



CHURCHILL PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Monday 13th May 2019 at 7.30 pm in Churchill Community Club, Ladymead Lane Churchill.

COUNCILLORS PRESENT

Councillor Jackie Bush	Councillor Bill Carruthers
Councillor James Hoddell	Councillor Rick Brafield
Councillor Ruth Bruton	Councillor Dev Clutterbuck

Other Attendees

Clerk of the Council- Martin Dolton
Assistant Clerk : Mrs Ann Boote
Ms Sarah Shaw : Parish Liaison Officer : North Somerset Council
5 members of the public were also present

1920/C/001: To elect a Chairman of the Parish Council and to receive their declaration of acceptance of office as Chair.

Councillor Jackie Bush was nominated and duly seconded as the Chair of the Council for the Council year 2019/20. There being no further nominations this was confirmed by unanimous vote.

RESOLVED:-

Councillor Jackie Bush is elected Chair of the Council for the year 2019/20 and signed the declaration of acceptance of office.

1920/C/002: To elect a Vice Chairman of the Parish Council and to receive their declaration of acceptance of office as Vice Chair.

Councillor James Hoddell was nominated and duly seconded as the Vice Chair of the Council for the Council year 2019/20. There being no further nominations this was confirmed by unanimous vote.

RESOLVED:-

Councillor James Hoddell is elected Vice Chair of the Council for the year 2019/20 and signed the declaration of acceptance of office.

1920/C/003: To receive the declaration of acceptance of office and declarations of interests for the register (renewed for previous members) of all Councillors elected on 2nd May 2019.

All members had completed and signed their declaration of office prior to the meeting, and they had been countersigned by the Clerk as Proper Officer of the council.

1920/C/004: Apologies - to receive apologies from Councillors for non-attendance.

Apologies had been received from Councillors Tim Jessiman, Georgie Collett and Simon Glanfield.

- 1920/C/005: Declarations of interest: To receive alteration/amendments to the register of interests: To receive declarations of interest on agenda items.**
None Declared
- 1920/C/006: To confirm and sign the minutes of the meeting held on 8th April 2019.**
The minutes of the meeting of the Council held on the 8th of April 2019 had been previously circulated to all members and were agreed as an accurate record.
- RESOLVED:-**
The minutes of the meeting held on 8th April 2019 were confirmed by those present as a correct record and signed by the Chair.
- 1920/C/007: Public Participation.**
A member of CALRAG addressed the meeting on matters relating to the JSP public examination commencing in July, and the results of the local elections to North Somerset Council.
- 1920/C/008: North Somerset Council Matters**
Sarah Shaw (NSC Parish Council Liaison Officer) agreed that she would follow up on the requirement of the Parish Council to have contact with an officer at NSC on matters relating to the Section 106 payment due to the council for the pavilion project, as no response had been received to earlier contact requests.
- Members of the Parish Council also urged that the newly elected NSC Councillor be made aware of the Parish Council meetings and encouraged to attend.
- 1920/C/009: To receive the statutory accounts of the Council for the year ending 31st March 2019**
Members had received a copy of the published statutory accounts for the council year 2018/19.
- RESOLVED:-**
The Council approves the statutory accounts for the council year ending 31st March 2019.
- 1920/C/010: To receive and note the year end final report of the independent Internal Auditor for the year ending 31st March 2019.**
Members had received a copy of the end of year independent internal audit report by Lightatouch Audit Services. The report made no recommendations for implementation and certified that the figures entered by the Clerk on the Annual Return form and all the required schedules were correct..
- RESOLVED:-**
The Council notes the report of the internal auditor and notes that there are no recommendations made.
- 1920/C/011: To Agree Section 1 of the AGAR Annual Return for the Year 2018-19**
All members had been circulated with a copy of Section 1 (Annual Governance Statement) of the proposed Annual Return for this Council for the year ending 31st of March 2019.
Members unanimously decided that answers to questions 1-8 inclusive should be answered 'Yes', and question 9 was not applicable.
It was agreed that the Chair and the Clerk should sign the statement on behalf of

the Council.

RESOLVED:-

The Council has answered 'Yes' on questions 1-8 inclusive and 'Not Applicable' to question 9 of Section 1 of the Annual Return of this Council for the year ending 31st of March 2019.

1920/C/012: To Agree Section 2 of the AGAR Annual Return for the Year 2018-19

Members had been circulated with a copy of the draft submission of Section 2 of the Council's Annual return for the year ending 31st of March 2019 relating to the accounting statements of the council for the year.

Members unanimously agreed that the draft figures entered in rows 1 to 10 of the document were correct.

It was agreed that the Chair and the Clerk (as Responsible Financial Officer) should sign the statement on behalf of the Council.

RESOLVED:-

That the draft entries in Section 2 of the Council's Annual return for the year ending 31st of March 2019 were correct, approved, and the return should now be submitted together with the required supporting documents.

1920/C/013: To consider co-option of further persons to fill post-election vacancies

The election of councillors held on 2nd of May 2019 had resulted in nine councillors being elected to the Parish Council (uncontested). There are a total of 13 seats on the council. There are therefore 4 vacancies. Members were asked to make all efforts to recruit further members for co-option through contact with other residents. Arrangements have been made for the vacancies to be advertised on the council's website and noticeboards.

1920/C/014: To consider a report from the Finance & Personnel Committee relating to future staffing re-structure

Members had been in receipt of a report from the Chair of the Finance & personnel committee, Councillor Dev Clutterbuck, which related to the resignation of Martin Dolton as Clerk and recommended a future staffing structure to take effect from 20th May 2019. After discussion it was agreed:-

RESOLVED:-

With Effect From 20th May 2019 Ann Boote is appointed as Clerk of the Council and Martin Dolton is appointed 'Finance Officer' (RFO).

Their respective salaries and conditions of service as agreed by the Finance and Personnel Committee at their meeting on 29th April 2019.

The Clerk will work 20 hours per week on a flexible basis as the duties require.

The Finance Officer will work 8 hours per week (5 hours on a set day each week, and 3 hours per week to be flexible to cover meetings / audit visits / cheque signing etc). (For the first three month period the Finance Officer will work 10 hours per week in total to assist in the transition, then revert to 8 hours per week).

1920/C/015: Committees and Representation on Other Bodies

Members considered the committee structure and membership of those

committees for the new Council year 2018/19

Members decided by resolution that the committees and their membership for the 2018/19 council year should be :-

RESOLVED:-

Open Spaces & Allotments Committee: Councillors Ruth Bruton, Jackie Bush, Tim Jessiman, and Rick Brafield

Leisure Committee: Councillors Georgie Collett, Jackie Bush, Rick Brafield, Simon Glanfield, and Bill Carruthers.

Finance & Personnel Committee: Councillors Jackie Bush, Dev Clutterbuck, Ruth Bruton, James Hoddell, Tim Jessiman, and Bill Carruthers.

Planning Committee – Councillors James Hoddell, Georgie Collett, Bill Carruthers, Jackie Bush and Dev Clutterbuck.

Parish Council roles;

Speed Activated sign management : Simon Glanfield

Facebook Page / Account : Clerk

External Organisations

PCAA –	James Hoddell
Strawberry Line –	None at present
Speedwatch Co-ordinator –	Simon Glanfield
School Representatives –	Jackie Bush (Primary School)
Minibus Society –	Ruth Bruton
War Memorial Committee –	Ruth Bruton & Jackie Bush
AONB –	James Hoddell & Bill Caruthers
ALCA –	Bill Caruthers
Avon Wildlife Trust –	Georgie Collett
CALRAG -	James Hoddell & Bill Carruthers
I.A.G. (Indep. Adv. Group – Police)	Jackie Bush

1920/C/016: Declaration that the Parish Council qualifies and will operate the ‘Power of Competence’ for finance : Localism Act 2011 ss1-8

RESOLVED:-

The Parish Council meets the requirements (two thirds (9) of members elected, and a qualified Clerk) as stated in The Localism Act 2011, and therefore declares that until the next local election year (2023) it operates using the Power Of Competence in financial matters.

1920/C/017: To Approve the diary of meetings for the 2019/20 Council year

Members had been circulated with the proposed diary of meetings for the new Council year 2019/20. No amendments were made.

RESOLVED:-

Members approve the diary of meetings for the new Council year 2019/20 as presented at the meeting.

1920/C/018: Planning Matters:-

(a) NSC Decision Notices

None reported

(b) Applications for decision of comments as Statutory Consultee:-

(i) 19/P/0883/FUH : Laurel House, Bath Road, Langford

First Floor side extension

Members discussed and considered this application having viewed the plans and detail submitted, and a councillor having looked at the matter in detail. Members decided:-

RESOLVED :-

Churchill Parish Council supports application 19/P/0883/FUH as it does not appear to have any effect on the neighbourhood or environment.

(ii) 19/P/0944/FUH: Meadow Green, The Batch, Churchill

Side extension to existing annex/garage building

Members discussed and considered this application having viewed the plans and detail submitted, and a councillor having looked at the matter in detail. Members decided:-

RESOLVED :-

Churchill Parish Council supports application 19/P/0944/FUH as it does not appear to have any effect on the neighbourhood or environment.

(iii) 19/P/0993/FUH: 8 Orchard Walk, Churchill

Erection of attached double garage to side

Members discussed and considered this application having viewed the plans and detail submitted, and a councillor having looked at the matter in detail. Members decided:-

RESOLVED :-

Churchill Parish Council supports application 19/P/0993/FUH as it does not appear to have any effect on the neighbourhood or environment.

(c) Other Planning Matters

Councillor Bill Carruthers updated the meeting on the site under construction on the A38 (Bellway Site) – it had been established that some 13 of the properties were to be shared ownership ‘affordable housing’.

1920/C/019: Accounts.- To receive and confirm the payments for May 2019.

The detail of payments for authorization at the meeting had been listed on the agenda and circulated to all members and displayed on the Council’s website and noticeboards.

RESOLVED:-

The payments were agreed as per the agenda. Total expenditure of £6,789.86.

1920/C/020: Clerk’s Report

Members had been circulated with the full report of the Clerk.

RESOLVED:-

The report of the Clerk is noted.

1920/C/021: Matters for Information

Members raised the following matters:-

- i) Councillor Dev Clutterbuck commented on the issues being caused by long term (airport?) parking in Hilliers Lane. Police to be advised.

- ii) Councillor Ruth Bruton commented that the facebook account of the council could be a very useful conduit in future to informing / recruiting younger residents to take part.

- iii) Councillor Rick Brafield raised issues relating to the overgrown hedging on the A38 / footpath from the junction of Ladymead Lane to the bus shelter – to be reported to NSC. There was also an overgrown hedge encroaching onto the road outside the Old Vicarage in Dinghurst Road – contact to be made with the estate agent selling the property.

- iv) Councillor Jackie Bush indicated that the Parish Council car park may be being used as airport parking again – notices to be put on the vehicles. There had also been an approach from some football youth teams about using the pitches in Churchill. It was agreed that a formal approach should be made and the Open Spaces & Allotments committee consider this.

There being no further business the Chair closed the meeting at 9.05pm.

CHAIR.....

DATE.....