

**Minutes of a meeting of Wrington Parish Council  
held on Wednesday 17 May 2023**

Present:	Cllr B Taylor (Acting Chair) Cllr G Bigg Cllr Yamanaka F Burke (Clerk)	Cllr M Abdul-Wahab Cllr L Vaughn Cllr J Morgan Cllr Treweek (co-opted after agenda item 19, arrived late due to work commitments.)
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In attendance: A resident

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1. To elect a Chair.  
Cllr Taylor opened the meeting and asked for nominations for the position of Chair. He stated that he would be unable to take on the role of Chair of the Council and Chair of Planning.  
After some discussion Cllr Yamanaka agreed to take on the role of Chair of Council, a vote was taken, and all were in agreement.  
**Resolved:** To elect Cllr Yamanaka as Chair of the Council.  
Cllr Yamanaka signed the declaration of acceptance of office for Chair.
2. To elect a Vice-Chair.  
Cllr Bigg nominated Cllr Taylor as Vice-Chair of the Council, all were in agreement.  
**Resolved:** To elect Cllr Taylor as Vice-Chair of the Council.  
Cllr Taylor signed the declaration of acceptance of office for Vice-Chair.
3. To receive apologies for non-attendance and to approve the reasons where appropriate.  
Apologies were received and accepted from Cllr Steinbach and 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.  
None were received.
5. To elect a Chair for the Planning Committee. To also elect a Vice-Chair and to appoint members. To review the Terms of Reference for the Committee.  
Cllr Yamanaka nominated Cllr Taylor as Chair of Planning, seconded by Cllr Bigg. All were in agreement. The Terms of reference were accepted.  
**Resolved:** To elect Cllr Taylor as Chair of the Planning Committee.  
Cllr Bigg indicated that she could take on the role of Vice-Chair of the Planning Committee. All were in agreement.  
**Resolved:** To elect Cllr Bigg as Vice-Chair of the Planning Committee.  
All Councillors are able to attend Planning meetings.
6. To appoint members to the Finance Committee. To review the Terms of Reference for the Committee.  
Cllr Steinbach was nominated Chair of the Finance Committee, all in agreement.  
Members appointed: Cllr Taylor, Cllr Bigg and Cllr Vaughn.

It was agreed to add a point to the Terms of Reference stating that the minutes from the meetings will be circulated to be approved at a subsequent meeting.

7. To appoint members to the Personnel/Employment Committee.  
Members appointed: Cllr Yamanaka, Cllr Taylor, Cllr Bigg, Cllr Steinbach (tbc) and Cllr Morgan.
8. To appoint Working Groups and to agree their membership. Groups agreed:
  - a. Environment, Highways and Neighbourhood Plan  
Cllr Yamanaka, Cllr Bigg, Cllr Abdul-Wahab and Cllr Morgan.
  - b. Aviation  
Cllr Steinbach, Cllr Vaughn and Cllr Taylor. Cllr Treweek was added after co-option.
  - c. Recreational facilities  
Cllr Yamanaka, Cllr Morgan and Marshall Clements as representative from the Memorial Hall and Recreation Field Committee. Cllr Treweek was added after co-option.
9. To appoint representatives to outside organisations:
  - a. Memorial Hall & Recreation Field Committee (for up to 8 of a total of 12 seats)  
Cllr Yamanaka, Cllr Bigg and Cllr Morgan. Cllr Treweek was added after co-option.
  - b. Bristol Airport Consultative Committee (BACC)  
Cllr Vaughn
  - c. Parish Councils Airport Association (PCAA)  
Cllr Steinbach and Cllr Vaughn
  - d. Avon Local Councils Association (ALCA)  
Cllr Bigg
  - e. Campaign to Protect Rural England (CPRE)  
Cllr Bigg
  - f. Wrington Sports & Social Club (WSSC)  
Cllr Treweek was appointed after co-option.
  - g. MVMP Patient Participation Group (PPG)  
Cllr Bigg
10. To confirm and sign as a true record the minutes of the meeting held on 19 April 2023.  
The minutes were agreed and signed as a true record.
11. To adjourn the meeting for Public Participation.  
No member of the public wished to speak.
12. *Sarah Treweek to address the Council in relation to her request to be co-opted to the Council. This item was moved to later in the meeting.*
13. *To consider the co-option of Sarah Treweek to the Council. Moved to later in the meeting.*
14. To note items of correspondence received and requiring possible action:

- a) Email from a resident in relation to the disabled bays on Broad Street.  
Cllrs discussed the email received. Councillors agreed that the points brought up in the email were NSC's responsibility and it was agreed to respond accordingly. The item would again go on the June agenda to be reviewed, as had been agreed in the March PC meeting.
15. To receive the Clerk's report. The report is available for inspection in the minute book. The report was received.
- The work on the quarry was discussed, the Clerk reported that the volunteer quarry team would like to show Councillors the work they have been doing and plan to do. It was agreed that the Clerk would liaise with them to arrange a suitable date. It was agreed to think of suitable wording for a sign to warn of the unstable quarry cliff faces and circulate possible wording ideas via email.
16. To consider reports from:
- a. District Councillor Report, Cllr Hogg. The report was received.
  - b. Bristol Airport update, Cllr Steinbach. No report had been received.
  - c. MVMP Patient Participation Group (PPG), Cllr Bigg. No meeting had taken place since the last PC meeting.
  - d. Wrington Recreational Facilities Working Group. No meeting had taken place.
  - e. It was agreed to add Wrington Sports and Social Club under reports.
17. To receive the Finance report to authorise payments recommended for approval. Copies of the report circulated separately.

GB Sport & Leisure Ltd – repairs to Skate Park, installation of Grass Mat at Church Walk play area and service of Zip Wire at Recreation Field	£1,566.00
Information Commissioner's Office – renewal of Data Controller's register required by Data Protection Act (to be paid by a new Direct Debit)	£35.00
K & E Property Maintenance – dog bin emptying, April	£369.60
Fitzpatrick Woolmer Design & Publishing Ltd – new gas strut for High Street noticeboard	£69.92
North Somerset Council - monthly inspection of play areas, April 2023 (to be paid once the invoice has been received)	£28.80
Rialtas Business Solutions Ltd – Omega accountancy software, annual software Support and maintenance agreement	£254.99
Cheddar Hire Centre Ltd – rental of digger for use during Quarry project	£112.80
Tony Harden – reimbursement following purchase of posts, signs and wildflower/grass seeds for use at Quarry project	£166.02
YMCA – Youth Club provision, March	£550.00
YMCA – Youth Club provision, April	£220.00
Assistant Clerk – reimbursement following purchase of hardware for repairs of Church Walk play area bench (£9.98), mouse mat (£4.99), new springs for office letterbox (£7.45) and payment of NetNerd subscription for website hosting (£59.99)	£82.41
Assistant Clerk – topping up of petty cash following purchases of stamps (£20.80), paper towels (£3.75) and barrier tape (£8.20)	£32.75
Regular payments:- cleaning of Broad Street toilets (Debbie Heal), NEST Pension Scheme, and salaries for Clerk, Assistant Clerk & Parish Orderly.	
A D Alarms – 50% contribution towards installation of CCTV at the Pavilion (paid)	£362.50
Fountain Timber Products Ltd – wood for repair of Church Walk play area bench (paid)	£63.95
Travis Perkins – hardware for repair of Church Walk play area bench (paid)	£58.99
South Western Ambulance Service - a new replacement Defibrillator and cabinet at the Scout Hall (paid)	£1,200.00

Aquablast Drain Services Ltd – plumbing repairs at Broad Street public toilets (paid) £138.00  
 NatWest Bank – payment to close NatWest Bank current account (paid) £3,022.74  
 (Note – NatWest Bank subsequently returned this to Unity Trust Bank due to the Switch facility still being in place)

Cllr Taylor proposed approval of the above payments. Cllr Vaughn seconded the motion; all were in favour.

18. To consider and adopt the updated Financial Regulations.

**Resolved:** To adopt the updated Financial Regulations.

19. To consider the following proposed expenditure and recommendations:

- a. To note the renewal of the Council's insurance with BHIB, currently in year three of a three-year undertaking, at a cost of £3,017.39. The cost has increased by £116.16 due to index linking to inflation. The renewal was noted.
- b. To recommend that the Parish Orderly's salary increase from April 2023 (details to be circulated separately). The Clerk explained that the details of this were still being looked at and it would be on the June PC agenda as an exempt item.
- c. To consider a request from Wrington Sports and Social Club to replace the flooring in the pavilion. One quote has been received and two more quotes are being sought.

**Resolved:** The Clerk to apply to the Bristol Airport Community Fund on behalf of the Council for funding towards the cost of new flooring. The Council agreed to approve £1,000 towards the expense and would ask WSSC if they could also contribute an amount towards this.

12. *Moved from earlier in the meeting.* Sarah Treweek to address the Council in relation to her request to be co-opted to the Council.

Cllr Treweek briefly addressed the Council. She then left the room. Cllrs considered her request.

13. To consider the co-option of Sarah Treweek to the Council.

**Resolved:** To agree to co-opt Sarah Treweek on to the Council. She then signed the Declaration of Acceptance of Office.

Cllr Treweek was asked by Councillors, and agreed, to take on the role of Wrington Sports and Social Club representative and to join the Recreational Facilities working group, Aviation working group and the Memorial Hall and Recreation Field Committee.

20. To consider the future funding of the Young Bristol bus (an email request for funding has been received and circulated).

The Clerk reported that there is some budget under Section 137 that could potentially be granted towards this scheme.

The Clerk was asked to get further information from the Young Bristol on the breakdown of funding for each session and where the Youth Club on wheels gets its other funding from. The Clerk to forward this information on once received and the matter of further funding from the Council could be considered again.

It was also agreed to pursue NSC for the Cox's Green S.106 Youth Services funding of £3,300 (or more than this once inflation is calculated) and to request that this money goes towards the Young Bristol bus on wheels programme.

21. To note and approve the meeting calendar for 2023/24. These were noted and approved.
22. To receive matters for information and items for possible consideration at the next meeting of the Council.
  - Cllr Taylor reported on a request to the Council for the installation of an educational notice board on the Village Green by the History Society. It was suggested that the History Society could put in an application to Bristol Airport Community Fund for this.

There being no further business the meeting was closed at 8.55pm.