

MINUTES OF WHITCHURCH VILLAGE COUNCIL VIRTUAL ORDINARY PARISH MEETING HELD WEDNESDAY 3rd MARCH 2021

Present: Cllrs: N Kirk (Chairman), T Griffin (Vice Chair) S Bryant, R Chandler, C Lewis, P O’Leary, P Orchard, V Perry,
Mrs S Dyer (Clerk), District Councillor Paul May B&NES, three members of the public & Kerry Morgan, Chair of POKE (Protect Our Keynsham Environment)

The Chairman welcomed two members of the public who are interesting in joining the Village Council.

2021/130 PUBLIC PARTICIPATION

Kerry Morgan spoke on the recent planning application submitted to B&NES from Resourceful Energy Anaerobic Ltd and the issues the proposals would have on residents living in and around the site.

She spoke on the vehicle movements on the rural roads around the site and the affect this would have on the safety of others using these roads.

She asked if the Council would donate funds to POKE to employ a consultant.

Paul May advised that together with other local District Councillors, he has asked the Planning Officer responsible for this application for a meeting to discuss it fully before B&NES make a decision on it.

2021/131 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The Clerk gave apologies for Cllr J Pearce who is unable to join the meeting due to work commitments and Cllr M Dury will join later due to work commitments. The apologies and the reasons for non-attendance were accepted by all present.

2021/132 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER WHITCHURCH VILLAGE COUNCIL’S CODE OF CONDUCT (ADOPTED ON 7th NOVEMBER 2012)

None received.

2021/133 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS (FOR DISCLOSABLE PECUNIARY INTERESTS)

None received.

2021/134 CONFIRM THE MINUTES OF THE ORDINARY VILLAGE COUNCIL MEETING HELD ON 6th FEBRUARY 2021

The minutes of the meeting held on 3rd February 2021, previously circulated, were agreed and will be signed as a true record of the meeting, by N Kirk (Chairman).

2021/135 TO RECEIVE ANY UPDATES ON CO-OPTING A NEW COUNCILLOR

The Councillor vacancy has been advertised and three people have shown an interest in joining. All three nominees have been invited to join this evening’s zoom meeting, one could not make it so sends his apologies.

Taking advice from the Society of Local Council Clerks, a questionnaire will be drawn up to be completed by all nominees and they will be given 3 mins each to speak at the beginning of the next meeting on 7th April and then a vote will take place to co-opt.

2021/136 TO CONSIDER WHEN/IF TO HOLD THE ANNUAL MEETING OF THE PARISH OF WHITCHURCH AND WHEN TO HOLD THE ANNUAL MEETING OF WHITCHURCH VILLAGE COUNCIL

The Clerk advised that at present the legislation to allow remote meetings ends on the 7th May, the annual meeting of the Village Council is scheduled for 5th May 2021, when the Chairman is voted in and committee members are agreed, so it was resolved that this will go ahead via zoom.

The Annual meeting of the Parish of Whitchurch, when reports are read out from the Village Council committee's and other community groups, needs to be held between 1st March – 1st June. This was not held last year as it would have to be held remotely, and advice was received that it did not have to take place due to the pandemic. We are still waiting for advice on this year's meeting.

2021/137 TO REVIEW THE RISK ASSESSMENT & MANGEMENT POLICY AND AGREE ANY AMENDMENTS

The Clerk has highlighted several amendments to this policy, which has previously been circulated to all Councillors.

Risk 5 - Loss of funds through infidelity – online payments authorised by two councillors
Risk 25 – Inappropriate changes to the Clerks pension fund – online payments authorised by two councillors

Risk 27 – Confidential waste incorrectly disposed of – bulk confidential waste shredded on site and receipt obtained.

It was resolved to add the above three mitigation measures to the policy.

A Councillor asked if there is still the need to initial the invoices now online banking is being used. The Clerk will check this and report back at the next meeting.

2021/138 TO REVIEW STANDING ORDERS AND AGREE ANY AMENDMENTS

It was resolved that no amendments need to be made to Standing Orders at the present time.

2021/139 TO CONSIDER AND AGREE RECOMMENDATIONS FROM THE WVC STAFF COMMITTEE

An initial working party Staff Committee meeting was held on 26th February, attended by the Clerk, Cllrs S Bryant, R Chandler & N Kirk. The purpose of the meeting was to create a Staff Committee to deal with staff terms and conditions, review staff salaries, conduct staff appraisals, supervise and or/manage all processes and procedures relating to staffing, supervise and monitor Council's employment contracts, documents and policies and report back to the full council with recommendations for these.

The Terms of reference for the WVC Staff Committee were agreed.

Staff hours worked and whether this should be increased at the present time were discussed at length and it was agree to recommend that Jane Dury is given a one year contract to continue working 3.5 – 4hrs per week.

When the pandemic is over members of the Staff Working Party will visit the office in order to observe and understand the roles of all staff members.

It is then planned that staff appraisals will begin to take place in January 2022.

It was resolved to accept the above recommendations.

2021/140 PLANNING AND TRAFFIC

a) To note the current Planning Application list.

The current Planning application listed in Appendix A, previously circulated to all Councillors was noted.

b) To note the proposed works by Resourceful Energy Anaerobic Ltd to be undertaken at the Queen Charlton Quarry site and agree any actions

A new planning application has been submitted for this site, which the Clerk has not received information on from B&NES, comments need to be submitted by 27th March.

Councillors are extremely concerned on the additional vehicle movements on the rural roads in our parish and the affect this would have on the safety of others using these roads.

The Chair stated that an application has previously been submitted which we sent in objections to for the same issues.

The Vice- Chair stated that a formal request for funding should be forwarded to the village council by POKE to be considered. Also suggested that POKE be signposted to Jonathan Medlin who has been of enormous help to the Village Council in the past.

It was resolved that the Clerk will draw up an objection to this application, circulate it to all Councillors to be agreed, it will be ratified at the April meeting.

District Cllr Paul May will continue to request a meeting with the Planning Officer dealing with this application and will keep us updated on this.

Cllr Mark Dury joined the meeting

c) To note the contents of the Liveable Neighbourhoods Proforma

As agreed at the last meeting District Cllr Paul May has completed and submitted the above proforma with the following issues:-

- The speed of traffic on the A37 into the Village. A new pedestrian crossing is needed on the A37, near its junction with Woollard Lane, to allow residents to cross safely to and from the Playpark, allotment site and bus stop. This would also help reduce traffic speed in and out of the Village.
- Staunton Lane, Sleep Lane & Maggs Lane, rat runs.
- Lighting on the Cycle track – there are lights on the Bristol section of the track but none on the Whitchurch section.

Paul explained that ten applications have been submitted but only two from North East Somerset.

2021/141 CLERKS REPORT

During the last month the following items have been reported to B&NES:-

the waste bin outside the Playpark was full & lots of dog mess on the cycle track

A resident also reported dog mess on the pavement from the bus stop to the nursery, so signs have been placed on the lampposts in this area.

The insurance policy has been updated with the new play equipment and fencing, this will incur an increase of £40.00 on renewal in June.

The SSE contract for the electricity for the Millennium Clock has been fixed and agreed, at a cost of 43.57 + VAT per month for three years.

The removal of the trees at the cemetery is due to take place on 11th & 12th March, weather permitting.

The BT manhole cover on the A37 which was recently repaired became loose again, this was reported this to Paul May and the issue has now been resolved.

The dates have been received from the Week In for us to send in news from the Village to be included in this free paper, the first deadline date for us is 30th April 2021.

An update has been received regarding the flooding between Bristol Road & Sleep Lane. The contractors cleaned and surveyed all the highway and land drainage in this area. There was a fair amount of debris in the system and a pipe has been damaged, this removal has allowed the pipe to flow and the discharge has stopped. Repairing the pipe will be added to B&NES program of works for attention in the new financial year.

2021/144 FINANCE

a) To note and agree the payment of accounts dated 3rd March 2021

It was resolved the schedule of payments dated 3rd March 2021, as listed in Appendix B be paid and that Cllrs M Dury & C Lewis will sign the cheques & Cllrs S Bryant & P O'Leary will authorise the online payments.

b) To adopt the General Reserves Policy

It was resolved to adopt the Reserves Policy, previously circulated to all Councillors, and recommended by members of the Finance Committee.

The Chairman thanked everyone for attending the meeting which ended at 8.55.pm.

The next meeting will be held on Wednesday 7th April 2021

Appendix A

PLANNING APPLICATION LIST – 3rd MARCH 2021 APPLICATIONS

26/01/2021	J P Philliskirk
21/00313/FUL	7 Dobunni Close, Whitchurch, BS14 0FG Erection of single storey side extension SUPPORT this application which is within the Housing Development Boundary

RESULTS

26/08/2020	Mr Thompson
20/03066/FUL	The Nest, Hursley Hill, Whitchurch, BS14 0QZ Erection of a single and second storey rear extension and conversion of loft space to form bedroom with en-suite. PERMITTED
16/12/2020	Mr Jonathon Miller
20/0476/FUL	41 Bristol Road, Whitchurch, BS14 0PF Erection of a single storey kitchen rear extension with stair access from the inside to facilitate underneath storage. Erection of a small decking and stair access to the garden. PERMITTED

Appendix B

MONTHLY PAYMENT OF ACCOUNTS

DATE: 3rd MARCH 2021

D/D	British Telecom	Phone/broadband	52.80	8.80
D/D	SSE	Electric Clock – Feb	42.38	2.01
BT	Thorverton Stone	Memorial bases	114.60	19.10
BT	Various	Salaries, IT & travel expenses	1,692.13	
BT	WVCA	Rent – February	180.00	
BT	Your Solution	Maintenance	392.00	
BT	Open Spaces Soc	Subscription	45.00	
BT	Martin Francis	Website hosting & help	97.25	
Chq	B&NES Council	Pension Fund	429.17	
Chq	H M Revenue Customs	PAYE & NIC Feb	272.98	
		Total Payments	£3,318.31	£29.91