

**Minutes of the Parish Council Meeting
Held on 12th December 2022 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs John Graham, (Chairman), Jasmine McGregor (JM), Anne Curtis (AC), Valerie Williams (VW), Carmen Vazquez (CV), Marion Reeve (MCR), Paul Caddick (PC).

Graham Smith (Clerk), Ward Cllr Matthew Riddle (SGC).

1. Apologies for Absence

None

2. Declaration of Interests

None

3. Evacuation Procedures

The evacuation procedures were noted

4. Public Participation

Three members of public in attendance who raised issues relating to parking at Quarry Mead / Road. In particular the presence of a bollard at Quarry Mead and a land license issued by SGC at greenspace located on Quarry Rd which is perceived could be used to increase parking capacity. (MR) explained the process of licence issues and the Parish Council explained their reservations with regard to the current situation. The Parish Council confirmed that the issues relating to parking had been ongoing for many years which were brought to the fore when the garages / parking was demolished in favour of additional housing (Bromford) and that many meetings were held between the Parish Council (sub-committee), SGC traffic officers and ward Cllrs, and representatives from Bromford. (Clerk) placed a sample of minutes on the screen. (MR) emphasised that if the solution was simple, it would have been implemented but would re-engage with Bromford.

F221212-01 – Re-engage with Bromford to continue to seek solutions.

Action to (MR)

(AC) requested that (Clerk) seek clarification from PC Price regarding rules / law concerning parking on the pavement and resident rights relating to parked outside properties.

F221212-02 – Obtain advice from PC Will Price relating to the legalities of parking.

Action to (Clerk)

5. Minutes from previous meeting

Minutes of the previous meeting had been circulated with the agenda papers and Cllrs agreed that this was an accurate representation of the meeting.

22.043 Resolved: The minutes of the Parish Council meetings held on Monday 21st November 2022 were accepted as accurate and signed by Chairman.

6. South Gloucestershire Council

(MR) reported events relating to SGC which included a review of parking report the proposals of which were distributed prior to meeting and now to be formally advertised before the work is done.

7. Representative Reports

None

8. Review and recommendations from Planning Committee

(AC) stated that no report would be given as there were no issues to raise.

9. Responsible Councillor and sub-group reports.

Fields & Open Spaces - (Clerk) briefed Cllrs relating to the previously distributed ROSPA inspection reports and highlighted a high priority item relating to zip-wire maintenance and presented two quotations from the manufacturer and GB Sport and Leisure who are familiar with the equipment and have worked with it many times. Cllrs requested that as GB Sport and Leisure was less

expensive and as they are approved supplier the task of fulfilling the requirements of the ROSPA inspection fall to them.

22.044 Resolved: To place an order with GB Sport & Leisure to carry out maintenance work to the Cableway in line with the ROPA inspection.

(PC) reported matters relating to allotments and confirmed that the AAA AGM will take place on 27th March 2023'

10. Financial Matters

November Financial Statement and reconciliation had been pre-circulated to Cllrs. (JM) requested confirmation that the reports had been reviewed and recommended they be accepted as true and accurate by the Council.

22.045 Resolved: The financial reports for November 2022 as presented was accepted as accurate.

11. Review of 2022/23 stage 1 of the internal audit.

(Clerk) had previously distributed the internal audit report conducted by South Glos Council to Cllrs prior to meeting. The report confirmed that Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended and that the recommendations made will serve to further strengthen existing arrangements.

The auditor had highlighted the fact that Parish Council Standing Orders and Financial Regulations should be updated to reflect the correct and most up to date tendering thresholds and limits. As of 1st January 2022, this had increased to £213,477 & Works £5,336,937.

(AC) proposed that the Council accept the audit report and thank (Clerk) for maintaining the standard. (JM) seconded and all Councillors unanimously agreed.

22.046 Resolved: The Parish Council accept the 2022/23 audit report.

12. Precept Request

Further to the approval at the November meeting of the 2023/24 budget (Clerk) requested that the Parish Council accept and request a precept payment of £63,310 from South Glos Council.

(JM) proposed that the Council precept of £63,310 for 2023/24 be requested from SGC.. (PC) seconded and all Councillors unanimously agreed.

22.047 Resolved: The 2023/24 precept request for £63,310 be submitted.

13. Request for Funds - AJHMC

(Clerk) had previously forwarded an email from the chair of the Jubilee Hall Management Committee requesting funds to assist with the refurbishment of the Jubilee Hall kitchen. Cllrs considered the request and a majority of Cllrs agreed to Grant £800 to AJHMC. (PC) proposed (JG) second.

22.048 Resolved: A Grant of £800 be paid to AJHMC to assist toward the cost of the kitchen refurbishment.

14. Cemetery Rates Audit

(Clerk) had previously distributed information relating to communication with a Rates Audit Company suggesting that the Parish Council had over paid cemetery rates for many years and would obtain a refund (if applicable) at a cost to the council if successful. Cllrs agreed that it would be prudent to investigate further without the involvement of a third party. (MR) advised that the rates valuation office based in Bristol would be the first [point of contact and SGC could work closely with the Parish Council to ensure charges are correct.

F221212-03 –. Obtain advice from the Valuation Office / SGC relating to cemetery rates.

Action to (Clerk)

15. Authorisation of Payments

15.1. Payments Authorised in meeting by (JG) & (AC)

Details	Ref.	£
Grounds Maintenance	B/P 278	1228.50
Photocopy & Print	B/P 279	46.09
ROSPA Inspections	B/P 280	201.00
Prosafe Slam Plate Fixing	B/P 281	136.20
Bin Empty	B/P 282	64.20
Grant Aid	B/P 283	305.68
Grant Aid	B/P 284	400.00
Grant Aid	B/P 285	130.00
Grant Aid	B/P 286	250.00
Grant Aid	B/P 287	500.00
Grant Aid	B/P 288	250.00
Salary – Inspections/ Tidy	B/P 289	434.90
Clerk Salary & Expense	B/P 290	1741.65
Salary – Cemetery Caretaker	B/P 291	135.62
Data Protection Fee	B/P 292	40.00
Internal Audit Services	B/P 293	660.00
Down Rd – Goal Posts (SGC s106)	B/P 294	1011.12
Total Payments		£7,534.96

15.2. Recent Receipts

Details	Ref.	£
None		
Total Receipts		£0

22.049 Resolved: That all receipts and payments presented to the PC meeting on 12th December 2022 were accepted.

16. Correspondence

None

17. Website / Helmet

None

18. Any Matters the Chair Considers Urgent

Chair (JG) and (CV) offered apologies for absence at next meeting. (Clerk) informed Cllrs that due to annual leave the agendas for the next meeting would be distributed early.

Meeting Closed 08.54PM

The next Council Meeting will be 16th January 2023. (At the Jubilee Hall)