

# SISTON

## PARISH COUNCIL

### **Minutes of the proceedings of the Siston Parish Council Meeting held at Warmley Community Centre, on Thursday 16<sup>th</sup> May 2024 commencing at 7.30pm**

**Present** – Parish Councillors Andrew Stacey (Chair), Alan Bryant, James Hackett, Ben Milsom, Steve Reade, and Gloria Smith. Ward Councillors Marilyn Palmer and Ben Stokes (left 20:15).

#### **17. Appointment of Chairman for 2024.25**

Councillor Andrew Stacey was elected as Chairman for the forthcoming year. His Declaration of Acceptance of Office as Chairman was duly signed.

**18. Apologies for Absence:** Parish Councillors Justine Davies, Aled Rees and Nathan Reed – approved.

#### **19. Declarations of Interests under the Code of Conduct adopted May 2023**

Councillor James Hackett – Chair of Friends of Siston Common  
Councillor James Hackett – Trustee of Warmley Community Centre

#### **20. Minutes Approved**

Full Council Meeting – 18<sup>th</sup> April 2024

**Resolved:** The minutes were passed and signed as a correct record.

#### **21. Public Participation**

One Members of the public were present.

#### **22. Youth Activity Summer 2024 – Presented by Jack Fitzsimmons from Creative Youth Network**

Jack was present at the councillors request to hear more about how a skate park jam would run, as an option for a summer activity for young people in the parish. He had previously provided costings totalling £3979.08.

He provided a background on current activity and their partnership with the South Gloucestershire Council and the police, as part of the Violence Reduction Partnership. He advised they are deployed to areas of concern in the local area, where there are groups of youths gathering who may be at risk of exploitation.

Jack advised the council of how the previous skate jam had run, which included a live DJ and how the success had been measured, with 25 people involved, with families sitting on the grass verges. Prizes were good quality, and this had helped with the success. The skate jam was advertised across local skate parks, as he advised that youths travel between different skate parks. He advised if the skate jam proceeded, Creative Youth Network would need to organise it for early September 2024, due to other commitments.

Jack also advised the costings of an alternative option of hiring the South Gloucestershire Council youth bus (Dotty). The cost to the parish council would be £2400 per annum as a retainer for use of the bus and the costs for each session for staffing. He advised the bus would mainly be used in rural areas, where young people are around 10 miles from local activities, whereas Siston Parish has several centres for young people, within a 2-mile radius. He could not advise how often the parish could hire the bus and confirmed priority would be given to more rural areas.

Councillor Hackett advised he felt engagement with activities in Siston Commons would be positive.

After the presentation Councillors agreed to proceed with a skate jam event, funded by Siston Parish Council, in early September 2024.

**Resolved: All Agreed**

### **23. Ward Councillor Update**

Ward Councillor Palmer advised:

- She had organised for the grass verges on Webbs Heath to Siston Hill to be cut back, as there were visibility issues for residents. She advised the bigger piece of work to create pathways on the verges for the longer term, which had been requested by the Action Group for Traffic Calming at this location had been requested at South Gloucestershire Council, but due to establishing ownership of the land and permissions required to create pathways and cut back hedges and trees in order to create a path, this would take some time to progress.

Councillor Ben Stokes advised:

- He was dealing with an issue in Siston Village where a drain had been covered by tarmac, which is causing flooding.
- He advised that South Glos. Council had recently taken action against a company BD Bespoke Driveways, who are operating in the parish. They have been fined £30,000. He advised caution to residents for allowing this company to do work on their driveways as they are known to quote one cost and charge another and do not hold the valid licences for HGV's or the appropriate waste carriers licence. It is the resident's responsibility to check companies waste carriers licences and it could mean it is them that gets fined and not the company.

### **24. Review of Committees**

An update was provided regarding the Finance Committee meeting held on the 14<sup>th</sup> of May 2024. It was proposed to full council that all bank accounts should be moved to Unity Trust Bank, with two accounts being established: An instant access account and then a 12-month fixed term account for the reserve of £63000. Councillors were advised once the money was locked away, there would be no access to the money in the fixed term account until the end date, even under an emergency request.

Councillors agreed that they would be happy to proceed in principle but would like only £50,000 to be in the 12 month fixed term account. The clerk was asked to check and confirm, that with this money locked away there would be sufficient funds in the parish instant access account to pay bills for 12 months, in the instance that the precept was not paid to the parish account, as this is a legal requirement.

Confirmation of the committees was deferred to the June meeting, due to three councillors being absent at this meeting.

**Resolved: All Agreed**

### **25. Review of the responsibility for the Defibrillator**

This was deferred to the June meeting, due to the absence of Councillor Rees.

**Resolved: All Agreed**

### **26. Review of Standing Orders, Financial Regulations and Code of Conduct**

Existing Standing Orders were approved for use in 2024.25.

Existing Code of Conduct was approved for use in 2024.25.

The clerk advised there is a new version of the Financial Regulations produced by NALC, just received and she would present these to the council at the June meeting.

**Resolved: All Agreed**

### **27. Review of General Power of Competence**

The Clerk confirmed General Power of Competence does not apply.

### **28. Review of Asset Register**

Councillors noted the Asset Register circulated in advance of the meeting.

It was agreed that the value of each bench should be increased and include the cost of installation.

The clerk confirmed the insurance was 5% higher than the asset register total.

**Resolved: All Agreed**

### **29. Review of Future Meeting Dates**

Councillors agreed the meetings would remain as the third Thursday of the month.

**Resolved: All Agreed**

### **30. Insurance**

Councillors accepted the renewal terms with Zurich, which is on a three-year undertaking and approved the payment of £562.50.

### **31. Review of Policies and Procedures**

Councillors approved amendments to the Grants and the Training and Development Policies, with all other policies to remain the same for 2024.25.

**Resolved: All Agreed**

### **32. Newsletter Delivery**

Newsletters for the parish are with the delivery company and will reach the residents by the close of the month.

Councillors Reade will deliver to Siston Village.

Councillor Hackett will deliver to Siston Hill, Goose Green and Webbs Heath.

Councillors Smith will deliver to Siston Common homes, near to Fisher Road.

A small number of newsletters were also provided to be left at Warmley Community Centre.

**Resolved: All Agreed**

### **33. Allotments**

Councillors approved the cost of £142.95 plus VAT to remove a sheet of asbestos from the allotment site, with the work being completed by Shield.

**Resolved: All Agreed**

### **34. Annual Governance and Accountability Return for the year 2023.24**

Councillors reviewed and approved:

- Section 1 – Annual Governance Statement 2023.24 – **Resolved: All Agreed**
- Section 2 – Annual Accounting Statement 2023.24 – **Resolved: All Agreed**
- Completed Internal Auditor Report 2023.24 – with no actions required – **Resolved: All Agreed**

Sections 1 and 2 were signed and dated by the Chairman.

All present confirmed they had no conflict of interests with the external auditor BDO LLP – **Resolved: All Agreed**

The Clerk/RFO advised Public Rights will commence on the 3rd of June 2024 and end on 12<sup>th</sup> July 2023.

Documents to be placed on the noticeboards and website.

**Resolved: All Agreed**

### **35. King Charles III Portrait**

Councillors agreed for the portrait to be placed in the Warmley Community Centre, which Councillor Smith will organise.

**Resolved: All Agreed**

### **36. Additional Bin Emptying Costs**

The council declined to accept the additional costs of emptying the bin twice a week at the cost of £318.01 per annum. The clerk was asked to write to South Glos. Council to challenge this on the basis a volunteer is picking up rubbish and placing it in the bin, which prevents the council having to undertake the task and saving the council money and resources having to do it.

**Resolved: All Agreed**

### **37. Community Pay Back Donation**

Councillor Stacey and the clerk advised they had met with the Community Pay Back supervisor on the 7<sup>th</sup> May 2024 and had visited proposed sites for work to be completed, as nominated by the council. Work had been agreed to cut back vegetation at the entrances to the allotment site and the overgrown hedges inside the site on the side next to Station Road. In addition, they will be cutting back hedges that border the Dramway on the route to Oldland Common from Siston Parish. It was explained payment for the work is nominal and gifts of spades and other tools had been advised as a suitable reward.

It was agreed Councillor Bryant would be attending an event for the sale of second-hand tools and would look to purchase tools to the value of no more than £30, which would be presented once the work was complete.

**Resolved: All Agreed**

### **38. Review of Owl Boxes**

The council accepted the quotation of £360 plus VAT to review and repair the own boxes this year but asked for the work to be completed after nesting season.

**Resolved: All Agreed**

### **39. Bench**

Councillors declined the request from a resident to purchase one or two benches for the pond at Warmley Forest Park. The clerk was asked to advise that the council has reached its maximum number of benches to manage.

**Resolved - All agreed.**

### **40. Finance**

a) Members received statement of accounts (receipts and payments inc. v budget) to 29<sup>th</sup> April 2024

b) Members received and approved the bank statements to 29<sup>th</sup> April 2024.

c) Members received the Bank Reconciliation to the 29<sup>th</sup> April 2024.

**Resolved - All agreed.**

### **41. Accounts for Payment**

The on-line payment of the following items for May 2024 were approved:

1. S Thomas – Salary - £887.01
2. HMRC - £277.71
3. S Thomas – Expenses - £61.32
4. Zurich – Parish Insurance - £562.50
5. Warmley Community Centre (Room Hire) - £62.50
6. AED Locator (EU) Ltd – Replacement Defib Pads – Approved by the Finance Committee under emergency terms due to the expiry date of the equipment - £158.95 – paid 22/4/2024
7. Printsetters – Cost of printing of programmes for D Day beacon lighting and newsletter - £208 – paid 3<sup>rd</sup> May (prior approval obtained at meetings in March and April)

**Resolved – All Agreed**

### **42. Clerks Update and Correspondence**

The clerk explained an email had been received from the solicitor regarding the removal of the parish as Custodian Trustees. The parish council have been advised to adopt the old map and the land registry approved map into the schedule on the vesting declaration. If the parish council would like the land registry map to be checked by the Property Team at Stone King Solicitors, this would cost Warmley Community Centre more money.

The council approved signing of the new vesting declaration with the two maps attached, once received, and do not require a solicitor to check the land registry approved version, as this would be action required of Warmley Community Centre.

**Resolved: All Agreed.**

### **To Note**

- £22,750 of the precept was received in the parish bank account on the 30<sup>th</sup> April 2024.
- £8635.23 was received in respect of CIL funding. This is larger than normal, due to the parish adopting the formally unparished area.

### **Update**

- Positive feedback was received from the resident who requested a new bin, paid for, and installed by the parish council at Turners Farm.
- Thank you received from the Warmley Flower Show committee for the grant given of £200.
- The Ash tree will be cut in the allotment on the 21<sup>st</sup> May 2024.
- The new sign marking Siston Village, near to Overscourt Wood has now been installed. Funded by the parish council.

- Councillor Stacey has observed more parking on the pavement at the junction of Chapel Lane and the High Street, which has led to the dropped kerb, which has the raised stone for the visually impaired, being cracked and raised and becoming a hazard. South Glos. Council advised the inspector feels the path is still fit for use. Councillor Stacey has referred this to Ward Councillor Bromiley.
- The owl boxes will be being checked for bird species by a gentleman Chris Perry and his group. This has been organised by Friends of Siston Commons. Chris Perry is a member of the BTO British Trust for Ornithology. They are looking at the species nesting.
- Suez have advised that the new booking in system at Suez is likely to start in July 2024.
- Councillor Reed advised there is a car being sold on Bridgegate Common. The Clerk has advised Matthew Lipton, South Glos. Commons and Biodiversity Manager.
- The Environment Agency have provided a report on the sluice date as follows: “We have funding allocated to complete preliminary works during the 2024 – 2025 financial year, this may include sluice design works, asbestos sampling, and Eel passage design. Alongside this we are also working with South Gloucestershire Council to determine the best route forward in repairing the sluice.”

#### Correspondence

- An email has been received from a resident regarding a public right of way, which is in green space, behind Hinton Drive Warmley. She has reported that youths lifting their bikes over the embankment, which is unsafe, and people are cutting back vegetation. The clerk reported this to the South Glos. Council Public Rights of Way Team. The resident is also asking about having trees cut back in the land and so I have provided the resident with the South Glos. Trees Team page to report it.
- An email was received from a resident reporting traffic building up onto the A4174, from the amenities site. I have reported this to Suez. Suez advised that they had resource issues, which meant they were not able to manage the flow of traffic for a few days – now resolved.
- An email was received from a resident reporting that cars are still being sold on Goose Green and that the green is being driven on. I have referred this onto Matthew Lipton, Commons and Biodiversity Manager of South Glos. Council and asked for him to respond, as this is the second complaint.
- An email was received from a resident to advise that she would like to know the date the of the sluice gate repair.
- An email was received from the Traffic Calming for Webbs Heath and Siston Hill, asking why a sign had been erected at Overscourt Farm, to make Siston Village. The clerk has explained the sign was intended for the traffic calming plans at Siston Village a few years ago and had been omitted. The resident feels they have not had the same level of support as the village had.

#### **43. Friends of Siston Commons**

A verbal report was provided by Councillor Hackett:

- The Interpretation Board is now in place in Siston Commons (North) Siston Park, and people appear to be using it.
- Warmley Park School have now finished their Duke of Edinburgh awards and a reception was held for them at Made4Ever.
- The Thursday walks are going well, with a community developing.
- There is more knowledge and interest from the group on plants and animals.

#### **44. Planning**

a) Planning Applications – Councillor Stacey highlighted the planned development at Coles Printers on Station Road.

b) Planning Decisions – all noted, nothing to add

**Resolved – All Agreed**

Councillor Reade advised that South Glos. Council will now be allowing one member of the public to speak at their committee site visits. Councillor is waiting to hear if a parish councillor can speak in their formal role and then separately, as a member of the public.

#### **45. Other Business**

- Councillor Reade advised the Neighbourhood Plan Steering Committee have recently met and progress will be advised at the next meeting.
- Councillor Reade advised he would like to commence public engagement regarding the Local Climate and Nature Action Plan and next month he is inviting a speaker, Nick Hudson, to explain to the parish

council how this can be achieved. Councillor Reade advised he may be asking for a small sum of £500 to progress this.

- Councillor Bryant reminded everyone that on the 26<sup>th</sup> May 2024 at 12pm a procession of Douglas Motorbikes will be leaving Kingswood Heritage Museum, travelling out to Chew Valley. The grottos will also be open during this time.
- Councillor Smith advised that Warmley Community Centre had met with the Warmley Flower Show organisers and agreed to a fee of £200 for hire of the building with further fees to be paid depending on the sum of money made at the show.

**Date of next meeting: 20<sup>th</sup> June 2023 at Warmley Community Centre**

**Meeting closed at – 21:08**

**Confirmed and signed.**

**Chairman..... Date .....**

*Sara Thomas*

**Clerk for Siston Parish Council**

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