

**Minutes of a Meeting of Wrington Parish Council  
held in the John Locke Room on Wednesday 15 June 2016**

Present:            Cllr D Glynn (Chairman)      Cllr D Robertson  
                      Cllr G Bigg                        Cllr D Simpson  
                      Cllr J Fowler                      Cllr B Taylor  
                      Mrs F Burke (Clerk)            Cllr D Yamanaka

In attendance:    PC Paul Morris

- 
1. To receive apologies for non-attendance and to approve the reasons where appropriate.  
Apologies were received from Cllr Woolf (family commitment), Cllr Ledbury (personal commitment), Cllr Rawlins (work commitment), Cllr Lankester (personal commitment), Cllr Lovell (work commitment) and Leo Taylor, NSC
  2. To receive declarations of Disclosable Pecuniary Interests (DPI) related to agenda items and to receive any amendments to the register of interests.  
Cllr Simpson declared an interest in relation to agenda item number 14.
  3. To confirm and sign as a true record the minutes of the meeting held 18 May, 2016.  
The minutes were agreed and signed as a true record.
  4. To adjourn the meeting for Public Participation.  
No members of the public were present.
  5. To receive a report from the Police representative.  
PC Morris addressed the meeting and reported that two vehicles had been involved in crimes in the last month and that garden machinery had been stolen from sheds. He reminded Members to ensure all that all outbuildings are secured and to bring this to the attention of residents.  
The Chair asked when the scam-awareness mobile van would be coming to Wrington, as suggested by PCSO Turner at the last meeting. PC Morris would chase this up and try to circulate some possible dates.  
PC Morris commented that the Downside Road traffic lights are still causing problems, with drivers ignoring the 'no right turn' signs. He will press for this to be resolved.
  6. To note items of correspondence received and requiring possible action:
    - a) Letter from Sioux Isherwood, Senior Licensing Officer NSC, concerning an application received for a street trading consent by Lopresti Whippy at the layby in Winters Lane (aircraft spotters area). Any comments to be submitted by 25 June 2016.  
The Council agreed to make no comment on this application other than to request that a condition is attached so that the operator has responsibility for collecting any litter generated by the proposed trading.

- b) Email from Sarah Joskey, Head Teacher of Wrington Primary School, concerning the school's views on a school crossing patrol.  
This was noted.
- c) Letter from the Fields in Trust concerning the Centenary Fields Programme and inviting the Council to consider nominating a recreational space to be dedicated as a Centenary Field.  
It was agreed that the Clerk would request further information on this, including on other similar local fields and whether or not they are council owned.
7. To receive the Clerk's report. The report is available for inspection in the minute book. This was received and noted.
8. To receive the Finance Report and to authorise payments recommended for approval. Copies of the report circulated separately.

DCK Beavers Ltd - Annual Accounts 2015/16 year end preparation	£523.08
Oak Accountancy Services Ltd – internal audit 2015/16	£420.00
Bin-It – dog bin emptying, 4 May to 3 June	£269.04
Aquablast Drain Services Ltd – plumbing repairs at Broad Street toilets	£102.00
Travis Perkins – hardware for maintenance by the handyman:- play areas (£5.36), property works (£74.52), Open Spaces (£53.75)	£133.63
PCAA – annual subscription	£50.00
Information Commissioner's Office – renewal of Data Controller's register required by Data Protection Act	£35.00
North Somerset Council - monthly inspection of play areas, May	£28.80
Ruth Clark – plants for tub outside The Plough	£20.75
Cllr John Rawlins - reimbursement for purchases made:- office printer (paid)	£213.04
Yatton Youth Club - 4.5 hours of detached youth work	£108.00
HMRC - NI and tax, 1 <sup>st</sup> quarter 2016/17	(to be calculated)
Charlie Griffin – Handyman, June	(to be calculated)
Debbie Heal – cleaning of Broad Street toilets, June	(to be calculated)
Parish Orderly's salary – June	£257.83
Clerk's salary – June	(to be calculated)
Assistant Clerk's salary – June	(to be calculated)
Assistant Clerk – travel to noticeboards, 1 <sup>st</sup> quarter 2016/17	£6.75

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

9. To receive and consider reports from:
- District Councillor, Cllr Yamanaka  
A report had been received and noted.
  - NE Ward/Redhill, Cllr Fowler.  
Cllr Fowler had submitted a brief report, this was noted.
  - Twinning Association, Cllr Simpson. No report had been received.
  - Wrington Sports & Social Club, Cllr Glynn. Cllr Glynn reported that the 'Party in the Park' had been a very popular and successful event and he wished to thank the organisers.

10. 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  
Cllr Ledbury advised that a Highways Group meeting would be arranged in the near future to discuss the responses to the High Street/Silver Street footway scheme and other matters. See item 15 below.
  
11. To consider the following recommendations by the Finance Group:
  - a. To agree to the installation of ventilation ducts in the Ladies and Gents toilets, Broad Street, at a cost of £195 plus VAT.  
**Resolved: To agree to this proposal.**
  - b. To agree to implement the revised 2016-17 NJC pay scales agreed by NALC/SLCC for the Clerk and Assistant Clerk, effective from 1 April 2016 and with scale points to be reviewed in relation to annual appraisals.  
**Resolved: To agree to implement the revised NJC pay scales backdated to 1 April 2016.**
  - c. To agree to provide a grant of £84 to Wrington School to cover the cost of materials used by pupils to make bunting for the Party in the Park to be held 12 June.  
The Chair reported that although school children decorated the bunting, WSSC provided the materials so WSSC would need to be reimbursed not Wrington School.  
**Resolved: To agree to provide the grant to WSSC.**
  - d. To agree to purchase a compatible software package to enable pension payments to be managed. A proposed maximum budget of £100 a year is recommended.  
**Resolved: To agree to purchase a suitable compatible software package, with Moneysoft recommended by the Internal Auditor.**
  - e. To agree to renew the Parish Councils Airport Association (PCAA) annual subscription for the 2016/17 at a cost of £50.  
**Resolved: To agree to renew the PCAA annual subscription.**

**Cllr Simpson proposed approval of the above recommendations, with Cllr Taylor seconding the motion, all were in favour.**

12. To note and approve the Council's accounts for the year 2015/16 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.  
**Resolved: Councillors unanimously agreed to approve the Council's accounts for the year 2015/16 and to approve the Accounting Statement and Annual Governance Statement, with these to be completed by the Chair and Clerk for submission to the External Auditor.**
  
13. To acknowledge the Internal Audit Report for the year ending 31 March 2016 and to note that this and any actions arising will be considered further by the Finance Group.

The Internal Audit Report was acknowledged and noted.

14. To note that the owner of the former Bennetts Solicitors building and Apricot Cottage, both in High Street, Wroughton, has given notice under Section 45 of the Public Health Act 1961 instructing the Council to remove the bracket mounted street lights from these properties. Also, to note that advice has been sought from NSC and to consider what further action the Council might now take. It was agreed that Cllr Simpson would contact the building owner with a view to discussing his concerns and how this matter might now be resolved.
15. To note that in response to the public consultation which closed 10 June 2016 the Council has received a number of written comments on the proposed village centre highways scheme and to agree that these should now be referred to the Highways Working Group for review.  
It was noted that a number of varied comments had been received and that a Highways Group meeting would be arranged to consider the range of views and suggestions.
16. To receive matters for information and items for possible consideration at the next meeting of the Council to be held Wednesday 20 July 2016.
  - Cllr Bigg reported on a recent PPG meeting. It has been confirmed the Practice is considering building a new surgery on a site located between Yatton and Congresbury and that the existing Yatton and Congresbury surgeries would then close. Cllr Bigg also reported that the Wroughton branch surgery is under threat.
  - Cllr Yamanaka reported that she had received a copy of a letter concerning parking in Station Road and use of the old surgery land and suggested that this be discussed at a future meeting.

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

**Chairman**