

Clutton Parish Council

Monday 15th September 2014 in the Village Hall

Submissions from members of the public

- The Contractor that cuts the grass in the Parish spoke to say that he would be finishing at the end of the season and he was aware that there had been some complaints and would be happy to answer any questions.

Minutes of the meeting of the Council

Present: Councillors R. Naish (Chairperson), S. Dagger, J. Fletcher, P. Mullins, I. Myatt, D. Phillips, S. Piddock, D. Veale, D Worskett, Cllr. J. Sparks (District Councillor); Mrs H. Richardson(Clerk); 5 members of the public.

Item

Action

- 113/14 **Apologies, absences and declarations of interest**
Councillors V. Adie, B Bailey, A Hillier and A. Starr sent their apologies. Councillor S. Dagger and S Piddock stated that, re 117/14, they are members of the scout group and an arts group respectively.
- 114/14 The **minutes** of the meeting held on **Monday 21st July 2014** were approved.
- 115/14 The Clerk reported on matters arising from the decisions of the last meeting.
Re:105/14 The changes to the leisure area lighting are underway, the third lamppost (nearest the scout hut) is now operational from dusk – midnight and the other two should be operational in the next week.
Re:112/14 The village hall has been booked for an open consultation to find out what parishioners want for the village in 2015 – 2016. The stall at the flower show was also used to invite parishioners to submit their ideas. The consultation event has been advertised in the Clutton and Temple Cloud news, on our website and on the notice board.

Finance

- 116/14 The **monthly finance reports** were tabled and accepted
- 117/14 The Parish Council Grants policy was adopted.

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Planning

- 118/14 The planning applications listed this month were for information only as comments were not invited.

A	14/03597/COND	The Wharf, Greensbrook: Discharge of Condition 5 of 10/03646/FUL	Comments not invited
B	14/03507/AGRN	Willow Farm, Marsh Lane: Erection of an agricultural Barn	Comments not invited
C	14/03433/COND	Ingledene Cottage, Upper Bristol Road: Discharge of condition 2 of 14/00779/FUL	Comments not invited
D	14/03310/CLPU	Burchell House, Lower Bristol Road:Erection of a single Storey Side & Rear extension and outbuildings	Comments not invited

Parish Council review

- 119/14 The conclusions from the Parish Council review working group were presented and the council agreed to adopt the following proposals:

- 1) Introduce three new 'topic areas':
 - i) Roads, road safety, traffic, pavements and footpaths
 - ii) Planning applications and enforcement
 - iii) Planning policy (including the neighbourhood plan follow through)
 - 2) Change from 'working group' structure to portfolio responsibilities structure as has been adopted by many other parish councils.
 - 3) Name a designated councillor for each portfolio area and an alternate/back up for purposes of quick consultation and representation at council meetings when 'lead' councillor cannot attend.
 - 4) Publish written 'protocols' making it clear that the 'lead' councillors and their alternates are not legally empowered to take decisions, issue instructions or give directions on behalf of the council. These must be taken by full council or by the clerk where the matter falls within the latter's formal powers and responsibilities.
 - 5) Designate portfolio responsibility areas as follows:
 - i) Planning Policy,
 - ii) planning applications and enforcement,
 - iii) Roads, road safety, traffic, pavements and footpaths.
 - iv) Allotments*
 - v) leisure area and recreation field*
 - vi) Children*
 - vii) Services and utilities
 - viii) Communications
 - ix) Finance and Administration
 - 6) For asterisked areas, the lead and alternate councillors will convene and consult a representative group of the service/facility users so as to ensure that users' views are fully reflected and communicated to the Parish Council.
 - 7) Portfolios should rotate on a two or three year basis so as to assist with continuity of knowledge and to give councillors experience of different topics.
- There is a case for other topics to be added at a later date – eg business and employment.

The Lead Councillors were then agreed for the topic areas, based on expressions of interest prior to the meeting and discussion in the meeting. Support councillors would be confirmed at a later date:

Planning Policy – Councillor Vic Adie

Planning Applications and enforcement – Councillor David Worskett

Roads, Road safety, Traffic, Pavements and footpaths – Councillor Paul Mullins

Allotments – Councillor David Phillips

Leisure Area, Recreation Field – Councillor Stephen Dagger

Children – Councillor Sophie Piddock

Services and utilities – Councillor Rosemary Naish

Communications – Councillor John Fletcher

Finance and Administration – Councillor Rosemary Naish

- 120/14 The Parish Council **agreed** that steps should be taken to make parish council meetings paperless. This would involve the purchase of a projector, Nobo laser pointer, surge protected extension lead and possibly a screen. The Clerk would apply for a grant for the cost of this equipment. The benefit of going paperless would be that meetings would be more 'open and transparent' as the public would be able to see all the documents on the screen as they are being discussed. Other paperless councils had reported an increase in attendance by members of the public. There

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would be a saving in print costs.

Exceptional items that should not be displayed publically would include;

The value of quotes obtained for work, where it is likely that further quotations may be requested.

Information that would make it possible to identify individual council employees salaries.

Other financial information that could be security sensitive eg account numbers. Any agenda item that requires a closed meeting.

- 121/14 The Parish Council agreed to change the way public submissions are handled and to allow public submissions immediately before the agenda item they concern. It was thought that this would help to increase public engagement with the parish council. Before the meeting starts the members of public will be asked if they wish to make a public submission on any particular item on the agenda. Any general or non specific public submission will be heard at the start of the meeting, but a public submission specific to an agenda item will be heard directly before that agenda item is discussed.

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Communications

- 122/14 The communications working group reported that they had met and recommended that the parish council need to further improve their engagement with the public. There should be better communication with the local press and engagement with young people should be improved. They recommended that:
- 1) The minutes need to go in the Chew Valley Gazette, even if, due to the copy deadline date, it needs to be the previous months minutes.
 - 2) The Council should set up a facebook page
 - 3) The website needs further modification and updating.
- They also suggested the introduction of a welcome pack for people moving into the village.
The Parish Council agreed that the recommendations should be pursued.

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Highways and transport

- 123/14 It was **reported** that Clutton had not been included in the first phase of the 20mph rural speed limit programme.

Other

- 124/14 The Ward Councillor **reported** that:
- Further to the ongoing problems that residents of the Sidings are facing with regards to the faulty sewage system, the residents have now employed a solicitor to represent them, and the Ward councillor would continue to offer them his support.
 - The Planning application for the Bromilows site has to go back to be considered by the Planning Committee as it was agreed while the Core Strategy had not been adopted and the S106 agreement has not been completed.
 - The proposed bypass to the west of the village is not going ahead and so the land that had been safeguarded for this route has been released from its planning constraints.

Correspondence

- 125/14 **a) Structures on the allotments** – Another structure has appeared on the

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allotments without the consent of the Parish Council and a resident has requested that the council make the tenants take the structures down. The council agreed that a policy should be established, stating the maximum size permitted, to allow the parish council to make a decision when permission is sought. Once agreed, the parish council would approach the tenants. A recommendation would be presented at the next parish council meeting.

b)Request for the council to make an application for a public footpath running along the old railway line from the Cabin to Chelwood.—It was reported that this was covered partially by the draft neighbourhood plan in which the old railway was identified as an area that should be protected as an open green space. It was also reported that the old railway has been identified as a Site of nature conservation interest.

126/14 The **Neighbourhood plan steering group reported** that as the Core Strategy has now been adopted, some of the policies in the previous draft were unnecessary as they duplicated what was in the Core Strategy, so they have been advised to reduce the plan to just five policies. The latest draft of the plan would be on display in the Village Hall on the 4th October between 10 and 12 noon.

127/14 The Clerk **reported** that administrator of the website has requested that we review the website as it has now been live for 6 months, to ensure both parties are happy with how the agreement is running. The Clerk has suggested that this is postponed for a month as there are plans to reorganise the layout of the website and this could be done in conjunction with the review.

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Close: The meeting ended at 9.25pm