

## Minutes of the Parish Council Meeting Held on 4th January 2018 at 7.30pm in the Village Hall

**Present:** Cllrs Sue Popperwell (Chair), Jim Corbett, Clayton Penfold

**In Attendance:** Cllr Tom Leimdorfer (NSC), Don Hill (Clerk)

**Public Attendance:** 6

**001/18 APOLOGIES FOR ABSENCE: Cllr Peter Penfold**

**002/18 DECLARATIONS OF INTEREST AND DISPENSATIONS: None**

**003/18 PUBLIC SESSION**

St Annes School Hewish: Kelvin Glimstead advised that the school recently gained a 'Good' Ofsted report. The meeting welcomed this news with great pleasure and wished to record their congratulations to the school.

A370 Drains and School Transport - see minute 150/17 below.

**004/18 REPORTS - Ward Cllrs Report:** Cllr Leimdorfer did not present a report but said that the NSC Meeting on January 9th will be considering precept related issues against the background of a recently enhanced gross precept increase ceiling of 6%. Whilst an improvement, it will still not be enough to forestall further severe constrictions of service provision.

**005/18 MINUTES OF THE LAST MEETING - 12th December 2017** agreed, and signed by Chair.

**006/18 MATTERS ARISING NOT DEALT WITH ELSEWHERE: None**

**007/18 POLICING AND TRAFFIC:** No reports

**008/18 NORTH SOMERSET COUNCIL MATTERS**

**Stonebridge Farm:** Awaiting NSC update.

**School Transport:** A draft e-mail of complaint, prepared by the Clerk, was reviewed, amended and agreed. Clerk to send to Sheila Smith, Director of People & Communities, cc David Carter, Director of Development & Environment; Mike Newman, i/c Integrated Transport; Jan Barber, Executive Member for Children & Young People.

**A370 Footpath:** A follow-up e-mail went to NSC's David Carter, and is awaiting a reply.

\* **Puxton Road:** NSC are looking at re-profiling the kerbs outside Wyndham Grange and installing an extra gully (possibly 2). There are 3 options. Connect gully(s) into chamber in Wyndham Grange entrance. (after checking exactly where this runs). Connect to the ditch,

through the verge, on the Wyndham Grange side. Connect to the ditch alongside Briarwood, which would involve a road crossing and probably a road closure.

\* **Puxton Lane/Puxton Road Junction:** It is understood the utility company has finally made good their temporary repair; this to be checked, and if so, a concrete let should be able to be installed.

\* *These two jobs will be done in the 2018-19 financial year, subjects to budget constraints.*

**Puxton Rd/Lane Junction:** Clerk noted street sign and Bridge-width-restriction sign dislodged. Reported to area officer, and being attend to.

**Wick Lane Ditch:** Area Officer inspecting this site in early January.

**A370 Gullies at Spring Cottage:** The presence of underground services prevents affordable alteration to the level of the drainage outfall into the rhyne system. Clerk has noted that recent heavy rains have caused flooding in the District, but not at this point. This is because the area officer has ensured - and will continue to ensure - that the surrounding gullies are kept clear, which he can do within his own remit.

**A370 Gullies:** These are on an annual cycle and are scheduled for emptying in February. Due to traffic management problems, particular issues tend to be held over until the annual empty.

**Potholes:** An order is in to repair the Village Green verge potholes. Puxton Rd surface deterioration continues to be monitored. Maysgreen Lane junction repairs are in the hands of NSC Highways.

**30mph Speed Limit on Puxton Road:** speed check completed - results awaited.

**Rail Bridge Traffic Lights:** re-synched.

## 009/18 OTHER MATTERS

**BT/Western Power:** Puxton Lane - overgrown poles from bridge to Willow Farm. Complaint 'VOL013-269612756552 Puxton - North Somerset - Overgrown Telephone Poles' logged and being progressed by BT.

**Councillors:** 2 vacancies for co-option.

## 010/18 FINANCE

**2017-18 Accounts:** pre-circulated with meeting papers, reviewed and noted.

**Community Fund:** *(Standing orders were suspended during discussion of this topic, to allow the involvement of The Village Hall Chair and Chief Fund-raiser).* Now that enough funds have been committed for Hewish & Puxton Village Hall to purchase the freehold of the Hall site, the process of making that purchase has formally commenced. These funds include a committed £40,000 from the Hewish & Puxton Community Fund (which is under Puxton Parish Council guardianship), to Hewish & Puxton Village Hall.

There was a detailed and impassioned debate as to whether the contribution should be in the form of a grant, of a loan, or a mix of the two. Cllr Popperwell was strongly of the view that the Community Fund contribution should not simply pass out of the Parish Council's guardianship with no safeguards against any future operational mishap in the Hall's management. She also felt that the Parish Council, on behalf of the wider Parish community, needed to retain some sort of lien relating the ongoing benefits that will hopefully accrue to the Hall and, ergo to the Parish. Others were equally of the belief that that if the Parish Council were only prepared to supply a loan to the Hall, while others have made significant and generous grants, it would send a negative signal both to the committed contributors, and to those being approached during the necessary on-going fundraising campaign.

The possibility of the Parish Council becoming the Hall's Sole Trustee was mooted, and Cllr Leimdorfer introduced the possibility of the Parish Council becoming the Holding Trustee -

*Clerk's Note:*

*Holding Trustees: A village hall charity will usually provide for a second set of trustees to be appointed to hold the land or property on behalf of the charity. These are the Holding Trustees. Their sole function is to hold the title to the property. They should not be involved in the day to day running of the charity, which is the responsibility of the managing trustees (unless the governing document gives them certain other rules or responsibilities). Holding Trustees can be either: (i) individuals , (ii) a body corporate, **a parish council**, (iii) the Official Custodian for Charities*

After further discussion the meeting felt this to be the solution they were seeking; Cllr Corbett proposed and Cllr Howard seconded a proposal that Cllr Popperwell and the Clerk would pursue this with the legal assistance of Solicitor Lawrence Holmes of Congresbury. This proposal was carried unanimously. **Clerk and Cllr Popperwell to progress.**

**2018-19 Budget:** Draft discussed. Clerk's pay adjusted. Budget agreed as attached to form a part of these minutes. **Clerk to pass precept request to NSC.**

**Cheques: 100209** NSC re Puxton Rd speed check (via Parish Maintenance budget) £160.00. **100210** Vision ICT re annual website fee.

#### **011/18 PLANNING** (Enforcement Report - Nov 2017)

**Decisions Due: 17/P/2649/F** Oakacre garage. **17/P/5015/CSA** Puxton Ct Farm Nursery. **17/P/5074/FUL** Agricultural Building in field off Wick Lane. **17/P/2567/F** Heathfield Park re permanent pitches.

**Appeal APP/D0121/W/ 17/3179037:** re 16/P/2843/F Storage containers at Heathfield Park.

#### **012/18 COUNCILLORS' REPORTS**

**Cllr Popperwell:**

**Security File backups:** the Clerk currently backs up all PPC files on a memory stick (originally prepared for the Chair to hold), on a backup disk operated via Apple Time Machine, and on Apple's iCloud. It is now a best-practice requirement that the Chair has access to the files incase any mishap befalls the Clerk. Dropbox would be the ideal solution. **Clerk to investigate.**

**Website Flexibility:** The Clerk has digitised PPC minutes from 1894 to 1989 as part of an exercise to digitise them all. It would be a real benefit to be able to have such things on the PPC website, but the present arrangements do not allow for this. **Clerk to investigate possible ways forward with Vision ICT, our current website provider.**

#### **013/18 DATES OF NEXT MEETING**

**The next meeting** will be in the Village Hall on Thursday 1st February 2018 at 7.30pm.

**The meeting closed at 8.50pm**

**PUXTON PARISH COUNCIL APPROVED BUDGET: 1st April 2018 - 31st March 2019 (Precept £6960 : CT Supplement £128.61)**

	Puxton PC	H&P Comm'ty
	General Fund	Fund
<b>OPENING POSITION</b>		
<b>Operating Fund (PPC 'internal' current account')</b>	<b>£5548.07</b>	
<b>H&amp;P Community Fund</b>		£41491.79
<b>Election &amp; Referenda Provision</b>	£1500.00	
<b>Capital Provision</b>	£4601.00	
<b>Total Reserves @ 18 04 01</b>	<b>£11649.07</b>	<b>£41491.79</b>
<b>ACTIVITY</b>		
<b>Operating Fund Opening Balance</b>	£5548.07	£41491.79
<b>NSC CT Supplement</b>	£128.61	
<b>2017-18 Precept (increase = 2.5%)</b>	£6960.00	
<b>2017-18 Budget</b>	-£6390.84	
<b>To Electoral &amp; Referenda Provision</b>	-£500.00	
<b>To Capital Provision</b>	-£1000.00	
<b>H&amp;P Funds to H&amp;PHV</b>		-£40000.00
<b>Operating Fund Closing Balance</b>	£4745.84	£1491.79
<b>CLOSING POSITION</b>		
<b>Operating Fund (should be £4,500+)</b>	<b>£4745.84</b>	
<b>Election &amp; Referenda Provision</b>	£2000.00	
<b>Capital Provision</b>	£5601.00	
<b>H&amp;P Community Fund (interest to be added)</b>		£1491.79
<b>Total Reserves @ 19 03 31</b>	<b>£12346.84</b>	<b>£1491.79</b>

SUB ALCA £60  
 AUDIT Phil Smith £65  
 INSURANCE Zurich Ins £300

	Clerk's Pay	Expenses	Hall Hire	Parish Maint	Ins/Subs/Audit	Publicity	Website	Purchases GDPR	
<b>Actual 2016-17</b>	2,640.00	411.60	268.76	646.00	363.03	46.80	150.00		<b>4,526.19</b>
									<b>0.00</b>
<b>Budget 2017-18</b>	2,956.80	450.00	275.00	1,500.00	400.00	100.00	100.00		<b>5,781.80</b>
<b>Estimate 2017-18</b>	<b>2,956.80</b>	<b>411.60</b>	<b>275.04</b>	<b>1,280.00</b>	<b>665.56</b>	<b>103.80</b>	<b>150.00</b>	<b>399.00</b>	<b>6,241.80</b>
									<b>0.00</b>
<b>Budget 2018-19</b>	<b>3020.80</b>	<b>450.00</b>	<b>275.04</b>	<b>1500.00</b>	<b>425.00</b>	<b>120.00</b>	<b>300.00</b>	<b>300.00</b>	<b>6390.84</b>

**Clerk's Hours and Pay**

**Hours of Work**

*Current:* 22 per month  
**Budgeted:** 22 per month

**Rates of Pay**

*Current pay rate:* £11.20  
 Budgeted % Increase 2.23%  
**Budgeted pay rate:** £11.45 per hr

	Per Year	Budget	Per Month	Budget
Gross Pay	£2956.80	<b>£3022.80</b>	£246.40	<b>£251.90</b>
Less 20% PAYE	(£591.36)	<b>(£604.56)</b>	(£49.28)	<b>(£50.38)</b>
Net Pay	£2365.44	<b>£2418.24</b>	£197.12	<b>£201.52</b>

**Clerk's Expenses**

No change

**Parish Maintenance**

£1280 village keeping = 8 days of 8 hours @ £20.00 per hr  
 £220 misc  
**£1500 TOTAL**