

# STOWEY SUTTON PARISH COUNCIL

Tel: 01275 772 177

Email: [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org)

Website: [www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)

Present: Councillors K Betton (Chairman), H Clewett, L Kingston, E Daly, M Arnold and L Balmforth  
Clerk: J Bryant

Minutes of the Parish Council meeting held at  
7pm on Wednesday 17th June 2020 via Zoom  
[www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)

## MINUTE: 2020/06

### 1. Protocol for Remote Meetings

Chairman provided details of how remote meetings, and this meeting, will be run.

### 2. Public Participation

Members of the public and press were invited to address the Chair with questions or observations within the jurisdiction of the Parish Council.

1 member of the public attended this month's meeting.

### 3. Confirmation of Minutes

**RESOLVED that**, the minutes of the Parish Council Meeting held on 19<sup>th</sup> March 2020 were approved.

### 4. Declaration of Interest & Apologies

No declarations of interest or apologies received.

### 5. Decisions Under Delegated Powers

**RESOLVED that**, all decisions made under delegated authority since the last Full Parish Council meeting held on the 19th March 2020 are ratified. A full list of the decisions made under the Delegated Powers can be found at the end of these minutes\*.

### 6. Finances

The following reports were received and considered:

- i. Annual Internal Audit Report 2019/20
- ii. Annual Governance Statement 2019/20
- iii. Annual Accounting Statements 2019/20
- iv. Bank reconciliations for y/e 31<sup>st</sup> March 2020 are accurate and agree with the cash book and AGAR presented
- v. Asset register is complete and accurate and properly maintained
- vi. There are no Trust Funds held
- vii. Dates for the exercise of public rights (Monday 22<sup>nd</sup> June 2020 to Friday 31<sup>st</sup> July 2020)

**RESOLVED that**, the Annual Governance and Accountability Statement be approved and signed by the Chairman and Clerk/RFO.

**RESOLVED that**, the Annual Governance and Accountability Statement and associated documents be available for inspection by the public Monday 22<sup>nd</sup> June 2020 to Friday 31<sup>st</sup> July 2020 10am to 4pm by prior arrangement (due to Covid-19 restrictions).

Stowey Sutton Parish Council would like to extend its thanks to its Internal Auditor Ian Dagger who completed the internal audit during the Covid-19 Pandemic and utilised virtual methods along with our Clerk extremely

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effectively. Ian has also generously offered his usual fee to be used for a community purpose deemed appropriate by the council who will keep him informed of the use of this amount.

## 7. Delegated Powers

**RESOLVED that**, the Clerk, as Proper Officer of the council under the Scheme of Delegation within the High Infectious Diseases Policy and Standing Orders, continues to have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place. Any actions taken under the authority must be reported at that meeting.

## 8. Clerks/District Councillors Reports – for information

Clerk reported that:

- Many reports are being made of unkempt trees, grass, and hedges. Landowners reminded of their responsibilities and reported to B&NES as appropriate.
- PCAA have taken a vote on holding virtual meetings and have decided none are to be held at present as little activity.
- Data Protection registration is due for renewal 8<sup>th</sup> July 2020
- Cessation of LCPAS means new Data Protection Officer will be appointed, and an alternative body may be required. Clerk to explore and report back to Parish Council by 1<sup>st</sup> July 2020.
- Bittern Trail has had to be closed at Chew Valley Lake due to diseased trees at serious risk of falling creating high risk to the public. The Alder tree species in this woodland is suffering from an aggressive disease that weakens the roots/plates and means the trees are vulnerable to falling.
- Community will be engaged when Bristol Water have explored their options.
- Chew Valley JFC Under 10's training on recreation ground on Saturday mornings
- Young Bristol due to restart early July
- Stanton Drew Neighbourhood Plan back for consultation as previous version did not meet the requirements of the Neighbourhood Planning Regulations. Consultation expires 20th July. Clerk to compare to previous version and will advise of changes to determine if SSPC should provide any further comment.
- Great Weston Ride postponed to 20th September 2020

District Councillor Pritchard reported:

- a full Bath & North East Somerset Council meeting took place 16<sup>th</sup> June 2020 and confirmed a projected deficit for the financial year of £53m due to Covid-19 pandemic. Discussions underway about spend and how to mitigate before financial year end.
- B&NES are currently creating expanded walk spaces preparing for social distancing as things return
- 'Buzzing signs' available to attract bees to hedges that will not be cut providing habitats and supporting bee recovery
- Request to place lease for Bishop Sutton AFC on the next agenda to prepare for the future operation and extension

## 9. Date of the next meeting

**RESOLVED that**, the next meeting of Stowey Sutton Parish Council will be decided when needed with 3 clear days' notice, as required by LGA1972, Sch. 12.

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\*Decisions taken under Delegated Powers established 19<sup>th</sup> March 2020

Date of Decision	Reference Number	Details
01/04/2020	20/00952/FUL	No objection subject to condition, Consultation response submitted to B&NES
01/04/2020	20/01136/FUL	No support, Consultation response submitted to B&NES Planning
01/04/2020	20/01113/FUL	No objection subject to condition, Consultation response submitted to B&NES
01/04/2020	20/00769/FUL	No objection subject to condition, Consultation response submitted to B&NES
01/04/2020	SSPC001	Consultation responses submitted to B&NES Planning
01/04/2020	SSPC002	Bristol Airport Consultation response submitted to UKGov regarding proposed
01/04/2020	SSPC003	Rent deferral agreed for tenant
01/04/2020	SSPC004	Monthly payment of invoices for £1785.07
01/04/2020	SSPC005	PCAA declared party of interest in event of Bristol Airport planning appeal
14/04/2020	SSPC006	No Annual Meetings to be held 2020, all officers to remain in place until May
14/04/2020	SSPC007	PCAA Response to North Somerset Local Plan consultation adopted
21/04/2020	SSPC008	Library Business Continuity Plan drafted
06/05/2020	20/01239/FUL	No support, Consultation response submitted to B&NES Planning
06/05/2020	20/01265/ADCOU	No support, Consultation response submitted to B&NES Planning
06/05/2020	20/00257/FUL	No support, Consultation response submitted to B&NES Planning
06/05/2020	20/01134/FUL	No objection subject to conditions, Consultation response submitted to B&NES
06/05/2020	SSPC009	B&NES Local Plan consultation response submitted
06/05/2020	SSPC010	Consultation responses submitted to B&NES Planning
06/05/2020	SSPC011	Transfer of reserves & ongoing management of NWB accounts
06/05/2020	SSPC012	Internal Audit in progress
06/05/2020	SSPC013	Budget £1500 - Insurance agreed and renewed at £1418.69
06/05/2020	SSPC014	New Business Continuity Plan complete for Library
06/05/2020	SSPC015	HR Update provided to Councillors
06/05/2020	SSPC016	Monthly payment of invoices totalling £4479.45
03/06/2020	20/01239/FUL	No support, Consultation response submitted to B&NES Planning
03/06/2020	20/01435/FUL	No objection, Consultation response submitted to B&NES Planning
03/06/2020	20/01593/REM	No objection, Consultation response submitted to B&NES Planning
03/06/2020	20/01819/FUL	No objection, Consultation response submitted to B&NES Planning
03/06/2020	SSPC017	Consultation responses submitted to B&NES Planning
03/06/2020	SSPC018	AGAR Prepared and to be presented for approval by Full Council 17th June
03/06/2020	SSPC019	Monthly payment of invoices totalling £1663.13
03/06/2020	SSPC020	Purchase of sneeze guards for library in preparation of reopening £150.98
03/06/2020	SSPC021	HR Update provided to Councillors PCAA Updates: Bristol Airport designation as a 'Co-ordinated Airport', New North Somerset Local Plan Consultation – Challenges and Choices, Lulsgate
03/06/2020	SSPC022	House: New Administration Block, Pandemic – Covid, PCAA AGM 25/06/2020
03/06/2020	SSPC023	Full meeting proposed 17th June 2020 to approve AGAR
08/06/2020	SSPC024	Chew Valley JFC given permission to train on Rec Ground assuming they follow guidelines laid out by UK Government and FA