

**Claverton Parish Council**  
**Minutes of Ordinary Meeting Held on 13th February 2019 at St Mary's Church**

**Present:**

Councillors: Anna Beria, Glennis Naylor, Vi Jensen, Rodger Sykes, Mark Macintosh  
 Clerk: Lesley Watkinson  
 Other: Members of public

**Open forum** - Parish resident asked about upcoming events at Warleigh Weir and whether the Parish Council would consider having double yellow lines through village road. The Chairman replied that this has been discussed in past but thought unsuitable for the village as it is not an urban environment.

**Apologies for Absence** - Martin Mitchell and Richard Mould

**Declaration of Member Interests** - None

**Approve the minutes of the Ordinary Meeting of the Parish Council held on 9th January 2018.**

The minutes of the Ordinary Meeting of the Parish Council held on 9th January 2019 were agreed as accurate and signed by the Chairman of Parish Council.

	<b>Actions</b>
<p><b>Matters arising from the minutes</b></p> <p>Clerk followed up on damaged sign at the bottom of Claverton Hill. Originally reported via the "Fix My Street" App. Sign has been fixed.</p> <p>Councillor Mitchell met with Mike Symonds, our current PCSO, to confirm he is happy with the wording of the 'please don't park here' notices intended for use on poorly/illegally parked vehicles on A36 and village roads. Also, Councillor Mitchell wrote to Chief Constable to understand plans to change the policing arrangements for the village.</p> <p>Councillor Jensen reviewed Neighbourhood Plan Aspirations.</p> <p>Clerk advised B&amp;NES that bins at Warleigh Weir are attracting fly-tipping.</p> <p>Councillor Beria reviewed HAIL reporting App (suggested by Highways England representative Neil Winter) but advised that it is not for public use. Councillor Beria to follow up with Highways to establish how members of public and PC can report near misses. Councillor Beria has also reminded Highways of urgent need for resurfacing on A36, especially at the North end of the village.</p>	
<p><b>Receive and Discuss Correspondence</b></p> <p>All correspondence relating to Claverton has been circulated to the councillors in advance by the clerk.</p> <p>Councillor Mackintosh to review Draft Joint Local Transport Plan 4,</p> <p>Councillor Jensen advised that there is training available with regard to habitat assessments and she can provide further details if anyone is interested.</p>	MMac

	Actions												
<p><b>Financial Officer's Report and set 2019/20 Parish Budget.</b></p> <p>At the meeting, the cheque book and 2018/19 bank statements were made available for councillors to inspect. Clerk forwarded councillors a copy of 2018/19 cash book in advance of meeting.</p> <p>The following invoices were presented at meeting for payment.</p> <table border="0"> <tr> <td>222</td> <td>Cllr Jensen received NP expenses</td> <td>£1,263.98</td> </tr> <tr> <td>223</td> <td>Cllr Jensen replacement of lost cheque no191</td> <td>£469.15</td> </tr> <tr> <td>224</td> <td>St Mary's NP expenses - use of church</td> <td>£180</td> </tr> <tr> <td>220</td> <td>NP Plan - refreshments costs reimbursed to chair</td> <td>£25</td> </tr> </table> <p>Councillors set 2019/20 Budget:  <b>Income:</b> Precept: £2,970, <b>Total Income £2,970. Expenditure:</b> Staffing £750, Office admin £60, Publications £50, Audit Fees £100, Chairman's allowance £100, Training £200, Subscriptions £250, Grants/Donations £350, Newsletter £50, Website £500, Events £400, Village maintenance £2,000, Insurance £300, Entertainment and refreshments at APM £300 and Neighbourhood plan £1000. <b>Total Expenditure £6410.</b></p> <p>The Parish Council reserves were also reviewed. £2,000 co-funding of resurfacing village path, £5,000 Link Road Claverton Representation, £6,000 adaptations to Church to meet aspirations of Parish highlighted by NP.</p>	222	Cllr Jensen received NP expenses	£1,263.98	223	Cllr Jensen replacement of lost cheque no191	£469.15	224	St Mary's NP expenses - use of church	£180	220	NP Plan - refreshments costs reimbursed to chair	£25	
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<p><b>Neighbourhood Plan Update</b></p> <p>After sending the revised draft Plan to B&amp;NES Planning Officer for any further comments, Planning Officer came back with one minor suggestion. This was agreed and the printers made the changes. We now have the final draft Neighbourhood Plan in PDF format and a few hard copies which will need to be available for the Regulation 16 Consultation.</p> <p>B&amp;NES are still in the process of completing the habitat regulations Assessment (HRA) Screening and progress the Strategic Environmental Assessment (SEA) Scoping report. It is understood that they should be finalized shortly but no actual date has been set. Once completed B&amp;NES will circulate to the Environment Agency, Historic England and Natural England. The timeframe for their responses is six weeks.</p> <p>The printers have revised the document. This is going to be sent to B&amp;NES Planning Officer for a final review prior to us submitting the Revised Plan for Regulation 16 Consultation.</p> <p>At this point the Parish Council has to submit two documents</p> <ol style="list-style-type: none"> <li>1. A Conditions Statement which explains how the proposed Claverton Neighbourhood Development Plan meets the requirements of the Neighbourhood Planning (General) Regulations 2012 and that it is in accordance with the Localism Act 2011</li> <li>2. A Consultation Statement which contains details of the Regulation 14 consultation process who was consulted, how they were consulted, summary of the main issues and concerns raised and how these issues and concerns have been considered and addressed in the draft Plan being submitted for Regulation 14 Consultation.</li> </ol> <p>Both these statements have been sent to the B&amp;NES Planning Officer for his comments.</p> <p>We cannot progress any further until the HRA and SEA reports have been completed by B&amp;NES. However, all the supporting documentation will be ready for the six-week Regulation 16 Public Consultation as soon as we get the go ahead.</p>													
<p><b>Receive Planning Committee Report and discuss planning matters</b></p> <p>No new planning applications received.</p>													

	<b>Actions</b>
<p><b>Broadband Project update</b></p> <p>No new updates</p>	
<p><b>Village Maintenance</b></p> <p>Parish Council has established that resurfacing of village path leading to bus stop is the responsibility of B&amp;NES and has advised land owner accordingly. Clerk to check progress with Footpath officer.</p>	LW
<p><b>Transportation Update (inc Warleigh Weir)</b></p> <p>As raised by member of public at meeting and representations from other residents informally there is concern about a number of upcoming events at Warleigh Weir and generally about parking management.</p> <p>The Parish Council are looking at curbing parking in all areas, not just on the village road. Parish Council is working with Police and Local Authority to enforce parking restrictions. Parish Council has obtained police approval for a polite notice for cars parked inconsiderately. Mr Palmer, owner of Warleigh Island, fully supportive of this measure</p> <p>Councillor Beria to find out more information about planned Drone Day</p> <p>Parish Council are hoping to meet with organiser of "All About Love" event before the next Parish Council Meeting as there are many question councillors and Parish residents. Of particular concern are the numbers attending the event, are appropriate licences applied for and how are the organisers going to manage day-trippers who are unaware that the Island will be used for a private event.</p>	RS
<p><b>Exchange of Information</b></p> <p>None</p>	

The meeting closed at 8.50pm

Future Council Meetings: Wednesday 13th March 2019 - Ordinary Meeting, Wednesday 10th April 2019.

Signed ..... Date .....

Cllr Anna Beria, Chairman, Claverton Parish Council