

## TORMARTON PARISH COUNCIL

### **The minutes of the Meeting of Tormarton Parish Council held on Monday 7<sup>th</sup> September 2020 at 18:45 via a virtual meeting link.**

**Councillors:** Cllr Simon Stevens (Chairman), Cllr Katy Pool, Cllr Janet Wells.

**In Attendance:** Jack Turner (Parish Clerk and RFO)

**Members of the Public:** None

#### **07/09/2020 – No 1. To receive any questions from the members of public present.**

No questions were received.

#### **07/09/2020 – No 2. To consider the apologies for absence and decide whether to accept them.**

Apologies were received and accepted from Cllr N Davis (Holiday).

#### **07/09/2020 – No 3. Declaration of Interest**

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

#### **07/09/2020 – No 4. To Approve the Minutes of the Meeting of Tormarton Parish Council held on 6<sup>th</sup> July 2020 and to note any issues.**

**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record.

#### **07/09/2020 – No 5. To review Tormarton Parish Council's asset register considering the meeting between the Chairman and Badminton Estate and agree any actions.**

Cllr Stevens provided an update. The Pound in the Village belongs to Badminton Estate and can be deleted from the Parish Council's asset register. The pound in West Littleton is thought to be in the ownership of The Parish Council but Badminton Estate are checking this. It was noted that a resident was looking after this pound. Cllr Stevens stated that he would visit the resident to say thank you for maintaining the item. Cllr Wells stated that there were some items around the pond that weren't on the asset register and these would be sent to The Clerk.

**RESOLVED:** It was unanimously agreed to remove the following items from the Council's Asset register: Tormarton Pound, Mowers and Machinery, Sports Equipment.

#### **07/09/2020 – No 6. To consider the formation of the West Littleton committee and agree any actions.**

Cllr Pool provided an updated. There were four people interested in forming the committee and wanted advice on how doing so. The Clerk will send Cllr Pool some more information around constituted groups and how they would be formed.

#### **07/09/2020 – No 7. To receive the presentation from South Gloucestershire Council in relation to the proposed modification of street lighting to LED lighting.**

The Council considered the presentation from South Gloucestershire Council. It was agreed that the 'lantern' style lights should be shaded to not let any light off into people's homes. It was noted that no lights in West Littleton were due to change.

**RESOLVED:** It was unanimously agreed for The Clerk to write to South Gloucestershire Council stating that the following lights should be shielded to not let light into people's homes or effect any nature in conservation areas: Number 5 and 6 are both on High Street. It was also agreed for the

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Clerk to check with South Gloucestershire Council if there were no change for the lights in West Littleton.

**07/09/2020 – No 8. To debate the future proposed road markings in the following locations and agree any actions:**

**a) Farm Entrance, Church Road, Tormarton.**

**RESOLVED:** It was unanimously agreed that the Council would support 'Keep Clear' road markings from the bus stop to the gateway of Manor Farm due to the need for access and for the safety of others.

**07/09/2020 – No 9. 2020 Christmas Events in Tormarton and West Littleton:**

**a) Debate proposed Parish Council involvement and agree any actions.**

**b) To discuss the formation of a steering group comprising members from the four community groups, West Littleton, and potentially local companies.**

The Council considered some events and what could be involved to introduce some Christmas spirit and togetherness into the Villages this year.

**RESOLVED:** It was unanimously agreed that Cllr Stevens would investigate who would be interested from the local groups on the Council's behalf and would feed this back in the October meeting.

**07/09/2020 – No 10. Tormarton Parish Council's Three-Year Plan:**

**a) To discuss the framework of the three-year plan as supplied by the Clerk.**

The Councillors discussed the framework provided. All Councillors will provide options for additions and removals to the Clerk via by 25<sup>th</sup> September. The Clerk will be provided Councillors with a copy of the 'Parish Plan'.

**b) To debate the practicalities of the Chairman's proposal for a Parish meeting in October, to consult parishioners regarding what should be included in the Parish Councils three-year plan.**

The Council considered various options for a consultation event and it was suggested that the meeting should be held in November, but this would be confirmed at the October meeting. It was suggested that the Council should leaflet drop all homes as well as posters on noticeboards and in community spaces as well as both village websites.

**07/09/2020 – No 11. Tormarton Parish Council Finance:**

**a) To note the position of the Two Bank Accounts:**

As of 7<sup>th</sup> September, the positions of the accounts were:

Current Bank Account - **£693.13**

Business Reserve Account - **£11,359.10**

**b) To receive the bank reconciliation for July**

**c) To receive the bank reconciliation for August**

The council received the documents and they were accepted as a true record.

**d) To note the income, expenditure and monthly accounts reports for July and August.**

Noted.

**e) To receive the expenditure report and authorise payments.**

**RESOLVED:** It was unanimously agreed to approve the report and authorise payments as below.

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Company	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Vision ICT	Writing and adding of accessibility statement to Council website.	£ 45.00	£ 9.00	£ 54.00	09-20-001
Vision ICT	Email Hosting November 2020 - October 2021	£ 72.00	£ 14.40	£ 86.40	09-20-002
	Total for September 2020	£117.00	£23.40	£140.40	

**f) To consider the insurance recharge to the relevant committees and agree any actions.**

**RESOLVED:** It was unanimously to recharge both committees at 30% each and the Council pays 40%. It was noted that in future years, the committees would need to purchase their own insurance.

**07/09/2020 – No 12. To consider any planning applications received and agree any actions.**

**a) Extension to existing stables to facilitate change of use to 1no. dwelling (Class C3) with associated works as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (amendment to previously approved scheme PK18/1658/F).**

**RESOLVED:** It was unanimously agreed to raise no objections to this application.

**b) To receive any update from the Planning Officer in relation to the queries raised by the Parish Council.**

No update had been received from the Planning Officer and The Clerk would chase this up.

**c) To note the Parish Council's response which had been decided by email in relation to the following application - P20/11500/TCA The Old Post Office High Street Tormarton.**

The Council noted that that it was a unanimous decision to raise no objections to this application.

**07/09/2020 – No 13. To receive the report from Vision ICT regarding the Parish Council's website accessibility.**

The Council noted the report and the Clerk would action the outstanding items.

**07/09/2020 – No 14. To respond to the consultations on planning from NALC and agree any actions.**

**RESOLVED:** It was unanimously agreed that Councillors will respond individually to the consultation.

**07/09/2020 – No 15. To receive any reports from South Gloucestershire Councillors.**

No reports were given. The Clerk would look into the information around 'Call for Sites' and feedback via email to the Council.

**07/09/2020 – No 16. To note the Parish Clerk's report for July and August.**

The Council noted the report.

**07/09/2020 – No 17. To receive updates on Traffic, Speeds and Parking within and around Tormarton Village.**

- a. Community Speed Watch**
- b. Tormarton and West Littleton 'Blackspots'**
- c. Application for Traffic Calming Funding**
- d. Tormarton Village Events Parking**

There was no update due to the COVID-19 pandemic seizing all the above. The Clerk would investigate the traffic review for Tormarton and West Littleton.

**07/09/2020 – No 18. To receive an update from the following committees.**

- a. Village Hall Committee**

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**b. Village Pond Committee**

**c. Playing Field Committee**

No updates were received.

**07/09/2020 – No 19. To note the date of the next meeting and location.**

The next meeting of Tormarton Parish Council will be on Monday 5<sup>th</sup> October at 18:45 at the Village Hall.

**The meeting was closed by the Chairman at 20:45.**