

**Minutes of a Meeting of Wroughton Parish Council  
held in the John Locke Room on Wednesday 16 May 2018**

Present:	Cllr D Glynn (Chairman)	Cllr B Taylor
	Cllr G Bigg	Cllr S Lovell
	Cllr P Jervis	Cllr P Ledbury
	F Burke (Clerk)	Cllr D Yamanaka

In attendance: Six residents, One observer, PCSO Kate Turner, PC Phil Ridden and PCSO Marie Broomfield.

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1. To appoint a Chairman for the year 2018/19. The Chairman to sign the declaration of acceptance of office.  
Cllr Glynn opened the meeting and informed Members that he did not wish to be nominated as Chair of the Council for 2018-19. He wished to nominate Cllr Taylor for the position of Chair. Cllr Taylor declined the nomination. No other members of the Council wished to be nominated as Chair of the Council for 2018-19 so it was agreed to set up a rotating Chair for the time-being, with Cllr Taylor to Chair the meeting in June and for Cllr Glynn to Chair this May meeting.
2. To receive apologies for non-attendance and to approve the reasons where appropriate.  
Apologies were received from Cllr Lankester (prior commitment), Cllr Robertson (funeral) and Leo Taylor, NSC.
3. To receive declarations of Disclosable Pecuniary Interests (DPI) related to agenda items and to receive any amendments to the Register of interests.  
No declarations of interest were received.
4. To confirm the appointment of Fiona Burke, Clerk to the Council, as Responsible Financial Officer (RFO) to the Council.  
Resolved: To confirm the appointment.
5. To appoint a Vice-Chairman for the year 2018/19.  
Cllr Ledbury nominated Cllr Taylor to act as Vice-Chair for this meeting and Cllr Yamanaka seconded the motion.
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 Chairman for the year 2018/19.  
**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 Bigg seconded the motion. All were in favour.  
**Resolved:** To appoint Cllr Taylor as Chair of the Planning Committee.

*It was then agreed that public participation should be brought forward from item 11 on the agenda.*

To adjourn the meeting for Public Participation.

PCSO Cathryn Turner informed the Council that her post will be moving to Weston-super-Mare and PCSO Marie Broomfield would be taking over her role in this area. PC Phil Ridden wished to introduce himself, he has taken over the post previously held by PC Paul Morris.

A discussion took place about the problems caused by airport parking on local roads around the airport and in particular around Redhill. PC Ridden informed Members that he was keen to have discussions with the airport police about these issues.

Residents from Redhill wished to talk about the current problems with parking in Church Road, Redhill due to people flying from the airport and parking their cars there. This is creating difficulties for residents and visitors to the Church or hall. The residents circulated supporting photographs of obstructive and hazardous parking. They have made a request to the Council asking them to support a proposal to NSC so that parking is restricted on Church Road in the form of a daily limited period no waiting restriction.

The Chair thanked the members of the public for attending and the residents and the Police left the room.

*The meeting was then reconvened.*

7. To appoint Working Groups for the year 2018/19 with it proposed that a Personnel Working Group should be established.

- a. Finance
- b. Environment
- c. Highways
- d. Personnel

It was agreed to establish the above working groups and that all Councillors can attend any Working Group meetings. Cllr Bigg agreed to continue to lead the Environment group meeting and it was agreed that the Environment meetings would be combined with the Highways working group.

Cllr Yamanaka agreed to convene a Personnel working group. Suggested members for the Personnel group included Cllr Jervis, Cllr Taylor, Cllr Yamanaka and Cllr Lovell.

It was agreed to vary the time of the finance meetings to enable more Councillors to attend the meetings.

8. To appoint representatives to outside organisations:

- a. Memorial Hall & Recreation Field Committee (for up to 8 of a total of 12 seats)  
It was agreed that Council representatives would be: Cllr Glynn, Cllr Taylor, Cllr Ledbury, Cllr Bigg, Cllr Lovell and Cllr Yamanaka. The Clerk to ask Cllr Robertson if she would wish to stand as a Councillor representative also.
- b. Bristol Airport Consultative Committee. It was agreed that Cllr Glynn would attend these meetings.
- c. Parish Councils Airport Association (PCAA). It was agreed that Cllr Robertson would take on this role, subject to her acceptance.
- d. Avon Local Councils Association (ALCA). It was agreed that Cllr Bigg would take on this role.

- e. Campaign to Protect Rural England (CPRE). It was agreed that Cllr Bigg would remain the CPRE representative.
  - f. Wrington Twinning Association. It was agreed that Cllr Jervis would remain the Twinning representative.
  - g. Wrington Sports & Social Club (WSSC). It was agreed that Cllr Glynn would remain the WSSC representative.
  - h. MVMP Patient Participation Group (PPG). It was agreed that Cllr Bigg would remain the MVMP representative.
9. To agree the proposed meeting schedule for the coming year for both the Council and the Planning Committee. Details circulated separately.  
The meeting schedule was noted and agreed.
10. To confirm and sign as a true record the minutes of the meeting held 18 April 2018. Cllr Yamanaka asked that, under item 13, the sentence 'draft a petition for residents to sign' be changed to 'draft a petition for residents to sign and a house to house leaflet drop'.  
The minutes were agreed and signed as a true record.
11. To adjourn the meeting for Public Participation.  
This item had already been covered earlier.
12. To note items of correspondence received and requiring possible action:
- a. Email from Emma Slee, Editor, Somerset Live, concerning a Somerset Village of the Year competition. This was noted.
  - b. Letter from Kenneth Lloyd, Iwood Manor, querying why he is paying council tax to Wrington Parish Council despite his residence being in Congresbury Parish.  
This was noted. The matter is currently with NSC.
  - c. Email from Adam Wood, NSC, concerning grit bins, stating that grit bin policy is currently under review and no further orders are being taken at the moment.  
This was noted. Cllr Glynn informed Members that he would contact the airport to see if they would be agree to subsidise a bin,
13. To receive the Clerk's report. The report is available for inspection in the minute book. This was noted.  
- Cllr Bigg reported that the latch on the middle gate of the Ladywell-Alburys footpath had broken and asked if a more heavy duty one could be put in place.  
- It was reported that the verge at the top of Havyatt Road, going on to the A38, was extremely overgrown and significantly affecting visibility for cars turning out. This has already been reported to NSC.
14. To receive the Finance Statement and report and to authorise payments recommended for approval. Copies of the report circulated separately.

Oak Accountancy Services Ltd - internal audit 2017/18	£432.00
Prism – 2 x Samsung printer cartridges	£178.42
Bin-It – dog bin emptying, 4 April to 3 May	£275.14
Travis Perkins – hardware for Handyman for use at:- Ladywell/Alburys footpath (£59.24), Church Walk play equipment (£17.14) and footpath	

sign at Mike Bush Paddock (£13.56)	£89.94
E Kinsey – repairs to bench at the Recreation Field	£75.00
ALCA – GDPR training course for Fiona Burke	£40.00
North Somerset Council - monthly inspection of play areas, May	£28.80
Assistant Clerk - topping up of petty cash following purchases made:- stamps (£27.36), soil conditioner for tree planting at Old Surgery site (£7.00) and bulb for Broad Street toilets (£5.00)	£39.36
Assistant Clerk – reimbursement following purchase of 2 HP printer cartridges	£35.45
Regular payments:- cleaning of Broad Street toilets (Debbie Heal), Handyman (Charlie Griffin), NEST Pension Scheme, and salaries for Clerk, Assistant Clerk & Parish Orderly.	
Getmapping Plc – subscription to Parish Online (paid)	£110.40
Water2Business – water bill for Broad Street toilets, September to March 2018 (paid)	£120.76

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

15. To consider and agree the following proposed expenditure and recommendations:
- a. To agree to renew the annual fee for the Council’s website hosting service with Free Virtual Servers at a cost of £47.00 a year.  
**Resolved:** To renew the annual website hosting service.
  - b. To agree to purchase a new external hard drive, minute book and ring-binders at a maximum cost of £150.  
**Resolved:** To agree to the above purchases.
  - c. To agree to place an order with SSE for 14 replacement column lights and one bracket light at a cost of £16,739.51.  
**Resolved:** To agree to proceed with the order to SSE.
  - d. To agree to pay the Scout Hall hire fees for the free YMCA youth club taster sessions at £15 a session, this to be continued until July when the service will be reviewed.  
**Resolved:** To agree to pay the Scout Hall hire fees.
  - e. To agree to adopt the nationally agreed (NJC) pay award effective from 1 April 2018 in accordance with the Clerk’s and Assistant Clerk’s Contracts of Employment.  
**Resolved:** To agree to adopt the pay award from 1 April 2018.
  - f. To agree to pay 3% as the employer’s contribution towards the NEST pension scheme, this following on from the previously agreed payment of 1% above the minimum required. The statutory contribution amount for employers is 2%. A member felt that the amount the Council as employer is paying towards the pension was low  
**Resolved:** To agree to the 1% contribution above the statutory level for this month but to take this matter to the next finance meeting for proper consideration.

- g. To agree to renew the Council's annual insurance with BHIB at a cost of £2,577.74.  
**Resolved:** To agree to renew the insurance with BHIB.
- h. To agree to a budget of up to £200 towards printing expenses for the 20mph speed limit scheme petition.  
**Resolved:** To agree to the above expenditure towards the petition printing expenses.

**Cllr Lovell proposed approval of the above resolutions, with Cllr Ledbury seconding the motion, all in favour.**

16. To receive and consider reports from:
- a. District Councillor, Cllr Yamanaka  
This was noted. Cllr Yamanaka commented that Citibus are going to alter their route to come into Wrington on a Friday with a direct service to Weston.
  - b. NE Ward/Redhill, Cllr Fowler or other. It was agreed the Clerk would write to Cllr Fowler about her current position as no formal letter of resignation had been received from her. Cllr Lovell agreed to take on the role as representative of NE Ward/Redhill going forward.
  - c. MVMP Patient Participation Group (PPG), Cllr Bigg  
Cllr Bigg informed Members that MVMP had applied for the Wrington branch surgery to close and this was now due to go to NHS England. She also commented on the new proposed site of the Congresbury/Yatton surgery and informed Members that the new site is opposed by both Congresbury and Yatton Parish Councils.
  - d. Wrington Sports & Social Club, Cllr Glynn.  
Cllr Glynn reported that WSSC are still working on plans to change the inside of the pavilion which will have the advantage of providing toilet access from outside.
  - e. Twinning Association, Cllr Jervis.  
Cllr Jervis reported that the French exchange between Churchill Academy and the Lycée Marc Bloch in Sérignan had successfully taken place in March and a boules day was being organised for 14<sup>th</sup> July.
17. To consider a request made on behalf of the residents of Church Rd, Redhill, that the Council should support a proposal to NSC that parking should be restricted on Church Rd. It has been suggested that a daily limited period no waiting restriction should be implemented to deter people from parking while using the airport. This had been discussed previously under public participation.  
**Resolved:** To support Redhill residents on the proposal to NSC that parking should be restricted on Church Road.
18. To further consider the General Data Protection Regulations (GDPR) proposals and how these might impact on the Council and its procedures.  
The Clerk had written a piece on this in her Clerk's report, following on from the training she had received in April. She informed Members that she had begun working through the NALC GDPR data questionnaire and documents. She informed members that NALC have provided a comprehensive toolkit with template privacy policy statements to use and that all Members could access this through their NALC

login details.

19. To receive matters for information and items for possible consideration at the next meeting of the Council to be held Wednesday 20 June 2018.
  - Cllr Lovell asked if a breakdown of the Parish Trust monies to be received by Redhill Hall could be provided.
  - Cllr Lovell requested an agenda item be put on the next Council meeting concerning communication coming in and out of the Parish Office and to consider how there might be a more formal procedure for this to be transparent.

There being no other business the meeting was closed at 9.35pm

Chairman