
WALTON-IN-GORDANO PARISH COUNCIL

Walton-in-Gordano - Walton Down - Walton Bay

Clerk: Donald Hill

18 Mitford Slade Court, Mendip Road, Yatton, Somerset BS49 4JG

Tel: 01934 835578 Mobile: 07774 125578 e-mail: clerk@waltoningordanopc.org.uk
website: waltoningordanopc.org.uk

Councillors are summoned to a Meeting of the Council on Monday 10th February 2020

All meetings are held at 7.30pm in the Village Hall unless stated otherwise

All may attend (unless sensitive matters are being discussed), and meet Councillors, but may not participate in the meeting.

Don Hill - Clerk

Agenda & Agenda Notes

There is vacancy for another Councillor - please contact a Councillor or the Clerk if you are interested in becoming involved

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST**
- 3 **LAST MEETING MINUTES** - January 13th - to be agreed, and signed.
- 4 **MATTERS ARISING NOT DEALT WITH ELSEWHERE**
- 5 **PLANNING**
Approved: 19/P/2909/MMA Seaway Walton Bay - Roofing amendment.
- 6 **PARISH MATTERS**
Moor Lane @ Ash Track: Grip request chased Feb 4th.
Traffic Management:
 - i) **Avon & Somerset Police Road Safety Fund:** Grant decision on hold.
 - ii) **Accident Incident Recording:** Cllr Ralston to set up an accident response email link on the website.**Walton Street: Walton Brook at Springhead.** It is understood that this work will form part of the annual village clear-up.
- 7 **GOVERNANCE**
Annual review and approval of Governance Documents for 2020-21.
- 8 **WEBSITE**
Website Content Accessibility Guidelines (WCAG 2.1): An update (these have to be in place by September 23rd 2020).
- 9 **COUNCILLORS' REPORTS**
- 10 **FINANCE**
 - i) **2019-20 Accounts to Date:** pre-circulated with meeting papers.
 - ii) **Cheques** - none
- 11 **DATE OF NEXT MEETING:** Monday March 9th 2019

Minutes of the Meeting Held on Monday 13th January 2020

All meetings are held at 7.30pm at the Village Hall unless stated otherwise

Nigel Ashton, our Ward Cllr attends when possible; Colin Medus, our NSC Liaison Officer, attends every other month

There is a vacancy for another Councillor - please contact a Councillor or the Clerk if you are interested in becoming involved

Present: Cllrs Mike Ralston (Chair), Brian Cannell, Nigel Wilyman

In Attendance: Colin Medus (NSC Liaison), Don Hill (Clerk)

Public Attendance: 1

Members were saddened by the news of Gordon Rutley's passing and extend sincerest sympathy to Maureen. Gordon and Maureen were both assiduous and 'live-wire' Members of the Council during their time at Walton Bay and have, of course, maintained strong links with the parish and its activities since then.

001/20 APOLOGIES: Cllr Rachel Dickinson

002/20 DECLARATIONS OF INTEREST - none

003/20 LAST MEETING MINUTES - November 11th - were agreed, and signed by Chair & Clerk.

004/20 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

005/20 PLANNING

New:19/P/2909/MMA Seaway Walton Bay - Minor material amendment to planning permission 18/P/2106/FUL (demolition of existing & building of new dwelling) to replace the approved green roof with a standing seam single ply roof, with solar panels. **No Objections.**

Approved: 19/P/2417/LBC Stable House Garage Solar panels. 19/P/2728/TRCA T1 Brook Cottage Tree. 19/P/2829/FUH - Underwood (Half Way House) - outbuilding extension.

006/20 PARISH MATTERS

Moor Lane @ Ash Track: Grip request chased Dec 13th. **Clerk to pursue.**

Traffic Management:

i) Avon & Somerset Police Road Safety Fund: *Standing Orders were suspended* to allow Barbara Wilyman, on behalf of the Village Hall, to explain the Hall's application for a grant for speed deterrent equipment, particularly in relation to the Village Hall location. The issue was between mobile or static speed deterrent kits. Whilst there is a strong case to be argued for a mobile kit that can serve the whole parish, the Village Hall grant application relates to their particular need, and favours a static, solar powered unit. The Parish Council is not yet in a position to fund mobile units to service the whole Parish, but were very supportive of the Village Hall's need to secure increased safety around the access to its facilities on the B3124, where the 30mph speed limit is so blatantly flouted. Members discussed the pros and cons at length and came to an unanimous conclusion that they should support the Hall's application, which seemed likely to be for a fixed, solar powered unit somewhere adjacent to the Village Hall. This installation would provide a focus for the development of Parish Council strategies re traffic management in the Parish as a whole over the coming years, as funds permit. *Standing Orders were resumed.*

ii) The Cross Tree Chronicle January entry (as attached) will be the basis of future strategy and a discussion topic at the May Annual Parish Meeting.

iii) 7.5 Ton Limit: Members supported NSC's Moor Lane/Walton St plan: this was ratified and thanks were extended to Colin Medus and Cllr Ashton for their advice and support.

iv) Accident Incident Recording: The meeting was supportive of this idea, prompted by a resident's suggestion. The meeting reflected on a recital of accidents over the years. Some of these were reported to police, but many no-injury incidents were not: bush telegraph reported them, but they were, thereby, hearsay and not recognisable within the accident analysis protocols of either the police or NSC. Colin Medus explained that current analysis is increasingly including the holistic context of accidents - reported or otherwise - in an attempt to build up a profile - at a pre-critical stage - of altering highway pressures. This perhaps reflects the long held medical approach to issues that prevention is better than cure. **Cllr Ralston to set up an accident response email link on the website. Clerk to include an item in the February Cross Tree Chronicle to explain how to report a road incident to the Council.**

Walton Street: Estate to clear Walton Brook at Springhead. **Clerk to follow up.**

007/20 GOVERNANCE

Updated Discipline & Grievance Policy based on NALC updated template - approved **as attached.**

008/20 COUNCILLORS' REPORTS - none

009/20 FINANCE

i) 2019-20 Accounts to Date: pre-circulated with meeting papers, reviewed and noted.

ii) 2020-21: Draft budget for reviewed and approved **as attached.**

ii) Cheques - none

010/20 DATE OF NEXT MEETING: Monday February 10th 2019

The meeting closed at 8.35pm

WALTON-IN-GORDANO PARISH COUNCIL INCOME & EXPENDITURE: 1st April 2020 - 31st March 2021 (Precept £4995.00)

DATE	ITEM	BANK (run via deposit account)			Stmnt	NOTES	GENERAL FUND EXPENSE ANALYSIS										TOTALS	VAT	OPERATING FUNDS			
		IN	OUT	BALANCE			Clerk	Clk/Clr	Hall	Public	Ins/Subs	Parish	Other	Web	Election	Capital			General	Total Op		
-2020							Exp	Hire	Light	Audit	Maint	Costs	site			Pro	Prov	Fund	Funds			
	OPENING BALANCES																					
Apr 1	Funds Bought Forward			6,899.83													1722.24	2600.00	2577.59	6899.83		
	Less bal on Treasurer's a/c			150.00															150.00	150.00		
	OPERATING BAL B/F			6,749.83													1,722.24	2,600.00	2,427.59	6749.83		
	ESTIMATED CLOSING BALANCES																					
Mar 31	OPERATING FUNDS			7,677.68																		
	EST INCOME & EXPENDITURE TOTALS	4811.97	3884.12																			
	Add Adjusted standing bal on Tr a/c			500.00	Est Expenses @ Dec '19	2,184.00	314.40	99.00	92.02	367.32	200.00	395.00	232.38	3,884.12		1,977.24	3,100.00	2,600.44	7,677.68			
	TOTAL FUNDS TO C/F			8,177.68			Clerk	Clk/Clr	Hall	Public	Ins/Subs	Parish	Other	Web	3,884.12	Election	Capital	General	Operating			
							Exp	Hire	Light	Audit*	Maint	Costs	Site			Prov	Prov	Fund	Funds			
	Budget 2019-20						2,184.00	315.00	120.00	110.00	375.00	550.00	100.00	250.00	4,004.00							
	Election Provision														300.00							
	Capital Provision														500.00							
	PRECEPT														4804.00							
																500.00	1977.24	3100.00	2600.44	8177.68		
																Treas	Election	Capital	General	Funds		
																Acc	Prov	Prov	Fund	Forward		
							Actual Expenses 2018-19	1,728.00	314.40	93.00	59.56	279.79	320.00	0.00	200.04	2,994.79						
								a	b	c	d	e	f	g	h		+	+	+	=		
	Budget 2020-21						2,250.00	315.00	120.00	110.00	400.00	400.00	100.00	250.00	3,945.00	-200.00						
	Election Provision											-200.00			50.00	-250.00						
	Capital Provision **														1,000.00	500.00						
	PRECEPT														4,995.00	50.00						

** 2020-21 CAPITAL SPEND TO BE AGREED IN RELATION TO SPECIFIC TRAFFIC MANAGEMENT NEEDS

This draft budget remains as the December draft, except for the differences shown in red.

The average number of band D properties has decreased from 149.1 to 144.1, due to demolition and redevelopment. That redevelopment will increase the number of 'averaged' band D properties in 2021-22 beyond the figure for 2019-20.

Because of the reduced number of Band D properties, the 2019-20 precept of £4804 shows up on the NSC 2020-21 worksheet as a precept increase of 3.5%.

The precept proposed in this draft budget is £4995. This shows a Band D increase of 7.6% - or 3.1% net of the Band D property reduction.

**Documents setting out Walton-in-Gordano Parish Council's governance procedures.
These documents are updated on a rolling basis, and reviewed at each March Council meeting.**

No	Description	Pgs	Notes
ai	Declaration of Acceptance of Office Cllr	1	} Forms to be completed by Councillors and sent to NSC's Monitoring Officer.
aii	Declaration of Acceptance of Office Chair	1	
aiiii	Declaration of Acceptance of Office Vice-Chair	1	
aiv	Register of Members' Interests	1	
bi	CODE OF CONDUCT	2	} ALL Councillors MUST possess and understand these as a condition of being } a Councillor
bii	STANDING ORDERS	3	
biii	FINANCIAL REGULATIONS	3	
biv	Dispensations Procedures	1	} These are used where Councillors have particular interests that need to be recorded } and an agreement registered that they may still contribute to meetings.
bv	Dispensations Request Form	1	
bvi	RISK ASSESSMENT	3	Reviews areas where the Council may be exposed to risk. A copy is signed as agreed at each annual review.
ci	Publications Scheme	6	This is a mandatory scheme that indicates the information available from the Council
cii	Complaints and Equality Policy	1	Used if any person needs to make a complaint against the Council or one of its members
ciii	Who We Are and What We Do	2	A document from the Publications Scheme (ci) that introduces readers to the Council
civ	Grants Policy	1	} Guidance to Councillors about managing contact with the subject organisations } }
cv	Press and Media Policy	1	
cvi	Social Media Policy	1	
di	Employment Contract Template	4	A template for negotiation
dii	Staff Appraisal Form	1	A template to aid the conduct of staff reviews
diii	Disciplinary Grievance Policy	3	Staff and Council guidance re procedures to be adopted if there is a working problem
ei	ASSETS REGISTER	1	Things and property belonging to the Council - valued at purchase/replacement cost
eii	Pensions Declaration of Compliance	1	All staff under 75 must be offered pension opportunities. This form indicates that the Council has complied with the requirements of the Pensions Regulator
GDPR			
GDPR 01	ICO Registration Certificate	1	
GDPR 02	Consent and Privacy Notices	5	
GDPR 03	Records Retention Policy	1	
GDPR 04	Security Compliance Checklist	1	
GDPR 05	Data Breach Policy	1	
GDPR 06	Data Map	1	
GDPR 07	Subject Access Request Procedure (SAR)	2	
GDPR 08	Data Protection Policy	1	

WALTON-in-GORDANO PARISH COUNCIL – RISK ASSESSMENT

All risks are subject to ongoing review as appropriate and to annual review in February/March of each year

Subject	Risk Identified	H/M/L	Management/control of risk	Review/assess/revise
Business Continuity	Council not being able to continue business due to tragic or unexpected circumstance	M	Files kept at clerk's house. If the clerk does not attend a meeting relevant papers will be available to a councillor who acts as minute taker	Review as necessary
Insurance	Adequacy, cost and Compliance	L	Annual review of policy undertaken prior to renewal	Review compliance and cover annually
Council Records	Loss through theft, Fire and Damage	L	Papers are securely stored at the clerk's home	Provision is considered adequate
Electronic Records	Loss via computer damage, fire or corruption	M	Computer records backed up on Apple iCloud and dedicated USB stick.	Existing procedure is adequate
Precept	Adequacy of precept	M	Sound budgetary control to back up the council's annual budget Precept is an agenda item at the December and January meetings	Monthly budget update to the council
Banking	Inadequate checks	L	Annually reviewed Financial Regulations set out procedures and controls	Existing procedure is adequate
Cash	Loss through theft or dishonesty	L	Council has no petty cash. Expenses incurred are refunded by cheque	Existing procedure is adequate
Financial records	Inadequate checks or controls	L	Monthly reconciliations. Cheques validated by 2 signatures and initialled cheque stub. All spending is pre-agreed. All payments are minuted.	Existing procedure is adequate
Clerk	Loss of Clerk	L	Appropriate training, reference books and legal advice are available	Member of ALCA, monitor work conditions
Election costs	Risks of an election	M	Accruing provision for election or referendum costs made in annual precept	Reviewed annually during budget preparation
Claiming VAT	Reclaiming VAT in timely manner	L	Due to minimal occurrence, the Council is not registered for VAT	Existing procedure is adequate
Annual return	Not submitted within the limit	L	Completed agreed and signed by council, internally audited, sent to external auditors if required and published as legally required.	Existing procedure is adequate
Minutes, agendas and standing documents	Accuracy and legality	L	Minutes and agendas adhere to legally required preparation and publicity. Minutes are agreed and signed at the next meeting.	Existing procedure is adequate.
	Non Compliance with Statutory requirements	L	Business conducted at the council is managed by the Chair	Ensure the code of conduct is adhered to.
Public Liability	Risk to third party property or individuals	M	Insurance is in place, risk assessments of individual events is undertaken	Existing procedure is adequate
Employers liability	Non Compliance with employment law	L	Undertake training and seek advice when needed.	Existing procedure is Adequate
Legal liability	Legality of activities Proper and timely reporting via minutes	M	Clerk clarifies legal position and takes advice when needed	Existing procedures are Adequate
		L	Council receives and agrees minutes at monthly meetings	
Members interests	Conflict of interests	M	Councillors declare any interest at the start of the meeting and it is so recorded in the minutes of the meeting.	Existing procedure is adequate.
		M	Register of interests forms reviewed annually	Members let clerk know of changes
Assets	Loss or damage/risk/third parties risks	L	Asset register is kept up to date and insurance held at the appropriate level for all items. Regular equipment checks and maintenance are undertaken	Existing procedure is adequate.

The information given above was agreed on and will be agreed annually.

Signed - Chair:

Signed - Clerk:

WALTON-IN-GORDANO PARISH COUNCIL INCOME & EXPENDITURE: 1st April 2019 - 31st March 2020 (Precept £4804.00 : No CT Support Grant)

DATE	ITEM	CH	BANK (run via deposit account)			Stmnt	NOTES	GENERAL FUND EXPENSE ANALYSIS							TOTALS	VAT	OPERATING FUNDS					
			IN	OUT	BALANCE			Clerk	Clk/Clr	Hall	Public	Ins/Subs	Parish	Other			Web	Election	Capital	General	Total Op	
-2020								Exp	Hire	Light	Audit	Maint	Costs	site		Pro	Prov	Fund	Funds			
Apr 1	Funds Bought Forward				6,899.83													1722.24	2600.00	2577.59	6899.83	
	Less bal on Treasurer's a/c				150.00															150.00	150.00	
	OPERATING BAL B/F				6,749.83													1,722.24	2,600.00	2,427.59	6749.83	
Apr 8	ALCA	778		57.32	6,692.51	17-18															57.32	
	NSC 1st Half Precept	BACS	2402.00		9,094.51	17-18													150.00	250.00	2,002.00	
	EDF re Street Light	DD			9,094.51	-	Quarterly															0.00
	Solsoft re website	SO		18.98	9,075.53	17-18								18.98								18.98
	Clerk's Pay & Expenses	SO		171.80	8,903.73	17-18		145.60	26.20													171.80
	Interest		0.27		8,904.00	17-18																0.27
	WalG Hall Hire	779		6.00	8,898.00	17-18				6.00												6.00
May 13	Solsoft re website	SO		18.98	8,879.02	18-19								18.98								18.98
	Clerk's Pay & Expenses	SO			8,879.02		See Ch 782															0.00
	Interest		0.35		8,879.37	18-19																0.35
	Zurich Insurance Annual Prem	780		224.00	8,655.37	18-19							224.00									224.00
	WalG Hall Hire	781		12.00	8,643.37	18-19				12.00												12.00
	Write back of ch 775 to Solsoft		4.62		8,647.99	18-19	AGREES															4.62
	Clerk's Pay & Expenses	782		171.80	8,476.19	19-20		145.60	26.20													171.80
	Phil Smith re Internal Audit	783		51.00	8,425.19	19-20																51.00
Jun 10	Solsoft re website	SO		18.98	8,406.21	19-20								18.98								18.98
	HMRC re PAYE Apr/May/June	784		108.00	8,298.21	19-20		108.00														108.00
	Clerk's Pay & Expenses	SO		171.80	8,126.41	19-20		145.60	26.20													171.80
	Interest		0.38		8,126.79	19-20																0.38
	WalG Hall Hire	-			8,126.79	-	No Hall Mtg															0.00
Jul 4	Transfer to up Treasure's a/c bal to £500	Tr		350.00	7,776.79	19-20	AGREES															350.00
	Solsoft re website	SO		18.98	7,757.81	20-21								18.98								18.98
	Clerk's Pay & Expenses	SO		171.80	7,586.01	20-21		145.60	26.20													171.80
	EDF re Street Light	DD		30.36	7,555.65	20-21					30.36											30.36
	WalG Hall Hire	SO		9.00	7,546.65	20-21				9.00												9.00
	Interest		0.31		7,546.96	20-21	AGREES															0.31
Aug 12	Solsoft re website	SO		18.98	7,527.98	21-22								18.98								18.98
	Clerk's Pay & Expenses	SO		171.80	7,356.18	21-22		145.60	26.20													171.80
	Interest		0.32		7,356.50	21-22																0.32
	WalG Hall Hire	SO		9.00	7,347.50	21-22				9.00												9.00
	Solsoft - See May 13th above	775		4.62	7,342.88	21-22	AGREES							4.62								4.62
Sep 9	Solsoft re website	SO		18.98	7,323.90	22-23								18.98								18.98
	Clerk's Pay & Expenses	SO		171.80	7,152.10	22-23		145.60	26.20													171.80
	Interest		0.33		7,152.43	22-23																0.33
	WalG Hall Hire	SO		9.00	7,143.43	22-23				9.00												9.00
	HMRC re PAYE Jul/Aug/Sep	785		108.00	7,035.43	22-23		108.00														108.00
	ICO GDPR Annual Fee	DD		35.00	7,000.43	22-23																35.00
	NSC Election Costs	786		45.00	6,955.43	22-23								45.00								45.00
	NSC 2nd Half Precept		2402.00		9,357.43	22-23	AGREES												150.00	250.00	2,002.00	
Oct 14	Solsoft re website	SO		18.98	9,338.45	23-24								18.98								18.98
	Clerk's Pay & Expenses	SO		171.80	9,166.65	23-24		145.60	26.20													171.80
	WalG Hall Hire	SO		9.00	9,157.65	23-24				9.00												9.00
	Interest		0.39		9,158.04	23-24																0.39
	EDF re Street Light	DD		30.66	9,127.38	23-24	AGREES				30.66											30.66
Nov 11	Solsoft re website	SO		18.98	9,108.40	24-25								18.98								18.98
	Clerk's Pay & Expenses	SO		171.80	8,936.60	24-25		145.60	26.20													171.80
	WalG Hall Hire	SO		9.00	8,927.60	24-25				9.00												9.00

