

Hanham Abbots

PARISH COUNCIL

Minutes of an online meeting of Hanham Abbots Parish Council held on Tuesday 5th January 2021 at 7.30pm

PRESENT:

Councillors I Richardson, J Goddard, H Goddard, R Boissevain, S Hicks, T Bray, D Smith, S Atwell, B Langley, J Bamford & Clerk C Dolman

Cllr T Savage, Leader of South Gloucestershire Council

65 WELCOME BY THE CHAIRMAN

Cllr S Hicks welcomed those present to the meeting.

66 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs K Bell, N Lethaby & C Cushing.

67 CONFIRMATION OF MINUTES

Resolved that the minutes of the meeting held on 1st December 2020, as printed and circulated, be confirmed as a correct record and signed by the Chairman.

68 TO RECEIVE THE REPORT OF THE RESOURCES COMMITTEE

The minutes of the recent meeting of the Resources Committee were presented. It was **resolved** that:-

- The quotation from Smart Trees of £175 to remove the basal epicormic growth on the lime trees at Stephens Green be accepted.
- The quotation from Smart Trees of £175 to remove the stakes and guards to the trees at Hanham Common be accepted.
- The Employee Health & Safety Policy be adopted subject to parish council insurers being satisfied that the policy is suitable for the warden's duties.
- The precept for 2021/22 be set at £68,940.
- That the following budget be adopted for 2021/22:-

| | Budget 2021-22 |
|-----------------------------------------------------------------|---------------------------------|
| Subscriptions | £1,350 |
| Administration:- | £4,150 |
| Audit of Accounts | £840 |
| Bus shelters (repair & maintenance of shelter at Hanham Common) | £350 |
| Chair's allowance | £100 |
| Staff costs:- Clerk's Salary Parish Warden's Salary | £23,000 £4,000 |

| | | |
|--------------------------------------|---------|------------------|
| Election Costs | | £1,000 |
| Environment Committee:- | | |
| <i>Duck Pond</i> | £1,200 | |
| <i>Hanham Common gen maintenance</i> | £5,000 | |
| <i>Stephens Green</i> | £800.00 | |
| <i>Litter bins/seats</i> | £1,000 | |
| <i>Warden Supplies</i> | £200 | |
| <i>Street Scene Expenses</i> | £12,600 | |
| <i>Sports Pitch Maintenance</i> | £1,500 | |
| <i>Pavilion maintenance</i> | £1,800 | |
| <i>Play area maintenance</i> | £2,000 | |
| Total Environment Committee | | £26,100 |
| Grants | | £2,000 |
| Miscellaneous | | £750 |
| Office Supplies | | £500.00 |
| Travel & Subsistence | | £0 |
| Training | | £250.00 |
| Newsletter | | £600 |
| Website | | £650 |
| Hanham Common Fayre | | £600 |
| Youth Activities | | £4,325.00 |
| TOTAL | | £70,565 |

69 CLERK'S REPORT

Update from December Full Council minutes

Item 55. The Clerk contacted the Oldland Cycle & Walking Steering Group to register our interest in becoming involved with initiatives to improve walking and cycling in the area. As Cllr R Boissevain stated that he would be prepared to represent the parish council, he has been copied in on emails etc and invitations to future meetings.

Item 56. The Clerk has spoken to Gail Lambert, Play Officer at SGC about getting new springers and rubber surfacing installed at Hanham Common play area. The best course of action would be for the Clerk to have site meetings with representatives of play equipment and surfacing companies to discuss our requirements. The Clerk will be contacting these companies shortly to make arrangements. *Cllr S Hicks recommended that the Clerk contacts Playdale for a quotation.*

Item 62. Update on pavilion – the Clerk provided notes of the meeting that took place on 10th December 2020 between herself, Cllr S Hicks and officers at SGC. The key points from the meeting were:-

- The SGC Solicitor agreed that it would be sensible to proceed with obtaining planning permission.
- The planning process will take 13-14 weeks.
- The parish council should take the Climate Emergency into consideration with new buildings aiming to be net carbon.
- The Clerk has provided a sketch including the spaces that the pavilion should include to the architect, who will update the floor and site plan.
- The Clerk has provided the SGC Solicitor with the legal advice received from St John's Chambers.
- The SGC Project Manager will provide a high level cost estimate.
- The total amount available for the project, including earmarked reserves and S106 money, is £325,955.65.
- The next meeting will be at the end of January 2021, date tba.

Item 64 - Black sacks in hedgerows. This has been reported to StreetCare several times. The Clerk is not aware as to whether these have yet been collected.

Clerk's SLCC Membership. The Clerk's membership of SLCC (Society of Local Council Clerks) is due for renewal at a cost of £185. The Clerk feels that the benefits of membership are worthwhile and would ask that the parish council renews the membership. *It was agreed that the parish council would cover the cost of renewal of membership.*

Tree work – The Clerk has arranged for Smart Trees to remove the basal epicormic growth from the lime trees at Stephens Green and for the guards and stakes to be removed from the trees at Hanham Common.

70 SOUTH GLOUCESTERSHIRE COUNCILLORS' REPORTS

Cllr T Savage addressed members over the following matters:-

- Discontinuation of laptops for students scheme. All children in need of a laptop should already have been identified but any children who are still in need should contact SGC. Cllr S Atwell advised that Choose.co.uk are advertising the fact that SGC are providing laptops to pupils in need of one but the link then shows as no longer available. Cllr T Savage requested details of the link so that he can arrange for the host of the webpage to update it.
- Teenage shelter – MAF funding has covered the cost of replacing the treads.
- Planning enforcement at Cleeve Woods regarding motorcycles. Complaint has been logged and is being investigated by the enforcement team.
- New Covid19 restrictions announced by the PM yesterday. There are many sources of help available to those in need, details of which are included in the latest press release. The Clerk will circulate this to all members so that they can point residents in the right direction if necessary. The Clerk will also put this on the parish council website. Cllr S Hicks had concerns about elderly and vulnerable people who may be in need and don't have access to computers and who may have been forgotten about. Cllr T Savage advised that during the first lockdown, a huge amount of work was carried out to identify such individuals and it is unlikely that anyone has slipped through the net. All clinically extremely vulnerable people get written to regularly and are on the radar of both the local council and their GP.

71 CONSIDERATION OF PLANNING MATTERS

There were no planning applications for consideration.

It was reported that the following decisions had been made by South Gloucestershire Council on Planning Applications:

| | | | |
|---------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| P20/17367/F | 80 Pearsall Road | Erection of a single storey rear extension to form additional living accommodation. | Permit |
| P20/19891/F | 67 The Meadows | Erection of two storey side and single storey rear extensions to form additional living accommodation. | Permit |
| P20/12714/F | 32 Marion Road | Erection of a single storey rear extension and two storey side extension. Installation of flat roof rear dormer and 2 gable dormers to the front roof slope to form additional living accommodation. | Permit |
| P20/22145/PND | 1 Court Farm Road | Prior notification of the intention to demolish 3 existing stone barns to the rear of the main building. | Refuse |

72 ACCOUNTS FOR PAYMENT AND AUTHORISATION

Resolved that the following payments be made:

| | | |
|----------------------------------------------------------|-----------------------------------------|-----------|
| <i>Authorisation of electronic payments already made</i> | | |
| Claire Dolman | Clerk's salary for December | £1,223.30 |
| Paul Burgess | Warden's salary for December | £246.22 |
| Avon Pension Fund | Staff pension contribution for December | £406.40 |
| <i>Authorisation of electronic payments to be made</i> | | |
| Claire Dolman | HWA for December | £40.00 |
| Complete Business Solutions | PPE for warden | £59.95 |
| South Glos Council | Internal audit fee | £612.00 |
| HMRC | PAYE & NIC – December | £243.07 |

73 AGREEMENT OF MEETING SCHEDULE FOR 2021/22

The Clerk circulated a draft schedule of meetings for 2021/22, all of which are due to be held online via Zoom until government guidance allows us to resume face to face meetings. The Clerk explained that she hasn't reserved a date for the Annual Parish Meeting as this ideally needs to be held in person. She will keep the council updated on the latest guidance from NALC regarding face to face meetings and a decision will need to be made at a later date as to when and if we can hold the Annual Parish Meeting. **Resolved** that the schedule of meetings, as circulated, be agreed by the council.

74 DISCUSSION ON PROPOSED WAITING RESTRICTIONS ON MEMORIAL ROAD, HANHAM

The Clerk circulated details of proposed waiting restrictions in the vicinity of Christ Church Primary School and Hanham Woods Academy which were discussed at length. **Resolved** that the Clerk responds on behalf of the parish council stating we have reservations about it working effectively and certainly if it wasn't policed regularly it wouldn't work.

75 CONSIDERATION OF LOCAL PLAN 2020 CONSULTATION – REVIEWING DATA & ACCESS PROFILES (DAPS)

The Clerk reported that Cllr D Smith and herself attended an online presentation concerning the Local Plan 2020 Consultation. This is in the very early stages and in order to build a picture of each area’s future requirements, the Data & Access Profiles (DAPS) for each area needs to be reviewed as the information contained in these was taken from the 2011 Census. **Resolved** that a working group be formed to look at the DAPS for both Hanham and Longwell Green. The following members volunteered to join the working group:-

- Cllr David Smith
- Cllr Simon Atwell
- Cllr Brenda Langley
- Cllr June Bamford
- Cllr Heather Goddard
- Cllr Tom Bray

The Clerk will set up an online Zoom meeting for Wednesday 13th January at 7.30pm. All members are invited to examine the DAPS and provide comment prior the meeting, regardless of whether they are part of the working group.

76 PRESENTATION OF IN YEAR ASSURANCE AUDIT REPORT 2020/21

The Clerk circulated the In Year Assurance Audit Report and the recommendations that resulted from the audit were discussed. The Clerk reported that the outstanding invoices have now been reissued based on football games that were actually played and these have all now been settled. The Clerk is amending invoices to reflect payment terms and conditions. **Resolved** that Cllr J Goddard be given log-in access to the finance software, as per the recommendation from the auditor.

77 CONSIDERATION OF PLAYLIST FOR LIFE – SUPPORTING PEOPLE AFFECTED BY DEMENTIA

The Clerk circulated an email and felt it might be a good idea to become an online help-point. **Resolved** that the Clerk sends this to Toby Savage suggesting that it be included on the list of sources of help for residents.

78 MEMBERS’ POINTS OF INFORMATION

Cllr S Atwell felt that the Hanham Common Fayre would not be able to go ahead this year due to the current situation with the Covid19 pandemic. The Clerk advised that a final decision will be made at Environment Committee on 19th January.

Cllr T Bray raised the issue of parking on the roadside by the new development near the Queens Head, which is in Hanham Parish and whether there would be a possibility of having double yellow lines. Cllr J Bamford stated that a parking review has taken place and this was not flagged up as an issue at that time. She will, however, keep an eye on the area.

The meeting closed at 8.30pm

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Chairman