

Draft Minutes subject to acceptance at the next meeting.

CHELWOOD PARISH COUNCIL

Before the commencement of the Parish Council meeting, Ian Mock of Bristol Area Rivers Trust gave a presentation about Candlestick Brook. He outlined the structure and work of BART, its fundraising activities and current work. The trust volunteers worked with landowners and others to improve rivers and streams by the use of natural methods to reduce flooding, improve water retention to reduce downstream flooding by the use of natural ponds and tree planting and encourage wildlife. On conclusion, the Chairman thanked Ian for his presentation.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE ZOOM PLATFORM ON TUESDAY 20TH OCTOBER 2020 COMMENCING AT 7.45pm

Present: Cllrs Julie Glynn (Chair), Niki Cripps, Peter Jones and Geoff Joyner; also in attendance Cllr Sally Davis (B&NES), Alan Butcher (Clerk) and three members of the public.

20/10/1 - *Apologies for absence.* Cllr Pat Harrison.

20/10/2 - *Declarations of Interest:*

- i) Adoption of the Parish Council Code of Conduct dated August 2020 previously circulated. Councillors voted unanimously to adopt the updated Code of Conduct.
- ii) Cllr Davis advised an interest in planning matters. There were no other declarations of interest.

20/10/3 - *Public Participation:*

The Chairman adjourned the meeting to allow 15 minutes for public participation.

- i) There were no comments on planning matters.
- ii) Other agenda matters:
The retiring clerk thanked the Parish Council for their gift.
- iii) Report from Ward Councillor.
Cllr Davis reported that B&NES had spoken to the landowner about proposals to resolve the matter of the collapsed bank. Cllr Joyner expressed concern about the oil tank located at the top of the bank and hoped for a speedy solution.
Cllr Davis noted the comment during the BART presentation about local fly tipping, Cllr Cripps noted that she had spoken in the past about speed reduction measures through the village which included virtual narrowing of the road by the use of white lines; Cllr Davis to raise the matter with Highways.
Cllr Joyner reported a rodent problem apparently emanating from the area around 3 Chelwood which was unoccupied; Cllr Davis to contact B&NES Environmental Protection.
- iv) Report from the Police. No report.

20/10/4 - *Confirmation of the Minutes of previous meetings:*

- i) Minutes of Meeting held on 23rd June 2020 were agreed as a true record. The chairman signed a hard copy of the minutes.

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20/10/5 - Parish Council Response to Planning Applications

- i) Application 20/03214/FUL – Erection of agricultural building, etc at Glebe House Farm, Main Road, Chelwood BS39 4NW. Cllr Glynn spoke about the application and proposed support. Councillors voted unanimously to support the application.
- ii) The clerk had received another planning application concerning Chelwood House Hotel too late to include on this agenda. The chairman proposed an extraordinary meeting on 28th October 2020 to deal with the matter. Clerk to action.
- iii) Planning the Future White Paper – Parish Council response. The clerk to send a copy of the draft response to Cllr Davis who responded with the B&NES response; clerk to circulate to councillors. It was agreed to consider the matter further at the extraordinary meeting on 28th October.

20/10/6 - Parish Council Matters.

- i) Highways
 - a) Collapsed wall and blocked footway. Cllr Glynn recorded a vote of thanks for the timeline which had been prepared; it was agreed to make copies for record purposes.
The landowner and others had met with Jacob Rees-Mogg who had agreed to send a strong letter to B&NES about the matter.
Cllr Davis reported on conversation between B&NES and the landowner which indicated a positive outcome; a letter of confirmation was awaited.
 - b) Drainage problems – Fry’s Bottom Lane. It was noted that drains in the area had been cleared although whether this had included Fry’s Bottom Lane was not known.
- ii) Works to telephone box. The clerk noted that “Phone Box Red” paint was available through various restoration companies. Previously Cllr Harrison had offered to obtain suitable paint but it was not known if this had been obtained. A budget of £100 was agreed to cover repairs and repainting of the phone box.
- iii) Website – additional information to be added. Clerk to contact the Village Hall and Community Fund chairman to agreed further information to be put on the website.
- iv) Climate Emergency – NALC survey and other actions. Clerk to complete NALC survey and circulate before submission. There was a general discussion about forthcoming climate emergency events and it was agreed that the Chew Valley Forum meetings would provide necessary feedback. It was noted that the Solar Farm provided a major parish contribution toward dealing with the climate emergency.
- v) Update of Standing Orders and Financial Regulations. These would be circulated over the coming months.
- vi) Councillors Registers of Interests. Cllrs Cripps and Harrison to complete updated forms.
- vii) Parish Liaison meeting 22nd October. The clerk or any councillor was unable to attend this meeting.

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20/10/7 - Financial:

- i) Payroll. The clerk had applied to HMRC to register the council as an employer. He would prepare the first payroll when these details were received.
- ii) Payment of Clerks Salary and expenses. The clerk outlined his salary and expenses for the quarter 1st July – 30th September. He will forward these details to the chairman in due course before the extraordinary meeting on 28th October when they can be approved.
- iii) Interim accounts prior to budget process. The clerk a process to ensure continuing control and reporting of income and expenditure. He would prepare and circulate interim accounts prior to the budget setting process in January 2021. A provisional date for the January meeting was agreed.
- iv) Change of banking provider. The clerk outlined details of the Unity Trust Bank which offered secure internet banking. The account would incur fees and charges of around £80 per annum. After further discussion, it was agreed not to proceed with this change but to remain with Natwest and to take into account the recommendations in the Internal Auditors report.

20/10/8 - Matters of Report:

- i) Clerk to circulate details of the Chelwood House Hotel planning application and call the extraordinary meeting on 28th October 2020.
- ii) The meeting closed at 8.50pm

20/10/9 - Date and Time of Next Meeting:

- i) Extraordinary meeting – Wednesday 28th October 2020 via Zoom commencing at 7.30pm.
- ii) Next scheduled meeting – Tuesday 19th January 2021.

**Alan Butcher,
Parish Clerk,
23rd October 2020
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