

Minutes of Camerton Annual Parish Council Meeting on Wednesday 17 May 2023 at 7.30 pm at Camerton Community Hall Meeting Room

Present: Councillors: M Hutton (Chair), Cllr Randall, Cllr H Edwards, Cllr B Edwards, Cllr Sangan, Cllr Collins
District Cllr M McCabe **Clerk:** Kathryn Manchee

1. Declarations of Acceptance of Office by Councillors

Cllrs signed their acceptance of office witnessed by the clerk.

2. Apologies for absence

None.

3. Election of Chair

As no one stood for chair it was unanimously resolved that Cllr Hutton be chair for this meeting and until the next meeting where another chair would be elected for the meeting and for the period after until the following meeting.

4. Formal Declaration of Acceptance of Office by Chair

Not applicable.

5. Approval of Declaration of Acceptance at 12 June Meeting for those not able to attend this meeting

Not applicable.

6. Election of Vice Chair

It was unanimously resolved not to elect a vice chair.

7. Formal Declaration of Acceptance of Office by Vice Chair

Not applicable.

8. Declarations of interest and Dispensations

It was unanimously resolved that the granting of dispensations be delegated to the clerk of the council.

9. Review and Confirm or Amend Standing Orders and Financial Regulations

It was unanimously resolved that the standing orders and financial regulations stay as is.

10. Review and Confirm or Amend the Website Accessibility Statement

It was unanimously resolved that the website accessibility statement stay as is.

11. Review and Confirm or Amend the GDPR Documentation

It was unanimously resolved that the GDPR documentation stay as is.

12. Review and Confirm or Amend Payroll Arrangements

It was unanimously resolved that the parish council continue to use DM Payroll Services for its payroll.

13. Review and Confirm or Amend Banking Arrangements and Bank Mandate

It was unanimously resolved that the banking arrangements and bank mandate stay as is i.e. the approved signatories to be Cllr M Hutton, Cllr H Edwards, Cllr Collins and Cllr Sangan.

14. Review and Confirm or Amend Clerk and RFO's Contract

It was unanimously resolved that the clerk and RFO continue to be employed on the same contract as is.

15. Review and Confirm or Amend Sweeper's Contract

It was unanimously resolved that the sweeper continues to be employed on the same contract as is.

16. Reappointment of Internal Auditor

It was unanimously resolved that the current internal auditor be reappointed.

17 Appointment of George Coombs Charity Trustees

It was unanimously resolved that all parish councillors would be appointed trustees.

18. Parish Council Representative Reports 2022 2023

Written reports were circulated prior to the meeting.

19. Appointment of Parish Council Representatives to Camerton Community Hall, CBLNR, Environment Enhancement, Neighbourhood Watch and Rural Transport Group

It unanimously resolved that the existing representatives be reappointed apart from Rural Transport as the Rural Transport Group is being dissolved.

20 Parishioners Matters

None.

21. Minutes of Meeting Held April 19

The minutes of the meeting held on April 19 having been previously circulated were unanimously resolved as a true record of the meeting and were therefore signed by the chair.

22 PARISH COUNCIL MATTERS

22.1 Progress Report on CBLNR Future Relationship with the Forest of Avon The parish council, the Batch committee and the Forest of Avon all see a future tie up as a positive move. Trustees and officers of the Forest of Avon will be visiting the Batch soon.

22.2 Update on Newsletter Distribution Volunteer Recruitment The Durcott Lane round will be undertaken by Cllr Randall. The Skinner Hill round remains vacant. A request for volunteers to be put on Facebook.

22.3 Allocation of Councillor's Responsibilities. These to stay as is with highways and planning remaining unallocated.

23 FINANCE

23.1 Approval of Insurance Renewal As our existing supplier's renewal quote is less than an alternative provider's quote and a third company did not response to the parish council's request for a quote it was unanimously resolved that the parish council renew their policy with BHIB. Unanimously approved

23.2 Approval of Risk Assessment. The risk assessment including details of the insurance renewal having previously been circulated to councillors was unanimously approved.

23.3 Approval of Asset Register The asset register unanimously approved.

23.4 Consider and Approve Payments

Payments to Ratify

	Bank Transfer	Flower Boxes	£36.00
30 April	Standing Order	Net April salaries for clerk and sweeper	£1,243.40
Payments for Approval			
17 May	Bank Transfer	Insurance Premium	£374.70

Approved.

23.5 Notification of Public Inspection Dates relating to the Annual Accounts 2022 2023 The public inspection date will be from Monday 3 July to Friday 11 August.

23.6 Approval of List of Transactions over £100 2022 2023 Unanimously Approved.

23.7 Financial Report The balance of funds as at 17 May is £22,080.74.

23.8 Signing of Data Protection Fee Direct Debit Form by 2 signatories Signed and will be sent to the Information Commissioner's Office.

24 HIGHWAYS, RIGHTS OF WAY & ALLIED MATTERS

24.1 Highway Related Matters Nothing to report

24.2 Update Public Rights of Way Nothing to report.

25. PLANNING

25.1 Reports of BANES Planning Decisions

Planning Application REF 22/02169/EOUT Parcel 4234 Combe Hay Lane Combe Hay Outline application for Phases 3 and 4 for up to 300 dwellings PENDING DECISION. Further information has been submitted on which the parish council has been consulted.

Planning Application REF 23/00414/FUL Fieldview House Bath Road Tunley Erection of new double garage on existing drive of house APPROVED

Planning Application REF 23/00651/FUL 6 Orchard Cottages Wick Lane Camerton Erection of single storey garden studio PENDING DECISION

Planning Application REF 22/04173/FUL Parcel 8408 Wick Lane Camerton Change of use from agricultural land to domestic garden land PENDING CONSIDERATION

Planning Application REF 23/01114/FUL Densley View Bath Road Tunley Erection of single storey side extension and front porch following the demolition of existing garage. PENDING DECISION

Planning Application REF 23/01117/FUL The Court Rooms Camerton Hill Camerton Erection of 2no. detached family dwellings following demolition of existing school block PENDING DECISION

25.2 Planning Correspondence and other planning related matters. Work has begun on the new local plan and the parish council has been contacted about local green spaces.

26 Reports by Clerk/Councillors

Cllr Sangan – a possible enforcement issue was raised. It was decided that at this stage there was not enough information to report to BANES but a watching brief to be kept

Cllr Randall – the state of the play park. It was agreed to get suggestions for improvements from parishioners via Facebook so that Ward Cllr Matt McCabe can investigate sources of funding.

Cllr Collins – gave an update on the sweeper

Cllr H Edwards – raised the issue of a derelict property at Meadgate. Clerk to again report to BANES Council. Also flowers from the boxes have been stolen.

25 CORRESPONDENCE

None

The meeting Closed at 20.42 pm

Date of next parish council meeting – Wednesday 21 June, 7.30pm

Date: Signature: Chair