

TORMARTON PARISH COUNCIL

The minutes of the Meeting of Tormarton Parish Council held on Monday 6th July 2020 at 18:45 via a virtual meeting link.

Councillors: Cllr Simon Stevens (Chairman), Cllr Katy Pool, Cllr Janet Wells and Cllr N Davis.

In Attendance: Cllr Stephen Reade and Jack Turner (Parish Clerk and RFO)

Members of the Public: None

Cllr S Stevens handed over the role of Chairman of the meeting to Cllr K Pool which was unanimously agreed. It was noted that Cllr S Stevens would be intermittently leaving the meeting but would participate where he could.

06/07/2020 – No 1. To receive any questions from the members of public present.

No questions were received.

06/07/2020 – No 2. To consider the apologies for absence and decide whether to accept them.

No apologies were received.

06/07/2020 – 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.

06/07/2020 – No 4. To Approve the Minutes of the Meeting of Tormarton Parish Council held on 1st June 2020 and to note any issues.

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

06/07/2020 – No 5. To Approve the Minutes of the Extraordinary Meeting of Tormarton Parish Council held on 15th June 2020 and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record. With the addendum of item six, reading 'The Parish Council objected to this planning application and appreciated the parishioner's views on this application'.

06/07/2020 – No 6. To consider the adoption of the following policies:

- a) Complaints Policy
- b) Publication Scheme
- c) Freedom of Information Policy

RESOLVED: It was unanimously agreed to adopt these policies.

d) Statement of Training Intent

RESOLVED: It was unanimously agreed to adopt this policy with the addendum of 'Good Councillor Training provided by Avon Local Council's Association must be attended within the first year of office'.

e) Community Engagement Strategy

RESOLVED: It was unanimously agreed to adopt this policy with the addendum of the Facebook Page being included in the various communication streams.

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It was agreed to look at in September, a possible communication plan for all planning applications within the villages and how residents are informed of all applications.

06/07/2020 – No 7. To review Tormarton Parish Council’s Asset Register and agree any actions.

It was noted that Cllr S Stevens had spoken to the Badminton Estate and was awaiting a response. It was noted that the bench in West Littleton had been bought by the Parish Council for £500. Cllr J Wells would send over the information to the Clerk as promised at the last meeting.

06/07/2020 – No 8. To discuss initial ideas for a 3-year action plan for Tormarton Parish Council and agree to draft these up into a simple plan for public consultation.

Some concerns were expressed over South Gloucestershire’s Council Plan and a working group should be formed to look at this. It was agreed to bring ideas to the September meeting for a 3-year plan which would inform the 3-year budget plan.

RESOLVED: It was unanimously agreed that Cllr S Stevens, Cllr K Pool and Cllr J Wells would be the working party and would feedback to the Clerk prior to the next meeting.

06/07/2020 – No 9. Tormarton Parish Council Marquee:

a) To review the terms and condition of hire including hire charges and agree any actions.

b) To review the booking form and agree any actions.

c) To consider the promotional poster and agree any actions.

RESOLVED: It was unanimously agreed that a clause should be added that reads ‘Hire is available for a minimum of two days. It was further resolved that the pricing would be £250 for a two-day hire, £275 for a weekend hire and £500 for a week’s hire. It was noted that the Clerk would send the updated poster to Cllr N Davis to display at an event.

06/07/2020 – No 10. Tormarton Parish Council Finance:

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

As of July 1st 2020, the positions of the accounts were:

Current Bank Account - **£2931.12**

Business Reserve Account - **£11,358.91**

b) To receive the bank reconciliation for June

c) To receive the income and expenditure report and monthly accounts for June

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

e) To receive the expenditure report and authorise payments.

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

Company	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
DCK Accounting Solutions	VAT Advice	£ 100.00	£ 20.00	£ 120.00	07-20-001
Simon Stevens	Tormarton Village Website 2019-2020	£ 27.09	£ 5.42	£ 32.51	07-20-002
Simon Stevens	Tormarton Village Website 2020-2021	£ 27.13	£ 5.43	£ 32.56	07-20-003
Lawrence Tree Services LTD	Work undertaken on Village Pond to remove trees	£ 3,245.00	£ 649.00	£ 3,894.00	07-20-004
	Total for July 2020	£3,399.22	£679.85	£4,079.07	

f) To receive the procedure note for financial checks and agree to adhere to it.

RESOLVED: It was unanimously to adhere to the procedure note.

g) To consider the reserves policy and agree any actions

RESOLVED: It was unanimously agreed to adopt the policy.

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06/07/2020 – No 11. To consider any planning applications received and agree any actions.

No applications were received.

Cllr J Wells asked for an update on what planning enforcement had said about issues relating to planning permissions and land use for The Granary and Old Hundred. The Clerk confirmed he had emailed the planning enforcement team, but had no response.

06/07/2020 – No 12. To receive any reports from South Gloucestershire Councillors.

No reports were received.

Cllr S Stevens asked Cllr S Reade if there would be any help in reporting travellers from South Gloucestershire Council for residents. Cllr S Reade confirmed that the policy had not been changed and that illegal encampments would be attended by the traveller unit.

06/07/2020 – No 13. To note the Parish Clerk's report for June which incorporates the quarterly financial report.

The Council noted the reports.

06/07/2020 – No 14. 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 of the above.

06/07/2020 – No 15. To receive an update from the following committees.

a. Village Hall Committee

Cllr Katy Pool provided an update. The playground check from a ROSPA accredited inspector would be arranged now the playground is reopening.

b. Village Pond Committee

Cllr J Wells provided an update. The trees affected by the Ash dieback had been taken down and the work done was exemplary.

c. Playing Field Committee

Cllr N Davis provided an update on the grant application for tarmacking the car park.

06/07/2020 – No 16. To receive an update on local footpath signs.

Cllr Wells wanted to raise awareness of this issue and informed the Council that the signs between Tormarton and West Littleton were not in good condition. Cllr J Wells will report it to the relevant officers who would be dealing with this matter.

06/07/2020 – No 17. To note the date of the next meeting.

The next meeting of Tormarton Parish Council will be on Monday 7th September at 18:45.

The meeting was closed by the Chairman at 20:01.