

# TICKENHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 9<sup>th</sup> June 2016 at 6.30 p.m.  
at the Village Hall Committee Room

ACTION/BY

PRESENT: Cllr Bruce Ralfs in the chair, Cllrs John Banks, Ranjit Chuhan, David Franks, Alan Hooley, Ann Loader, Mike Perrott, Pam Trenchard and Mike Woodey.

In attendance: Vena Prater (Clerk)

69/16 APOLOGIES

Apologies for absence were received from Cllr Jane Brock.

70/16 MINUTES of the meetings held on 11<sup>th</sup> May 2016 and 1<sup>st</sup> June 2016, copies of which had been circulated, were approved and signed as correct records.

71/16 MATTERS ARISING FROM THE MINUTES

(i) Parish Recycling Scheme: Cllr Mike Perrott had studied details of the scheme and suggested that it was a project worthy of the Council's support. All activities in the first level (including pledges from ten residents, a participation survey, digital and print communication and completing the bid form) were compulsory; this would unlock 20% of the £500 community reward available. Cllr Perrott also gave details about the second and third stages of the scheme, which would unlock 70% and then 100% of the reward funding.

The Council **AGREED** in principle

- to take part in the scheme
- that Cllr Perrott should liaise with North Somerset Council.

MP/30.06.16

(ii) Appointment of representative to the Village Hall Management Committee: It was unanimously agreed that Cllr Pam Trenchard be appointed to represent the Council for the ensuing year.

Clerk/23.06.16

(iii) Clevedon Neighbourhood Plan: Unfortunately nobody had been able to attend the meeting of the group but it was hoped there would be some feedback and that details of the next meeting would be received.

(iv) Traffic Survey: No response had been received to the Clerk's enquiry about the volume of traffic through the village.

72/16 HIGHWAYS AND FOOTPATHS

(i) Tickenham Hill: It was reported that it was now impossible to walk up Tickenham Hill without stepping into the road to avoid overhanging branches. It was **AGREED**

- that the Clerk should write to North Somerset Council urging that the work previously requested be put in hand immediately.

Clerk/10.06.16

(ii) Pavements at east end: The growth on pavements at the east end of the village had not yet been dealt with.

Clerk/13.06.16

(iii) Parking in lay-by near the school: This matter had been passed to an officer at North Somerset Council but no response had been received to date. There was also the matter of the missing services cover which posed a danger to small children. The Clerk would chase again with the new responsible officer.

Clerk/13.06.16

(iv) Cadbury Camp Lane West: In view of the delays in resolving the legalities of access and parking, Cllr Hooley proposed that the Council write to Sir Charles Elton requesting an up-date and offering assistance. After a full discussion it was agreed that a letter be sent to Sir Charles offering the Council's assistance.

Chairman/14.06.16

(v) Bridleway: Avon Wildlife Trust: Cllr Pam Trenchard reported that Avon Wildlife Trust had deposited large boulders on its footpath/bridleway east of Cadbury Camp Lane West, making it unsuitable for pedestrians and horse riders. Following complaints, Avon Wildlife Trust had inspected the site and asked the contractor to remove the large stones. Noted.

(vi) Notice board: Summerhouse: The Clerk reported that, as well as suggesting a notice board, Mr John Rose, Chairman of the Neighbourhood Watch Group, had raised the question of how the residents of Summerhouse might be more involved in the village community.

The meeting was adjourned to allow Mr Rose to speak and then reconvened.

After discussion it was **AGREED**

- that the Clerk and Chairman draft a letter to Summerhouse residents asking how the Council might assist.

Mr Rose would raise the question of a contribution towards a notice board at the next meeting of the NHW group. It was noted that a piece of land owned by North Somerset Council, and which once formed a play area, was very overgrown and should be tidied and cut.

Clerk/30.06.17

(vii) Incidents: The Clerk reported an incident at Orchard Avenue: an ambulance was at the location but details were not known.

(viii) Footpath towards the golf course: The Clerk would arrange for the footpath edges to be cut back.

Clerk/14.06.16

73/16 PLANNING MATTERS

(i) New Applications:

16/P/1195/F: Woodland, rear of Brown Rock Farm: Erection of raised wooden platform. No objections were raised.

(ii) Up-Dates:

16/P/0961/TPO: Pine Trees, Cadbury Camp Lane: Works to two beech and one turkey oak. Approved.

74/16 VILLAGE HALL CAR PARK

Mr Paul Loader spoke to the Council about his amended proposals for works to the car park. After further investigations he believed a better solution lay in more natural drainage through the surface material with added French drains, rather than the originally proposed soakaways, which could possibly lead to more run-off from the field to the garage premises to the south. The proposed works therefore included replacing the existing ACO drain with a French drain, improving the surface of the rear car park, resurfacing the side area, replacing manhole covers and clearing back and providing fencing to the east of the rear car park. Low level lighting might also be provided.

In answer to questions, Mr Loader said that he had met with the North Somerset Council drainage representative and verified that the proposal met the requirements of a Sustainable Drainage Scheme. With regard to expert opinion, Mr Loader said that the problem was not one of drainage as he believed the surface of the car park would naturally absorb water through its own channels: the surface would require some maintenance over time. A separate work plan would be required to deal with water collecting in the west corner of the front car park. Access to the field for pedestrians, including the disabled, would be addressed.

The Council confirmed that in accordance with its financial regulations three tenders would be required. It was **AGREED**

- that Mr Loader be asked to prepare an amended schedule of works and obtain three quotations;

- that a letter of engagement be prepared for Mr Loader's role as Principal Designer;
- that, in terms of Construction, Design and Management (CDM) requirements, Parish Council review the schedule of work and how it would be implemented.

75/16 FINANCIAL MATTERS

(i) Cheques for payment

The following were approved for payment

Clerk's salary May	£213.55
Clerk's expenses May	£9.60
HMRC May	£53.20
Somerset Playing Fields Association (subscription)	£15.00
Came & Company (insurance)	£421.77
Assoc. of Local Councils (National & Avon: subscription)	£168.01
NSC (dog bin)	£14.40
Ian Trenchard (car park maintenance)	£50.00

(ii) Annual Accounts for the year ended 31<sup>st</sup> March 2016 and Annual Return

The Clerk had previously circulated the annual accounts together with supporting papers. Subject to the amendment of dates in the bank reconciliations, the accounts were received and approved and the Chairman was authorised to complete and sign the Annual Return.

(iii) Financial Regulations and Risk Assessment

Copies of the Financial Regulations and Financial Risk Assessment had been circulated. The Financial Regulations were confirmed. It was **AGREED**

- that one item be added to the Financial Risk Assessment as follows: *Risk -Overspend on major projects; Management - Ensure adequate funding and include contingency sum in quotations.*

(iv) National Salary Award

The Clerk left the meeting for this item.

It was **AGREED**

- that the Clerk's salary be increased to point 22 on the National Joint Council for Local Government Services scales, equating to £3,317.18 per annum, with effect from 1<sup>st</sup> April 2016.

76/16 RELATIONSHIP WITH VILLAGE HALL AND FIELD COMMITTEES

The terms of the Village Hall Management Committee had been set up in a Conveyance dated 14<sup>th</sup> June 1952 and no action was required. The Clerk gave information received from the County Secretary of the Avon Local Councils' Association which indicated that the Village Field Committee as set up by the Parish Council was not a committee of the Council but a separate Management Committee similar to that for the Village Hall. The County Secretary had indicated that VAT might still be claimed by the Parish Council if the correct procedures were followed. It was **AGREED**

- that the status of the Village Field Management Committee be noted and that the question of VAT be considered at a future meeting.

JB/Clerk

77/16 VILLAGE FIELD

(i) Annual General Meeting: The minutes of the meeting had been circulated and were noted. Cllr Hooley was thanked for the reports included therein.

(ii) Noise: The Clerk had received a letter of apology from the Drama Group following noise late on 30<sup>th</sup> April. The cause of the reported noise issue had been swiftly dealt with and the culprits had acknowledged their errors and

have assured that it will not be repeated. Councillors suggested that a notice stating that the playground must not be used after dusk be provided. It was also recommended that any lights provided for the car park should not be so placed as to encourage use of the play area after dark.

(iii) General: Cllr Hooley said that the Committee was considering options for funding, including the possibility of soft advertising banners of uniform colour and size and sponsorship of equipment. Some interest had already been shown by local companies. .

78/16 JEAN BURROWS FUND – VIOLETS BOOKLET

Cllr Ann Loader reported that it was hoped to have a draft of the booklet available for the next meeting of the Council.

79/16 CORRESPONDENCE

Tickenham School newsletters: noted

80/16 DATES OF MEETINGS 2016

14<sup>th</sup> July, [11<sup>th</sup> August], 8<sup>th</sup> September, 13<sup>th</sup> October, 10<sup>th</sup> November, 8<sup>th</sup> December

The Clerk had received a letter from Tickenham Drama Group requesting that, due to a clash of bookings, the Council move its meeting planned for 14<sup>th</sup> July. The Clerk would enquire whether the Council could meet at the school.  
Clerk/10.06.16