
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

Minutes of the Meeting Held on Monday 8th April 2019

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

Present: Cllrs Mike Ralston (Vice Chair & Meeting Chair), Rachel Dickinson, Nigel Wilyman

In Attendance: Don Hill (Clerk)

Public Attendance: 0

031/19 APOLOGIES - Cllr Brian Cannell, NSC Cllr Nigel Ashton, Colin Medus - NSC Liaison

032/19 DECLARATIONS OF INTEREST - none

033/19 LAST MEETING MINUTES - March 11th - were agreed and signed by Chair.

034/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

035/19 EMERGENCY SERVICES, TRAFFIC & TRANSPORT

A discussion emerged about continual stresses of living in an area bounded by the M5 and the Channel. The whole community between the Channel and the A38 is beset with chaos every time an incident disturbs traffic flows along the M5. The area is inhibited by personal, environmental and economic costs inflicted by the motorway. This was a resigned observation of reality, but exposed a burning political message for a strategic easement of a critically serious problem.

036/19 PLANNING

New: 19/P/0625/FUL The Nutshell - same as 19/P/0334/NMA reviewed in March, now presented, not as a non-material amendment, but as a full application. **No objections.**

Granted: 18/P/4021/FUL vary condition 21 of 17/P/1339/F. **18/P/4971/FUH** Drovers Brook.

037/19 PARISH MAINTENANCE

End Gully at Rear of Home Farm Cottage: Camera investigation done. Work timetable awaited.

Village Gateway Preparation: Site meeting involving Cllrs Dickinson & Wilyman, to decide on size and location of three gates, **to be set up by Clerk.**

Coast Road Potholes: near Brighton Cottages & Coast Caravan Park, repaired

038/19 OTHER MATTERS

Village Hall: Cllr Wilyman stood down as a Council representative member of the Hall Committee of Management. Clerk has so informed the Committee and adjusted website information.

Broadband: Cllr Ralston mentioned Mobile Broadband: this requires a dedicated mobile number and router, and possibly an antenna. Whilst being more expensive, and subject to use limits, it provides at least an interim option for those seeking an immediate improvement in service.

039/19 COUNCILLORS' REPORTS - none

040/19 FINANCE

2018-19 Accounts: reviewed and approved prior to internal audit. External Audit Certificate of Exemption signed by Chair and Clerk. **Clerk to e-mail to external auditors.**

Accounting Efficiencies: Payment of Hall hire fee by standing order. Online banking with 2 signature e-mail authorisation secured by next-meeting ratification. **Agreed Clerk to investigate.**

Cheques: 777 EDF £57.89 street light Oct 18-March 19 (*signed by Cllrs Cannell and Ralston on March 27th to cover Direct Debit, that was not set up/received by EDF & now being executed via e-mailed copy of DD*). 778 ALCA Annual Subscription £57.32. 779 Hall Hire £6.00

The meeting closed at 8.15pm

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Minutes of the Annual and Ordinary Meetings of the Council Held on Monday 13th May 2019 at 7.00 p.m. in Walton-in-Gordano Village Hall

Present: Cllrs Brian Cannell (Vice Chair & Meeting Chair post Minute 043/19), Rachel Dickinson, Nigel Wilyman

In Attendance: Don Hill (Clerk)

Public Attendance: 1

THE ANNUAL MEETING

(the 1st following the local government elections of May 2nd)

- 041/19 DECLARATIONS** of acceptance of office & register of members' interests were completed.
- 042/19 WELCOME & APOLOGIES** Cllr Cannell welcomed everyone as Councillors for the new 4 year term. **Apologies** from Cllr Mike Ralston, Cllr Nigel Ashton (NSC), Colin Medus (NSC Liaison)
- 043/19 ELECTION OF CHAIR & VICE CHAIR:** The Clerk called for nominations for Chair and Vice Chair. After discussion, before and at the meeting, and without a formal vote, it was unanimously agreed that Cllr Ralston would be Chair and Cllr Cannell Vice Chair. Cllr Cannell duly signed the Declaration of Acceptance of Office as Vice Chair and took the Chair for the meeting.
- 044/19 REPRESENTATIVES TO OUTSIDE BODIES:** Cllr Dickinson - Village Hall Committee. Cllr Ralston - Gordano Greenway.
- 045/19 CHAIRMAN'S REPORT** *(To be delivered at the immediately following Annual Parish meeting)*

THE ORDINARY MEETING

- 046/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:** **Cllr Cannell;** re Planning Application 19//1083/FUH as immediate neighbour. **Cllr Dickinson;** re the Village Gateway, as resident of the 1st driveway at the Portishead entry to the Village on the B3124, adjacent to the Village entry and 30mph.
- 047/19 LAST MEETING MINUTES** - April 8th were agreed and signed by Chair & Clerk
- 048/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE** - none
- 049/19 EMERGENCY SERVICES, TRAFFIC & TRANSPORT** - no reports
- 050/19 PLANNING**
New: 19/P/0968/TRCA Tree work at The Manor. 19/P/1083/FUH Drovers Brook revision of recent grant at 18/P/4971/FUH. No objections to either application. **Clerk to so inform NSC Planners.**
Approved: 19/P/0625/FUL The Nutshell - boundary plans

051/19 PARISH MAINTENANCE

End Gully at Rear of Home Farm Cottage: Camera investigation done. Work timetable awaited.

Village Gateway Preparation: NSC require the relocation of 30mph signs to current national guidelines before any action can be taken to install a village gateway. This issue has cropped up several times since it emerged in an NSC email of 15th May 2017 and minute 4083 of the July 2017 Council meeting. The guidelines and associated map are attached to form a part of these minutes. The meeting remains of the view - oft repeated during meetings though 2018, that it does not wish to see the proposed repositioning of the speed limit signs. Along the B3124 and Moor Lane it would mean motorists were in the thick of the village before they had to slow down - It would also cripple any opportunity to continue SpeedWatch at the Portishead end of the village, where it is showing signs of success and seems directly at odds with the installation of a 20mph speed limit along the same stretch of road in our neighbouring village. The meeting decided to put the village gateway scheme on hold while it considered its options both in this regard, and in relation to the Highways Strategy as set out at Minute 4141 of its February 2018 meeting - available to view on the website noticeboard.

052/19 COUNCILLORS' REPORTS

Cllr Dickinson: The Weston-in-Gordano grit bin on Coast Road at Walton Bay (inside this parish as the most realistic location) has been crashed in to. **Clerk of inform Weston-in-Gordano PC.**

Cllr Wilyman: potholes are breaking out again at the bottom of Harley Hill. Although technically in East Clevedon, **Clerk to report to our NSC Area Officer.**

Cllr Cannell: Unauthorised event notices have been tied to street furniture in the area, including one near Plumtree Cottage (*gone by Sunday May 19th*). There is a bush overgrowing into the road at Roseway Cottage that interferes with the sight-lines as one exits Moor Lane towards Portishead. **Cllr Wilyman undertook to speak with owner.**

053/19 FINANCE

2019-20 Accounts: pre-circulated, reviewed and noted.

Internally audited 2018-19 Accounts: The internal audit has been successfully completed. The results will be available at the June meeting so that pre publication paperwork can be completed.

Accounting Efficiencies: Awaiting a Hall Committee decision re the payment of Hall hire fee by standing order. Online banking with 2 signature e-mail authorisation secured by next-meeting ratification. **Clerk to complete forms, codify secure action procedures (within the context of the Council's Financial Regulations) and gain signatures prior to ratification at June meeting.**

Cheques: 780 Zurich Insurance £244.00. **781** Hall Hire £12.00

The meeting closed at 7.50pm

MINUTES OF WALTON-IN-GORDANO ANNUAL PARISH MEETING HELD IN THE VILLAGE HALL AT 8 PM ON MONDAY 13TH MAY 2019

Present: Brian Cannell (Chair), Don Hill (Minute Taker),
Nick & Trudi Gwynn, Nigel & Barbara Wilyman, Tom Chown, Deb Tovey, Robin Hek

054/19 APOLOGIES

Rachel Dickinson, Colin Medus (NSC Liaison), Nigel Ashton (NSC Cllr), Rosemary Brace, Sue Betts, Andrew Francis.

055/19 MINUTES OF THE ANNUAL PARISH MEETING OF MAY 14TH 2018

These were circulated to attendees and approved in June 2018.

056/19 MATTERS ARISING

None

057/19 REPORTS TO THE MEETING

Reports were presented from the Parish Council, St Paul's Church, The WI, The Village Hall and The Social Club: they are attached to form a part of these minutes.

058/19 DISCUSSION

Parish Council Finances: After the delivery of the Chair's Report questions were asked about the criteria against which the annual budget was put together. *(Note: Council Tax is made up of the Local Authority (North Somerset Council) budget - the one that receives the publicity - and add-ons submitted by other bodies to cover their funding needs (precepts): e.g. services such as fire, police, internal drainage authorities and parish councils).* Brian Cannell explained the changes that have been emerging over recent years against two inter-related realities. Firstly, the implicit threat of a 2% cap, that has been in place for Local Authority budgets over recent years (*it was actually 3% for the current year*), might be imposed upon Parish Councils if they 'overstepped' their annual precept increases. Secondly, the fact, because of their own financial squeezes from Central Government, that Local Authorities, either by agreement or default, are ceasing to provide many parish-based services that must consequently be provided by the individual parishes - or be forgone. Traditionally, Walton-in-Gordano has kept its reserves to a minimum and, year-by-year, budgeted on a needs basis - adding the cost of a notice board or election to a specific year's budget and adjusting the following year's budget in relation to the uptake of the previous year's provision. The consequence is that, whilst historically requesting one of the lowest precepts in the North Somerset, we have no base of reserves from which to provide the services being 'put down' to parishes, and no significant level of precept from which to 'grow' at around a rate of 2-3% per year. Everything we want to do for our future will have to await the accumulation of funds from a relatively low base.

Reparations post completion of Barton's Lorraine Field Development: site access issues have led to significant erosion of Coast Road verges in the region of Lorraine Field. Whilst this is to a degree understandable, it will be expected that the planning authority - North Somerset Council - will demand appropriate reparations from the developers after the completion of works, to bring the Coast Road back to its previous harmonious state.

Utility Covers at Coast Road/Two Acres Junction: these are Bristol Water Covers; they are persistently failing to support highway traffic. As they disintegrate post-repair, they cause noise nuisance and, by 'impact-bouncing' a potential hazard to traffic. **Brian Cannell undertook that the Parish Council would press for a long term solution from NSC.**

Village Hall Car Park: this possibility was referred to, but as currently on the 'back-burner'.

Election Turnout %: Do we have a % figure for the May 2nd local elections? No, but it was believed to be in the region of 30% of our 279 electorate - 93.

Speed Limit Along the Coast Road: Might this be reduced? Hopefully, but pressure over - a long - time will be needed to bring it about. It is being kept on the Parish Council agenda, and the previously researched signage to highlight a community (albiet hidden below the horizon of motorists) along the Coast Road is being prioritised.

There being no further topics raised, the Chair thanked everyone for coming along to the meeting and for taking part.

The meeting closed at 8.55 pm

REPORTS

Walton-in-Gordano Parish Council - Brian Cannell

The Council: This last year the Parish Council has dealt with the usual mix of planning, road maintenance and local event issues. As of May 13th, Walton-in-Gordano Parish Councillors are Mr Mike Ralston, Mr Brian Cannell, Mr Nigel Wilyman and Mrs Rachel Dickinson. After discussions, Councillor Mike Ralston was elected as Chairman at the May Parish Council AGM. Councillor Brian Cannell was also elected as Vice Chair. I need to give some explanation to this change. Since becoming involved in the PC in the late 1970's it was apparent that even as a very small PC, we didn't have a robust succession plan for councillors. The Chair of the PC usually stayed in post being re-elected year on year, until they retired from the PC. This would leave a void of experience. I was minded to change this when I was given the privilege of Chair in 2004. When Mike Ralston joined the PC, I recognised someone who could ably lead the PC in the future. Following discussions with Mike, Don and the other councillors, Mike has agreed to take over the mantle of Chair. I have no intention of retiring or leaving the PC anytime soon (unless you want me to!), but will be here to support Councillor Ralston and the PC. As I said earlier, it has been a privilege to be Chairman, and I commend Councillor Ralston to you. Councillor Dickinson will continue to represent the PC on the Village Hall management committee (Councillor Wilyman stood down from this responsibility in April). We have no representative on NSC Standards Sub committee. North Somerset Council is regularly represented at the Parish Council meetings by Colin Medus. Councillor Nigel Ashton, as Leader of North Somerset Council has not been able to attend the Parish Council meetings during the year: however, both his and Colin's advice and support have proved invaluable resources that the Parish Council greatly appreciates.

Policing: We were sad to lose our local police beat manager, PC Jenny Clark, during the year as she moved on to higher things. She was a loyal, assiduous and well liked officer. Whilst we do have access to PCSO support, police finances no longer make meeting attendance and regular monthly reporting possible. Neighbourhood watch schemes continue to operate in various parts of the Parish.

Planning: This year, we have seen only a few applications for planning consent review, but it pleasing to see that some of these are for improvements to existing properties such as extensions. Lorraine Field redevelopment has started, after approved variations to the original planning consent. Compliance to these conditions is being very closely monitored by North Somerset Council planning officers.

Broadband: Internet speed continues to be a problem with most of the parish. Following last year's hope in Fibre Broadband infrastructure provider – Gigaclear – problems with the realisation of this functionality to many areas in North Somerset have come to light. A second supplier – Truespeed – has come on the scene. Andy Moore, the Community Engagement Manager for Truespeed, provided a presentation to the Parish Council in Jan 2019. This meeting was attended by a number of parishioners where a Q&A session was held. Despite this session and further communications to the parish via the Cross Tree Chronicle, on more than one occasion, take-up on the Truespeed offer is disappointing. All that was required was a notification of interest to initialise the process of Fibre Broadband provision. Thank you to those who responded to the presentation, but currently the trigger point has not been reached, even though the numbers required were low. Thus, unless something changes, Walton is unlikely to get fibre broadband in the near future. This is extremely disappointing with a number of people regularly commenting on the poor broadband speeds but only a few of them doing anything to facilitate rectification despite being presented with a viable solution. Councillor Ralston is our expert on this subject.

Gordano Greenway: Activity has been quiet during the past year, but continues to be monitored by the council.

Community SpeedWatch: Kevin Edwards is leading a group of volunteers that is running the activity in the Parish. The statistics from the sessions make interesting reading. If you would like to be involved please contact Kevin. Discussions continue on how best to both reduce the speed of vehicles through the village and enhance the parish at the same time. Walton Street now has a 20mph speed limit. There are varying opinions of it's effectiveness – those who obey it probably went at a suitable speed before the limit was posted. Those that regularly drove fast along this section of road, probably still do, taking no notice of the speed limit nor the multiple hazards and blind entrances that justified this change. Work is underway on erecting some village gateways. Quotes and site visits have taken place, but we appear to have a 'Catch 22' situation regarding where the current speed limits are and the positioning of the gateways on N Somerset land. Discussions continue with North Somerset.

Passing Friends: We have experienced the loss of so many Parish stalwarts over recent years, and it is with real sadness that we now have to record the recent death of Ray Redmore. Ray was a kind man, a man of ideas, and, as its Chair, a key contributor to the maintenance and improvement of the Village Hall. As with all these people who have become so happily woven into the fabric of the Parish, Ray will be sorely missed.

Finance: The Budget for 2019/20 was set during the January 2019 Parish Council meeting at £4004. After including provisions for future election expenses (£300) and capital expenditure (£500) the amount of the precept from North Somerset was £4804. We continue to be in the cheapest 1/3 of all parishes in North Somerset by precept. I would like to thank those who have shown an interest in the Parish and its Council over the last year and encourage those who have yet to do so.

Finally, on behalf of the Parish, I would like to thank my fellow Councillors: Mike Ralston, Nigel Wilyman and Rachel Dickinson - not forgetting the Clerk to the Parish Council, Don Hill - for their hard work and support over the last year.

St Paul's Church - Sue Betts *(read by Don Hill)*

2018 was a sad year for our village church, it's impossible to express how the loss of so many dear friends in one year has hit our church community. This, of course, has made a big impact on church numbers because not only have we had a number of people who have passed away but we also have those who had to move away or can no longer easily get to church. Even with all this happening it has not taken away the wonderful spirit of St. Paul's.

Last year we introduced our Come and Join Us service, a simple service followed by a bring-and-share lunch on the first Sunday of every month. This has proved to be popular and has been made far easier by the addition to our church of a great little kitchen. You are all welcome to join us.

We have continued to support a number of charities including Toilet Twinning. We have now completed the challenge to become a Toilet Champion Village; if you go to their website you can see Walton-in-Gordano is literally 'on the map'

After our church building survey a number of jobs have been highlighted, fortunately none of them major problems. Some jobs have already been done thanks to a group of willing volunteers but some work will need outside help. Sheri and Steve are putting together a list of jobs which you may like to sponsor; the list will be available at our Flower Festival in August.

As well as our annual Flower Festival, this year celebrating Our Glorious Gordano Valley, we have a number of events coming up including our Open Gardens and Flower Power Fun on Monday 27th May and another celebration of village life at our Rogation Sunday service on Sunday 2nd June.

This year has seen Brodie stand down as churchwarden and Sheri taking on the role. Brodie has done a brilliant job as churchwarden and we all think she is a saint. As you may remember Sheri has been churchwarden before – we are very environmentally conscience at St. Paul's; we even recycle our churchwardens!

Womens' Institute - Rosemary Brace, President *(read by Don Hill)*

As you may have read in the "Cross Tree Chronicle " we no longer have any resident from the parish of Walton-in-Gordano as a member due to the ill health of our last two ladies who lived in the village. That said we are a very happy institute: as they say, the best things come in small packages. We have a varied programme of meetings throughout the year - speakers, social events, meals out, an annual outing on which villagers are invited to join us, etc. Next spring we celebrate our 90th birthday, we certainly are the longest continuous users of the Village Hall, and we have seen many changes over the years, as our minute books record. They make interesting reading. We welcome all ladies to come to our meetings, and welcome you to join our group, whether resident in the village or not.

Village Hall - Deb Tovey, Chair

In 2018, we continued with our programme of refurbishments at the Hall. The front doors were painted which made the outside of the Hall more attractive. We followed this up by redecorating the front lobby, tiling the kitchen, installing a new wall heater in the kitchen, and putting up a new noticeboard. The next thing on our "To Do " list is the replacement of the flooring in the rear lobby, kitchen and toilets. The Hall continued to be hired regularly last year, including a few events held by the Social Committee and Sue Bett's extended family having their Christmas Dinner there – a joyous occasion. Bob and Val Baldwin looked after the hirings and cleaning very well on our behalf, resulting in many hirers coming back again and again. The Hall is currently in good repair and we look forward to its continued use by the local community in 2019.

Walton-in-Gordano Social Club - Andrew Francis *(read by Barbara Wilyman)*

The current Chair of the Walton-in-Gordano Social Club is Andrew Francis and he is supported by a great group of villagers who form the committee. New members are always welcome and we are always looking for volunteers to assist with events and activities.

The club has once again arranged and hosted a number of events in the village over the last 12 months.

This has included the Christmas Quiz Night with a Cheese Supper, Pop-up Pub Evenings in the Village Hall and the annual Fete, which was one of the largest and best attended in recent years.

In addition, we have again added to the village Xmas lights and supplied and maintained planters throughout the village and we continue to produce the monthly Chronicle which is paid for by the Social Club and distributed by volunteers.

In February we arranged for a group of volunteers to clean up the village collecting rubbish, trimming back roadside verges, weeding flower beds and clearing the Brook, something which it appears has unfortunately been left to volunteers in the village to undertake without the support of the local Council.

As a result of these events we have once again donated significant sums to the Church and Village Hall. This was achieved entirely from and by the Social Committee and volunteers without support or donations from other village groups or bodies and is a fantastic achievement for the village as a whole showing we have a very vibrant community.

We retain a balance of funds which is used to arrange and fund the annual fete and which is also available to support other village events, clubs or activities and we are happy to receive requests for funding.

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Minutes of the Meeting Held on Monday 29th May 2019

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

This meeting replaced the planned meeting of June 10th, which would have been inquorate and was cancelled.

The substance of the meeting was necessarily conducted beforehand, electronically, and the meeting took place principally to ratify actions taken, receive a Clerk's update, and to complete various audit forms that needed signature at a meeting.

Present: Cllrs Mike Ralston (Chair), Brian Cannell, Rachel Dickinson (electronically)

In Attendance: Don Hill (Clerk)

Public Attendance: 0

059/19 APOLOGIES - Cllr Nigel Wilyman, NSC Cllr Nigel Ashton, Colin Medus - NSC Liaison

060/19 DECLARATIONS OF INTEREST - none

061/19 i) LAST MEETING MINUTES of May 13th were pre-circulated and agreed unanimously. They were signed by Chair and Clerk.

ii) THE ANNUAL PARISH MEETING MINUTES of May 13th were circulated electronically to all attendees of the meeting and confirmed as a true record. The Chair and Clerk duly signed them as such.

062/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

063/19 ANNUAL GOVERNANCE STATEMENT: In relation to the Annual Review of Governance documents (Minute 28/19 of the March meeting), Section 1 of the 2018-19 Annual Governance and Accountability Return (AGAR) - The Annual Governance Statement - was pre-circulated with the meeting papers, reviewed and unanimously agreed. It was signed at the meeting by the Chair and Clerk as a true representation of the Council's internal governance controls.

064/19 PLANNING

Decisions Due: 19/P/1083/FUH Drovers Brook revision.

Granted: 19/P/0968/TRCA Tree work at The Manor.

065/19 PARISH MAINTENANCE

End Gully at Rear of Home Farm Cottage: Camera investigation done. Work timetable awaited.

Utility Covers at Coast Road/Two Acres Junction: With Bristol Water to rectify.

Village Gateway Preparation: NSC informed of our concerns about repositioning of speed restriction signs. Village Gateway work held in abeyance during this apparent impasse.

Coast Road: Damaged Weston-in-Gordano grit bin on Coast Road with them to progress.

Moor Lane: potholes are breaking out again at the bottom of Harley Hill now on NSC job list.

B3124: Overgrowing bushes at Roseway Cottage. **Cllr Wilyman undertook to speak with owner.**

066/19 COUNCILLORS' REPORTS

AutoSpeedWatch information recently circulated by the Clerk to be placed on July meeting agenda.

067/19 FINANCE

- i) **2019-20 Accounts:** pre-circulated, reviewed and noted.
- ii) **Annual Governance and Accountability Return 2018/19 (AGAR) Section 2 - Accounting Statements 2018-19:** This presents a summary of the accounts prepared by the Clerk and internally audited. It was pre-circulated with the meeting papers, reviewed and, electronically agreed unanimously to be a true and accurate record: the Chair of the meeting signed it as such.
- iii) **Hall Hire Fees:** Awaiting Hall Committee decision re the payment of hire fee by standing order.
- iv) **The Bank Accounts:** Our banking arrangements, subject to periodic review to ensure have 'the best deal', have been in place for over 20 years. To ensure that the optimum monies are held in the interest bearing account, our current account (called a Treasurer's Account), always has a closing daily balance of £150. Any monies drawn from, or added to our current account are offset at the end of each day by transfers to or from our deposit - interest bearing - account (called a Business Banking Instant Access Account). Lloyds call this daily transfer a 'sweep'.
A curiosity has emerged from the system in that, if 2 standing orders fall due on the same day and the £150 daily opening balance is not enough to cover them, the 2nd one to be processed will be bounced and re-presented the following day to see if enough money is in the account to pay it. In April, the Clerk's wages SO was bounced on April 15th because its attempted input immediately followed the posting of our monthly website SO. When it was automatically re-presented on April 16th, the half year precept of £2402 was also paid in by NSC. As a result, the April wages were paid - a day late - and, at the 16th end-of-day, the balance in excess of £150 - some £2200 - was transferred to the deposit account.
On May 15th exactly the same thing happened, but with no money being paid into the account the Clerk's wages were bounced again: on May 16th they remained bounced, as no monies had been paid into the current account during that day. The Clerk was paid the May wages by cheque (see below).
On the day all this was sorted out with Lloyds, the cheque for the Councils Annual Insurance premium - £224 - had been paid out, the balance being marked on the statement as an overdraft of £74 (daily opening balance £150 - less £224). That 'overdraft' (the account is not allowed to be in overdraft), disappeared when, at the end of the working day, the current account was re-balanced by a 'sweep' from the deposit account to the current account. This has always been the procedure in the past.
To overcome this 'glitch' in the Lloyds system we could either alter the date of one of the standing orders, or increase the daily current account end-of-day balance from £150 to £500. Members agreed, electronically, to raise the account end-of-day balance to £500 and this has been done. **This action was unanimously confirmed and ratified at this minute.**
- v) **The Financial Regulations:** An Appendix relating to Clause 5 of the Financial Regulations, and setting out protocols for the conduct of Internet Banking were agreed electronically by members as a prelude to lodging the Internet Banking application. **This action was per minute 053/19 of the May meeting and was unanimously confirmed and ratified at this minute.**
- vi) **The Online Banking Application:** Has been completed, signed and lodged. **This action was per minute 053/19 of the May meeting and was unanimously confirmed and ratified at this minute.**
- vii) **Cheques:** 782 D Hill £171.80 (Minute 067/19 iv)). 783 Philip Smith, Internal Audit £51.00. 784 HMRC for PAYE £108.00. **Cheques 782 and 783 were pre-signed and ratified here.**

The meeting closed at 7.45pm

Minutes of the Meeting Held on Monday 8th July 2019

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

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

Present: Cllrs Brian Cannell (Vice Chair & Meeting Chair), Nigel Wilyman. Rachel Dickinson

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

Public Attendance: 0

068/19 APOLOGIES - Cllr Mike Ralston, NSC Cllr Nigel Ashton

069/19 DECLARATIONS OF INTEREST - none

070/19 LAST MEETING MINUTES - May 29th (instead of June 10th) - agreed, and signed by Chair & Clerk.

071/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

072/19 PLANNING

Granted: 19/P/1083/FUH Drovers Brook revision.

073/19 PARISH MAINTENANCE

End Gully at Rear of Home Farm Cottage: Camera investigation done. Work timetable awaited.

Utility Covers at Coast Road/Two Acres Junction: With Bristol Water to rectify.

Village Gateway Preparation: On hold.

Moor Lane: potholes at the bottom of Harley Hill repaired.

B3124: Overgrowing bushes at Roseway Cottage. **Cllr Wilyman speaking with owner.**

AutoSpeedWatch: Cllr Cannell explained the system: a small camera containing an internet link is fixed to a piece of street furniture and records number plates and speed details of vehicles exceeding a pre-set speed limit. This data is fed to the police via an internet link. The cost is £300 per camera per year (each camera is a discrete item, with a discrete internet link, so quantity does not reduce cost and we need 3 or 4). Members felt they could not, with other plans afoot, commit cost. They will, however, monitor this new initiative and earmark it for possible future investment if initial usage proves successful.

074/19 COUNCILLORS' REPORTS

Cllr Wilyman: Sewage Smells: This intermittent but long term problem lies firmly with residents, not NSC. **Clerk to put piece in CTC urging residents to monitor the efficiency of their sewage systems.**

Tyre and Asbestos in Moor Lane: **Clerk will report to NSC Area Officer, cc Miles Estate.**

Triathlon Signage: Sign left on Clevedon entry furniture post event; Cllr Wilyman will remove.

Cllr Dickinson: The first 30mph sign on the Portishead entry to the Village is overgrown and cannot be seen. **Clerk will investigate and cut back as needed.**

Cllr Cannell: Expressed concern that, for the first time in many years, Walton Bay has not had direct representation on the Council. **Clerk to put piece in Cross Tree Chronicle to seed interest.**

075/19 FINANCE

i) **2019-20 Accounts:** pre-circulated, reviews and noted.

ii) **Hall Hire Fees:** Monthly standing order (12 x £9.00) now in place.

iii) **The Online Banking Application:** Lodged and awaiting outcome.

iv) **Cheques:** (next cheque 785) - none

The meeting closed at 8.20pm

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

Minutes of the Meeting Held on Monday 9th September 2019

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

There is 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 (from 7.45pm), Rachel Dickinson, Nigel Wilyman

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

Public Attendance: 0

076/19 APOLOGIES - NSC Cllr Nigel Ashton

077/19 DECLARATIONS OF INTEREST - none

078/19 LAST MEETING MINUTES - July 8th - were agreed, and signed by Chair & Clerk.

079/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

080/19 PLANNING - none

081/19 PARISH MAINTENANCE

End Gully at Rear of Home Farm Cottage: Camera investigation done. Work timetable awaited.

Utility Covers at Coast Road/Two Acres Junction: With Bristol Water to rectify.

B3124: Overgrowing bushes at Roseway Cottage. To be reviewed in October.

Sewage Smells: It is accepted that these do occur from time-to-time. The piece in the Cross Tree Chronicle has served as a useful reminder that servicing will help minimise the problem.

Tyre and Asbestos in Moor Lane: Reported to NSC; not yet removed.

Lorraine Field: Verge opposite has been dug back, presumably for access and to be reinstated once construction is complete. Given past history of car parks being created by such a process, **Cllr Ashton to be alerted as he has been directly involved with planning issues on this site.**

082/19 COUNCILLORS' REPORTS

Cllr Dickinson

B3124 - 30 mph Portishead-end entry sign: Clerk did not have equipment to clear effectively and the police cannot use Plumtree as a speed check site unless the sign is visible. It is expected to be cleared as the hedges are cut back during the next few weeks. The sign at Plumtree is also overgrown.

Broadband: Slow progress is being made in the district by both Gigaclear and Truespeed. There is no specific update available for our Parish.

Cllr Wilyman

Police: have been doing periodic speed checks in support of the SpeedWatch effort.

Moor Lane: The highway overhang of the ash tree opposite Becksde is beginning to look dangerous. **Clerk to report to NSC Tree Officer.**

Manor Cottages: Clerk confirms that the wall of No 4 has been removed to allow access for renovations and will be re-instated one that work is completed.

Speeding Police Vehicles: Since the HQ moved to Portishead this has been a problem. Neither horses, not large, laden farm vehicles can move fast enough to avoid these cars, which come through at dangerously excessive speeds - presumably of training purposes. **Clerk to write to police authorities to complain. - again.**

Cllr Ralston

7.5 Ton Speed Limit: Is progress being made with the signing a limit up Walton Street? **Colin Medus undertook to check.**

Walton Common: has been rested from grazing but is now out of hand again. **Cllr Dickinson will check with the farmer using the land as to what future plans are.**

The Shoot: With no formal shoot some private properties are being overrun by pheasants. **Cllr Cannell undertook to check what future plans are.**

083/19 FINANCE

i) 2019-20 Accounts: pre-circulated, reviewed and noted.

ii) The Online Banking Application: Lodged and awaiting outcome. **Clerk to chase.**

iii) Financial Regulations: Updated via NALC Model and pre-circulated. Approved.

iv) Cheques: **785** HMRC re PAYE £108.00. **786** NSC re Election Costs £45.00

The meeting closed at 8.30pm

Minutes of the Meeting Held on Monday 14th October 2019

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 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, Rachel Dickinson, Nigel Wilyman

In Attendance: Don Hill (Clerk)

Public Attendance: 0

084/19 APOLOGIES - none

085/19 DECLARATIONS OF INTEREST - none

086/19 LAST MEETING MINUTES - September 9th - were agreed, and signed by Chair & Clerk.

087/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

088/19 PLANNING

New: 19/P/2112/MMA & 19/P/2226/MMA (pitch 15) Seascapes (Lorraine Field), Walton Bay: the addition of decking to pitches 2, 4, 7, 9, 10, 11, 12, 13, 14, 15. No objections. **Clerk to so report to NSC.**

089/19 PARISH MATTERS

End Gully at Rear of Home Farm Cottage: Work timetable awaited. **Clerk to check with on progress with the resident/NSC.**

Utility Covers at Coast Road/Two Acres Junction: All now secure.

B3124: Overgrown bushes at Roseway have been cut back further. Review next spring.

Tyre and Asbestos in Moor Lane: Reported to NSC; not yet removed. **Clerk to remind Area Officer.**

B3124 30 mph Signage Towards Portishead: Now visible.

Moor Lane: Ash tree overhang opposite Becksid being investigated by NSC tree officer.

Speeding Police Vehicles: The substance of the PCC response from Police is as under and has been noted by Members who will remain vigilant about this persistent and ongoing problem:

The Driver Training unit necessarily use the B3124 as a regular route to and from Police HQ. Due to previous complaints, they have not, for several years, delivered response training through Walton-in-Gordano. Ergo, any police vehicle driving at speed displaying a siren is responding to a genuine operational emergency. Drivers under training are supervised, and are only allowed to drive at speed under significant guidance and scrutiny, with the safety of the public as their primary objective. I hope that this provides you and your council members with assurance that the police vehicles using the roads within Walton-in-Gordano at speed with emergency signalling are doing so for the purpose of responding to those at risk of serious harm or crimes in progress and not for the purpose of driver training.

7.5 Ton Limit: Moor Lane is a probable candidate. More information due via Colin Medus re Walton Street.

Walton Common: Cows now back, so overgrowth issues being addressed.

The Shoot: Management now with the Gamekeeper.

Broadband: Truespeed awaiting timing of links to system from Weston-in-Gordano and Clevedon.
Moor Lane: Philip Miles did a sterling job of clearing the open section of Walton Brook opposite Brookside for which Members and residents are hugely grateful.

090/19 COUNCILLORS' REPORTS

Cllr Wilyman

- i) **SpeedWatch:** Now living in Weston-super-Mare, Kevin Edwards is standing down as our SpeedWatch coordinator. We all owe him a debt of thanks for the work and commitment he has put into the work. **Clerk to thank him via the November Walton Chronicle.**
- ii) **Walton Street:** A resident is experiencing problems in accessing allocated parking opposite the Old Chapel, due to a gully adjacent to the culvert cover. The meeting was advised that this was not something NSC would consider re-engineering.
- iii) **Traffic Speed:** Whilst being grateful for the 20mph speed limit on Walton Street, the logic of a wide, straight section of the B3124 through Weston-in-Gordano being subject to a 20mph speed limit, while the narrow, twisting section that runs through our Village is denied such a limit continues to mystify Members. A blitz on publicity for our Parish speeding/Village Gate issues was agreed to. **Cllr Dickinson undertook to assemble a list of key influencers to be contacted and the Clerk was asked to prepare a statement of the concerns that need addressing.**

Cllr Ralston

- iv) The ground beside Springhead flooded during the recent rains, emphasising the need for it and the adjacent stretch of Walton Brook to be cleared. **Clerk to refer the problem to The Estate.**

091/19 FINANCE

- i) **2019-20 Accounts to Date:** pre-circulated, reviewed and noted.
- ii) **Online Banking Application:** Lapsed due as the bank query extending the process beyond their limit of 6 weeks.
- iii) **Cheques** - none

092/19 DATE OF NEXT MEETING: Monday November 11th 2019

The meeting closed at 8.35pm

Minutes of the Meeting Held on Monday 11th November 2019

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: Don Hill (Clerk)

Public Attendance: 0

093/19 APOLOGIES - Cllr Dickinson, Colin Medus

094/19 DECLARATIONS OF INTEREST - none

095/19 LAST MEETING MINUTES - September 9th - were agreed, and signed by Chair & Clerk.

096/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

097/19 PLANNING

New: 19/P/2417/LBC Stable House Garage Solar panels. All approved of the proposal. NSC to be so notified.

Decision Due: 19/P/2112/MMA & 19/P/2226/MMA Seascapes decking.

098/19 PARISH MATTERS

End Gully at Rear of Home Farm Cottage: No remedial action yet taken by NSC.

Moor Lane @ Ash Track: Tyre gone. Grip requested by Clerk to relieve highway flood.

Moor Lane: NSC say the ash tree opposite Becksides poses no threat. All ash trees under regular surveillance.

7.5 Ton Limit: More information due via Colin Medus re Walton Street.

Traffic Management: Members discussed the agenda note below, and recent complaints from residents. **The Clerk and Chair will prepare a bullet list of road safety possibilities for the January meeting**, when tactics towards achieving at least some of them can be worked out.

We have noted that WeIG have a 20mph speed limit on their wide straight stretch of the B3124, while we, with a narrow, twisty stretch containing farm entrances and a complex cross roads, appear not to qualify. The topic is surrounded by a complex of national government guidelines. We, for example, cannot even have our village gateway scheme unless we agree to our hard fought for (through 25years?) 30mph speed limits being moved from Hackswood to Plum Tree, from the Clevedon end up to near the Manor Drive and along Moor Lane from the current location up to near Home Farm Cottage. A recent suggestion of a pedestrian crossing is eminently sensible; it may fall foul of technical and local objections, but a crossing at a point in the Village (Cross Tree or Hall) where pedestrians most regularly cross the road has undeniable logic. The Council is doggedly moving forward on the issues surrounding road safety both in the Village and along the Coast Road. Our presumption is that the national guidelines are just that; 'guidelines', against which we have reasonable - and strong - grounds for developing an alternative traffic management strategy that is appropriate and effective for our Parish. We first need to have North Somerset Council on board with this to have it as an achievable objective. Given that, we then have to agree a phased implementation that allows the objective to be affordably executed and thereafter maintained. It will, realistically, all take a long time. This is an unacceptable but brutal fact. Nevertheless, we hope to develop a core of community support to sustain thrust behind a realistic traffic management strategy for the Parish.

Walton Street: Estate to clear Walton Brook at Springhead, flooded during recent rains.

Manor Cottages: New gateway in conservation area. In hand via NSC Enforcement.

099/19 COUNCILLORS' REPORTS - none

100/19 FINANCE

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

ii) Cheques - none

iii) 2020-21 Budget: Members should bring any requests for funding etc to be included in the 2020 draft budget, which will be discussed, and needs to be agreed, at the Jan 2020 PC meeting.

101/19 DATE OF NEXT MEETING: Monday December 9th 2019

(for 2020-21, Members agreed to continue meeting on the 2nd Monday of each month except August).

The meeting closed at 8.20pm

Minutes of the Meeting Held on Monday 9th December 2019

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, Rachel Dickinson, Nigel Wilyman

In Attendance: Don Hill (Clerk)

Public Attendance: 0

102/19 APOLOGIES

103/19 DECLARATIONS OF INTEREST - none

104/19 LAST MEETING MINUTES - November 11th - were agreed, and signed by Chair & Clerk.

105/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

106/19 PLANNING (*new list due on Dec 9th: relevant applications will be brought to the meeting*)

New: 19/P/2728/TRCA T1 - Sweet Chestnut - pollard by 5m; Brook Cottage Walton Street. **19/P/2829/FUH** - Underwood (Half Way House) - Single-storey extension to south-west side of outbuilding to create log store and toilet (no information re drainage). **Both agreed unanimously with no objections.**

Decision Due: 19/P/2417/LBC Stable House Garage Solar panels.

Approved: 19/P/2112/MMA & 19/P/2226/MMA Seascapes decking.

107/19 PARISH MATTERS

Moor Lane @ Ash Track: Grip requested by Clerk to relieve highway flood. **Clerk to chase.**

Traffic Management:

i) Avon & Somerset Police Road Safety Fund: Cllr Wilyman's wife Barbara has submitted an application to this fund, on behalf of the Village Hall, for the provision of speed measurement equipment on the B3124. The Hall has pressing concerns relating to traffic, as its users have to negotiate the hazardous trip from Moor Lane, where the hirers park their cars, to the Hall. There were only days to get a bid in to the current application window before the December 1st cut off and concerned residents and Parish groups pulled together to help Barbara with the needed equipment information, and evidence base. Barbara sent a letter of thanks to those concerned. The decision application date is the end of January 2020.

ii) The Parish Council Traffic Management strategy is to be updated and converted to bullet points. Members will be circulated with the bullet points and be able to contribute to the the process. The list will also form part of the Parish Council's Cross Tree Chronicle's January Issue, where it will invite participation from residents. Alongside further work on traffic issues in the meantime, the bullet list will form the basis of outside publicity and of a Traffic Management forum at the Annual Parish Meeting in May 2020. **Clerk to kick start this process.**

iii) 7.5 Ton Limit: More information due via Colin Medus re Walton Street.

Walton Street: Estate to clear Walton Brook at Springhead, flooded during recent rains.

108/19 COUNCILLORS' REPORTS

Cllr Cannell

recently attended the Annual Bristol Airport annual review and reception for surrounding parish councils. This proved highly interesting and informative, as it provided insights to such issues as future expansion, carbon footprint, access and parking, (both at the airport, and as they affect local parishes). Cllr Cannell's report of the session is attached to these minutes.

Cllr Wilyman

introduced a letter to the Parish Council from immediate B3124 residents, complaining about the increasing and increasingly dangerous speeding and driving problems they are experiencing as they try to enter and exit their properties. This will prove a positive asset as the case builds for more effective traffic management of this stretch of road. Clerk to incorporate the letter into the Traffic Management data file.

Cllr Dickinson

- i) **The WI:** the closure of the Walton-in-Gordano branch of the WI after 80 years of happy and active contribution to our Parish life was reported with sadness. With younger potential members working, and often commuting, and the older members getting older, it was proving increasingly difficult to maintain a viable branch in the Village. The WI very kindly donated the balance of their pre-paid annual hall hire fee to Hall funds, for which the Hall was very grateful.
- ii) Due to a 'phone scam involving the number used to make Hall bookings, that number had to be blocked, which caused a hiatus in bookings for some weeks. A new dedicated phone is now in place and the new telephone number for bookings will be publicised shortly.
- iii) The problems of parking have been highlighted by the recent work done to make the speed camera grant application referred to above. The Hall Committee is still working towards a possible car park at some time in the future.

109/19 FINANCE

- i) **2019-20 Accounts to Date:** pre-circulated with meeting papers, reviewed and noted.
- ii) **2020-21:** Preliminary figures, for formal review and approval at the January 2020 meeting, were looked at: an upward adjustment was proposed for the capital provision.
- ii) **Cheques** - 787 HMRC re Oct-Dec PAYE £111.60 (including £3.60 of underpayments).

110/19 DATE OF NEXT MEETING: Monday January 13th 2019

The meeting closed at 8.55pm

Bristol Airport Community Review

3 Dec 2019 18:30 – 21:00. Held at Lulsgate House, Bristol Airport
Notes for Walton-in-Gordano Parish Council. Attended by Councillor Brian Cannell on behalf of WAiG PC

30 minute reception with mulled wine and mince pies before presentations
Approx 50 other Parish Council (PC) reps were present. Hosted and led by Mr Dave Lees CEO Bristol Airport

An outline was given on Bristol Airport (BRS) milestones in 2019

- Jan.**
 - Supplier – meet the buyer workshop
 - Multi-faith area opened
 - Disabled passengers approx 1% of total numbers and increasing (↑)
 - Ramble Tag introduced to assist passengers – armband worn by assistance person onto which the passenger can hold to be guided through the airport.
- Feb**
 - BMI into liquidation.
 - Flybe Channel Island service approx 5000 seats pa
 - Milan route opened by Ryanair
 - Noise insulation grant to affected homes. £1.8m - £7500 per house
- March**
 - Great Western Air Ambulance support
 - Women in business charter launched to ↑gender balance and diversity in workplace
 - New fire station opened
- April**
 - Community litter pick around airport external perimeter
 - Routes conference. 2x per year to attract new carriers
 - Disability forum
 - Federation of Small Business event
- May**
 - TUI launch routes to Tunisia and Spain
 - Cup recycling scheme – 0.5m cups used in 2018 – 11 tonnes of waste.
 - Security trays now made from recycled plastic
- June**
 - Brussels airlines, 2x day flights
 - Major training exercise with explosives locating dogs
 - CAA audit – Rating as ‘Good’ for disabled passengers
- July**
 - Capri – autonomous vehicles trial
 - Carbon roadmap launched. BRS to be C+ neutral by 2025
 - ↑ solar generation - ↓ energy usage Currently 5% from solar, by 2025 25% needs produced by solar
 - Lulsgate House 93% self sustaining in energy.
 - From Jan 2020 C+ off-setting all car journey to/from BRS. Funded by Drop&Go facility
- Aug**
 - Electric vehicle charging points opened
 - Public bus service extended Weston-super-Mare 24/7 service
 - Demand responsive transport
- Sept**
 - Get-on-Board initiative – zero tolerance on bad behaviour.
 - 100% renewable energy sign-up – Orsted Wind generation scheme
 - Air Smiles – needy/disadvantaged children flying experience
 - Thomas Cook collapses. Some of seats taken up by TUI
- Oct**
 - Lulsgate House opens
 - New waiting zone opens by Silver Terminal. Still a work in progress. Taxis (Uber etc) can only pick up passengers from BRS if they have been parked in the waiting zone. Should stop issues with taxis parking in local areas (Felton common etc)
 - Sharm el Sheikh route opens with TUI
- Nov**
 - Lufthansa announce Frankfurt route for March 2020
 - EasyJet begin C+ neutral flights via off-setting. Cost £25m included by default into all passenger bookings
 - Great West Way award – Tourism initiative
- Dec**
 - Travel West award – Public transport, Car share etc
 - Fly Local initiative. In 2018 157,000 tonnes of C+ could have been saved by better use of BRS
 - Local community fund eg Yatton U7's

There was an open forum session.

- Question raised on flight paths. BRS confirmed that there has been no change in procedure in-bound, out-bound or noise avoidance areas. ↑ in Easterly departures – this will be due to prevailing wind conditions that saw in 2019, normally SW winds change to NE in southern UK. Published noise avoidance routes are only fixed for aircraft >5700Kg and even then are subject to safety considerations.
- Litter on A38 verges is a problem. Some of it is in areas where taxis commonly wait for passengers. This should improve with the new waiting zone.

The rest of the evening was generally focussed on local road traffic concerns mostly led by reps from Chew Magna, Burrington.

- In the 10m passenger planning submission it was alleged that insufficient emphasis was given to road traffic impact on local villages. Planning of routes east of BRS not fully involved. Dave Lees countered with stating that parking and public transport changes were under investigation as were traffic impact surveys and traffic monitoring and managing schemes – traffic calming etc.
- Some reps stated that proposed Bristol clean air zone will negatively impact the local villages with drivers finding alternative routes. BRS can assist in limiting these un-intended impacts.
- Alleged that local structure plan and joint local transport plans were in disarray and confusing. BRS strategic plans are being aligned to local authorities. Surface access strategy will have multi modal approach.
- C+ off-setting schemes need more assurance. There are major challenges to aviation (BC note – however all major forecasts for air travel worldwide in the next 20+ years show a substantial increased requirement, and the newest commercial jets are up to 30% more fuel efficient and quieter than previous generation)

Some PCs referred to a National Economics Forum (NEF) report that apparently had different views from the BRS expansion report. The PCs seemed to lean towards trusting NEF report, thereby, with no other evidence presented, begging the integrity of the BRS report.

Questions were also raised about who provides the surveys of where the BRS passengers come from. The answer is that they come from CAA surveys that are funded by BRS. Again, because the surveys are paid for by BRS it was inferred that they are, ergo, biased in BRSs favour. (BC note – the CAA is a commercial organisation whose activities are paid for by the user groups that use those activities, thus it is quite proper that BRS pay for CAA surveys affecting BRS, and quite proper for CAA to take on such commercial briefs as a perfectly objective aspect of their operating remit). The evening ended on a somewhat febrile note, but was, nevertheless, hugely instructive.

BC December 2019



Your airport

Our commitments to you: More transport choices, action on carbon emissions and a new noise insulation fund

New commitments on carbon emissions, public transport and aircraft noise will contribute to Bristol becoming one of the most sustainable airports in the UK. The proposals follow feedback from the public identifying these issues as the main areas of concern about the Airport's future development plans.

A new carbon roadmap (see page two) sets out how the Airport will meet the challenge of climate change by becoming carbon neutral by 2025. This commitment, which applies to emissions generated on site, will sit alongside an international agreement to tackle emissions from flights and a new carbon levy which will be used to offset road journeys to and from the Airport.

On noise, £1.8 million will be made available for acoustic insulation of local properties, including mechanical ventilation to ensure residents can get the benefit of double glazing year-round.

Transport links will be improved, with services introduced to link Clevedon and Nailsea with the Airport, providing more public transport options for passengers and employees. A free drop-off and taxi-waiting area will also be introduced to address problems caused by vehicles using local lanes and laybys.



Introduction from Dave Lees, CEO

"These new commitments show we continue to listen to our local communities and respond to their concerns, as well as raising our game to meet the challenge of climate change. A thriving Airport benefits passengers, businesses and the people who work here, but it need not come at the expense of the quality of life of local people or the future of our planet. We have taken significant steps forward to ensure that we find a way to deliver sustainable growth at Bristol Airport enabling continued success for our regional economy."

The principles of airspace change

Airspace is our 'infrastructure in the sky' and, in the UK, this dates back to the 1950s, when aircraft were very different to those flying today.



New technology, such as satellite-based navigation, means we can modernise our future skies to provide better service to passengers, potentially reduce noise for communities currently overflown and save carbon emissions.

Airspace modernisation is taking place across the country and Bristol Airport will be reviewing its arrivals and departures routes as part of this overhaul. While airspace change is not required as part of the Airport's current development plans, it does provide opportunities to make flights

quicker, cleaner and quieter - for example, by flying more direct routes. By starting the lengthy airspace process now, we can ensure these potential benefits are realised as soon as possible.

The first step is to develop the design principles which will inform the airspace design options which we bring forward for consultation with airspace users and the local communities.

We will be engaging with stakeholders and local communities shortly to seek input to the design principles.

Our roadmap to reduce carbon emissions

Our ultimate ambition is to become a net zero airport. The timeline below shows some of the key milestones we will pass as part of this journey.



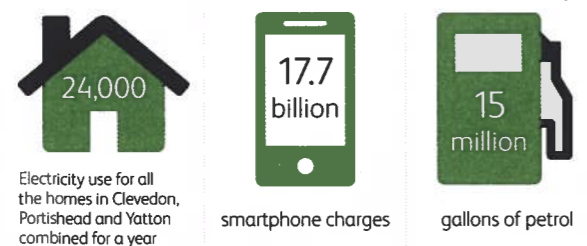
Fly local, save carbon

A recent study revealed that passengers from the South West of the UK could save carbon emissions equivalent to more than 15 million gallons of petrol by flying from Bristol instead of using London airports.

Nearly eight million passengers a year travel from South West England and South Wales to fly from Heathrow, Gatwick, Luton and Stansted, incurring an additional £50 in costs in the process, not to mention wasting a grand total of 500 million minutes! Even when those travelling by rail are discounted, the estimated carbon emissions from the remaining road journeys came to 157,000 tonnes of CO₂ in 2018.

In 2018 around 157,000 tonnes of carbon could have been saved by passengers making better use of Bristol Airport

That equals:



Better serving passengers within its catchment area is a key objective in Bristol Airport's proposals to increase capacity to 12 million passengers a year by 2026.

Listening to local communities on noise



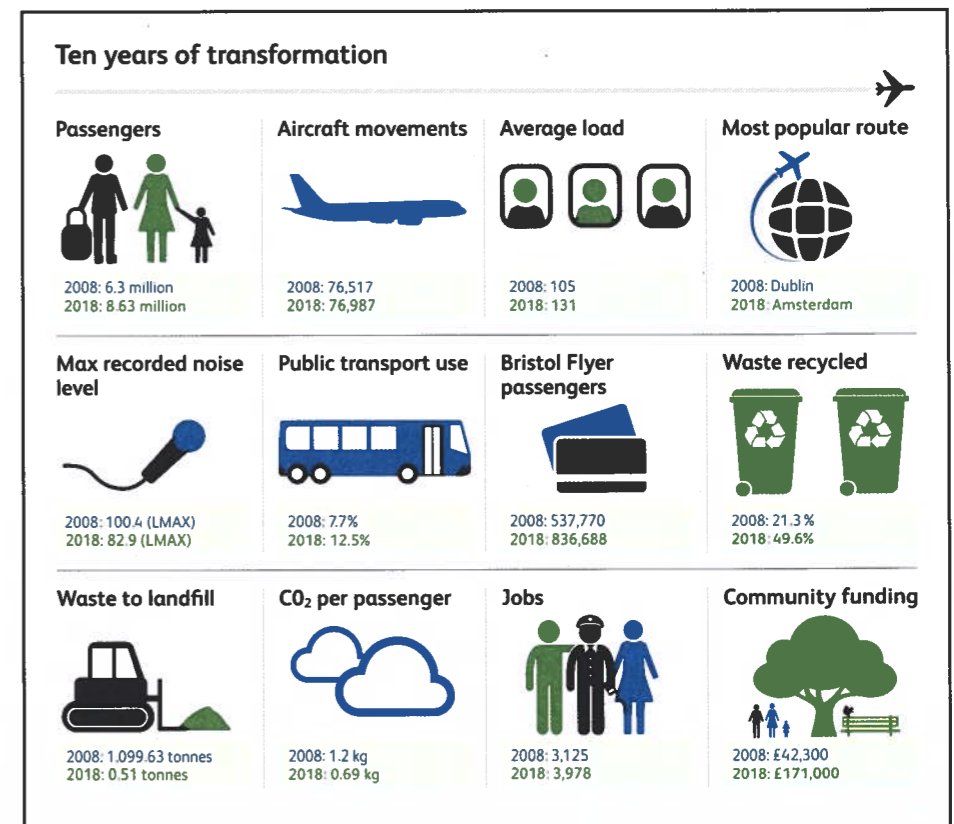
Although no increase in the annual number of night flights is being sought in the Airport's current planning application, concerns have been expressed by some local residents about the potential for more movements in the summer season.

A £1.8 million fund for noise insulation will be made available to local residents as part of the development plans, with mechanical ventilation included in the scope for the first time to enable residents to keep windows closed in order to get the full benefit of acoustic double-glazing year-round. Look out for more details in future editions of Your Airport.

Ten years of transformation

With plans for the next phase of development currently under consideration, the future benefits and impacts of Bristol Airport have been under the microscope. However, while planning for the future is important, it is also interesting to take a look back to see how the Airport has changed in recent years.

The publication of an Annual Monitoring Report, bringing together data from all areas of the Airport's operations, provides the opportunity to chart progress in key areas such as noise reduction, recycling and carbon emissions. The full report is available online at www.bristolairport.co.uk, but the infographic opposite shows just how far we have come in the last decade.



Summer of sport at Bristol Airport

A busy summer of sport for the region kicked off in May when the Afghanistan squad flew to Bristol Airport for the Cricket World Cup. Afghanistan played its first fixture in the group stage of the competition against Australia at the County Ground in Bristol. Matches also took place in Taunton and Cardiff, putting the South West and South Wales at the heart of the action.



The Airport welcomed more world-class athletes in August when over 100 competitors flew in for Modern Pentathlon's European Championships which took place in Bath. The event was also a qualifier for the Tokyo Olympics.

Direct flights to more than 125 destinations, including 18 capital cities, makes Bristol Airport an invaluable facility for global sporting events in the region, as well as visits by amateur teams on tour. Whatever the sport, we always provide a warm West Country welcome to visiting athletes.

New charity partnership lands at Bristol Airport

After an employee vote, Bristol Airport has unveiled Great Western Air Ambulance Charity (GWAAC) as its official charity of the year for 2019. The charity provides critical care and air ambulance services across the West of England and surrounding areas and is on call 365 days a year.

Fundraising activity is already in full swing, with initiatives including a team from the terminal tackling Mount Snowdon and raising £1,500 in the process. Some of those involved have direct experience of working with the GWAAC team when responding to first aid incidents, which helped spur them on during the climb.



Airport backs community events

Bristol Airport has supported two of the biggest annual events on Bristol's calendar this year – Bristol Pride and the St Paul's Carnival.

Pride is Bristol's growing celebration of the LGBT+ community. For its 10th anniversary, Bristol Pride has a new location on the Downs. Taking place during the first fortnight in July, this year's event was the biggest yet, and Bristol Airport played its part by sponsoring the performance stage.

Having celebrated its 50th anniversary in 2018, the St Paul's Carnival is another much loved Bristol institution, celebrating African Caribbean culture in the city. This year's event took place on 6 July, with a float sponsored by Bristol Airport joining the procession through the streets of St Paul's.

Both are part of a busy calendar of events in the region which help to make it such a great place to visit, with the Airport well placed as a gateway for those travelling from further afield to attend.



Recycling scheme takes off



A paper cup recycling initiative has prevented tonnes of waste going to landfill since being introduced at Bristol Airport. An estimated two million hot drinks a year are sold in the terminal, so finding a way to recycle the takeaway cups used has the potential to make a big difference. The new scheme sees cups segregated from other rubbish on site before being taken to a specialist facility to be reprocessed.

The cup recycling initiative is part of the Airport's commitment to send zero waste to landfill. Other initiatives include the installation of water bottle refill stations throughout the terminal and the introduction of compostable bags for liquids at security.

Free waiting zone to tackle parking problems

Following calls for action from neighbouring communities, a free waiting zone for vehicles will open later this year. Located close to the entrance to the Silver Zone car park, it will provide free-of-charge drop off facilities for private vehicles and a waiting area for taxis. Frequent buses will make the five-minute journey between the terminal and the new facility.

The move is aimed at reducing the volume of cars waiting in local roads, lanes and laybys, an issue which featured prominently in feedback to recent consultations on future development plans.

The Airport will work with taxi and minicab operators to encourage drivers to use the new area rather than causing disturbance to residents in villages close to the Airport site.

For more information visit www.bristolairport.co.uk
or email yourairport@bristolairport.com

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

CTC JANUARY 2020 PARISH COUNCIL ENTRY

How Can We Improve the Roads Through Our Parish?

Some time ago we developed our aspirations for highway improvements into a policy which we posted on the Parish Council website. We now have a 20mph speed limit up Walton Street and plans are being worked on for a 7.5 Ton weight restriction (except for access) to be applied along Moor Lane and Walton Street / The Coast Road. Now is a good time to review, update and expand our policy. As a start, we have reduced the policy to a range of bullet points, together with any observations made by North Somerset Council about ones that have been raised before. These bullet points appear below. May we ask you all to look at these critically, and to add to them any that you feel have merit. All ideas are welcome; simply email them to the Clerk - clerk@waltoningordano.org.uk, or contact one of the Councillors to discuss them.

We plan to have the list formulated into a realistic aspiration in time for discussion at our Annual Parish Meeting on May 11th 2020 (8pm in the Village Hall).

WALTON BAY

- Walton Bay Speed Limit reduced from 40mph limit to a 30mph.
- Walton Bay Village Entry Signs

WALTON STREET

- Walton in Gordano sign at Golf Course combined with existing 20mph signage
- Speed bumps (not possible because the street is unlit)
- Priority out-builds and signage

B3124 CLEVEDON TO PORTISHEAD ROAD

- Village Gateway structures at Clevedon and Portishead ends (will mean possible speed limit re-locations closer to Village centre to comply with current regulations)
- Visibility improvements at Manor Drive exit... mirror?
- Village Hall Car Park
- Walton Street Junction - from-Clevedon stop sign
- Walton Street junction - extension of pavement at Crosstree Farm
- White highway edge lines
- Blocking off the from-Clevedon entry to Walton Street (large vehicle access might be impossible without exposing properties to risk).
- Turn culvert into pavement (would create traffic gridlock and be counter-productive)
- Review of pedestrian and traffic volumes by NSC.

MOOR LANE

- Walton-in-Gordano sign
- Exit visibility improvements onto B3124... mirror?

GENERAL

- Planters and other visual improvements,
- Verges: Well-maintained verges provide a signal to road users that they are entering a residential area.
- Mobile Vehicle Activated Speed (VAS) monitors or Speed Indicator Devices (SIDs)
- Fixed VAS or SID kits (these will mean possible speed limit re-locations to comply with current regulations)

WALTON-IN-GORDANO PARISH COUNCIL DISCIPLINARY & GRIEVANCE POLICIES

THE DISCIPLINARY POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work: https://archive.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion - a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
 - if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
 - information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
 - audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
 - employees have the right to appeal against any disciplinary decision. The appeal decision is final
 - if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
 - disciplinary action taken by the Council can include a written warning, final written warning or dismissal
 - this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
 - except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
 - if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
 - the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
 - unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

5. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
 - bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology

- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

6. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
7. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
8. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9. The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
 - inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

The Procedure

10. **Preliminary enquiries.** The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
11. **Informal Procedures.** Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

12. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
13. If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
14. The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
15. The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it.
The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
16. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
17. If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
18. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
19. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
20. The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
21. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

22. If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
23. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - the names of its Chairman and other two members

- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chairman will invite the employee to present their account
 - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up
24. The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
25. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

26. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
 - if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
 - if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.
27. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

28. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
29. The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
30. Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
31. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
32. At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision

- explain the action that the appeal panel may take.
33. The employee (or companion) will be asked to explain the grounds for appeal.
 34. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
 35. The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
 36. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
 37. The appeal panel's decision is final.

THE GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work: https://archive.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
 - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
 - if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
 - if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
 - the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
 - Employees can use all stages of the grievance procedure. If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of ([] council) who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
 - If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination • If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:
 - the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing subcommittee
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

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																		
	Less bal on Treasurer's a/c			150.00																		
	OPERATING BAL B/F			6,749.83																		
	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.

2020/2021 LOCAL COUNCIL PRECEPT

Parish or Town Council

WALTON-IN-GORDANO

Please select your council name from the drop down list above, by clicking in the cell

Number of Band D equivalent

144.1

X

When you have selected your council name above, your number of properties will appear here

Local Council Precept (£)

4,995.00

Y

Please enter your Councils required precept for 2020/21.

The rest of the form will now complete automatically

Local Council Element of

34.66

Y/X=Z

For a band D property the Parish Council charge will appear as following on the council tax bill

Walton-in-Gordano	34.66	7.6%
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Local Council Tax Element for Properties in Each Band (£ per property)

<u>Band</u>	<u>Amount of Local Council Tax</u>	
A	23.11	Z x 6/9
B	26.96	Z x 7/9
C	30.81	Z x 8/9
D	34.66	Z
E	42.37	Z x 11/9
F	50.07	Z x 13/9
G	57.77	Z x 15/9
H	69.33	Z x 2

Minutes of the Meeting Held on Monday 10th February 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, Rachel Dickinson, Nigel Wilyman

In Attendance: Don Hill (Clerk)

Public Attendance: 0

011/20 APOLOGIES - none

012/20 DECLARATIONS OF INTEREST - none

013/20 LAST MEETING MINUTES - January 13th - were agreed, and signed.

014/20 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

015/20 PLANNING - no new or current applications

016/20 PARISH MATTERS

Moor Lane @ Ash Track: Grip request chased Feb 4th.

Traffic Management: Avon & Somerset Police Road Safety Fund: Grant decision on hold until October. **Clerk to mark for call up to October agenda.**

Accident Incident Recording: **Accident response email link to go on the website.**

Walton Brook at Springhead: site due to be cleared.

017/20 GOVERNANCE

Annual Document Review: Done by the Clerk, reviewed and approved by the meeting. A copy of the included Annual Risk Assessment was approved, dated, and signed by the Chair and Clerk.

018/20 WEBSITE

Website Content Accessibility Guidelines (WCAG 2.1): to be in place by September 23rd 2020.

019/20 COUNCILLORS' REPORTS

Cllr Cannell: 4 Manor Cottages gateway complaint. Enforcement to be closely watched.

Cllr Wilyman: Shoot - some residents intimidated by beaters entering their properties without permission to pick up birds. The Shoot appears to be operating too close to houses and seems to have so many members that the noise has become intrusive. **Cllr Wilyman will discuss with Keeper.**

Golf Club Pond - Is it being maintained to ensure flood-security lower down Walton Brook? **Clerk to check original permission and contact Golf Club as appropriate.**

Walton Brook - has debris from extension work. **Cllr Wilyman to discuss with property owner.**

Walton St - Somerset Stone above Myrtle Cottage lifted; usually fixed quickly. **Clerk to monitor.**

SpeedWatch - were abused verbally; the driver was reported to police in accordance with policy.

Cllr Dickinson: to stay with SpeedWatch. Cows on Common continue to do a good job.

020/20 FINANCE

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

021/20 DATE OF NEXT MEETING: Monday March 9th 2019

The meeting closed at 8.30pm

Minutes of the Meeting Held on Monday 9th March 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, Rachel Dickinson, Nigel Wilyman

In Attendance: Don Hill (Clerk)

Public Attendance: 0

022/20 APOLOGIES - Colin Medus

023/20 DECLARATIONS OF INTEREST - none

024/20 LAST MEETING MINUTES - February 10th - were agreed, and signed.

025/20 MATTERS ARISING NOT DEALT WITH ELSEWHERE - none

026/20 PLANNING - one enforcement case due to present a formal planning application. The Council continues to be vexed by work that is done without due process.

027/20 PARISH MATTERS

Moor Lane @ Ash Track: Clerk reports that regular grip digging is no longer undertaken by NSC.

Accident Incident Recording: There is now an Accident Reporting link on our website that opens an email to the Clerk in which witnessed incidents can be reported for a Parish Road Safety file.

Walton Brook at Springhead: site appears to now be clear.

Shoot - Cllr Wilyman reported that due to the interregnum before this past season, things were not as tightly structured usual. The shoot is sensitive to ensuring that guns do not intrude on properties, either in terms of noise, or safety. Some residents feel intimidated by beaters entering their properties to pick up birds. The Estate has a right to do so on its own tenancies and, apparently, on those former holdings that have subsequently been sold for private housing. **Cllrs Cannell and Wilyman will check their property deeds**, so that a view can emerge, with which to share residents' concerns with the Estate.

Golf Club Pond - Awaiting a Club response re flood-security lower down Walton Brook.

Walton Brook - Cllr Wilyman reports that building debris will be cleared by the builder.

Walton St - Somerset Stone above Myrtle Cottage re-set.

028/20 COUNCILLORS' REPORTS

Cllr Dickinson: Developments with the Covid-19 form of Coronavirus may be causing anxiety to older residents, especially those living alone. They need to feel able to touch base with neighbours, or some community entity such as the Parish Council or Village Agent, even if, at this stage, it is only for a reassuring chat. The consensus of Members was that no-one should feel isolated as we keep an eye on emerging official guidance, and that an appropriately worded piece should appear in the April Cross Tree Chronicle. **Clerk to progress.**

029/20 FINANCE

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

Cheques: 788 HMRC re PAYE for Jan/Feb/March - £109.20

Standing Order: Amendment re Clerks pay increase signed.

030/20 DATE OF NEXT MEETING: Due on April 13th - Easter Monday **MOVED TO 20th April 2020**

The meeting closed at 8.25pm