

Minutes of a meeting of the Monthly Meeting of Bitton Parish Council held at the Community and Youth Building, rear of Redfield Edge Primary School, High Street, Oldland Common on Tuesday 8 October 2019 at 7.30pm.

PRESENT: Councillors: M Bridge, A Coales, R Coales, P Collins,
L Efthymiou, S Hawking, P Hughes, S Nash, S Rickerby,
K Scudamore,

Officer: Mrs K Fry – Clerk

The Chairman outlined the procedures for exit from the building in the event of an emergency

124. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Allinson, K Prewett, A Thomas and E Williams

125. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the meeting held on 10 September 2019 be confirmed as a correct record and signed by the Chairman.

126. PLANNING COMMITTEE

The minutes of the Planning Committee meeting held on 16 September 2019 were presented.

RESOLVED that the minutes be received as presented.

127. YOUTH COMMITTEE

The minutes of the Youth Committee meeting held on 17 September 2019 were presented.

RESOLVED that the minutes be received as presented.

128. ENVIRONMENT AND LEISURE COMMITTEE

The minutes of the Environment and Leisure Committee meeting held on 26 September 2019 were presented.

RESOLVED that the minutes be received as presented.

129. OPPORTUNITY FOR THE PUBLIC AND COUNCILLORS AS APPROPRIATE TO ADDRESS THE COUNCIL

Councillor P Hughes reported he had been contacted by a member of the public asking him to represent him in a complaint against the council. Councillor Hughes advised he had written to the resident informing them that he is a member of the council and would be unable to do so.

130. CLERKS REPORT

The clerk reported that the licences have been applied for in respect of the new bus shelters on Barry Road and Mill Lane. These are due for installation at the beginning of November.

The clerk reported on the insurance renewal for Warmley Forest Skate Park. This will be the final year of insurance with Siston Parish Council taking over the renewal for the next 10 years. This has already been allocated within the budget for this year.

The clerk shared images of the permeable surfacing offered by South Gloucestershire Council. This wasn't what Councillors had in mind. Councillor M Bridge will take this forward and arrange for further quotes.

The clerk informed the Council that the Leisure Officer had handed her notice in with effect from 4 November 2019. Councillors thanked the Leisure Officer for her hard work and commitment over the last 11 years.

131. MATTERS ARISING FROM PREVIOUS MINUTES

Councillor R Coales reported that he had spoken to First bus with regards to the No. 37 and No. 19 running at the same time. The times were being looked at with the No. 19 route being changed from January 2020. Councillor P Hughes advised that First Bus were currently up for sale.

Councillor R Coales reported himself and Councillor K Prewett will be attending the Meadows Primary School on Wednesday 16 October 2019 to discuss democracy.

Councillor R Coales reminded Councillors of the Garden of Remembrance event on 25 October 2019 at 10.45am at the Garden of Remembrance on Payne Green and all were welcome.

Councillor R Coales thanked Councillor Hughes for the quick installation of the speed visor on Barry Road.

Councillor P Hughes reported that himself and the clerk had met with Highways with regards to the graffiti on Victoria Road. They were to instruct Streetcare for a complete tidy of the Road and they would also contact the haulage company with regards to the falling fence.

Councillor P Hughes reported he had contacted Streetcare with regards to the steps leading up to Fieldgrove Lane. They will take a look and report back to him.

132. COMMUNITY & YOUTH BUILDING

Councillor M Bridge reported that the Youth Club would like to run a competition to change the name of the Youth Club. Councillors were happy with this and the Youth Leader is to report back to the Council with suggestions.

Councillor M Bridge reported that the television had broken in the Youth Club.

RESOLVED that the Clerk purchase a new one up to £500 to include everything and this be installed within the Robbins Room.

133. HIRE AGREEMENTS

The clerk circulated a copy of the proposed hire agreement for use at the Community and Youth Building.

RESOLVED these to be used with immediate effect.

134. FINANCIAL REPORT FOR THE PERIOD 1.4.19 – 30.9.19

The Clerk circulated the financial report for the period 1.4.19 – 30.6.19. This was noted.

135. BUDGET COMMITTEE FOR 2020/21

RESOLVED that P Hughes, J Allinson and R Coales considers a budget for 2020/21 and makes recommendations to the next meeting.

136. EXTERNAL AUDIT

The report from the external audit was circulated. The clerk reported the following in order of the points raised on the audit certificate:

- Due to the timings of the previous clerk retiring, no annual review took place. This has now taken place.
- Risk Assessments and Hire Agreements have now been arranged for the Community Building and we will contact a Health and Safety Management Company to take a look at the building to allow us to operate with minimum risk.
- The form was sent back for signing by the Chairman as the annual review box was ticked when it hadn't occurred.
- The gratuity payment made to the previous clerk was in fact compliant and this was proven by supplying a copy of the previous clerk's contract.

RESOLVED the clerk to contact a health and safety company to assist with the correct risk management of the building.

137. AITCHINSON FIELD

The clerk reported that she had met with a further supplier to provide us with a plan. Planning permission is needed for change of use.

RESOLVED the clerk to contact planning to discuss the correct way forward.

138. WEBSITE ACCESSIBILITY

The clerk had circulated correspondence from NALC (National Association of Local Councils). All websites are to be compliant by 23 September 2019.

- RESOLVED**
- a) The clerk to contact our website provider
 - b) Amendments to be considered in the budget for 2020/21

139. CHILTERN CLOSE PLAYPARK

RESOLVED that councillors A Coales, P Hughes and J Allinson would represent the Parish Council at the consultation event on Tuesday 22 October between 3pm and 6pm.

140. CORRESPONDENCE FROM SOUTH GLOUCESTERSHIRE COUNCIL

The clerk had circulated correspondence from Highways for the extinguishment of the public path at Malvern Drive, Warmley.

RESOLVED the council to comment no objection.

141. CORRESPONDENCE FROM OTHER SOURCES

The clerk had received correspondence from a member of the public wanting to install removable skate ramps indoors and outdoors at the Community Building. Councillors felt the building wasn't big enough and once fenced in would encourage young people to climb the fence which was what they would want to detract from.

RESOLVED the clerk to write back informing them of their decision and thank him for his interest

142. PAYMENT OF ACCOUNTS

The Clerk submitted a schedule of accounts for payment and authorisation.

RESOLVED that the accounts listed be settled and the schedule signed by the Chairman.

The meeting ended at 8.29 pm.

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Chairman