

**Minutes of a Meeting of Wroughton Parish Council
held in the John Locke Room on Wednesday 20 June 2018**

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

In attendance: A resident of Redhill had come in to observe the meeting and the Rector of All Saints' Church, Wroughton, the Revd David Gent.

1. To appoint a Chairman for the meeting. The Chairman to sign the declaration of acceptance of office.
Cllr Yamanaka proposed Cllr Taylor as Chair for this meeting and until September and Cllr Ledbury seconded the motion. Cllr Glynn objected. All other Councillors agreed. Cllr Taylor signed the Declaration of Acceptance of Office and added a written note on the form that he would be Chair until the September meeting, when he would step down.
2. To receive apologies for non-attendance and to approve the reasons where appropriate.
Apologies were received from Cllr Lankester (prior engagement) and Leo Taylor.
3. To receive declarations of Disclosable Pecuniary Interests (DPI) related to agenda items and to receive any amendments to the Register of interests
Cllr Yamanaka wished to declare an interest relating to agenda item 8b) relating to Wroughton Primary school.
4. To confirm and sign as a true record the minutes of the meeting held 16 May 2018.
The minutes were signed as a true record.
5. To adjourn the meeting for Public Participation
Revd David Gent introduced himself to the Council as the new Rector of All Saints' Church, Wroughton and expressed his wish that the Church and Council work together to further partnership. Cllr Bigg enquired if there could be a way of the Church helping with health in the Community, in particular for older or more vulnerable residents.
The Chair thanked Revd Gent.
Then to reconvene the meeting
6. Jill Rawlins to address the Council in relation to her request to be co-opted to the Council.
Jill Rawlins addressed the Council with her reasons for wanting to join the Council. She then left the room, along with the other members of the public present. Councillors discussed the matter and considered whether to co-opt Jill Rawlins to the Council.
7. To consider the co-optation of Jill Rawlins to the Council.
Resolved: It was unanimously agreed to co-opt Jill Rawlins to the Council

Jill Rawlins and the other members of the public returned to the room and signed a declaration of office. The Chairman then welcomed Jill Rawlins to the Council.

8. To note items of correspondence received and requiring possible action:
 - a) Note from a resident of Iwood manor enclosing a letter from NSC informing him he will no longer be paying his Council tax to Wrington Parish Council but that it will go to Congresbury Parish Council instead. This was noted.
 - b) Email from Sarah Joskey, head teacher of Wrington and Burrington Primary School, regarding the proposal to federate Wrington and Burrington School. Responses welcome by 6 July. This was noted.
 - c) Email from Helen Mitchell, NSC, concerning full funding for 'silhouettes' to commemorate the centenary of the end of World War one. This was noted and had been circulated to the Church.
 - d) Email from George Beyer requesting a new skate park for Wrington. It was agreed that, in the first instance, the Clerk would try and have an informal chat to George about his and other skatepark users' thoughts on how it could be improved.
9. To receive the Clerk's report. The report is available for inspection in the minute book.
The report was received and noted.
10. To receive the Finance Statement and report and to authorise payments recommended for approval. Copies of the report circulated separately.

Approval for the following payments is sought:

DCK Accounting Solutions Ltd – Annual Accounts 2017/18 year end close down and preparation of accounts	£913.08
Somerlap – bench for 'Old Surgery Site'	£349.70
Travis Perkins – hardware use at:- repairs to play equipment (£52.92), weedkiller (£46.40), fixings for new bench in 'Old Surgery Site' (£34.25) and padlock for allotments (£21.54)	£155.11
OMMEC Direct Ltd – 20mph scheme petition leaflets	£55.70
E Kinsey – collection of bedding plants from Weston-super-Mare	£50.00
Aqua Washroom Solutions – sanitary bin for Broad Street public toilets, June to September 2018	£19.50
North Somerset Council - monthly inspection of play areas, June	£28.80
Assistant Clerk – reimbursement following purchases made:- Minute Book (£77.81) and external portable hard drive (£44.21)	£122.02
Assistant Clerk – travel to noticeboards, 1 st quarter 2018/19	£6.75
Regular payments:- cleaning of Broad Street toilets (Debbie Heal), Handyman (Charlie Griffin), NEST Pension Scheme, HMRC 1 st quarter NI/ tax and salaries for Clerk, Assistant Clerk & Parish Orderly.	
Trustees of Redhill Village Hall – interim payment of investment dividend paid on behalf of the Parish Trust (paid)	£1,275.00
Information Commissioner's Office – renewal of Data Controller's register required by Data Protection Act (paid)	£40.00

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

11. To acknowledge the Internal Audit Report for the year ending 31 March 2018. The report had been reviewed in the finance meeting on 11 June. The Chair briefly outlined the recommendations on this as had been discussed in the finance group meeting and detailed in the finance group notes.

12. To approve the Annual Governance Statement for the Annual Return in advance of submission to the External Auditor.
Resolved: To approve the Annual Governance Statement.
Cllr Lovell proposed approval with Cllr Robertson seconding the motion, all in favour.
13. To approve the Accounting Statements for the year ended 31 March 2018
Resolved: To approve the Statement of Accounts.
Cllr Yamanaka proposed approval and Cllr Jervis seconded the motion, all agreed.
14. To acknowledge and accept a request from the organisers of the 'Party in the Field' event held on Saturday 19 May for funding support of £155.88 (breakdown circulated).
Resolved: To accept the request for funding support from the organisers of the 'Party in the Field'.
15. To consider and agree on the employer's pension contribution for Fiona Burke and Judith Bishop from now going forward. It is currently set at 3% (1% above statutory contribution).
Resolved: To increase the employer's pension contribution to 2% above the statutory contribution.
16. To consider how correspondence and communication to the Council is handled and whether any steps need to be taken to change or improve current procedure. It was agreed that emails containing important matters that affect the whole Council always need to be circulated, along with matters that have a financial implication (aside from every day minor office items under £50).
17. To note a meeting took place with Redcliffe homes, WVA and the Council on 12 June and any outcomes from that meeting.
It was agreed the Chair would circulate the notes taken by Tony Harden to all Councillors and any further issues would be discussed at the next Planning meeting.
18. To consider and agree the following proposed expenditure and recommendations:
The Chair firstly acknowledged and noted the Finance working group notes.
From the notes:
 - It was agreed to gather two more quotes for the painting of the John Locke House and Fire Station, on top of the one already acquired, and take them to the next finance group if possible.
 - It was agreed to consult Ed Kinsey about the windows that are in a poor state and if he doesn't feel able to carry out the work then quotes would be sought for a new window and possible other repair work.
 - a. To agree to renew the Council's annual membership with the PCAA at a cost of £50.
Resolved: To agree to renew.
 - b. To agree to pay £25 to the Council's website designer, City Web Design, for minor maintenance work and to add a privacy policy notice.
Resolved: To agree to the work on the website and to add a privacy policy notice.

- c. To agree to purchase a replacement waste bin at the entrance to the Recreation Field play area at a maximum budgeted cost of £250.
Cllr Lovell recommended the replacement bin should be larger than the current bin as it is very often overflowing. The Clerk to send out details and price of a larger capacity bin.
19. To receive and consider reports from:
- a. District Councillor, Cllr Yamanaka
The report was received and noted. There was a discussion about the proposal Cllr Yamanaka had reported that some or all of the airport may be taken out of green belt.
 - b. NE Ward/Redhill, Cllr Lovell
Cllr Lovell wished to thank the Council for the NSC flowers given to Redhill and for the breakdown of the Parish Trust monies.
 - c. MVMP Patient Participation Group (PPG), Cllr Bigg
Cllr Bigg reported that the next PPG meeting was on 21 June. She reported that the Wrington surgery closure had not yet gone to decision makers and is on the agenda for the meeting. She wants to make sure that all feedback received previously from residents about the problems with the surgery be sent to Healthwatch if it hadn't already been sent. The Clerk to check this.
 - d. Wrington Sports & Social Club, Cllr Glynn.
The report was received and noted.
 - e. Twinning Association, Cllr Jervis.
No report had been received this month.
20. To receive matters for information and items for possible consideration at the next meeting of the Council to be held on Wednesday 19 September 2018.

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

Chairman