter had been circulated previously. The Council's budget had made provision for the annual grant of £350 to the Twinning Association.  
**Resolved:** It was agreed to provide the Twinning Association with a £350 grant, as budgeted. Cllr Ledbury proposed and Cllr Robinson seconded the motion. All were in agreement.
7. To receive the Clerk's report.  
The report was received and noted.
8. To receive the Finance Report and to authorise payments recommended for approval. Copies of the report circulated separately.

Memorial Hall – grant, 2 <sup>nd</sup> quarter 2015/16	£3,000.00.00
Youth Outreach Project (was Avon Youth Bus) - Youth Bus, January-June 2015	£2,000.00
SSE Contracting Ltd – street lighting maintenance 1 <sup>st</sup> quarter 2015/16	£766.19
Bin-It – dog bin emptying 4 June-3 July	£269.04
Agilisys Ltd – printing of Annual Newsletter	£267.00
Ken Richardson – internal audit 2014/15	£192.00
Somerset Arboriculture – Christmas Tree, 2014	£180.00
A S Robertson – alterations to electrical and telephone sockets in Cyber Room	£110.00
Standens Plumbing Co Ltd – call-out to blockage at Broad Street toilets	£90.00
Aquablast Drain Services – clearing blockage at Broad Street toilets	£90.00

North Somerset Council – monthly inspection of play areas, June	£28.80
PCAA – subscription (paid)	£50.00
Mark Lillyman – cleaning of Broad Street, July	to be calculated
Parish Orderly’s salary – July	£208.00
Clerk’s salary - July	to be calculated
Assistant Clerk’s salary - July	to be calculated
Assistant Clerk – topping up of petty cash following purchases made:- compost for tree planting at Mike Bush paddock (£3.50) and stamps (£29.05)	£32.50

It was noted that the Broad Street toilets appeared to have been cleaned less regularly recently and Cllrs questioned if the current cleaner was still interested in the role. The Clerk would follow this up. Cllr Yamanaka questioned the need for the Broad Street toilets at all as some residents now use the Golden Lion instead or the public toilets in the Memorial Hall car park. It was suggested that the Broad Street toilets are in regular use and open at all times, whereas the Golden Lion and Hall toilets are not always open. Cllrs felt that it would be better to proceed with the refurbishment and to then see how well used the toilets are after the work has been completed.

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

*At this point David Simpson left the meeting.*

9. To receive and consider reports from:
  - a. District Councillor, Cllr Yamanaka  
A report had been received and was noted. Cllr Yamanaka reported on the three options for devolution of powers of Government.
  - b. NE ward/Redhill, Cllr Fowler  
Cllr Fowler was not present.
  - c. Twinning Association, Cllr Rawlins  
Cllr Rawlins reported that the Twinning Association had been present at the recent village fete which had gone well. He also reported that the Twinning Association had started to have a look at renewing their Constitution.
  - d. Wrington Sports & Social Club, Cllr Glynn/Cllr Woolf  
Cllr Glynn reported that WSSC had indicated that they would be carrying out kitchen refurbishment during the week beginning 3 August which is during Wrington Youth Week. As WSSC had not previously requested approval for the works and also due to the difficulty this would cause for Youth Week he suggested that this work should be deferred until a later date. Cllrs supported this proposal.  
Cllr Glynn also informed Members that there had been a suggestion of a kitchen fund-raising event on the Recreation Field for 5 September. He commented that he had recommended that WSSC contact the Memorial Hall & Recreation Field Committee about this. The proposal for alterations to the match officials’ changing room has been put on hold for the time being.
10. To receive and consider reports from Working Groups:
  - a. Finance, Cllr Rawlins  
The finance report was received and noted.
  - b. Environment, Cllr Bigg. No report had been received.

- c. Highways, Cllr Ledbury. No report had been received.  
Cllr Lebury and Cllr Bigg agreed to arrange a joint Highway/Environment meeting in the near future.
11. To consider the following recommendations by the Finance Group:
- To accept a quotation from a preferred local contractor, Nigel Milkins, for painting the exterior walls of the Memorial Hall at a cost of £3,220.00 and also for painting the railings on top of the boundary wall at a cost of £645.00.  
**Resolved:** To agree to accept the quotation.
  - To agree to the purchase of two new minute books at a cost of £39.95 each.  
**Resolved:** To agree to accept the quotation.
  - To agree to proceed with the installation of a 5m aluminium column street light with 36w Aresa lantern at location C8, Garstons Orchard. This to replace a concrete column light that was knocked down by an unknown vehicle and to be funded from the Council's street light insurance reserve.  
**Resolved:** To agree to proceed with the installation subject to a satisfactory quote from SSE.
  - To agree to a quote supplied by Backwell Carpets for £478.21 plus VAT for the cyber room.  
**Resolved:** To agree to the quotation, with the carpet to be fitted following the structural alterations. The Chair reported that the new cupboards would be fitted within the next month.
- Cllr Bigg proposed approval of the above recommendations, with Cllr Rawlins seconding the motion, all were in favour.
12. To agree to purchase three picnic benches at a total cost of £450 and to be located at the Mike Bush Paddock (£230 budget previously agreed for this), the allotment communal area and in the play area at the Recreation Field.  
**Resolved:** It was unanimously agreed to purchase three picnic benches or tables with these to be installed when any necessary ground fixings can be provided..
13. To acknowledge the internal audit report for the year ending 31 March 2015 and to note that this has been reviewed by the Finance Group and that its comments and recommendations would be taken on board.  
**Resolved:** To note that the recommendations from the internal audit report had been taken on board. All Councillors were in agreement.
14. To agree to an increase in hourly pay and hours for the Parish Orderly following a successful first year and appraisal. The proposal is to increase her salary from £8 to £8.50 an hour and the working hours from 6 to 7 hours a week, subject to agreement on the Contract of Employment and with effect from 1 August 2015.  
**Resolved:** To agree to the proposed increase in hours and hourly pay subject to the Parish Orderly making a firm commitment to work the additional hours and by signing the Contract of Employment in confirmation.
15. To agree the Memorial Hall user groups to be represented on the Memorial Hall & Recreation Field Committee, with up to five seats available.  
**Resolved:** Cllrs unanimously agreed that the five user groups to be represented on the Memorial Hall & Recreation Field Committee would be: the Wrington WI, Gardening Club, Drama Club, Football Club and the Cricket Club.

16. Consultations:

- MetroWest Phase 1 – Portishead Branch Line  
See: <http://travelwest.info/project/portishead-branch-line-consultation>  
Closing date for responses 3 August 2015.  
This was noted with no comment proposed and agreed.

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

- Request to sell alcohol on 5 September 2015 at a wedding reception in the Hall.

**Resolved:** To grant permission to sell alcohol at the above event. All were in agreement.

18. To receive matters for information and items for possible consideration at the next meeting of the Council, to be held Wednesday 16 September 2015.

No matters were raised.

There being no other business the meeting was closed at 9.25pm

**Chairman**