

Dundry Parish Council

Minutes of the Annual Meeting held on Wednesday 11th May 2011 at 7.30pm

(These minutes are subject to approval at the next meeting)

Chair: Cllr Holger Laux

In Attendance: Cllrs Bee Peters, Nancy Jennings, David Hurford, Richard Thomas, Ralph Gay, Steve McCarthy, Maggie Keast, Duncan Pittaway, Simon Fiddian (co-opted at meeting)
Claire Dyke (NSC Parish Councils' Liaison Officer)

Clerk: Judith Hoskin

11/05/2011 930 - Signing of Declarations of Acceptance of Office by Councillors 930.1. As this was the first meeting after the Local Council elections Councillors signed the Declaration of Acceptance of Office of Councillor.	Actions
11/05/2011 931 - Election of Chair 931.1. Cllr Holger Laux was re-elected as Chairman. (Nominated Cllr Thomas, Seconded Cllr Hurford) 931.2. The Chairman signed the Declaration of Acceptance of Office of Chairman.	
11/05/2011 932 - Apologies 932.1. Apologies had been received from PC Trevor Byford, PCSO Michele Barrett, and District Councillor Hugh Gregor.	
11/05/2011 933 - Election of Vice-Chair 933.1. Cllr Maggie Keast was re-elected as Vice-chair (Nominated Cllr McCarthy, seconded Cllr Peters)	
11/05/2011 934 - Co-option of new Councillor 934.1. Simon Fiddian introduced himself and said he was willing to be co-opted onto the Council. He said that he was a resident of Bridgwater Road, was retired, and had lived in the area for 12 years. Councillors welcomed him and he was duly co-opted (proposed Cllr Pittaway, seconded Cllr Thomas) 934.2. Cllr Fiddian signed the Declaration of Acceptance of Office of Councillor.	
11/05/2011 935 - Declarations of Interest by Councillors in items on the Agenda 935.1. There were no declarations of interest.	
11/05/2011 936 - Appointment of members to serve on the undermentioned Committees/Working Groups for 2011/2012 936.1. Planning – Cllrs Thomas, Hurford, Keast and Gay 936.2. Finance - Cllrs Laux, Keast and Hurford 936.3. Streets and Open Spaces (including Playing field) – Cllrs Pittaway, McCarthy, Jennings and Fiddian 936.4. General Purposes – Cllrs Thomas, McCarthy, Jennings & Laux	
11/05/2011 937 - Appointment of representatives to the following bodies for 2011/2012: 937.1. Consolidated Charities Trustees – Cllr Keast 937.2. Parish Councils Airport Association – Cllr Thomas, Cllr Keast 937.3. Parish Plan Committee – Cllrs Laux & Peters 937.4. Village Hall Committee – Cllr Laux, Cllr McCarthy	
11/05/2011 938 - Appointment of Councillors with special responsibilities for: 938.1. Neighbourhood Watch – Cllr Peters 938.2. Care of the Natural Environment – Cllr Peters, Cllr Hurford 938.3. Health and Wellbeing – Cllr Peters	
11/05/2011 939 - Dundry Consolidated Charities and Symes Charities 939.1. Cllr Keast reported on the Consolidated Charities Fund, originally set up to help the poor of the village. She said that it was now registered online with the Charity Commission which made it easier to submit accounts. The value of the fund stood at £1,185.01, with £170.12 in the current account.	
11/05/2011 940 - Minutes of the Meeting of Dundry Parish Council – 06/04/2011 940.1. The Minutes of the meeting held on 6 th April 2011 were agreed as a true record (proposed Cllr Keast, seconded Cllr Hurford)	
11/05/2011 941 - Crime Report/Neighbourhood Watch 941.1. Crime report for preceding month – No police were present but PCSO Barrett had sent the following report on crime figures for the previous month:	

4 x Making off without payment (Petrol Station) 2 x Possession of cannabis 1 x theft of motor vehicle						
941.2. Neighbourhood Watch Report – Cllr Peters said that she had nothing in particular to report. She said that this was the time of year to be especially careful not to leave expensive items visible or unsecured in the garden.						
11/05/2011 942 - Public Forum						
942.1. No members of the public were present but the following had been raised with councillors:						Clerk/S & OS group
942.1.1. There had again been complaints about the Hill Road turning circle. There was some discussion of whether it would be possible to ask North Somerset Council to re-configure the hairpin bend so that the turning circle was no longer needed. It was agreed to discuss this at the next meeting with Fay Powell (NSC Area Officer)						
942.1.2. More complaints had been received about potholes and the road surface generally on Highridge Road. The Clerk said that she had been told by Fay Powell that this had been listed for repair. Councillors again expressed the opinion that NSC's failure to seal round repairs was a contributory failure to their failure.						
11/05/2011 943 - Finance						
943.1. The finance report had been circulated before the meeting. This was approved (proposed Cllr Hurford, seconded Cllr Pittaway)						Clerk
943.2. The chairman signed the Clerk's time sheet						
943.3. Payment of the following cheques was approved:						
Cheque no	Paid to	For	Payment (gross)	Fund	Category	
100347	E.ON*	Electricity (street light)	£28.50	General	E.ON	
100348	J Hoskin	April Wages	£350.00	General	Clerk's Salary	
100349	Information Commissioner	Notification fee	£35	General	Data protection	
100350	AON**	Insurance	£488.59	General	Insurance PG	
100351	A Nixon	Planning application	£85	Playground	Development Grant	
100352	Bee Peters	Work to interpretation board and leaflets	£704.16	Hill Top Walk	Info, signs leaflets	
100353	Nibra Signs Ltd	Map for interpretation board	£132	Hill Top Walk	Info,signs, leaflets	
*Already paid **see item 943.4 below						
943.4. The Asset Register had been circulated before the meeting. Councillors considered whether it was necessary to have asset insurance for items other than those already included in the 'All risks' policy. After some discussion it was agreed that, bearing in mind the excess on the policy, the additional premium which would have to be paid and the likely risks involved, the insurance cover should remain the same as the previous year. (Proposed Cllr Hurford, seconded Cllr Gay)						Clerk
943.5. Presentation of Annual Return for Approval – The Clerk had prepared the Annual Return which had been checked by the Internal Auditor. It was agreed that this should be approved and signed (proposed Cllr Thomas, seconded Cllr Gay) (nb – this item was discussed after item 944 to allow Cllr Pittaway to take part in the discussion of the playground agreement)						Clerk
11/05/2011 944 - Playground						
944.1. Cllr Jennings reported that there would be a presentation to stakeholders and residents at Dundry Day to explain what would be happening next with the playground. There had been a meeting with the contractor and a programme agreed whereby the mound and tunnel would be constructed first followed by the rest of the contract when the first amount of VAT had been recovered. The contractor intended to dig trial holes in the next few days.						Clerk
944.2. Cllr Jennings said that the first item to be ordered and installed would be the new large kissing gate in the corner of the village hall car park which would accommodate wheelchairs and pushchairs. Research on the internet had come up with only one design that would do this while inhibiting the passage of motor bikes and this had therefore been included in the budget submitted to Community Spaces without comparative pricing. The Clerk was asked to place the order.						

944.3. The programme and the type of contract necessary had been discussed at the meeting with the contractor. The Children's Playground Company did not have their own terms and conditions so the Playground Group committee had drafted an agreement based loosely on a standard Minor Works Contract but adapted to suit the unusual arrangements needed to suit the timing of Community Spaces funding and staged VAT Recovery. This agreement had been circulated for Councillors' comments which were as follows: 944.3.1. There was no provision for dispute resolution or penalties for late completion. After some discussion it was agreed that disputes should be referred to the Lead Professional and that penalty clauses were not needed. 944.3.2. Cllr Gay said that the document was not very clear that the 5% retention would be taken off at every stage. Cllr Jennings would check the arrangements for this with Community Spaces. 944.3.3. It was thought that if the mound was to be left in a condition to be played on some sort of a safety check should take place, or it should remain fenced off. Cllr Jennings to pursue. 944.3.4. It was agreed that the document should be signed by two councillors, but not necessarily the chairman. 944.3.5. Cllr Jennings said that although CPCL had not seen the document in its final form all the terms had been discussed and agreed with them in principle.	Cllr Jennings
<i>Cllr Pittaway and Claire Dyke left the meeting at this point.</i>	
11/05/2011 945 - Village Orderly 945.1. Councillor Laux reported that he had met a Winford councillor for his advice on hiring a village orderly. They had discussed how to assess the cost of certain tasks, how to find the right people (contractors rather than employees) and the range of prices charged. Cllr Laux suggested that providing a list of tasks to be done each month for a fixed rate would be better than paying an hourly rate. 945.2. Cllr Jennings had made enquiries with some contractors and narrowed the choice down to a shortlist of three. She described the three companies and what they would charge. It was agreed that she would take up references for these companies (and one other suggested) and that other members of the Streets and Open Spaces group would come up with a list of tasks. The matter would then be discussed further at the next meeting. 945.3. There had been an offer for the 'Community Payback' Scheme to do work in the parish. This involved offenders working for the community on tasks such as litter picking, clearing undergrowth etc. It was agreed that this might be a good way of clearing litter from the Hill Road turning circle. The Clerk would contact the co-ordinator for more information. If the proposal seemed likely to go ahead residents would be consulted.	Cllr Jennings /S & O S Group Clerk
11/05/2011 946 - Parish Plan - Dundry Day and Hill Top Walk. 946.1. Cllr Peters reported that the interpretation board had been unveiled just before the meeting, with the artist, funders, helpers and councillors being present. 946.2. It was agreed that Cllr McCarthy would open the hall for Dundry Day at 10 a.m. and help to set up. Cllr Keast would help at the end of the day. The Playground talk would be at 2pm. The police would be asked to bring the skate trailer at 12 o'clock.	Clerk
11/05/2011 947 - Noticeboards 947.1. Cllr Keast reported that she had no definite news on replacement of the noticeboards and she would report at the following meeting.	Cllr Keast
11/05/2011 948 - Dangerous bend on Wells Road 948.1. North Somerset Council had offered to paint 'Slow' signs either side of the bend on the Wells road. The Clerk had circulated a drawing of the proposed locations which councillors approved subject to any comments the residents might have.	Clerk
11/05/2011 949 - Dundry School Governors Report 949.1. Cllr Peters reported that on 28th April there had been a 'street party' at the school which had been a great success. 949.2. Repairs to the school retaining wall had not yet commenced, apparently because of problems with the road closure.	
11/05/2011 950 - Report on meeting attended 950.1. Cllr Laux had attended a meeting of the Village Hall Committee on 21st April. He reported that the hall finances were now in order and the committee had set up a list of tasks to improve the running of the village hall. Work on the pre-school garden was due to start in the next few weeks.	

11/05/2011 951 - Planning 951.1. Planning Applications received: 951.1.1. 11/P/0647/NMA Application for non-material amendment to Planning application 1/P/1920/F to allow change of layout of playground, change to design of certain play items and change of wood to be used for play items – <i>DPC application</i> 951.2. Applications Approved by NSC: 951.2.1. 11/P/0354/F Mendip Villas, Crabtree Lane, Dundry, BS41 8LN – erection of replacement porch. 951.2.2. 11/P/0259/F Spring Barns, Spring Lane, Dundry, BS41 8NT – alterations to outbuildings to create annexed accommodation for use in association with Spring Barns 951.2.3. 11/P/0647/NMA Application for non-material amendment to Planning application 1/P/1920/F to allow change of layout of playground, change to design of certain play items and change of wood to be used for play items 951.3. Applications Refused by NSC: None	
11/05/2011 952 - Clerk's Report 952.1. The Clerk's Report on the previous month had been circulated with the agenda. The following items were discussed: 952.1.1. The old millennium stone on the hairpin bend had been removed and replaced with the new one. Cllr Gay would obtain quotations for replacing the plaque but asked councillors to let him know as soon as possible whether they thought the stone should also be cleaned up or left moss-covered as at present. 952.1.2. Sports field rubbish – clerk to write to Sports and Social club to ask them to stop burning their rubbish, also to talk to Fay Powell about the options for rubbish disposal from the field. Cllr Laux to raise this with the Village Hall committee. 952.1.3. Cllr Fiddian raised the question of the triangular piece of land at the end of Dundry Lane, and the land the other side of Dundry Lane where NSC were not cutting the grass sufficiently to provide clear visibility. It was agreed to discuss this at the next meeting.	Cllr Gay/ All Clerk/Cllr Laux
11/05/2011 953 - Correspondence requiring action/discussion/noting (not dealt with elsewhere on the Agenda) 953.1. AON Insurance renewal details – <i>agreed (see item 943.4)</i> 953.2. CPRE Invite to AGM 21st May - <i>noted</i> 953.3. Chew Medical Practice Introducing new manager and invite to meeting 17th May – <i>Cllrs Peters and Keast to attend.(post meeting note: date changed to 24th May)</i> 953.4. There were no Comments/queries arising from complete correspondence list (circulated with agenda)	
11/05/2011 954 - Items to be noted for discussion at next meeting 954.1. The millennium stone was noted for discussion at the next meeting	

There being no further business, the meeting ended at 10.20 pm.

Copies of the full minutes of the Annual Meeting of Dundry Parish Council held on Wednesday 11th May 2011 can be found on the parish website (www.dundry.org.uk), on the village noticeboards or obtained from the Clerk, Mrs Judith Hoskin – Tel: 0117 9642804, email: dundryclerk@tiscali.co.uk
Abridged versions are available in the Parish News and in the Chew Valley Gazette.

The next meeting of Dundry Parish Council will be held on Wednesday 1st June 2011