

PUXTON PARISH COUNCIL

Puxton & Hewish: in the North Somerset Council Ward of Congresbury & Puxton

Clerk: Donald Hill - 18 Mitford Slade Court, Mendip Road, Yatton, North Somerset BS49 4JG

Tel: 01934 835578 Mobile: 07774 125578 e-mail: clerk@puxtonparishcouncil.org.uk Website: puxtonparishcouncil.org.uk

You are summoned to the Annual and Ordinary Meetings of the Council in the Village Hall at 7.00pm on Thursday May 1st 2025

All are welcome, unless precluded by a procedural resolution. You will not be entitled to speak, except within the Public Session

There is a vacancy for a Councillor - contact a Councillor or the Clerk if you would like to apply

Don Hill - Clerk

AGENDA & AGENDA NOTES

It is expected that members of the public attending Parish Council meetings will be respectful of the Councillors and of all attendees. Unacceptable behaviour will not be tolerated and the offender will be asked to leave. Parishioners will be invited to speak for 3 minutes in the Public Session. Their contribution must be to do with an agenda item or on current matters only and should be in the form of a statement; to be noted and followed up as necessary. It is at the discretion of the Chairman to suspend standing orders so that contributions from the public can be sought during the meeting if it is thought to be useful.

ANNUAL MEETING OF THE COUNCIL

- 1 APOLOGIES**
- 2 ELECTION OF CHAIR & VICE CHAIR**
- 3 REVIEW AND UPDATING OF MEMBERS DOCUMENTATION**
- 4 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES:**
Representative to NSC Standards Sub-Committee
- 5 AGREEMENT TO RE-CONFIRM RECENTLY APPROVED GOVERNANCE FRAMEWORK**
- 6 CHAIRMAN'S REPORT** *(to be presented via the Annual Residents' Meeting, immediately following).*

ORDINARY MEETING OF THE COUNCIL

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS:** *(Dispensations apply to Cllrs re percept setting, and Village Hall matters)*
- 3 PUBLIC SESSION:** *15 minutes - Contributions are limited to 3 minutes: they should be concise and to the point*
- 4 LAST MEETING MINUTES + Matters Arising:**
The April 3rd 2025 minutes to be agreed and signed.
- 5 GOVERNANCE**
The Annual Governance Statement, being Section 1 of the Annual Governance and Accountability Return (AGAR) 2024-2025 to be approved and signed.

6 **PLANNING** Details at <https://planning.n-somerset.gov.uk/online-applications/>

- i. **New: 25/P/0674/LDE:** Hewish Barn - Lawful commencement of development.
- ii. **Decisions Due:**
 - a) **19/P/0815/FUL** Puxton Park car park.
 - b) **22/P/3067/OUT** Haybow Village (Banwell PC).
 - c) **24/P/0143/FUL:** Gypsy/Traveller site below Heathfield Park
 - d) **23/P/2593/FUL** Update re Gypsy/Traveller site opposite The Full Quart.
 - e) **25/P/0352/AOC:** Hewish Barn next to Oakacre Discharge of some conditions
 - f) **25/P/0523/FUL:** Glebe Cottage Puxton - conversion to two homes.
 - g) **25/P/0576/FUL:** Middleton Motor Care Hewish - new workshop and store
- ii. **Approved: 25/P/0501/AGA:** The Grange Wick Lane - Spur to existing field track

7 **FINANCE**

- i. **2025-26 Accounts:** for review and approval against bank statement.
- ii. **Clerk's Pay:** Standing order adjustment (to ratify).
- iii. **2024-25 Accounts:**
 - a) Approval of Certificate of Exemption – AGAR 2024/25 Form 2
 - b) Review of 2024-25 internal auditor's report.
 - c) AGAR Section 1 – Annual Governance Statement 2024/25: see agenda item 5 above
 - d) Approval of AGAR Section 2 – Accounting Statements 2024/25
 - e) Approval of the 2024-2025 Bank Reconciliation.
 - f) External Auditors Conflict of Interest Form
- iv. **Payments Due:** P Smith, Internal Auditor - (audit completion awaited).

8 **PARISH MATTERS**

- i. **A370: St Annes School Signage and Speed Issues being monitored by Cllr Redding:**
 - a) **Police DCB** (data collection box): erection awaited.
 - b) **Gully overflows:** pictures of flooding needed by NSC before they will investigate.
 - c) **Road Safety:** St Annes Speed Watch scheme awaiting training schedule.
- ii. **Fly-tipping:** Puxton Lane/Puxton Road/Dolemoor Lane continue to remain under review. Cllr Riddell is following up a source of assistance with such work via the probation service.
- iii. **A370 Footpath:** A local contact would be prepared to clear the path - but not until next winter. Details of a machine that could do the work were supplied by Cllr C Penfold and will be followed up by Cllr Redding.
- iv. **A370 Central Refuges:** NSC responses awaited on internet applications re bus stops at The Full Quart, Moorland Park and Puxton Lane and a road safety application.
- v. **Parish Maintenance:**
 - a) **Puxton Later Bin:** removal awaited.
 - b) **Hand Cart for Litter Picking:** Options to be reviewed.
 - c) **Flowers for Planters:** Cllrs Riddell and C Penfold awaiting delivery.
- vi. **NALC Course on Fundraising:** The National Association of Local Councils is running a course in September on local government fund raising. The course will cost £35. Cllr Redding is seeking agreement for her to participate.

9 **COUNCILLORS' REPORTS**

10 **NEXT MEETING: Thursday 5th June 2025 at 7.30pm in the Village Hall**

PUXTON PARISH COUNCIL

Puxton & Hewish: in the North Somerset Council Ward of Congresbury & Puxton

Clerk: Donald Hill - 18 Mitford Slade Court, Mendip Road, Yatton, North Somerset BS49 4JG

Tel: 01934 835578 Mobile: 07774 125578 e-mail: clerk@puxtonparishcouncil.org.uk Website: puxtonparishcouncil.org.uk

Minutes of the Meeting Held at 7.30pm on Thursday April 3rd 2025

All meetings are held at 7.30pm in the Village Hall unless stated otherwise

Although under no obligation to, Dan Thomas, our NSC Ward Cllr, attends when possible

The meeting started at 7.45pm

Present: Cllrs Lynda Redding,, Clayton Penfold, Peter Penfold, Helen Riddell (*arrived at 8.05pm*)

In Attendance: Don Hill (Clerk)

Public Attendance: 0

020/25 APOLOGIES FOR ABSENCE

NSC Ward Cllr Dan Thomas, Cllrs Jim Corbett, Mel Ellis

021/25 DECLARATIONS: (*Dispensations apply to Cllrs re percept setting, and Village Hall matters*)

Cllr Redding re Minute 024/25 b), who's family business own the subject field.

022/25 PUBLIC SESSION: 15 minutes - Contributions are limited to 3 minutes: they should be concise and to the point

None

023/25 LAST MEETING MINUTES + Matters Arising:

The March 6th 2025 minutes were agreed and signed.

024/25 PLANNING Details at <https://planning.n-somerset.gov.uk/online-applications/>

i. New:

- a) **25/P/0501/AGA:** The Grange Wick Lane - Spur to existing field track (*AGA for information*)
- b) **25/P/0523/FUL:** Glebe Cottage Puxton - conversion to two homes. **No objections.**
- c) **25/P/0576/FUL:** Middleton Motor Care Hewish - new workshop and store - **No objections.**

iv. Decisions Due:

- a) **19/P/0815/FUL** Puxton Park car park.
- b) **22/P/3067/OUT** Haybow Village (Banwell PC).
- c) **24/P/0143/FUL:** Gypsy/Traveller site below Heathfield Park
- d) **23/P/2593/FUL** Update re Gypsy/Traveller site opposite The Full Quart.
- e) **25/P/0352/AOC:** Hewish Barn next to Oakacre Discharge of some conditions

iii. Approved:

- a) **25/P/0156/LDE** Caffle.
- b) **24/P/2117/FUL** Garden Park Roofing.
- c) **24/P/1658/FUL Full Quart** Change of use.
- d) **25/P/0191/NMA** Villa Farm adjustments

025/25 FINANCE

- i. **2024-25 Accounts:** Accounts to March 31st 2025 were reviewed and reconciled with the bank statement prior to going for internal audit.

- ii. **Payments Approved:**
 - a) **2024-25 Accounts - J Gilbody** - Parish Maintenance to March 31st 2025 £296.34 (ratified). **Zurich Insurance** - £300.00 (ratified).
 - b) **2025-26 Accounts - ALCA** sub £116.16 - **Clerk to pay**
- iii. **BDO LLP** External Auditors Conflict of Interests form signed confirming no conflict.
- iv. **AGAR Part 2** Certificate of Exemption completed and signed. **Clerk to email this and conflict of interest form to external auditors.**

026/25

PARISH MATTERS

- i. **A370: St Annes School Signage and Speed Issues being monitored by Cllr Redding:**
 - a) **Police DCB** (data collection box): erection awaited.
 - b) **Gully overflows:** pictures of flooding needed by NSC before they will investigate.
 - c) **Road Safety:** St Annes Speed Watch scheme awaiting training schedule.
- ii. **Fly-tipping:** Puxton Lane/Puxton Road/Dolemoor Lane continue to remain under review. Cllr Riddell is following up a possible source of assistance with such work via the probation service. CCTV cameras are being investigated.
- iii. **A370 Footpath:** A local contact would be prepared to clear the path - but not until next winter. Details of a machine that could do the work were supplied by Cllr C Penfold and will be followed up by Cllr Redding.
- iv. **A370 Central Refuges:**
 - a) **Bus stops at the Full Quart and by Moorland Park.** Application outcomes awaited.
 - b) **At Puxton Lane Junction:** Application to NSC posted by Cllr Redding.
 - c) **Road Safety on the A370:** Following the recent accident where a child was injured while attempting to cross the A370 to catch a bus to school, Cllr Redding wrote to the NSC Officer in charge if this aspect of Highways and received the now usual impersonal response pointing her to registration on the NSC website as has been done for a) and b) above. However, whilst sidestepping further direct involvement by ignoring an offer to be sent data from our Speed Indicator Device, the Officer did provide advice on how best to present the case, which he said has much in its favour. Cllr Redding heeded this advice and prepared a new application for help with road safety and bus stop access, which she has posted on the NSC website.
- v. **Parish Maintenance:**
 - d) **Waste Movement and Disposal Licence:** Cllr Riddell does regular litter picks in the Parish and is seeking volunteers to help her. Currently waste is being picked up via an NSC system she has established, so the licence is not needed.
 - e) **NSC's Delivering Together:** NSC have now ceased its collections of rubbish from the Puxton litter bin and it is on their work schedule for removal.
 - f) **Hand Cart for Litter Picking:** Members supported this idea. Cllr Riddell will supply three alternatives to be considered by the May meeting.

027/25

GOVERNANCE

- i. **2025-26 Document Review:** All Governance Documents are now posted to the website.
- ii. **Updated Standing Orders:** A new template was issued by NALC today and incorporated by the Clerk into the Council's Standing Orders. The meeting reviewed a copy of this document and agreed that it should replace the existing one on the Governance file and the Website. **Clerk to so replace.**
- iii. **Application for Cooption to the Council:** An application was received for cooption. The application was considered against the criteria set out in the Council's Cooption Policy and

it was unanimously decided that it should not be progressed. **The Clerk to so inform the applicant. Cllr Redding will respond with the reasoning behind the decision.**

- iv. **Annual Meeting of the Council:** It was decided that this needed to start at 7pm to allow enough time to conduct business before the start of the Annual Parish Meeting at 8pm.
- v. **Annual Parish Meeting:** This will be held at 8pm on May 1st 2025 - tea and cakes to follow. **Clerk to prepare a flyer for the meeting for distribution to households in the Parish.**

028/25

COUNCILLORS' REPORTS

Cllr Riddell

The new Parish Maintenance arrangements are settling in well: damaged signage is being included for repair or re-setting where possible. She and Cllr C Clayton will organise the annual NSC flower distribution to planters and flower boxes once they have been collected by Cllr Redding.

Cllr Redding

NALC Course: The National Association of Local Councils (NALC), of which the Council is a member via NALC's regional affiliate The Avon Association of Local Councils (ALCA), is running a course in September on local government fund raising. The course will cost £35 and members thought it to be a good idea that Cllr Redding attend, as she has been closely and successfully involved in fundraising and the securing of grants over recent years, and it is a skill that local council's are increasingly needing to employ. **Clerk to place this on the May agenda for consideration and decision.**

Information Commissioner's Office (ICO): Contact with the ICO continues in relation to a range of Freedom of Information requests and other complaints from a resident.

029/25

NEXT MEETING

There will be two meetings in the Village Hall on May 1st 2025:

At 7.00pm The Annual and Ordinary meetings of the Parish Council

At 8.00pm The Annual Parish Meeting - a meeting open to residents of the parish to come and air their views and to raise matters of particular interest or concern.

The meeting closed at 8.55pm

PUXTON PARISH COUNCIL INCOME & EXPENDITURE: 1st April 2025 - 31st March 2026 (Precept £12752.00)

[illegible]

