

RANGEWORTHY PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF RANGEWORTHY PARISH COUNCIL
HELD AT 7.30pm ON TUESDAY 2nd July 2024
LISTER ROOM, RANGEWORTHY MEMORIAL HALL

Those Present

Parish Cllrs: Miss W Moody (chair), Miss L Haigh, Mr P Morse
LA Cllrs: -
Clerk: Emma Pattullo (locum clerk)

No members of the public were in attendance.

Approved at the subsequent meeting held on 5th August 2024. Signed copy held by the Clerk.

Public Question Time

Prior to the start of the formal meeting of the Parish Council, as detailed in the agenda, members of the public were invited to raise any matters concerning the Parish.

		Action
A-07/24	No members of the public present	

The formal meeting of the Council then commenced as follows:-

1.	Apologies for Absence	
1.1-07/24	Cllrs Steer and Livall gave their apologies. District Councillors gave their apologies.	
2.	Declarations of Interest in Items on the Agenda	
2.1-07/24	There were no declarations of interest.	
3.	Minutes of Previous Meeting	
3.1-07/24	Cllr Haigh proposed, Cllr. Moody seconded and it was RESOLVED to approve the minutes of Tuesday 4 th June 2024 (OGM) and Monday 17 th June (EGM) as a true and accurate record of the meetings. The Chair signed both minutes accordingly.	
4.	South Gloucestershire Councillors Report	
4.1-07/24	No District Councillors were in attendance.	
5.	Clerk's Report	
5.1-07/24	The Clerk's timesheet was noted.	
5.2-07/24	Cllr Moody proposed, Cllr. Haigh seconded and it was RESOLVED to approve the payment of the Clerk's expenses (£83.98 - MS Office subscription & stationary).	

5.3-07/24	It was noted that interviews are underway for the new clerk. It was RESOLVED that an extraordinary meeting of the council shall be held during the first week of August to appoint the new clerk. Date to be confirmed once councillor availability has been confirmed.											
5.4-07/24	It was noted that the outgoing clerk had a handover meeting with the locum clerk on 27th. The laptop and essential day-to-day files have been handed to the locum clerk. The outgoing Clerk will undertake handover sessions with the new permanent clerk when appointed. 3 x 2 hour sessions have been planned. The outgoing clerk will remain available for questions as necessary.	New Clerk										
6.	Planning Consultations											
6.1-07/24	SGC Children's home proposals. It was noted that Catherine Boyce from SGC will be back in touch to discuss any future proposals/developments with Cllrs when appropriate.											
6.2-07/24	It was noted that planning application P23/01179/O (Land At Wotton Road Rangeworthy BS37 7NA) has been put forward by the District Cllr for referral to the Planning Committee. The planning officer has recommended approval subject to S106 agreement.											
6.3-07/24	P24/01473/HH (1 Kites Nest Cottage, Bagstone Road, GL12 8BB). Erection of two storey side extension to form additional living accommodation and Annexe ancillary to main dwelling. Installation of glass balustrade to facilitate creation of rear balcony. Demolition of existing garage and erection of replacement detached garage. Cllrs RESOLVED the following response: No objection	Locum Clerk										
7.	Planning Decisions											
7.1-07/24	The following South Glos. Council planning decision was noted: P24/00764/F (Land At Grove Farm, Bagstone Road). Erection of single storey log cabin (Class C3) with associated works. The application was REFUSED.											
8.	Finance Report.											
8.1-07/24	Cllrs noted that BDO has confirmed receipt of the Parish's certificate of exemption and confirmed that Rangeworthy Parish Council is exempt from external audit for the 2023-24 financial year as income and expenditure were both below £25000.											
8.2-07/24	Cllrs noted the updated receipts and payments accounts for the current financial year 24/25.											
8.3-07/24	Cllrs noted the following balances <table border="0" style="margin-left: 20px;"> <tr> <td>Business reserve account</td> <td style="text-align: right;">£76,170</td> </tr> <tr> <td>Current account</td> <td style="text-align: right;"><u>£100</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£76,270</td> </tr> <tr> <td>Less allocated reserves</td> <td style="text-align: right;"><u>£61,367</u></td> </tr> <tr> <td>Balance @ 31/05/24</td> <td style="text-align: right;">£14,903</td> </tr> </table>	Business reserve account	£76,170	Current account	<u>£100</u>	Total	£76,270	Less allocated reserves	<u>£61,367</u>	Balance @ 31/05/24	£14,903	
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Less allocated reserves	<u>£61,367</u>											
Balance @ 31/05/24	£14,903											
8.4-07/24	Cllrs noted that SGC has not yet responded regarding the recent S106 application for funds to go towards the pavilion project.											

8.5-07/24 Cllrs noted that no invoices have yet been received from SGC for grass cutting services in the current financial year. The Clerk has queried this with SGC. This resulted in an invoice for the dog bin emptying but none for grass cutting.

8.6-07/24 The Clerk presented the following accounts for payment:

Payee	Supplier Invoice No	Chq No		Net	VAT	TOTAL
e.on	KI-B7BF5C51-0033	DD	Pavilion electric	£19.96	£1.00	£20.96
Andrea Wheal	N/A	SO	Clerk salary June	£464.80	£0.00	£464.80
KLH	2044	1790	Play area grass cuts May X2	£110.00	£0.00	£110.00
SGC	3900006087	1792	Dog bin servicing X 3 months	£238.50	£47.70	£286.20
Andrea Wheal	N/A	1793	Clerk expenses	£70.65	£13.33	£83.98
Andrea Wheal	N/A	1794	Clerk salary shortfall June X4 hrs	£53.12	£0.00	£53.12
Elite cleaning	3051	1795	Pavilion clean June	£65.00	£13.00	£78.00
				£1,022.03	£75.03	£1,097.06

8.7-07/24 Cllr Moody proposed, Cllr Morse seconded and it was **RESOLVED** that the above accounts be paid. Cllrs Haigh and Moody witnessed the invoices and signed the cheques.

Locum Clerk

8.8-07/24 Cllr Moody proposed, Cllr Morse seconded and it was **RESOLVED** that the following regular invoices be forward approved for the remainder of the current financial year. Cheques will still need to be signed by two Cllrs and a record of the month's payments will still be presented at the next meeting.

New Clerk

- Pavilion cleans. 1 per month, £65 plus VAT
- Pavilion electricity, 1 per month, variable direct debit
- Pavilion water, bi-annual, variable direct debit based on meter readings
- Recreation ground grass cuts. £75.15 (pitches), £76.78 (woodland) plus VAT
- Play area grass cutting. £55 per cut, one or two per calendar month
- Dog bin servicing. £238.50 per quarter plus VAT

9. Children's Playground

9.1-07/24 Single toddler swing. Cllrs noted that the both Wicksteed & Sutcliffe have now said that their shackles do not fit the toddler swing so they cannot help with the replacement parts. The new Clerk will need to try some more play equipment providers but it may be that a whole new swing set will be required.

New Clerk

10. Recreation Ground & Pavilion

10.1-07/24 Cllrs noted that the jubilee bench has been installed by KLH landscapes.

10.2-07/24 Cllrs noted that Iron Acton FC have confirmed that they will be playing a series of friendlies in the lead up to the new season from Saturday July 27th right the way through until the end of August every Saturday. It was **RESOLVED** that a charge of £40 per match should be levied.

New Clerk

It was further noted that Iron Acton FC have reported that one of the new goal posts has suffered significant damage. There is a large dent near the base of the post, which is assumed to have been caused by the tractor mower. The locum Clerk will contact the manager of the grass cutting contract to discuss possible compensation.

Locum Clerk

10.3-07/24 Cllrs noted the Clerk's advice that the access track improvements need moving forwards as a matter of urgency to ensure that this project does not hold up the

	<p>pavilion works and to ensure that allocated funding is spent in time. The Clerk had obtained a quotation from an engineering consultancy to design the track in such a way to minimise the dig depth and therefore disturbance to tree roots by using geotextiles. The use of geotextiles minimises the depth of the aggregate base layers required. This proposal was presented at the May 24 PC meeting but no resolution on the way forwards was made.</p> <p>It was RESOLVED that this matter should be moved to the next council meeting for a decision to be made.</p>	New Clerk
10.4-07/24	<p>Cllrs noted that Ian Davey at SGC has said that the sports wall funding cannot be put toward the sports pavilion, but could be reallocated to fund an outdoor gym. The gym can be funded with 'children and young people' money. Any proposal will need to be checked against Iron Acton FC's plans for the pitches. SGC have confirmed that a brand new submission of interest will be required to change the project. This issue has been added to the Clerk handover notes. Clerk advises that all S106 projects need moving forward sooner rather than later. The availability of CIL money to top up any of the S106 projects if needed was also noted.</p>	New Clerk
10.5-07/24	<p>It was RESOLVED to refuse pitch bookings from Sodbury Albion FC as it was felt that the pitch would not stand up to too many matches and Iron Acton FC have prior claim.</p>	Clerk
11.	Woodland	
11.1-07/24	<p>Cllr Moody noted that there have previously been discussions about using some S106 money to fund wildflower planting in the woodland. This could be requested should a suitable S106 opportunity come up.</p>	New Clerk
12.	Co-option of Parish Councillor	
12.1-07/24	<p>Cllrs noted that the co-option of Cllr Paul Morse has been notified to South Glos Council and a register of interests form has been issued to Cllr Morse for completion.</p>	Cllr Morse
13.	Highways & PROWs	
13.1-07/24	<p>Cllrs noted that the Clerk has submitted a query via the SGC online form regarding vehicles blocking the visibility splay when parking on the layby alongside the village hall. It has been reported under the heading of 'report an obstruction'.</p>	
13.2-07/24	<p>Cllrs noted that the police have confirmed that they have closed the Speedwatch request (submitted January 23) as no expressions of interest have been received.</p>	Clerk
14.	Councillors Open Forum	
14.1-07/24	<p>Cllr Moody reported that the new Traffic Buddy to replace the stolen one is now ready for use. Councillors asked that their thanks be passed to Mr Moody for making the replacement.</p>	

14.2-07/24 | Councillors discussed an email from the outgoing Clerk regarding her reasons for leaving the post. It was noted that the pay rate and hours of employment may need to be reconsidered once the new clerk is in post. |

The meeting closed at 9:17pm.

The next meeting of Rangeworthy Parish Council will be an extraordinary meeting to confirm the appointment of the new clerk. To be held in the Lister Room of the Memorial Hall, commencing at 7.30pm during the first week of August, exact date to be determined

The next ordinary meeting will be held in the Lister Room of the Memorial Hall, commencing at 7.30pm on Tuesday 3rd September 2024.

Signed

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Date

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