

PUXTON PARISH COUNCIL

Puxton & Hewish

Clerk: Donald Hill

18 Mitford Slade Court, Mendip Road, Yatton, Somerset BS49 4JG
Tel: 01934 835578 Mobile: 07774 125578 e-mail: clerk@puxtonparishcouncil.org.uk
Website: puxtonparishcouncil.org.uk

You are summoned to a Council Meeting on March 5th 2020

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

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

Don Hill - Clerk

AGENDA & AGENDA NOTES

We have a vacancy for one Councillors - contact the Clerk or a Councillor, in the first instance, to apply

- 1 **Welcome to James Glimstead as a newly co-opted Councillor**
- 2 **APOLOGIES FOR ABSENCE**
- 3 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 4 **PUBLIC SESSION** Residents may raise matters affecting the parish.
- 5 **MINUTES OF LAST MEETING** - 6th February 2020 - to be agreed, and signed by the Chair.
- 6 **MATTERS ARISING NOT DEALT WITH ELSEWHERE**
- 7 **PLANNING** (*For full application details visit <https://planning.n-somerset.gov.uk/online-applications/>*)
A370 Pedestrian Crossing: Awaiting updated costing from NSC.
Due: 19/P/0815/FUL Puxton Pk car park. **19/P/2633/FUL** Mendip View: new units. **19/P/2773/FUL: Pilhay:** building alterations. **Heathfield Park: 19/P/2816/FUL & 19/P/2818/FUL:** new pitches. **20/P/0003/FUL** Puxton Lane, Barn
Granted: 19/P/0723/OUT Full Quart
- 8 **FINANCE**
2019-20 Accounts: pre-circulated with meeting papers.
Cheques: 255...
- 9 **ITEMS MONITORED BY CLERK**
Puxton Lane Goose Acre Farm: Blocked under-road culvert at Goose Acre Farm: being investigated.
Puxton Lane Goose Acre Farm: The curb collapse here is serious and has been coned off by NSC pending repair.
Maysgreen Lane Cheese Factory very 'temporary' holding repair done
Puxton Lane Grip in hand via area officer.
Puxton Lane Curb: Flood resistance team response awaited.
Puxton Rd Drainage at Council Houses/Wyndham Grange: Revised work date awaited.
Puxton Road - Curb break by Briarwood Farm. Area Officer acknowledges problem and is pursuing.
Puxton Rd/Lane junction: sign re-siting on job list... but in queue.
A370 Footpath: Clerk updated his original letter of complaint to the new NSC executive officer in charge.
A370 Flailing: sections not already done are on new job list.
Wick Lane: No improvement to Wick Lane rail bridge pedestrian area - supposedly cleared of overgrowth/mud.
- 10 **OTHER MATTERS**
National Grid: Clerk contacted them re works crossing the A370 at 'Parsons Bend'. The matter with Cllr P Penfold.
Life in Puxton: UWE event at Holy Saviour
Governance: Annual review and approval of Governance Documents for 2020-21.
- 11 **COUNCILLORS' REPORTS**
- 12 **DATE OF NEXT MEETING** - April 2nd 2020 at 7.30pm in the Village Hall.

PUXTON PARISH COUNCIL

Puxton & Hewish

Clerk: Donald Hill

18 Mitford Slade Court, Mendip Road, Yatton, Somerset BS49 4JG
Tel: 01934 835578 Mobile: 07774 125578 e-mail: clerk@puxtonparishcouncil.org.uk
Website: puxtonparishcouncil.org.uk

Minutes of the Parish Council Meeting of 6th February 2020

*All meetings are held at 7.30pm in the Village Hall unless stated otherwise
Stuart Treadaway, our Ward Cllr, attends when possible*

Present: Cllrs Jim Corbett (Chair), Lynda Redding, Peter Penfold, Clayton Penfold
In Attendance: Stuart Treadaway (Congresbury & Puxton Ward Cllr), Don Hill (Clerk)
Public Attendance: 0

012/20 APOLOGIES FOR ABSENCE - Cllr Jim Howard

013/20 DECLARATIONS OF INTEREST AND DISPENSATIONS - none

014/20 PUBLIC SESSION

No formal public session or reports, but the matter detailed at Minute 020/20 below was actually discussed at this point.

Cllr Treadaway reported that the Congresbury medical surgery will now be open 5 days per week. He also explained two key interlinking West of England policies, currently being finalised. There is a Joint Spatial Strategy (JSP) - dealing with medium term planning strategies - which has been referred back from Central Government for significant further work. There is also a Joint Transport Strategy (JTS), which has been developed to service the needs of the JSP. Although the JTS will need to be revised to suit the demands of the new JSP when it is approved, the current JTS is going forward on an interim basis as, without a JTS in place, the contingent central government grants would not be available to continue transport funding.

015/20 MINUTES OF LAST MEETING - 5th December 2019 - were agreed, and signed by the Chair.

016/20 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

017/20 PLANNING (For full application details visit <https://planning.n-somerset.gov.uk/online-applications/>)

A370 Pedestrian Crossing: Awaiting updated costing from NSC.

New: 20-P-0003-FUL Puxton Lane, 2nd Barn in field near Willow Farm - **No objections**

Due: 19/P/0815/FUL Puxton Pk car park. **19/P/2633/FUL** Mendip View Business Park: Erection of 9 light industrial units - under extended consideration. **Pilhay Farm: 19/P/2773/FUL:** Alterations to buildings.

Heathfield Park: 19/P/2816/FUL: 3 additional pitches. **19/P/2818/FUL:** 4 additional pitches. **19/P/0723/OUT** Full Quart - under extended consideration having been called in to the NSC planning committee.

Approved: Wick Lane Solar Farm: 19/P/2738/FUL extension to 40 year life.

Withdrawn: 19/P/2868/LBC 2 Annes Lodge. Conservation roof-lights. **19/P/0704/FUL** J21 Park & Ride.

018/20 FINANCE

2019-20 Accounts: pre-circulated with meeting papers, reviewed and noted.

Cheques: 253 Zurich Insurance for 2020-21 £244.72. 254 VisionICT, our website hosts, for preparation of Accessibility Statement re Website Content Accessibility Guidelines (WCAG 2.1) which is complex to comply with, and which we are legally bound to adhere to by September 23rd 2020.

019/20 ITEMS MONITORED BY CLERK

Puxton Lane Goose Acre Farm: Blocked under-road culvert at Goose Acre Farm: being investigated.

Puxton Lane Goose Acre Farm: The curb collapse here is serious and has been coned off by NSC pending repair.

Maysgreen Lane Cheese Factory 'temporary' edge repair on job list. Cllr Corbett noted that the area is getting worse to the point of being dangerous.

Puxton Lane Grip in hand via area officer.

Puxton Lane Curb: Flood resistance team response awaited.

Puxton Rd Drainage at Council Houses/Wyndham Grange: Revised work date awaited.

Puxton Road - Curb break by Briarwood Farm. Area Officer acknowledges problem and is pursuing.

Puxton Rd/Lane junction: sign re-siting on job list... but in queue.

A370 Footpath: Cllr Penfold cleared area outside Penfold Plastics - it took six hours and revealed no need for tarmac renovation. Other Members had noted this contribution. **Clerk to update his original letter of complaint to the new NSC officer in charge.**

A370 Flailing: sections not already done are on new job list.

Done: Wick Lane Rail Bridge: further clearing of verges done. **Wick Lane:** Gully outside Manor Farm not now to be causing problems. **Puxton Rd/Lane Junction** - White lines added to triangle area.

020/20 OTHER MATTERS

Airport Expansion: NSC decision due on Feb 10th. Cllr Treadaway is gathering local views as a prelude to the Feb 10th meeting. The meeting's discussion exposed ambivalence among Members as to the efficacy of the scheme. Overflying noise was noted as a disturbance - traffic issues were not raised. The conclusion was that the noise was tolerable, given the employment opportunities on offer and the convenience of such a local airport facility. A wry reference to the timescale for the emergence of electric planes echoed an underlying concern about the allowance of un-conditioned permission for expansion.

021/20 COUNCILLORS' REPORTS

Cllr P Penfold: National Grid plan an access point at 'Parsons Bend' on the A370 for their Hinkley-Avonmouth pylon project - a potentially dangerous point on this fast section of road. He would be happy to allow access via his Moorland Park entrance, which is arguably a safer point along the road. **Cllr Redding agreed to see who, in National Grid, would be the appropriate person to contact about this, as a prelude to the Clerk contacting them with the idea in principle. Clerk noted that the whole area of this topic is in the Civil parish of Congresbury and that their Clerk will need to be involved.**

Cllr Redding: Village Hall - National Grid have granted £20,000 and Enovert (a waste management group) have granted £45,000 towards ongoing renovations to the Hall. Two further grant applications are extant, which, if successful, will ensure the total of some £100,000 needed for the complete renovation work to bring the Hall up to a 21st century standard. Cllr P Penfold said Lynda, having already been the anchor to raising the purchase money for the Hall, was proving herself indomitable in her energies to ensure its 21st century future (outbreak of unanimous applause). **Nextdoor Puxton** - A flyer has been circulated to homes in the Parish (originally thought to be a scam - which all Members seemed to have received) offering the email neighbourhood register that was offered through our Community News sheet some time ago at the instigation of Cllr Howard. That initiative did not take off, coming as it did at the dawn of the new General Data Protection Regulations (GDPR) that were emerging into UK law. **(Post meeting, Clerk investigated via a written-off computer. Nextdoor appears to be a USA based commercial exercise in accumulating marketing data. It may be that the central thesis of its being a community hub for one's particular community might be a ruse to gather data for onward marketing. Given the current nervous climate relating to online security, it would appear prudent not to pursue the presently circulated invitation to join. There is no reference to GDPR which, in itself, seems likely to expose it to illegality within the Europe/UK context.)** **Flavours Hedge:** This is still on course for being done. Clerk reported that NSC, in any event, intend to issue a written demand that the work be done, as it prevents a clear driver exit view from Maysgreen Lane onto the A370.

Cllr Corbett: Puxton Lane - Oldbridge River Bridge: This should be regarded as a heritage asset. Instead, NSC plan to replace it with a standard, modern, characterless Somerset Levels metal-railed bridge which the Council has minuted agreement to accepting. Historically the original bridge as been an attractive hump-backed facility originally stone-sided but, more recently, sided in simple wooden planks: it is undeniably attractive. Over many years, heavy transport has, despite the placing of stout metal bollards, regularly 'wrecked' the wooden sides of the bridge. NSC's planned replacement will be a level bridge that will be wider in structure - to move the sides away from potential traffic damage - but with a similar carriageway width. It is planned to future-proof the highway for the next 60 years in the context of surrounding planning developments. Cllr Corbett strongly believes that the existing bridge should be renovated and preserved as a listed feature of our Community. **He asked Cllr Treadaway if he could investigate this possibility.**

022/20 **DATE OF NEXT MEETING** - March 5th 2020 at 7.30pm in the Village Hall.

The meeting closed at 8.45pm

Documents setting out Puxton Parish Council's governance procedures. They are updated on a rolling basis, and reviewed at each March Council meeting.

No	Description	Pgs	Notes
ai	Declaration of Acceptance of Office Cllr	1	} Forms to be completed by Councillors and sent to NSC's Monitoring Officer.
aii	Declaration of Acceptance of Office Chair	1	
aiii	Declaration of Acceptance of Office Vice-Chair	1	
aiv	Register of Members' Interests	1	
bi	CODE OF CONDUCT	2	} ALL Councillors MUST possess and understand these as a condition of being
bii	STANDING ORDERS	3	
biii	FINANCIAL REGULATIONS	3	
biv	Dispensations Procedures	1	} These are used where Councillors have particular interests that need to be recorded
bv	Dispensations Request Form	1	
bvi	RISK ASSESSMENT	3	Reviews areas where the Council may be exposed to risk. A copy is signed as agreed at each annual review.
ci	Publications Scheme	6	This is a mandatory scheme that indicates the information available from the Council
cii	Complaints and Equality Policy	1	Used if any person needs to make a complaint against the Council or one of its members
ciii	Who We Are and What We Do	2	A document from the Publications Scheme (ci) that introduces readers to the Council
civ	Grants Policy	1	} Guidance to Councillors about managing contact with the subject organisations
cv	Press and Media Policy	1	
cvi	Social Media Policy	1	
di	Employment Contract Template	4	A template for negotiation
dii	Staff Appraisal Form	1	A template to aid the conduct of staff reviews
diii	Disciplinary Grievance Policy	3	Staff and Council guidance re procedures to be adopted if there is a working problem
ei	ASSETS REGISTER	1	Things and property belonging to the Council - valued at purchase/replacement cost
eii	Pensions Declaration of Compliance	1	All staff under 75 must be offered pension opportunities. This form indicates that the Council has complied with the requirements of the Pensions Regulator
GDPR			
GDPR 01	ICO Registration Certificate	1	
GDPR 02	Consent and Privacy Notices	5	
GDPR 03	Records Retention Policy	1	
GDPR 04	Security Compliance Checklist	1	
GDPR 05	Data Breach Policy	1	
GDPR 06	Data Map	1	
GDPR 07	Subject Access Request Procedure (SAR)	2	
GDPR 08	Data Protection Policy	1	

PUXTON PARISH COUNCIL – RISK ASSESSMENT

All risks are subject to ongoing review as appropriate and to annual review in February/March of each year

Subject	Risk Identified	H/M/L	Management/control of risk	Review/assess/revise
Business Continuity	Council not being able to continue business due to tragic or unexpected circumstance	M	Files kept at clerk's house. If the clerk does not attend a meeting relevant papers will be available to a councillor who acts as minute taker	Review as necessary
Insurance	Adequacy, cost and Compliance	L	Annual review of policy undertaken prior to renewal	Review compliance and cover annually
Council Records	Loss through theft, Fire and Damage	L	Papers are securely stored at the clerk's home	Provision is considered adequate
Electronic Records	Loss via computer damage, fire or corruption	M	Computer records backed up on Apple iCloud and dedicated USB stick.	Existing procedure is adequate
Precept	Adequacy of precept	M	Sound budgetary control to back up the council's annual budget Precept is an agenda item at the December and January meetings	Monthly budget update to the council
Banking	Inadequate checks	L	Annually reviewed Financial Regulations set out procedures and controls	Existing procedure is adequate
Cash	Loss through theft or dishonesty	L	Council has no petty cash. Expenses incurred are refunded by cheque	Existing procedure is adequate
Financial records	Inadequate checks or controls	L	Monthly reconciliations. Cheques validated by 2 signatures and initialled cheque stub. All spending is pre-agreed. All payments are minuted.	Existing procedure is adequate
Clerk	Loss of Clerk	L	Appropriate training, reference books and legal advice are available	Member of ALCA, monitor work conditions
Election costs	Risks of an election	M	Accruing provision for election or referendum costs made in annual precept	Reviewed annually during budget preparation
Claiming VAT	Reclaiming VAT in timely manner	L	Due to minimal occurrence, the Council is not registered for VAT	Existing procedure is adequate
Annual return	Not submitted within the limit	L	Completed agreed and signed by council, internally audited, sent to external auditors if required and published as legally required.	Existing procedure is adequate
Minutes, agendas and standing documents	Accuracy and legality	L	Minutes and agendas adhere to legally required preparation and publicity. Minutes are agreed and signed at the next meeting.	Existing procedure is adequate.
	Non Compliance with Statutory requirements	L	Business conducted at the council is managed by the Chair	Ensure the code of conduct is adhered to.
Public Liability	Risk to third party property or individuals	M	Insurance is in place, risk assessments of individual events is undertaken	Existing procedure is adequate
Employers liability	Non Compliance with employment law	L	Undertake training and seek advice when needed.	Existing procedure is Adequate
Legal liability	Legality of activities	M	Clerk clarifies legal position and takes advice when needed	Existing procedures are Adequate
	Proper and timely reporting via minutes	L	Council receives and agrees minutes at monthly meetings	
Members interests	Conflict of interests	M	Councillors declare any interest at the start of the meeting and it is so recorded in the minutes of the meeting.	Existing procedure is adequate.
		M	Register of interests forms reviewed annually	Members let clerk know of changes
Assets	Loss or damage/risk/third parties risks	L	Asset register is kept up to date and insurance held at the appropriate level for all items. Regular equipment checks and maintenance are undertaken	Existing procedure is adequate.

The information given above was agreed on and will be agreed annually.

Signed - Chair:

Signed - Clerk: