

**Minutes of a Virtual Meeting of Wrington Parish Council  
held on Wednesday 16 December 2020**

Present:	Cllr J Rawlins (Chair) Cllr G Bigg Cllr B Taylor Cllr P Jervis Cllr P Neve F Burke (Clerk)	Cllr L Samuel Cllr J Steinbach Cllr S Treweek Cllr D Yamanaka Cllr J Coffey Cllr H Ward Cllr L Vaughn
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1. To elect a Chair. The Chairman to sign the declaration of acceptance of office.  
Cllr Rawlins opened the meeting and asked for nominations for the position of Chair. Cllr Taylor nominated Cllr Rawlins and Cllr Lovell nominated Cllr Neve. The Chair called a vote for those in favour or Cllr Neve taking the Chair. Eight Councillors voted in favour of Cllr Neve and so giving the majority.  
**Resolved:** To elect Cllr Neve as Chair of the Council.  
Cllr Neve was sent the declaration of acceptance of office electronically to be signed and returned to the office.  
Cllr Neve wished to thank Cllr Rawlins for all of her hard work over her time as Chair.
  
2. To elect a Vice-Chair.  
Cllr Steinbach nominated Cllr Taylor for the position of Chair, seconded by Cllr Perran.  
**Resolved:** To elect Cllr Taylor as Vice-Chair of the Council.
  
3. To receive apologies for non-attendance and to approve the reasons where appropriate.  
Apologies were received from District Cllr Hogg.
  
4. To receive declarations of Disclosable Pecuniary Interests (DPI) related to agenda items and to receive any amendments to the Register of interests.  
No declarations were received.
  
5. 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. To also elect a Vice-Chair to the Planning Committee.  
The Chair invited nominations for Chair of Planning. Cllr Lovell proposed Cllr Taylor and Cllr Ward seconded the motion. No other nominations were received.  
**Resolved:** No councillor wished to opt out of membership of the Planning Committee.  
To elect Cllr Taylor as Chair of the Planning Committee.  
The Chair then invited nominations for Vice-Chair of Planning. Cllr Ward proposed Cllr Yamanka. No other nominations were received.  
**Resolved:** To elect Cllr Yamanka as Vice-Chair of the Planning Committee.
  
6. To appoint Working Groups and to agree their membership.
  - a. Finance  
Chair: Cllr Steinbach. Members: Cllr Neve, Cllr Bigg, Cllr Lovell, Cllr Taylor and

Cllr Coffey

- b. Environment and Highways  
Chair: Cllr Bigg. Members: Cllr Steinbach, Cllr Yamanaka, Cllr Vaughn, Cllr Coffey and Cllr Taylor when he is able.
- c. Personnel/employment  
Membership: Cllr Neve, Cllr Jervis, Cllr Lovell and Cllr Ward.
- d. Consultations: It was agreed that an official working group for this was no longer necessary but could be called on an ad hoc basis if required.
- e. Wrington Sports and Social Club  
Membership: Cllr Ward, Cllr Treweek, Cllr Yamanaka, Cllr Lovell and Cllr Coffey
- f. Recreational facilities  
Membership from the Council: Cllr Ward, Cllr Yamanaka, Cllr Taylor, Cllr Coffey, Cllr Treweek. Proposed membership from outside the Council: Marshall Clements from the Memorial Hall and Recreation Field Committee and Becky Matthews who works at Wrington Primary School.
- g. Aviation:  
Chair: Cllr Steinbach. Membership: Cllr Neve, Cllr Vaughn, Cllr Treweek and Cllr Taylor as and when he is able.

7. 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 the Council representatives would be: Cllr Bigg, Cllr Ward, Cllr Yamanaka, Cllr Coffey and Cllr Treweek.
- b. Bristol Airport Consultative Committee (BACC). It was agreed that Cllr Steinbach and Cllr Vaughn would represent the Council on this Committee.
- c. Parish Councils Airport Association (PCAA). It was agreed that Cllr Steinbach and Cllr Vaughn would represent the Council on this Committee.
- d. Avon Local Councils Association (ALCA). It was agreed that Cllr Bigg would represent the Council at ALCA meetings.
- e. Campaign to Protect Rural England (CPRE). It was agreed that Cllr Bigg would represent the Council at CPRE meetings.
- f. Wrington Sports & Social Club (WSSC). It was agreed that either Cllr Ward, Cllr Treweek or Cllr Coffey would represent the Council at WSSC meetings.
- g. MVMP Patient Participation Group (PPG). It was agreed that Cllr Bigg would represent the Council at MVMP meetings, with Cllr Ward also able and willing to attend if necessary.

8. To confirm and sign as a true record the minutes of the meeting held 18 November 2020.

The minutes were signed and confirmed as a true record.

9. To adjourn the meeting for Public Participation.

*Then to reconvene the meeting*

No members of the public were present.

10. To note items of correspondence received and requiring possible action:

- a. Letter from NSC concerning the provisional council Tax Base for 2021/22. This was noted.
- b. Email from Nigel McMain, Treasurer of Felton Village Hall, thanking the Council for the grant for 2020/21. This was noted.

11. To receive the Clerk's report. The report is available for inspection in the minute book. This was received and noted.
12. To review recent spates of vandalism in the village and consider options to deal with this.  
Cllr Treweek suggested that a crime prevention officer could visit the site. The Clerk reported that a crime prevention officer had visited the site the previous year and that she would forward the report on to Cllr Treweek to have a look at. Cllr Treweek will also investigate types of CCTV equipment.  
It was decided to keep the Broad Street toilets open in daylight hours only, from 8.15am to 3.30-4pm and to keep them closed at weekends. Cllr Treweek is happy to check the toilets from time to time.  
It was agreed that the recent crimes involving setting fires to items should be escalated with the police as this has occurred more than once. It was also agreed to post something on our social media channels with regards to this.
13. 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:

PKF Littlejohn LLP - Annual Return 2019/20	£480.00
Yeoman (South West) Ltd – Pat testing of Christmas Tree lights	£61.20
Aquablast Drain Services Ltd – plumbing repairs at Broad Street public toilets	£114.0
Aqua Washroom Solutions – sanitary bin for Broad Street public toilets, 4th quarter 2020/21	£19.50
K & E Property Maintenance – dog bin emptying, November	£336.00
Greenslade Taylor Hunt - rent for Glebe Field, 4th quarter 2020/21	£100.00
North Somerset Council - monthly inspection of play areas, December (to be paid once the invoice has been received)	£28.80
Assistant Clerk – reimbursement following purchase of batteries of battery Powered Christmas Tree lights	£11.69
Regular payments:- cleaning of Broad Street toilets (Debbie Heal), NEST Pension Scheme, HMRC (Tax & NI, 3rd quarter) and salaries for Clerk, Assistant Clerk & Parish Orderly.	
Felton Village Hall – grant 2020/21 (paid)	£400.00
ALCA – ‘Climate Action Planning Day’ course for Cllr Bigg (paid)	£10.00

Cllr Steinbach proposed approval of the above payments with Cllr Lovell seconding the motion, all in favour.

The finance notes were received and agreed.

14. To consider and confirm the draft budget for 2021/22. The Precept request amount to be confirmed at the Council meeting to be held in January 2021.  
It was agreed to have a further discussion on some of the budget items at the January finance meeting, on the 11<sup>th</sup> January, including adding in an extra amount towards the Clerk's hours and to discuss streetlighting costs.  
The draft budget and Precept amount request to be confirmed in the January Parish Council meeting.

15. To update the Council on discussions regarding the allocation of the Section 106 money from the Cox's Green development.  
Cllr Rawlins had already sent an update on recent meetings with NSC. She reported that if the developer had met the conditions of providing sufficient trees then no S.106 monies would come to the Parish council for woodland. The allotment monies will need to go to something directly related to allotments, it would not be possible to transfer this money towards other projects but the money could be left in an allotment 'fund' for as long as it was needed and an amount spent out of it each year.  
The recreational facilities group to take the management of the Cox's Green S106 monies forward.
16. To consider and agree the following proposed expenditure and recommendations:
  - a. To agree to install a fence and clear part of the North side of the allotments to create 2-3 more allotments at an approximate cost of £250-£300.  
**Resolved:** To agree to this proposal.
  - b. To consider proceeding with urgent tree work following on from the surveys carried out earlier in the year.  
**Resolved:** To agree to proceed with urgent tree work, subject to further clarification, but agreed in principle.
17. To confirm that WSSC lease negotiations have been completed satisfactorily and the Lease is now ready, pending a review by an independent solicitor.  
Cllr Rawlins confirmed that an independent Commercial solicitor is now reading through the lease. He is unfortunately affected by Covid so this will be delayed until early January.  
It was agreed to provide a letter to WSSC to confirm that the licence will be temporarily extended to until the execution of the Lease and once the independent solicitor has reviewed it.
18. To agree the Bowling club licence and Deed of release (sent with papers).  
**Resolved:** To agree to the licence and Deed of release.
19. To receive and consider reports from:
  - a. District Councillor Report, Cllr Hogg. The report was received and noted.
  - b. MVMP Patient Participation Group (PPG), Cllr Bigg. Cllr Bigg had previously circulated the minutes of the last PPG meeting.
  - c. Wrington Recreational Facilities Working Group, Cllr Rawlins. No further update from previous comments earlier in the meeting.
  - d. Bristol Airport update, Cllr Steinbach. Cllr Steinbach gave a brief update and reported that he and Hilary Burn are working hard on the current appeal and the addendum to the airport's environmental statement. The deadline for comments for the addendum is 5 January. Cllr Steinbach suggested giving more detail in the next Aviation group meeting.
  - e. Neighbourhood Plan Steering Group, Cllr Bigg. Cllr Bigg reported that she had been making contacts with various groups and is hoping to get the first questionnaire out soon, using all channels to get as many people as possible participating.
  - f. Twinning Association/French Connection, Cllr Jervis. Cllr Jervis gave a brief verbal report.

20. To receive matters for information and items for possible consideration at the next meeting of the Council to be held Wednesday 20 January, 2021.
  - Climate change draft strategy and action plan to go on to the January agenda.

There being no other business the meeting was closed at 9.31pm.

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