

Claverton Parish Council
Minutes of Ordinary Meeting Held on 11th October 2017 at St Mary's Church

Present

Councillors: Anna Beria, Rodger Sykes and Vi Jensen
 Clerk: Lesley Watkinson
 Other: None

Open Forum - None. No members of public present.

Apologies for Absence - Glennis Naylor, Mark Macintosh and Richard Mould

Declaration of Member Interests - None

Approve the minutes of the Ordinary Meeting of the Parish Council held on 13th September 2017.

The minutes of the Ordinary Meeting of the Parish Council held on 13th September were agreed as accurate and signed by the Chairman of Parish Council.

<p>Matters arising from the minutes</p> <p>Two builder quotes to repair bus shelter were received by Clerk and therefore claim was sent to Parish Council insurers. Clerk to chase progress of claim.</p> <p>Councillors Jensen and Naylor met George Blanchard(GB) B&NES (Planning Officer) on 18th September. GB explained his role and the context of NPs in relation to the Council Review of the Local Plan, which is ongoing. He suggested the areas where he could help facilitate the Neighbourhood Plan (NP) process, including having an overview of the initial NP Questionnaire before it is circulated to the Parish and attending relevant Steering Committee meetings. He was able to answer some general questions about the initial stages of the process and offered to send us further relevant information and documentation.It was agreed that communication would now be maintained on both sides and that GB would be available to respond to future queries as required. GB has already been proactive and has sent on some relevant /useful information.</p> <p>After meeting Councillor Jensen to discuss the NP requirements, the Clerk together with Councillor Mackintosh sought quotes to develop the Claverton Parish Council website to effectively communicate NP and to be user friendly mobile devices. One quote received other to be chased.</p> <p>Dilapidated caravan removed from lay-by on A36. Councillor Sykes has thanked our Ward Councillors for their efforts to get it removed.</p>	<p>LW</p> <p>LW/ MM</p>
<p>Receive and Discuss Correspondence</p> <p>All correspondence relating to Claverton has been circulated to the councillors in advance by the Clerk.</p> <p>Councillor Mackintosh to continue to work with the Snow Warden scheme. Councillor Mackintosh establishing if equipment can be serviced by B&NES.</p> <p>The Clerk and Councillor Jensen completed and submitted the Parish Rural Facilities Audit request to B&NES.</p> <p>Clerk received a consultation from Cotswold Conservation with regard to a Bathscape walking route. Clerk made an initial response and has requested further clarification.</p> <p>Clerk made aware of Wessex Water Watermark Award. Grants available. Clerk to review.</p> <p>All other matters covered on agenda.</p>	<p>MM</p> <p>LW</p> <p>LW</p>

<p>Neighbourhood Plan</p> <p>The consultation period for the application to designate the Parish came to an end on 29th September 2017. Although Claverton has not received a formal notification as at this time GB has said no comments were received during the consultation and now B &NES will proceed to designate the area. A report has been written and is awaiting sign off before it is issued and published on their website.</p> <p>Following the article in the September Newsletter Councillor Jensen has had a several conversations with potential residents for the Steering Group. Once the confirmation of designation has been received other stakeholders with an active presence in the parish will be asked to join the steering committee as a first step. All other stakeholders within the parish will be contacted as well but not invited at this stage to join the Steering Group.</p> <p>Three landscape architects have been asked to prepare a quotation to carry out a Landscape Character Assessment for Claverton. One quote has been received and this has been circulated to the councillors for comment.</p> <p>This month's Newsletter has included a competition to all residents covering all ages to submit photos of their favourite views or places which capture the essence and character of Claverton and its surroundings. The photos will be used to provide supporting evidence of Claverton's character as part of our Neighbourhood Plan application. Prizes will be awarded. The closing date is 19 November 2017.</p> <p>Councillors Jensen and Naylor have been working on the Terms of Reference for the Steering Group and a draft has been circulated to councillors. Work has also begun on a draft questionnaire but is not ready for circulation for comment at this point in time.</p> <p>Claverton Parish Council have received an invitation to attend Batheaston's Public meeting on Thursday 12th October. Clerk and Councillor Jensen will attend.</p> <p>Parish Council approved of the Terms of Reference for the Steering Committee.</p> <p>Parish Council agreed the draft budget (circulated at the meeting) in order to apply to My Community for a grant towards the cost of producing the NP up to £9,000. The grant can be applied for once the designation has been approved. If the preliminary application is approved there will be an urgent deadline of 30 days to complete an online grant application supported by quotations for the work.</p>	<p>VJ/ GN</p>						
<p>Financial Officer's Report</p> <p>At meeting, Clerk produced a recent bank statement and the cheque book for councillors to inspect.</p> <p>Two invoices were presented at meeting and cheques signed by councillors:</p> <table border="0" data-bbox="164 1496 694 1563"> <tr> <td>188</td> <td>St Mary,s - Use of church</td> <td>£300</td> </tr> <tr> <td>189</td> <td>J Potts - Newsletter</td> <td>£50</td> </tr> </table> <p>Clerk advised that 16/17 Audit document signed off by Grant Thornton. Though it did not attest their option the auditors wished to draw to the attention of Claverton Parish Council, the following: The Authority must ensure that it complies with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 and ensure that the date of the announcement is after the approving and signing the Accounting Statements. The Parish Council should also consider the impact of this failure on its disclosures on the 2017/18 Annual Return.</p>	188	St Mary,s - Use of church	£300	189	J Potts - Newsletter	£50	
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<p>Receive Planning Committee Report and discuss planning matters including:</p> <p>The Planning Committee is keeping in touch with B&NES planning and enforcement departments to keep abreast of their reviews of planning issues in the village.</p>							

<p>Broadband Project update</p> <p>Councillors expressed a desire that Broadband project is brought to conclusion and Councillor Sykes continuing to work to achieve this closure.</p>	
<p>Village Maintenance</p> <p>Councillor Jensen will contact Council Connect and will organise a Village litter pick up</p>	VJ
<p>Transportation Update (inc Warleigh Weir)</p> <p>Two of the original four black and white warning posts, marking the entrance to Ferry Lane southbound on the A36 which were broken have been replaced by Highways.</p>	GN
<p>Exchange of Information</p> <p>None</p>	

The meeting closed at 8.30 pm

Future Council Meetings: Wednesday 8th November 2017 - Ordinary Meeting. Wednesday 10th January 2018 - Ordinary Meeting.

Signed Date

Cllr Anna Beria, Chairman, Claverton Parish Council