

## **NAILSEA TOWN COUNCIL**

A meeting of Nailsea Town Council will be held on Wednesday  
**30 March 2016 at 7.30pm** at The Tithe Barn.

### **AGENDA**

**Please turn off mobile phones before the meeting**

1. Apologies
2. Declaration of Interests
3. Confirmation of minutes of meetings held on 17 February and 2 March 2016 – **encl**
4. Chairman's Remarks
5. Public Participation: presentation of a petition by Nailsea Action Group
6. Consideration of the North Somerset Site Allocations consultation. The deadline for comments is 28 April - **paper from Cllr Barclay encl**
7. **Financial/Legal/Staffing Matters**
  - a) Statement of Income and Expenditure as at 22 March 2016 – **encl**
  - b) Cheques raised from 11 February -23 March 2016– **encl**
  - c) Consideration of the insurance renewal for the Council, see Clerk's Report
  - d) To note the Band D precept rates for North Somerset – **encl**
  - e) To note barrister's advice and the final account regarding a potential judicial review of the Secretary of State's approval for the Hinkley C to Avonmouth connection project, see Clerk's Report, and a report from Cllr Chris Ambrose of Wraxall and Failand Parish Council - **encl**
8. Reports from District Councillors, see Clerk's Report
9. **Reports of Committees and working parties**
  - a) Planning Committee, 24 February 2016 and 16 March 2016 - **encl**
  - b) Finance and Policy Committee, 10 February 2016 (previously circulated) including consideration of the list of 'Potential Developments', and 2 March 2016 - **encl**
  - c) Community Engagement Committee, 16 March 2016 - **encl**
10. Questions asked under Standing Order 25
11. Consideration of a proposal by Churchill Retirement Living to transfer land on the southern part of their site to the Town Council, see Clerk's Report
12. To consider a proposal from North Somerset Council for the terms of granting a lease on the Skate Park to the Town Council, see Clerk's Report
13. Consideration of the Risk Assessment Plan - **encl**
14. To consider a proposal for a statue of Adge Cutler in the town, see Clerk's Report
15. Item to Note, see Clerk's Report
16. Publications, see Clerk's Report
17. **Confidential Item**

To consider a report by Cllr Packham regarding the Resources Working Party - **encl**
18. Any Other Business



## **NAILSEA TOWN COUNCIL**

Minutes of the Town Council meeting held on Wednesday 30<sup>th</sup> March at 7.30pm in the Tithe Barn, Church Lane, Nailsea.



**PRESENT:** Cllr Packham in the Chair, Cllr Barber, Cllr Barclay, Cllr J Blatchford, Cllr M Blatchford, Cllr Frappell, Cllr Hamblin, Cllr Heappey (from 7.33pm), Cllr Holt, Cllr Hunt, Cllr Lees, Cllr Middleton, Cllr Petford, Cllr Ponsonby, Cllr A Tonkin, Cllr J Tonkin, Cllr Wilson, the Clerk and the Assistant Clerk.

**26/16** **APOLOGIES** were received and accepted from Cllr Jameel and Cllr Phillips.

**27/16** **DECLARATION OF INTEREST**  
None.

**28/16** **MINUTES** of the meeting of the Committee held on 17<sup>th</sup> February and 2<sup>nd</sup> March 2016 were signed by the Chairman as a correct record.

**29/16** **CHAIRMAN'S REMARKS**

The Chairman reported that he had met with Dr Liam Fox to explain the Town Council's reasons for considering selling the land at Engine Lane. Dr Fox was concerned that new housing included homes for families.

**30/16** **PUBLIC PARTICIPATION**

**Presentation of a petition by Nailsea Action Group**

Mr Thomas reported that the group had taken the petition into the town centre on Saturday 5<sup>th</sup> March and had a very good response. The petition stated that whilst recognising the work of Nailsea Town Council to support the towns' schools and businesses, they asked the Council to challenge North Somerset Council's requirement for over 1,100 new houses in Nailsea on proposed sites distant from amenities and without the provision of adequate infrastructure to support a possible 20% increase in the population of Nailsea.

Mr Thomas and Mr Evans handed the petition to Cllr Packham. The petition contains 119 names.

Cllr Lees asked what their priorities were regarding infrastructure.

Mr Thomas said that they had not prioritised them as yet but it included roads into the town, car parks in the town and more parking at the railway station and more trains.

Mr Evans said that he had great difficulty getting an appointment at the Doctors recently and with more housing this would put more pressure on these facilities. He said that it is difficult getting around the town in a car.

Cllr Middleton said there had been a 15% drop in the population in the last 20 years and by the time the houses are built the decline could well have reached 20% so building the house would restore the shortfall.

Cllr Ponsonby said that when the population of Nailsea was at its highest residents would only have one car per household now it is two or more.

Cllr Hunt said that when meeting with the public the group must try to ensure what is being said is correct.

Cllr Packham asked where the group had got the figure of 1,100 houses from.

Mr Thomas said they were including all the houses that North Somerset Council have on their site allocations and the 450 houses proposed by a developer at Youngwood Lane.

Cllr Packham said that the 450 houses at Youngwood Lane have not been included in North Somerset Council's site allocations which has 865 in the plan. He did confirm that the Town Council would be responding to North Somerset Council on the site allocations.

Cllr Heapey said that there is a planning bill being put forward at Whitehall to ensure that the infrastructure is in place before more houses are built.

Cllr Middleton said that consideration on the health provision in the town had not been discussed before but the Town Council could make representations to relevant bodies.

Cllr Packham said that it does appear the problem with doctors appointments is a nationwide problem not just in Nailsea.

#### 31/16 **CONSIDERATION OF THE NORTH SOMERSET SITE ALLOCATIONS CONSULTATION**

Cllr Barclay said that he had fought for Green Belt in the past and it has been in place since 1950 but if there is a need to increase housing then the constraints need to be considered. He said that councillors can respond as individuals to this consultation.

Cllr Middleton said the planning sub-committee could draft a response.

Cllr Hunt said that because there hasn't been a Green Belt review it makes it difficult for this town.

Cllr Packham said that the Green Belt review will not happen for at least the next two years.

Cllr Ponsonby said that she thought that Cllr Barclay had made the situation clear in his paper which was helpful.

Cllr Lees said that North West Nailsea was unlikely to be developed in the next 10 years.

Cllr Barber said that Mike Reep, Planning Policy Officer at North Somerset Council, says that North West Nailsea could be developed.

Cllr Lees said that he thought with the difficulties of access, pylons, floodplain and the land being multi-owned this would delay any development at North West Nailsea.

After consideration the motion was proposed by Cllr Middleton and seconded by Cllr Lees.

**RESOLVED:**        **to agree to ask the Planning Sub-Committee to draft a response to North Somerset Council on the site allocations.**

The vote was fourteen in favour and three abstentions.

After further consideration it was proposed by Cllr Middleton and seconded by Cllr J Tonkin.

**RESOLVED:**        **to agree to thank Nailsea Action Group for their**

petition which will be taken into account when discussing the response to North Somerset Council on the site allocations consultation.

The vote was unanimous.

**32/16 FINANCIAL/LEGAL/STAFFING MATTERS**

**a) Statement of Income and Expenditure as at 22<sup>nd</sup> March 2016**

Noted.

**b) Cheques raised from 11<sup>th</sup> February – 23<sup>rd</sup> March 2016**

Noted.

**c) Consideration of the insurance renewal for the Council**

After consideration it was proposed by Cllr Holt and seconded by Cllr Frappell.

**RESOLVED:** to agree to the renewal of a three year insurance policy with Zurich Insurance.

The vote was unanimous.

**d) To note the Band D precept rates for North Somerset Council**

The information was noted with interest.

**e) To note barrister's advice and the final account regarding a potential judicial review of the Secretary of State's approval for the Hinckley C to Avonmouth connection project**  
Noted.

**33/16 REPORTS FROM DISTRICT COUNCILLORS**

Members note the information in the Clerk's Report.

Cllr J Tonkin apologised for being unable to present a report.

**34/16 REPORTS OF COMMITTEES AND WORKING PARTIES**

**a) Planning Committee 24<sup>th</sup> February 2016**

As Cllr Phillips was not in attendance Cllr Packham introduced this report and as there were no recommendations to Council they were adopted.

**b) Planning Committee 16<sup>th</sup> March 2016**

As Cllr Phillips was not in attendance Cllr Packham introduced this report and as there were no recommendations to Council they were adopted.

**c) Finance and Policy Committee 10<sup>th</sup> February 2016**

Cllr J Blatchford introduced this report and referred to the recommendation contained within minute number FP07/16. After consideration it was proposed by Cllr Frappell and seconded by Cllr Hunt.

**RESOLVED:** to approve putting £150,000 into the CCLA property fund and agree to put this on hold until a decision has been made with regard to the purchase of Youth House.

The vote was unanimous.

Cllr Blatchford referred to the recommendation contained within minute number FP09/16. It was

**RESOLVED: to agree to adopt the Standing Orders with no changes.**

The vote was unanimous.

Cllr Blatchford referred to the recommendation contained within minute number FP09/16. It was

**RESOLVED: to agree to adopt the Financial Regulations including the changes that had been made.**

The vote was unanimous.

Cllr Blatchford referred to the recommendation contained within minute number FP09/16. It was

**RESOLVED: to agree to adopt the Grant Requests Policy.**

The vote was unanimous.

Cllr Blatchford referred to the recommendation contained within minute number FP09/16. It was

**RESOLVED: to agree to adopt the Purchasing Policy.**

The vote was unanimous.

Cllr Blatchford referred to the recommendation contained within minute number FP09/16. It was

**RESOLVED: to agree the changes to the Recruitment of Ex-Offenders Policy and to adopt this policy.**

The vote was unanimous.

Cllr Blatchford referred to the recommendation contained within minute number FP09/16. It was

**RESOLVED: to agree to adopt the Risk Assessment Policy.**

The vote was unanimous.

He then referred to the recommendation contained within minute number FP09/16. It was

**RESOLVED: to agree the changes to the Secure Storage Policy and adopt this policy.**

The vote was unanimous.

**d) Finance and Policy Committee 2<sup>nd</sup> March 2016**

Cllr J Blatchford introduced this report and as there were no recommendations to Council they were adopted.

**e) Community Engagement Committee 16<sup>th</sup> March 2016**

As Cllr Jameel was not in attendance Cllr Packham introduced this report and referred to the recommendation contained within minute number CE13/16.

After consideration it was proposed by Cllr Packham and seconded by Cllr Frappell.

**RESOLVED:** to agree to having a town-wide consultation on the subject of housing development and a five year strategy.

The vote was unanimous.

Cllr Packham then referred to the recommendation contained within minute number CE17/16.

Cllr J Blatchford said that government bodies only respond to emails send with a .gov address.

After further consideration it was proposed by Cllr Middleton and seconded by Cllr Frappell.

**RESOLVED:** to agree that Councillors who so wish can request a [name]@nailseatowncouncil.gov.uk email address and that if required it could be diverted to their personal email address. The cost of each email address of £3.10 per month would be paid by the Town Council.

The vote was fifteen in favour and two abstentions.

**35/16 QUESTIONS ASKED UNDER STANDING ORDER 25**

None.

**36/16 CONSIDERATION OF A PROPOSAL BY CHURCHILL RETIREMENT LIVING TO TRANSFER LAND ON THE SOUTHERN PART OF THEIR SITE TO THE TOWN COUNCIL**

Cllr Barclay said that the area could be used in the following ways:- 1) As a pleasant open seating area; 2) For retirement houses; 3) As an extended car park.

After consideration it was proposed by Cllr J Tonkin and seconded by Cllr Middleton.

**RESOLVED:** to agree that the Town Council would be happy to take on the land from Churchill Retirement Living provided the land is reinstated and all the legal and any other fees are paid for by Churchill.

The vote was unanimous.

**37/16 TO CONSIDER A PROPOSAL FROM NORTH SOMERSET COUNCIL FOR THE TERMS OF GRANTING A LEASE ON THE SKATE PARK TO THE TOWN COUNCIL**

Cllr Ponsonby said that she had spoken to the Leader of North Somerset Council with regard to tarmacking the area around the Skate Park once it has been completed. She felt that this should be done prior to the Town Council taking over responsibility for the site.

Cllr Lees questioned the terms of the lease.

Cllr Middleton asked what advantage the Town Council would have by taking on this lease.

Cllr Packham said that by taking on the lease it would ensure the maintenance requirements are carried out.

Cllr Ponsonby said the Town Council have agreed to put money away each year for the renewal of the equipment when it is required.

Cllr J Blatchford said that he did not think the Council should agree to this unless North Somerset Council deliver the provision they had promised at Scotch Horn.

It was proposed by Cllr Packham and seconded by Cllr Hunt.

**RESOLVED:**            **it was agreed not to go ahead with a lease from North Somerset Council for the Skate Park at this time.**

The vote was unanimous.

**38/16    CONSIDERATION OF THE RISK ASSESSMENT PLAN**

After consideration it was proposed by Cllr Middleton and seconded by Cllr Packham.

**RESOLVED:**            **to agree to adopt the Risk Assessment Plan.**

The vote was unanimous.

Members thanked the Finance Officer for the work she had carried out with regard to the Audit and Insurance renewal.

**39/16    TO CONSIDER A PROPOSAL FOR A STATUE OF ADGE CUTLER IN THE TOWN**

Cllr Packham said he thought it was good to have public art in the town.

Cllr Frappell reported that she had spoken with the Royal Oak Pub and they would be happy to have the statue installed on their land, but they would not incur any cost.

After further consideration it was proposed by Cllr Middleton and seconded by Cllr Wilson.

**RESOLVED:**            **to agree to support the provision of a statue on land at the Royal Oak Pub. The Town Council would be willing in principle to pay for the provision of the plinth for the statue once the costs have been identified and brought back to the Council for approval.**

The vote was unanimous.

**40/16    ITEMS TO NOTE**

Members noted the information in the Clerk's Report.

**41/16    PUBLICATIONS**

**a) Avon and Somerset Police Crime Commissioners newsletter Spring 2016**

Cllr Wilson took this publication.

**b) Nailsea School Newsletter March 2016**

Cllr Hunt took this publication.

**42/16 CONFIDENTIAL ITEM**

**To consider a report by Cllr Packham regarding the Resources Working Party**

Pursuant to section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 it was

**RESOLVED:**           that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the above. The meeting therefore closed at 8.34pm.

The meeting reconvened at 9.22pm.

**43/16 ANY OTHER BUSINESS**

1. Cllr Hunt reported that there is a Little Theatre Quiz on 9<sup>th</sup> April.
2. J Blatchford suggested that the Town Council could send a letter to North Somerset Council expressing interest in principal but no financial commitment to supporting the continuation of the school crossing controls. Other members expressed the view that crossing controls should be the responsibility of North Somerset Council schools or parent teacher associations.
3. The Clerk asked if any members wanted to be involved in the interviews for the Market Manager post. Cllr Hunt and Cllr Frappell put their names forward.

The meeting closed at 9.37pm.



11.05.16



# NAILSEA TOWN COUNCIL STATEMENT OF INCOME AND EXPENDITURE 2015-16

Code	ADMINISTRATION	Budget	Spend to date	Income to date	Balance to date	Comment
1101	STAFF SALARIES	75,000.00	67,251.00		7,749.00	
1102	TAX & NATIONAL INSURANCE	21,000.00	20,605.00		395.00	Monies spent under code 1101 budget
1103	SUPERANNUATION	28,000.00	31,524.00		-3,524.00	
1104	HANDYMAN'S COSTS	2,500.00	196.00		2,304.00	
1108	COURSES & EXPENSES	1,200.00	2,184.00		-984.00	Health and Safety Course for NTC Staff
1109	WEBSITE	500.00	608.00		-108.00	
1121	TELEPHONE	1,200.00	1,199.00		1.00	
1122	POSTAGE	750.00	286.00		464.00	
1123	STATIONERY	1,200.00	900.00		300.00	
1124	SUBSCRIPTIONS/MEMBERSHIP	2,200.00	2,322.00		-122.00	
1125	INSURANCE	5,250.00	5,293.00		-43.00	
1126	TOWN TALK	2,000.00	1,000.00		1,000.00	
1127	ELECTION EXPENSES	3,000.00	2,656.00		344.00	
1128	RECRUITMENT	500.00	325.00		175.00	
1130	ADVERTISING	750.00	619.00		131.00	
1133	CHAIRMAN'S EXPENSES	300.00	338.00		-38.00	
1135	SUNDRIES	220.00	226.00		-6.00	
1142	PHOTOCOPYING/COMPUTER	3,000.00	2,347.00		653.00	
1147	ELLIS WHITTAM	2,500.00	2,500.00		0.00	
1155	PUBLIC WORKS LOAN BOARD	24,646.00	24,645.00		1.00	Ref - 111 07775
1156	LEGAL COSTS	2,000.00			2,000.00	
1157	AUDIT FEE	2,500.00	2,515.00		-15.00	
1163	CONTINGENCY	2,000.00	7,511.00		-5,511.00	£4,000 to NUFC, Reports on Royal Oak Garage
1198	BANK CHARGES	600.00	504.00		96.00	
1263	PATRONAGE/ LOCAL SOCIETIES	500.00	500.00		0.00	
1274	NAILSEA COMMUNITY TRUST	3,000.00	3,000.00		0.00	
1279	TOWN ORDERLY EXPENDITURE	1,500.00	2,053.00		-553.00	Includes repairs to trolley
1281	TOWN ORDERLY	13,200.00	14,029.00		-829.00	Includes monthly train fare
1314	STREET LIGHTING/MNT	1,700.00	1,652.00		48.00	
3162	PROVISION OF YOUTH SERVICES	25,000.00	22,100.00		2,900.00	
	<b>ADMINISTRATION</b>	<b>227,716.00</b>	<b>220,888.00</b>	<b>0.00</b>	<b>6,828.00</b>	<b>Page 1 of 6</b>

LEISURE FACILITIES		Budget	Spend to date	Income to date	Balance to date	Comment
3126	XMAS LIGHTS	5,000.00			5,000.00	
3127	XMAS LIGHTS INSTALLATION	3,000.00	1,399.00		1,601.00	
3139	ALLOTMENTS	2,000.00	8,127.00	3,761.00	-2,366.00	Nailsea and Dist Gardeners Assoc roof - £1,950. Wall repair £4,030.
3142	PLAY EQUIPMENT/MNT	7,000.00	2,978.00		4,022.00	
3143	NAILSEA IN BLOOM	0.00	3,190.00	5,792.00	2,602.00	
3145	ALLOTMENT COMPETITION	100.00			100.00	TBC
3146	DOG / LITTER BIN EMPTYING	6,000.00	5,293.00		707.00	
3148	OPEN SPACES MAINTENANCE (NSC)	30,000.00	29,900.00		100.00	
3151	POPPY WREATH/DONATION	100.00	50.00		50.00	
3152	RIDE/SWIM SCHEME	1,500.00	1,150.00		350.00	
3154	WOODLANDS	500.00	2,290.00		-1,790.00	Includes felling tree by EL allotments and works from risk assessment
3160	GROUNDS MAINTENANCE	9,000.00	8,211.00		789.00	1st weedspray - £2,000
3238	NTC/GROVE MAINTENANCE CONTRA	7,200.00	3,945.00		3,255.00	
3261	NPFA/GROUNDSMAN	1,200.00			1,200.00	
3264	NPFA/GENERAL MAINTENANCE	1,500.00	1,310.00		190.00	
LEISURE FACILITIES		74,100.00	67,843.00	9,553.00	15,810.00	Page 2 of 6

# NAILSEA TOWN COUNCIL STATEMENT OF INCOME AND EXPENDITURE 2015-16

Code	PLANNING	Budget	Spend to date	Income to date	Balance to date	Comment
2106	TREE WARDENS EXPENSES	100.00			100.00	
2137	TREE & FLORAL PLANTING	500.00			500.00	
2138	HANGING BASKETS/WATERING	10,000.00	5,424.00		4,576.00	
2139	PEST CONTROL	300.00			300.00	
2140	PLANNING SERVICES	0.00	3,332.00		-3,332.00	Bilfinger GVA Report re: Engine Lane
2142	BUS SHELTERS/CLEANING	450.00	2,120.00		-1,670.00	£910 due from NSC
2143	CCTV RENTAL/MAINTENANCE	17,000.00	16,171.00		829.00	
2144	CCTV MAINT/MONITORING CONTRAC	3,100.00			3,100.00	
2145	GLASSWORKS MAINTENANCE	1,000.00			1,000.00	
2146	GLASSWORKS/HERITAGE	10,000.00	15,316.00		-5,316.00	Balance of funds in Specified Reserve.
2147	GARDEN OF REST/BURIAL SITE	200.00			200.00	
2150	TOWN CENTRE IMPROVEMENTS	5,000.00	6,419.00		-1,419.00	Town Rebrand Visits/Design
2151	PROW MAINTENANCE	4,000.00			4,000.00	
2154	CAR PARKS/BRITANNIA PARKING	7,139.00	100.00		7,039.00	Community payback costs.
2158	FARMERS MARKET	0.00	6,035.00	13,326.00	7,291.00	
2159	FARMERS MARKET ORGANISER	6,500.00	7,413.00		-913.00	
2160	COMMUNITY MARKET	0.00	836.00	375.00	-461.00	
PLANNING & ENVIRONMENTAL		65,289.00	63,166.00	13,701.00	15,824.00	Page 3 of 6

# NAILSEA TOWN COUNCIL STATEMENT OF INCOME AND EXPENDITURE 2015-16

Code	TITHE BARN	Budget	Spend to date	Income to date	Balance to date	Comment
5101	CARETAKERS	10,000.00	14,251.00		-4,251.00	
5102	EVENTS CO-ORDINATOR	9,500.00	9,808.00		-308.00	
5103	RATES & WATER RATES	3,000.00	738.00		2,262.00	No rates to pay 2015-16
5104	ELECTRICITY	3,000.00	2,315.00		685.00	
5105	CLEANING/SUPPLIES	7,500.00	5,454.00		2,046.00	
5106	REFUSE DISPOSAL	500.00	294.00		206.00	
5107	SUNDRY EXPENSES	1,500.00	2,372.00		-872.00	Six folding tables. Installation of router. Store Room radiator.
5108	MAINTENANCE	1,500.00	1,131.00		369.00	Dishwasher repair
5109	GAS (N POWER)	3,000.00	1,029.00		1,971.00	
5110	ANNUAL PREMISES LICENCE	1,000.00	711.00		289.00	
5111	LAUNDRY	150.00	393.00		-243.00	
5114	ANNUAL MAINTENANCE COSTS	2,500.00	1,299.00		1,201.00	
5115	REPAIRS	3,000.00	2,095.00		905.00	
5116	FIRE AND SECURITY	1,500.00	709.00		791.00	
	<b>TITHE BARN</b>	<b>47,650.00</b>	<b>42,599.00</b>	<b>0.00</b>	<b>5,051.00</b>	This is not an accurate P&L figure, which includes other costs relating to the Barn. Refer to P&L A/C for the complete figures.
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# NAILSEA TOWN COUNCIL STATEMENT OF INCOME AND EXPENDITURE 2015-16

Code	GRANTS	Budget	Spend to date	Balance to date	Comment
1233	NORTH SOMERSET C.A.B.	8,600.00	8,600.00	0.00	
1234	COMMUNITY TRANSPORT	11,000.00	11,000.00	0.00	
1235	PHOENIX FRIENDSHIP CLUB	350.00	350.00	0.00	
1238	YOUNG PERSONS COMMUNITY AWAF	0.00	0.00	0.00	
1240	COMMUNITY AWARD	300.00	300.00	0.00	
1241	VISION NORTH SOMERSET	292.00	292.00	0.00	
1265	VICTIM SUPPORT AVONVALE	200.00	200.00	0.00	
1266	AGE UK SOMERSET	600.00	600.00	0.00	
1267	PARKINSON'S UK N WEST SOMERSET	750.00	750.00	0.00	
1268	WELLSPRING COUNSELLING	1,500.00	1,500.00	0.00	
1270	NAILSEA/B'WELL DIABETES GROUP	0.00	0.00	0.00	
1275	NAILSEA DISABILITY INITIATIVE	8,000.00	8,000.00	0.00	
1276	COMMUNITY DRUG MISUSE FORUM	550.00	550.00	0.00	
1278	WEST of ENGLAND M S THERAPY CEN	350.00	350.00	0.00	
1280	NEAT	120.00	120.00	0.00	
3121	WOODLAND TRUST - SUBS	42.00		42.00	
3122	C P R E - SUBS (£30)	36.00		36.00	
3123	AVON WILDLIFE TRUST + SUBS	48.00		48.00	
3124	FRIENDS OF STOCKWAY NATURE RE	215.00		215.00	Insurance figure to be advised
3125	N&DISTRICT PROSTATE SUPPORT GF	150.00	150.00	0.00	
3128	NAILSEA FESTIVAL OF MUSIC	1,000.00	1,000.00	0.00	
3129	WRVS NAILSEA DAYCARE	1,000.00	1,000.00	0.00	
3130	N'SEA METHODIST LUNCH CLUB	750.00	750.00	0.00	
3131	FRIENDS TRENDLEWOOD PARK	500.00	500.00	0.00	Page 5 of 6

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# NAILSEA TOWN COUNCIL STATEMENT OF INCOME AND EXPENDITURE 2015-16

NAILSEA TOWN COUNCIL						
FINANCIAL SUMMARY						
% OF TOTAL	TOTAL BUDGETED EXPENDITURE	Revenue Budget	Spend to date	Income to date	Balance to date	Comment
48.9%	ADMINISTRATION	227,716.00	220,888.00	0.00	6,828.00	from statement of income and expenditure p1
15.9%	LEISURE FACILITIES	74,100.00	67,843.00	9,553.00	15,810.00	from statement of income and expenditure p2
14.0%	PLANNING AND ENVIRONMENTAL	65,289.00	63,166.00	13,701.00	15,824.00	from statement of income and expenditure p3
10.2%	TITHE BARN	47,650.00	42,599.00	0.00	5,051.00	from statement of income and expenditure p4
11.0%	GRANTS	51,369.00	51,028.00	0.00	341.00	from statement of income and expenditure p6
100%		466,124.00	445,524.00	23,254.00	43,854.00	
Page 1 of 4						

1

Income received for allotments subscriptions



# NAILSEA TOWN COUNCIL STATEMENT OF INCOME AND EXPENDITURE 2015-16

NAILSEA TOWN COUNCIL 2015-2016		2015-16	2016-17	2017-18	2018-19	
<b>MAJOR SPECIFIED ITEMS</b>						
3157	BACKWELL LAKE - PATH	2,017.00	0.00			
	CAR PARKS	50,000.00	50,000.00			
	CCTV REPLACEMENT	0.00				
	GLASSWORKS INFILLING	11,446.82				balance of funds allocated in previous 2 years £40k.
	MIDDLE ENGINE PIT	10,000.00				
	PLAY EQUIPMENT	13,000.00	18,000.00	30,000.00	42,000.00	£5k pa precepted for capital fund. £12k from 2016-17.
	SKATEPARK PROJECT	52,500.00				
3116	TITHE BARN CAPITAL FUND	14,824.60				capital budget produced from annual operational income.
2106	TREE WARDENS	185.00				c/f from 2013-14
<b>MAJOR CONTINGENCY ITEMS</b>						
	CAPITAL SPENDING PROJECTS	390,000.00				balancing figure keeping General Reserves at 4 months.
1178	NSC GRANT RE-COUNCIL TAX REBAS	57,466.85				received for 2013-14 and 2014-15.
	STREET FURNITURE AND SIGNAGE	0.00				potential spend if a lease is taken on the car parks.
<b>MINOR ITEMS</b>						
2152	NAILSEA AGAINST PYLONS	0.00				FGP min G58/13
	WINTER MEASURES	2,000.00				
3162	YOUTH HOUSE	4,650.00				NSC Enabling Fund grant 2012-13
<b>RESTRICTED FUNDS</b>						
560	RECEIPTS IN ADVANCE 16/17	3,875.00				
561	RECEIPTS IN ADVANCE 17/18					
3181	YOUNG PERSONS GRANT	8,355.24				Funds held on behalf of Youth House £8355.24 c/f April 2015
	SKATEBOARD PARK	510.25				
		<b>620,830.76</b>	<b>68,000.00</b>	<b>30,000.00</b>	<b>42,000.00</b>	
						Page 3 of 4

## CASH AND RESERVES SUMMARY

### CURRENT CASH

investment account to end February 16	159,560.04
current and deposit a/c cash	631,172.83
high interest deposit bond	0.00
<b>Total</b>	<b>790,732.87</b>

### RECEIPTS IN ADVANCE

Tithe Barn receipts in advance 2016-17	3,875.00
Tithe Barn receipts in advance 2017-18	0.00
	<b>3,875.00</b>

## REMAINING BUDGETED EXPENDITURE FOR THE YEAR

Remaining Budget Expenditure	43,854.00	Financial Summary report p.1
Specified Reserves	620,830.76	Financial Summary report p.3.
<b>Total</b>	<b>664,684.76</b>	

## PREDICTED CASH BALANCE AT 31.03.16

Projected cash at year end	126,048.11	i.e. Current Cash - Remaining Budget Expenditure to Year End
Predicted under/over spend at 31.03.16	0.00	
Predicted income to 31.03.16	31,060.90	Financial Summary report p2.
VAT to be reclaimed	4,516.16	
<b>Total</b>	<b>161,625.17</b>	

### GENERAL RESERVE

<b>General Reserve as proportion of annual spend</b>	<b>161,625.17</b>
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At : 10:46 AM

## CURRENT ACCOUNT

## List of Payments made between 11/02/2016 and 22/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/02/2016	WH & DH DOOLE (BELLBRUSH)	VISA	126.78		LITTER PICKERS/TONGS
15/02/2016	ARCHANT	BP404	156.60		ADVERT FOR GROUNDWORK TENDER
15/02/2016	EDF ENERGY	BP403	367.57		UNMETERED STREET LIGHTING
15/02/2016	CAASI TECHNOLOGY	BP405	60.00		INSTALL WIRELESS ACCESS POINT
15/02/2016	BGS&W COMMUNITY REHAB	BP406	120.00		PLACEMENTS 13 DEC, 20 DEC
15/02/2016	HSBC	0001943	80.50		CREDIT AMOUNT ERROR BY BANK
15/02/2016	HSBC	0001943	-0.50		BANK ERROR
16/02/2016	ZEN INTERNET LIMITED	VISA	36.95		INTERNET UPGRADE
19/02/2016	TAILOR MADE OFFICE SUPPLIES	BP407	52.78		ASSORTED STATIONERY
19/02/2016	TAILOR MADE OFFICE SUPPLIES	BP408	4.74		PINK PAPER
19/02/2016	PETTY CASH	100853	193.00		TOP UP OF PETTY CASH
21/02/2016	HSBC	DR	46.69		BANK CHARGES JANUARY
22/02/2016	SSE CONTRACTING	DD	251.22		ELECTRICITY NTB FOR JANUARY
22/02/2016	NTC STAFF	BP409	8,109.84		NTC STAFF SALARIES
22/02/2016	CHRIS THYNNE	BP410	610.00		CLEANING OF BUS SHELTERS
22/02/2016	A J LUFFMAN TREWORK	BP411	700.00		FELL TREE BY EL ALLOTMENTS
22/02/2016	TAILOR MADE OFFICE SUPPLIES	BP412	27.12		COPIER PAPER
22/02/2016	TAILOR MADE OFFICE SUPPLIES	BP413	123.35		ASSORTED PAPER AND CARD
22/02/2016	PACE ELECTRICAL	BP414	84.00		REPAIR OF MARKET TRAILING LEAD
22/02/2016	TAILOR MADE OFFICE SUPPLIES	BP415	24.89		ASSORTED STATIONERY
22/02/2016	NORTH SOMERSET COUNCIL	BP416	70.00		LIQUOR LICENCE FOR MARKET
24/02/2016	CLARKE WILLMOTT	BP417	10,200.00		JUDICIAL REVIEW
25/02/2016	FRIENDS LIFE	DD	600.00		AVC FOR NTC STAFF MEMBER
29/02/2016	VIRIDOR WASTE MANAGEMENT	DD	29.40		EMPTYING EUROBIN AT NTB
29/02/2016	LANDSCAPE SERVICES	BP418	160.20		GROUND WORK FEBRUARY
29/02/2016	ARCHANT	BP419	180.00		FARMERS MARKET ADVERT
29/02/2016	LASER FUSION	BP420	220.00		TRIP FOR YOUTH HOUSE
01/03/2016	BESLEY FRUITS	SO	78.00		STORAGE OF CANOPIES
01/03/2016	TESCO MOBILE	VISA	10.00		TOP-UP T/O PHONE
01/03/2016	SCREWFIX	VISA	54.98		COAT AND SHOES FOR T/O
04/03/2016	NORTH SOMERSET COUNCIL	BP421	180.00		ANNUAL PREMISES LICENCE
04/03/2016	NAILSEA AND DIST COMM TRANS	BP422	100.00		RIDE/SWIM SCHEME FEBRUARY
04/03/2016	MR D T GREEN, RING O' BELLS	BP423	150.00		CHAIRMAN'S EXPENSES
04/03/2016	WEST COUNTRY GROUND CARE	BP424	744.00		WORK AT THE GROVE
04/03/2016	MRS K T LILLEY	BP427	309.00		PRODUCTION OF GLASS PLATES
04/03/2016	WEST COUNTRY GROUND CARE	BP430	435.00		HM PARK 4TH INSTALMENT
05/03/2016	HMRC SHIPLEY	BP428	2,042.34		STAFF TAX AND NI
05/03/2016	BATH AND NE SOMERSET	BP429	3,011.68		STAFF PENSION CONTRIBUTIONS
07/03/2016	BIN-IT DOG WASTE SOLUTIONS	BP425	620.86		EMPTYING OF DOG BINS FEBRUARY
07/03/2016	FOREAL YOUTH WORK PROVIDE	BP426	1,982.00		YOUTH WORK MARCH
07/03/2016	ZEN INTERNET LIMITED	DD	306.29		ANNUAL CHARGE
07/03/2016	BELL COMMUNICATIONS	DD	124.62		NTB TELEPHONES JANUARY
07/03/2016	KENT COUNTY COUNCIL	BP431	357.60		PHOTOCOPYING NTB
07/03/2016	MR P A TUBLIN	BP432	100.00		DAMAGE WAIVER FEE REFUND
10/03/2016	FOREST OF AVON TRUST	SO	10.00		MONTHLY SUBSCRIPTION
11/03/2016	SOVEREIGN DOOR SUPERVISION	BP433	62.40		DOOR SUPERVISOR 5 MARCH
11/03/2016	A J LUFFMAN	BP434	100.00		WORK AT SPILSBURY WOODS

At : 10:46 AM

## CURRENT ACCOUNT

## List of Payments made between 11/02/2016 and 22/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/03/2016	PROMOTIONAL PEAKS	BP435	57.55		POLO SHIRTS
11/03/2016	PACE ELECTRICAL	BP436	42.00		REPAIR OF OFFICE DOOR
20/03/2016	BEAVER CLEANING SERVICES	BP437	379.03		CLEANING FEBRUARY
21/03/2016	SSE CONTRACTING	DD	245.17		ELECTRICITY FOR NTB
21/03/2016	HSBC	DR	37.48		BANK CHARGES
22/03/2016	NTC STAFF	BP438	8,794.88		STAFF SALARIES MARCH
Total Payments			42,970.01		

Town Council Meeting - 30 March 2016  
Comparison of Zurich Insurance Policies

YEAR	Annual Cost £	Public Liability £	Buildings Insurance £	Loss of Rent £	Contents £	Business Interruption £	Hirers Liability £	Employers Liability £	Fidelity Guarantee	Personal Accident Cover (per person) £	Personal Accident Cover (per incident) £	Legal Expenses £	Money Cheques £	Money Cash £
2013/2014	4817.55	10,000,000	2,231,184	100,000	58,260	100,000	2,000,000	10,000,000	1,000,000	50,000	2,000,000	100,000	250,000	5,000
2014/2015	4817.55	10,000,000	2,300,000	100,000	58,260	100,000	2,000,000	10,000,000	1,000,000	50,000	2,000,000	100,000	250,000	5,000
2015/2016	4994.16	10,000,000	2,333,194	100,000	60,008	100,000	2,000,000	10,000,000	1,000,000	50,000	2,000,000	100,000	250,000	5,000
2016/2017	4999.25	10,000,000	2,415,199	100,000	60,608	100,000	2,000,000	10,000,000	1,000,000	50,000	2,000,000	100,000	250,000	5,000

Zurich Insurance proposal for 2016/2017 = £4999.25. The proposal for a three year term from 2016/2017 = £4507.62 per annum.

The excess varies between £100 and £250 depending on the item.

## PARISH AND TOWN COUNCIL PRECEPT 2016-17

PARISH	Band D rate
Congresbury	77.12
Wrington	76.37
Blagdon	75.91
<b>Nailsea</b>	<b>75.22</b>
Yatton	74.40
Bleadon	73.22
Banwell	72.12
Hutton	66.93
<b>Weston-super-Mare</b>	<b>66.57</b>
Abbots Leigh	66.49
Backwell	65.45
Locking	64.99
Windscombe and Sandford	64.99
Kewstoke	63.88
Flax Bourton	63.66
Churchill	63.50
Kenn	59.91
Kingston Seymour	59.54
Long Ashton	57.00
Pill and Easton-in-Gordano	54.76
Puxton	50.12
Portbury	44.90
<b>Clevedon</b>	<b>43.12</b>
Weston-in-Gordano	41.12
Cleeve	39.52
Barrow Gurney	33.78
Brockley	31.37
Wraxall and Failand	30.03
Walton-in-Gordano	27.16
Loxton and Christon	26.88
<b>Portishead</b>	<b>25.00</b>
Dundry	23.15
Winford	22.94
Wick St Lawrence	20.95
Clapton-in-Gordano	19.97
Butcombe	17.09
Tickenham	15.51
St Georges	14.61
Burrington	11.60

## **Pylons a response to the JR -Report to PC meeting on 8 March 2016**

I begin with a quote from an earlier statement by Ian Morrell, Clerk to NTC;

"Based on this ( the Counsel report) it appears that much of the consultation process and the consideration of fully underground and undersea options was unnecessary because NG only had to acknowledge alternative options rather than give them equal weight in order to find an "acceptable" (rather than a better) solution to the need for more transmission capacity".

Following from the report and the situation we have been through, residents feel let down.

Some key issues arise from the JR report which require the attention and action by our law makers.

- \* "Consultation". There never was any. The general public have a simple expectation which is clearly defined in most dictionaries and is normally taken to mean "to take into consideration". Which in turn means to the same level as other alternatives to enable an informed judgement or decision to be made.
- \* What transpired was an exercise in information passing that was of no value to anyone other than NG.
- \* It cost circa £100M. A cost that will be passed on to the consumer.
- \* It has taken 9 years to get to this point.
- \* This situation was predicted by those of us who responded to the NPPF/NPS consultation.
- \* Statements from Ministers and DEC that we were incorrect and that alternatives were intended to be considered were either delusional or deliberately misleading.
- \* The process in our opinion has ignored the following;
  - 1) Some badly affected peoples human rights.
  - 2) The Government have ignored their stated intention for localism to be the driver.
  - 3) The Government have ignored their own Emissions legislation.
  - 4) The Government has prohibited any advance in technology.
  - 5) Technology which would have seen EMFs reduced to a minimal level and thereby removed all the health worries and anxieties.
  - 6) The Government has missed an opportunity to create wealth by investing in high tech manufacturing in the UK.
  - 7) The Government has reneged on its word to protect the countryside.
  - 8) The Government have not got the real lowest cost just the lowest capital cost.
  - 9) The costs should consider all the social, health and economic cost over the lifetime of the installation.
  - 10) There is time as Hinkley C has been delayed yet again.

We consider that the law makers need to revisit all the NPPF's and NPS's to correct this flawed legislation and ensure that it embraces all the other aspects that require to be considered to arrive at a sound and secure decision.

Possible starting points are Energy and Climate Change Select Committee and the Energy Bill

We look to our local MPs to initiate this and make this change happen.

CA 08 03 2016

## **NAILSEA TOWN COUNCIL – PLANNING COMMITTEE 24<sup>TH</sup> FEBRUARY 2016**

Minutes of the Planning Committee held on Wednesday February 2016 at the Tithe Barn, Church Lane, Nailsea at 7.30pm.

**PRESENT:** Cllr Phillips in the Chair, Cllr Barber (from 7.42pm), Cllr Barclay, Cllr Bird, Cllr Frappell, Cllr Hunt, Cllr Lees, Cllr Middleton, Cllr Packham, Cllr Petford, Cllr J Tonkin, Cllr Wilson, the Clerk and the Assistant Clerk.



**P18/16** **APOLOGIES** were received and accepted from Cllr Jameel and the late arrival of Cllr Barber.

### **P19/16** **DECLARATION OF INTEREST**

Cllr Phillips declared a personal interest in planning application 0412/16 Land adjacent to 45 Southfield Road as the architect is known to him.

Cllr Tonkin declared that whilst he would vote on the applications submitted to the committee, as a District Councillor he reserved the right to change his mind at District level, should any application subsequently change.

Cllr Barber did not make a declaration of interest but made a statement that she would not be voting on any of the planning applications as she did not wish to prejudge them prior to their consideration at North Somerset Council.

**P20/16** **MINUTES** of the meeting of the Committee held on 13<sup>th</sup> January were signed as a true record. The minutes of the 3<sup>rd</sup> February 2016 were signed as a true record once changes were made to agenda item 3. planning application 2851/15 relating to the former police station site. Cllr Packham said that he was happy to have four floors but if it was reduced to three floors the developer might have to increase the footprint of the building to make it commercially viable. This would replace the sentence "The building needed to be reduced to three floors".

### **P21/16** **PLANNING**

#### **a) Consideration of Planning Applications**

It was agreed to bring forward planning application 0412/16 Land adjacent to 45 Southfield Road.

The meeting adjourned at 7.35pm.

#### **Planning application 0412/16 Land adjacent to 45 Southfield Road.**

Mrs Lovell and Mr Wyatt were in attendance as representatives of JRW Properties which owns Coates Estate. They said this application would directly affect them and did not oppose the development but did object to the access which crosses their site entrance. Deliveries to the property during construction and on-street parking could block access to their site. They suggested that the existing bollards should be re-sited to allow better access for both 45 Southfield Road and their site as they would like to remove the conflict between residential and commercial vehicles prior to construction. They requested this should be a condition to be carried out before any development works.

Cllr Hunt asked if they would prefer to have no bollards.

Mrs Lovell said that would be something North Somerset Council would need to decide.

Cllr Middleton asked if they had discussed these issues with the applicant. He suggested



that if they were in agreement they could both approach North Somerset Council with a joint proposal.

Cllr Barclay said that the bollards were installed to stop general access because this section of the road has bridleway status.

Cllr Barber arrived at 7.42pm.

Cllr Lees asked if North Somerset Council had considered taking these roads into their ownership.

Cllr Petford suggested that the entrance to 45 Southfield Road could be set further back.

The meeting reconvened at 7.48pm.

Cllr Phillips said that the Town Council can only consider the application but could recommend that the Planning Officer consults the Highway department on this matter.

After further consideration it was proposed by Cllr Middleton and seconded by Cllr Tonkin.

**RESOLVED:**            **to recommend accept subject to North Somerset Council Highways Department consulting with the applicant and JRW Properties Ltd to resolve the access issues.**

The vote was ten in favour, one against and one abstention.

**Planning application 0250/16 46 Hillcrest Road.** The motion to recommend refusal was proposed by Cllr Middleton and seconded by Cllr Lees. The vote was eleven in favour and one abstention.

**Planning application 0372/16 7 Brockway.** The motion to recommend accept was proposed by Cllr Lees and seconded by Cllr Frappell. The vote was ten in favour, one against and one abstention.

**Planning application 0404/16 12 Clevedon Road.** The motion to recommend refusal was proposed by Cllr Tonkin and seconded by Cllr Packham. The vote was eleven in favour and one abstention.

**Planning application 0228/16 Land to rear of Station Road.** Members noted the information.

**Planning application 0279/16 Youngwood Lane.** This was noted by members.

**Planning application 0300/16 15 Chancel Close.** Members noted the information.

#### **b)Planning Decision**

Members noted the information in the Clerk's Report.

Cllr Middleton expressed his disappointment that North Somerset Council ignored the Town Council's policy on the housing mix in their comments on the application.

**c) Delegated Decisions**

Members noted the information.

Cllr Middleton said with regard to 9 Yeomead it would be helpful if the officer had reported the reason for refusing the certificate of lawfulness as well as they explained the reasons for approving part of the proposed development use.

**d) Enforcement Cases**

The information was noted by members.

Cllr Tonkin reported that he was still trying to resolve the issues with residents and officers regarding the two units at Blackfriars Road Trading Estate.

Cllr Middleton said it was a much shorter list than previously and assumed that some of the issues had been dealt with.

Cllr Tonkin said that he would check up on this matter.

**e) Appeal Decisions**

The information in the Clerk's Report was noted.

**f) To note the appeal and costs decision regarding the planning application by Nailsea School to extend the operating hours of the all-weather pitch**

Noted.

**P22/16 FINANCIAL MATTERS**

**a) Statement of Income and Expenditure for the Committee to 17<sup>th</sup> February 2016**

Noted.

**b) To consider the purchase of an additional two canopies for the Farmers' Market to accommodate additional stalls**

After consideration it was proposed by Cllr Middleton and seconded by Cllr Barber.

**RESOLVED:**           to agree expenditure of £1,610 for an additional two canopies for the Farmers' Market.

The vote was unanimous.

**P23/16 TO CONSIDER A PROPOSAL FROM THE HIGHWAYS DEPARTMENT FOR TRAFFIC CALMING ON WHITESFIELD ROAD**

Cllr Bird said that a pathway behind the wall would be more suitable.

Cllr Middleton said that a detailed proposal was required including signage and a site visit.

Cllr Packham suggested considering a footpath on the allotment site.

After consideration the Clerk was requested to ask the Officer for more information and to organise a site meeting.

**P24/16 CONSIDERATION OF THE TIMESCALES SET BY NORTH SOMERSET COUNCIL FOR COMMENTS ON PLANNING APPLICATIONS**

Cllr Phillips said there are continuing issues with residents not being notified of planning

applications which affect them, and decisions are being made without reference to stated deadlines. One example was 21 Valley Way Road, where the Town Council had submitted comments before the deadline but the officer's report had already been issued and therefore did not include this Council's comments. This problem was also coupled with a backlog of applications being processed.

The Clerk reported that North Somerset Council had confirmed the Town Council should always use the 'reply date' as the date by which they require notification of comments.

Cllr Middleton said North Somerset Council should not make any decision until after the 'reply date' which gives the Town Council time to make comments.

Cllr Phillips said that it is difficult if neighbours haven't had time to make their comments before the Town Council consider applications.

Cllr Wilson said there is a shortage of staff at North Somerset Council which is impacting on service levels.

After further consideration it was proposed by Cllr Packham and seconded by Cllr Middleton.

**RESOLVED:** to agree to write to North Somerset Council, Director of Planning, Chief Executive and Leader of the Council asking them to ensure that no decision is made on planning applications until after the reply date.

The vote was ten in favour and two abstentions.

**P25/16 TREES AND TREE PRESERVATION ORDERS**

**a) Application for Tree Works**

Members noted the information in the Clerk's Report.

**b) Refusal for Tree Works**

The information in the Clerk's Report was noted.

**c) Approval for Tree Works**

Members noted the information in the Clerk's Report.

**P26/16 PUBLICATIONS**

None.

**P27/16 ANY OTHER BUSINESS**

1. Cllr Tonkin informed members that GE Oil and Gas have reapplied to North Somerset Council to continue to use the land for car parking in the Green Belt.
2. Cllr Barber reported that she had been late due to attending an Executive meeting at North Somerset Council and it had been resolved not to include in the Site Allocations Plan (Consultation Draft) both Oldmixon Rd, Weston-super-Mare and Farleigh Fields Backwell.

The meeting closed at 8.40pm.

# **NAILSEA TOWN COUNCIL - PLANNING COMMITTEE MEETING 24<sup>TH</sup> FEBRUARY 2016**

A list of planning applications received from North Somerset Council for your consideration.

TC REF NO	APPL NO	CAT	LOC ROAD	LOC NO	APPLICANT	PROPOSAL	COMMENTS
4653	0250/16	F	Hillcrest Road	46	Ms S Quigley	Erection of two storey side extension, single storey rear extension and a front porch following demolition of existing garage and porch.	Recommend refusal on the grounds that this would create a terracing effect and is overdevelopment of the site.
4656	0372/16	F	Brockway	7	Mr A Elford	Erection of a two storey side extension following the demolition of the existing garage and utility room.	Recommend accept with the proviso that the Planning Officer agrees with the provision of parking.
4657	0404/16	ADV	Clevedon Road	12	Houston Group Dental Practice	Retrospective application for the display of 1 no. non illuminated projecting sign.	Recommend refusal on the grounds this is contrary to the street scene and inappropriate in a residential area.
4658	0412/16	F	Southfield Road	Land adjacent to 45	Mr M Neate	Erection of new dwelling with attached garage.	Recommend accept subject to North Somerset Council Highways Department consulting with the applicant and JRW Properties Ltd to resolve the access issues.
<b>To Note</b>							
4652	0228/16	NMA	Station Road	Land to rear of	Mr Martin Whittaker	Non-material amendment to approval 07/P/1356/F (allowed on appeal for Change of use area of open land to residential with erection of a dwelling with double garage and access off Trendlewood Way, as amended by	Noted.

							16/P/0048/NMA) to allow changes to the design of the building.	
4654	0279/16	PAG	Youngwood Lane	RLP Field 3485, Land adjoining Bizley House	Mr C Morris		Prior approval for siting and means of construction of proposed agricultural access and road.	Prior Approval given 16.02.16 - Noted
4655	0300	HPA	Chancel Close	15	Mr & Mrs S Parker		Prior approval request for the erection of a single storey rear extension with a pitched roof that would 1) extend beyond the rear wall of the original house by 3.35 metres; 2) have a maximum height of 3.6 metres and 3) have eaves that are 2.9 metres high.	Noted.



## **NAILSEA TOWN COUNCIL – PLANNING COMMITTEE 16 MARCH 2016**

Minutes of the Planning Committee held on Wednesday 16 February 2016 at the Tithe Barn, Church Lane, Nailsea at 7.30pm.

**PRESENT:** Cllr Phillips in the Chair, Cllr Barber , Cllr Barclay, Cllr Bird, Cllr Frappell, Cllr Hunt, Cllr Jameel, Cllr Lees, Cllr Middleton, Cllr Petford, Cllr Wilson, and the Clerk. Also in attendance, Cllr J.Blatchford.



**P28/16** **APOLOGIES** were received and accepted from Cllr Packham, Cllr J.Tonkin and the Assistant Clerk.

### **P29/16** **DECLARATION OF INTEREST**

Cllr Barber did not make a declaration of interest but made a statement that she would not be voting on any of the planning applications as she did not wish to prejudge them prior to their consideration at North Somerset Council.

### **P30/16** **PLANNING APPLICATIONS**

#### **a) List of Planning Applications**

##### **Planning application 0462/16 GE Oil & Gas, High Street.**

Cllr Phillips said there were no objections from residents on the planning web-site. He referred to comments made by Wraxall and Failand Parish Council which restated its objection to previous applications. The parish council consider the Transport Statement to be “misleading” for a variety of reasons.

With regard to alternative options “Investigating Councillors are of the view that there is a viable alternative in the Coates Estate, which does not appear to have been adequately considered by GE, and therefore no very special reasons exist for development in the Green Belt.”

The parish council has requested two conditions be imposed if planning consent is granted. These relate to the screening of the car park and lighting in the main office and porta-cabins.

Cllr Phillips also referred to an email received from the Facilities Leader at GE Oil and Gas which stated the following:

“Previously, the Council supported our application for the new eFAT building and our investment in Nailsea. This car parking application is intrinsically linked to that investment. Understandably, GE needs assurance that there will continue to be enough car parking for its staff before commencing with improvements on the Nailsea site.

The continued use of this car park ensures that we do not return to parking on our neighbours side streets.

The potential to provide this parking within the Coates Industrial Estate as an alternative has been thoroughly examined and it is not feasible. There is no potential for this to progress. The attached document outlines the reasons why this will not proceed.”

Cllr Barclay questioned what would happen to all the vehicles if the car park was not available.

Cllr Hunt said that the standard of the car park was high, and she would want to hear comments direct from residents regarding any concerns with the facility.

Cllr Middleton said that the Town Council cannot intervene in negotiations between GE Oil and Gas and the owners of the Coates Estate. If the car park was not retained the parking issues in Lodge Lane would become a major problem. He also said that GE is an important employer and should be supported to stay in the town.

Cllr Lees said that refusal of the application would give GE Oil and Gas a reason to leave Nailsea. He understood that the application was being called-in to the Planning and Regulatory Committee at North Somerset Council, and he would like a letter sent by the Town Council to the Chief Executive, Leader and ward member supporting the application.

Cllr Blatchford said that he wanted to continue to see GE employing people locally.

The motion to recommend approval and to write to the Leader, Chief Executive and ward member of North Somerset Council in support of the application was proposed by Cllr Middleton and seconded by Cllr Wilson. The vote was nine in favour and two abstentions.

**Planning application 0468/16 Moorwinds, Pound Lane.**

The motion to recommend approval with the proviso that the yew tree and stone wall are retained was proposed by Cllr Middleton and seconded by Cllr Frappell. The vote was ten in favour and one abstention.

**Planning application 0528/16 Yew Tree House, West End Lane.**

The motion to recommend approval subject to the opinion of the Conservation Officer was proposed by Cllr Middleton and seconded by Cllr Frappell. The vote was ten in favour and one abstention.

**Planning application 0535/16 Trinity House, 2 Church Lane.**

The motion to recommend approval was proposed by Cllr Frappell and seconded by Cllr Hunt. The vote was unanimous.

**Planning application 0536/16 Trinity House, 2 Church Lane.**

The motion to recommend approval was proposed by Cllr Frappell and seconded by Cllr Hunt. The vote was unanimous.

The meeting closed at 7.48pm.

# **NAILSEA TOWN COUNCIL - PLANNING COMMITTEE MEETING 16<sup>TH</sup> MARCH 2016**

A list of planning applications received from North Somerset Council with comments.

TC REF NO	APPL NO	CAT	LOCATION ROAD	LOC NO	APPLICANT	PROPOSAL	COMMENTS
4659	0462/16 F		High Street	GE Oil and Gas	GE Oil and Gas	Continued use of land as 173 space car park for use by GE and retention of associated bunding and landscaping (previously granted temporary consent ref: 12/P/2068/F)	Recommend approval and to write to the Leader, Chief Executive and ward member of North Somerset Council in support of the application.
4660	0468/16 F		Pound Lane	Moorwinds	Mr D Long	Erection of single storey side extension to existing dwelling and subdivision of dwelling into 2 no dwellings. Creation of a new access onto Pound Lane and associated landscaping and stone wall are retained.	Recommend approval with the proviso that the yew tree and stone wall are retained.
4661	0528/16 LB		West End Lane	Yew Tree House	Mr Peter Sapsed	Enlargement of existing entrance way, insertion of new doorway and projecting canopy over. Enlargement of existing rear façade windows to afford more light to entrance hall.	Recommend approval subject to the opinion of the Conservation Officer.
4662	0535/16 F		Church Lane	Trinity House, 2	Parochial Church Council Holy Trinity Church	Landscaping of rear garden of Trinity House, including construction of raised patio, steps, retaining walls, paths and raised beds. Removal of existing steps and ramp adjacent to east elevation of Trinity House. Installation of children's playhouse and pergola.	Recommend approval.
4663	0536/16 LB		Church Lane	Trinity House, 2	Parochial Church Council Holy Trinity Church	Landscaping of rear garden of Trinity House, including construction of raised patio, steps, retaining walls, paths and raised beds. Removal of existing steps and ramp adjacent to east elevation of Trinity House. Installation of children's playhouse and pergola.	Recommend approval.



**NAILSEA TOWN COUNCIL - FINANCE AND POLICY COMMITTEE 2 MARCH 2016**

**MINUTES** of the meeting of the Finance and Policy Committee held on Wednesday 2 March 2016 at 10.10pm in the Tithe Barn, Church Lane, Nailsea.



**PRESENT:** Cllr J Blatchford in the Chair, Cllr M.Blatchford, Cllr Frappell, Cllr Heapey, Cllr Holt, Cllr Hunt, Cllr Lees, Cllr Middleton, Cllr Packham, Cllr Ponsonby, Cllr A.Tonkin and Cllr Wilson. Also in attendance Cllr Barber, Cllr Barclay, Cllr Hamblin, Cllr Jameel, Cllr Petford and Cllr J.Tonkin.

This committee followed the Town Council meeting and it was agreed to defer all matters except agenda item 7.

**FP13/16 APOLOGIES** were received and accepted from Cllr Phillips.

**FP14/16 DECLARATION OF INTEREST**

None.

**FP15/16 TO CONSIDER CONDUCTING A STRUCTURAL SURVEY AT NAILSEA YOUTH HOUSE AT A MAXIMUM COST OF £2,450**

It was proposed by Cllr Ponsonby and seconded by Cllr Holt

**RESOLVED** to agree to appoint Bilfinger GVA to conduct a condition survey at Youth House at a maximum cost of £2,450.

**FP16/16 ANY OTHER BUSINESS**

None.

The meeting closed at 10.13pm.

**NAILSEA TOWN COUNCIL - COMMUNITY ENGAGEMENT COMMITTEE MEETING**  
**16 MARCH 2016**

**MINUTES** of the meeting of the Community Engagement Committee held on Wednesday 16 March 2016 at 7.52pm at The Tithe Barn, Church Lane, Nailsea.



**PRESENT:** Cllr Jameel in the Chair, Cllr Barclay, Cllr Bird, Cllr Frappell, Cllr Hamblin, Cllr Heappey (from 8.03pm), Cllr Hunt, Cllr Lees, Cllr Petford, Cllr Wilson and the Clerk. Also in attendance, Cllr Barber, Cllr J. Blatchford and Cllr Phillips.

**CE09/16** **APOLOGIES** were received and accepted from Cllr Packham, Cllr J Tonkin and the Assistant Clerk.

**CE10/16** **DECLARATION OF INTEREST**  
None.

**CE11/16** **MINUTES** of the Committee held on 11 November 2015 and 20 January 2016 were signed by the Chairman as a correct record.

Mr Matthew Thomas, the Chairman of Nailsea Action Group, was at the meeting, and it was agreed that agenda items 6 and 8, which were of particular interest to him should be brought forward.

**CE12/16** **TO CONSIDER HOW TO INITIATE A TWO-WAY RELATIONSHIP WITH RESIDENTS TO ENGAGE MORE EFFECTIVELY**

Cllr Jameel suggested that face to face and social media could be good ways to improve dialogue with residents. She said she wanted to improve communication with a wide variety of groups including young people. She was particularly interested in hearing feedback and also identifying how people could make a contribution to the community themselves.

Cllr Lees said that Facebook could generate positive dialogue but could also encourage abusive behaviour. Members agreed that social media can have significant benefits and disadvantages and to remain credible as a source of information or debate it needs to be used regularly.

Cllr Lees mentioned that Weston super Mare Town Council has set up a very effective Facebook page which provides information and links to community groups, but does not allow comments from members of the public.

Cllr Blatchford said that issues raised at surgeries often cannot be solved by the councillor. Cllr Jameel said that this subject, in her view, was not about problem solving, but more about asking people what they want as well as how they can contribute.

Cllr Hamblin said that face to face communication produces a better reaction so councillors should get out and about and have a higher profile.

Cllr Lees suggested the Council could have a stall at the Community Market.

Cllr Heappey arrived at 8.03pm.

Cllr Jameel said if the Council always does the same things, it will get the same things.

Cllr Hunt said that the members of Council should speak with one voice, but this does not always happen. Attendance by councillors at the markets and the Community Showcase over the years has been poor, but councillors should attend as many community functions as they can. She said that people tend to disregard things until it affects them, and it would be helpful if residents understood more about the process as to how the Town Council makes its decisions. She said that a resident had stopped her earlier that day thanking the Town Council for its hard work, especially in the face of criticism to which it had recently been subjected.

Cllr Blatchford said the Council should 'profile' the local population to assist in deciding how best to communicate.

Cllr Petford said that people do not know what the Council does. Facebook could be a good way of communicating. However, expectations should not be raised unrealistically. Residents should not be asked what they want if the Council cannot deliver.

Cllr Heappey said that Nailsea is not a political council and has independent-minded councillors, so they cannot all speak with one voice. She said that councillors should not go against North Somerset Council policy.

Cllr Hamblin said that her experience of working with young people is that they understand they cannot get everything they want. The important aspect is building relationships and not making promises that cannot be fulfilled.

Cllr Frappell said that acquiring and developing Youth House as part of the Nailsea Place idea could be an important part of the answer to better communication.

Cllr Wilson said that the Council is purely advisory and so cannot get much done. Cllr Frappell said that building the skatepark shows what the Council can do.

The Clerk said that he thought the Skatepark Project was a good example of communication with residents and the Town Council working with other groups. This included Christian Surfers and youth workers. The public meetings with young people and parents had resulted in a consensus on the design of the new park so it can be enjoyed by the widest range of young people.

Cllr Hamblin said that the original skatepark was developed in the same way.

Cllr Hunt said that research on matters of interest to residents could be undertaken at the markets.

Cllr Jameel suggested setting up a rota for councillors to run a stall on market day. Cllr Heappey suggested having a stall every quarter. She said that the bus used as part of the Parish Plan consultation process was an effective way of encouraging people to get their views across.

The Clerk said that the key to the success of the Parish Plan consultation process was very good planning, which takes a lot of time and preparation, but produces good results in terms of the quality and statistical significance of feedback.

Cllr Petford suggested looking at improving communications when the Council has acquired Youth House. Cllr Heappey said the Council should ask the public whether it should buy Youth House.

Cllr Jameel then asked members whether the Council should proceed or wait regarding new initiatives in communicating with residents.

Cllr Petford said the Council should get the building and then ask residents for feedback. Cllr Wilson said the Council should test the water and see what happens.

Mathew Thomas said the way the process had worked regarding the approach by Barratt Homes had raised suspicions. Also, if the land at Engine Lane was sold residents want to know what the money would be spent on.

**13/16 TO CONSIDER A TOWN-WIDE CONSULTATION ON THE SUBJECT OF HOUSING DEVELOPMENT**

Cllr Lees said that it was North Somerset's responsibility as the Planning Authority to communicate with residents regarding housing developments. The Town Council only has control over its own assets.

Cllr Hunt said that this is a complicated issue. She said that with regard to Engine Lane she thought it was wrong to have an asset doing nothing when people need homes.

Cllr Bird thought that there was an issue of communication. He did not attend the Town Council meeting on 2 March but the minutes make no mention of the need for cheaper housing in the town, so he wondered if this message is getting across.

Cllr Barber said that North Somerset Council has consulted with residents and the Core Strategy process has been common knowledge.

Cllr Bird said that the Town Council needs to set out the issues regarding housing development for the town.

Matthew Thomas said that the proposed housing on Youngwood Lane had a lower density than that proposed for Engine Lane and had more open space. Cllr Barber said that if the proposed site was opened up the rest of Youngwood Lane could be developed. It was also commented that the higher density on Engine Lane was because of the smaller type of homes, which the town needs.

Cllr Barclay said that Town Council policy is for the green belt to extend from the Morgan's Hill bridleway south to the railway line. There should be a green belt review now.

Cllr Phillips said that when he worked in the development industry it was clear that without a green belt review the most attractive area for development was in the Youngwood Lane area. The urgent need is for affordable housing for young people.

It was proposed by Cllr Frappell and seconded by Cllr Heappey

**RESOLVED** to **RECOMMEND** to Town Council to consider having a town-wide consultation on the subject of housing development.

The vote was four in favour, two against and four abstentions

**CE14/16** **CONSIDERATION OF A PROPOSAL TO SUPPORT THE PRODUCTION OF A TOWN MAP AT A TOTAL COST OF £450**

The information in the Clerk's Report was considered.

Cllr Bird asked who would own the copyright to the map, and Cllr Petford asked who would benefit from the profit from any products which were sold as a result of producing the map. She said this appears to be a commercial venture, and if so asked why the Council would contribute towards it.

It was agreed that the Clerk would get more information on the project and report back.

**CE15/16** **TO CONSIDER AN UPDATE ON THE PROPOSED PURCHASE OF NAILSEA YOUTH HOUSE**

The Clerk reported that Bilfinger GVA had conducted a condition survey on Youth House on 11 March. A full report is expected by 25 March. He had met the officer from Property Management on 15 March who had agreed to instruct the Valuation Office Agency (formerly the District Valuers Office) to conduct an open-market valuation of the building, with North Somerset Council and the Town Council sharing the cost.

**CE16/16** **TO CONSIDER IMPROVEMENTS TO THE TOWN COUNCIL'S WEB-SITE**

Cllr Bird questioned what the Council wants to achieve from information provided on the web-site.

Cllr Lees said there was a need to upgrade the web-site and to have someone in the office to run it.

The Clerk said that the office staff could administer the site, but the Council must decide how it wants the web-site to function and what content and updates it wants to have.

Cllr Petford suggested that a working party is created to determine what information the Council wants on the web-site and how the management of the site will work. Cllr Bird said that additional content and updates could be emailed to all councillors for comments before publishing on the site.

It was agreed that the working party would comprise Cllr Bird and Cllr Petford.

**CE17/16** **CONSIDERATION OF COUNCILLORS HAVING AN @NAILSEATOWNCOUNCIL EMAIL ADDRESS**

Cllrs referred to the information in the Clerk's Report.

The Clerk confirmed that messages could be automatically redirected from an @nailseatowncouncil.gov.uk address to a councillor's personal email address.

Cllr Blatchford said that councillors would need an official .gov.uk address in order to deal with government agencies.

It was proposed by Cllr Bird and seconded by Cllr Phillips.

**RESOLVED** to **RECOMMEND** to Town Council that councillors who so wish should be able to request a [name]@nailseatowncouncil.gov.uk email address and that if required it could be diverted to their personal email address. The cost of each email address is currently £3.10 per month.

The vote was seven in favour, two against and one abstention.

**CE18/16 CONSIDERATION OF THE SCHOOL CROSSING PATROL SERVICE**

A paper prepared by Cllr Blatchford was tabled. He reported that he had attended a meeting at North Somerset Council on 15 March on this subject.

North Somerset Council is not obliged to provide a School Crossing Patrol service, but anyone performing the role has to be employed by the Highways Authority. North Somerset Council is effectively offering to contract-out the service, by offering to employ staff and conduct training on the basis that another party pays the cost.

Cllr Barber said that schools should pay for the Crossing Patrol Service. Cllr Lees concurred and said that the Town Council should keep a watching brief on the matter. Other members asked what the potential cost would be if the Town Council were to contribute.

It was proposed by Cllr Hunt and seconded by Cllr Petford

**RESOLVED** to obtain information from each school as to their views on the School Crossing Patrol service and to consider the matter further.

The vote was unanimous.

**CE19/16 TO CONSIDER A TRAINING COURSE, 'DIGITAL COUNCILS' OFFERED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS. THE EVENT IS FREE OF CHARGE, BUT THE COST OF TRAVEL WILL NEED TO BE CONSIDERED.**

The information attached to the agenda was noted.

**CE20/16 ANY OTHER BUSINESS**

None.

The meeting closed at 9.47pm.

# **NAILSEA TOWN COUNCIL: RISK ASSESSMENT PLAN 2016-17**

Reviewed by the Risk Assessment and Asset Management working party December 2015

Risk Category	Subject	Nature of risk	Mitigation	How is risk managed?	Likelihood	Impact	Risk rating after mitigation	Review date
<b>Governance and reputational risks</b>	Are policies and procedures fit for purpose?	Public challenge. Breach of statutory responsibility.	Annual review of Standing Orders and Financial Regulations at Policy Committee. Bi-annual review of other policies. Advice received from NALC and SLCC re changes to legislation/regulation/best practice. Ellis Whittam appointed as advisers for 3 years from 2014 for HR and health and safety.	in-house	unlikely	minor	6	Annual
	Code of Conduct, declarations of interests and dispensations	Reputational risk. Potential challenge to a resolution and the need to change a decision. Financial liability/impact.	Record of declarations of interest taken at each meeting. Code of Conduct rules reviewed regularly. Peer knowledge of other councillors.	in-house	unlikely	moderate	9	Annual
	Meeting statutory 'conduct of business' requirements	Failure would make council ultra vires.	Employ qualified Clerk. Staff development. Quality Council accreditation. Membership of ALCA, NALC and SLCC.	in-house	unlikely	minor	6	Annual
	Over zealous risk management	Culture of no activity unless risk-free.	Focus on being risk aware not risk averse.	in-house	remote	moderate	6	on-going
	Quality Council Award.	Not meeting the requirements for Quality Council status.	Decision in 2015 to apply for new award scheme in 2016. New committee structure in place to meet some criteria. Clerk to monitor requirements are being met and make recommendations for improvement/change to TC.	in-house	possible	moderate	12	Annual
	Recording council resolutions	Public challenge. Unintended consequences from lack of clarity.	Draft minutes published within 2 weeks of meetings. Committees and Town Council approve minutes for accuracy. Staff attention to detail with the wording of minutes.	in-house	unlikely	moderate	9	Annual
	Third party suppliers	Reputational risk of using suppliers who get adverse publicity.	Ensuring good quality specification for goods and services. References may be obtained before appointing suppliers.	in-house	unlikely	minor	6	Annual
<b>Operational risks</b>	Bus shelters	Structural failure or damage presents risk to the public.	3-monthly cleaning; contractor highlights any issues. Feedback from the public. Repairs by NSC contractor.	3rd party	unlikely	moderate	9	Bi-monthly
	CCTV cameras	Failure to record or identify an incident.	Regular maintenance and liaison with NSC and Police. Support for the Shopwatch system.	3rd party	probable	minor	10	Annual
	Christmas lights	Risk to the public of lights falling or catching fire.	Installation by company with expertise and regular monitoring, especially by members of the public. Annual PAT testing of lights.	3rd party	unlikely	moderate	9	Annual



# **NAISEA TOWN COUNCIL: RISK ASSESSMENT PLAN 2016-17**

Reviewed by the Risk Assessment and Asset Management working party December 2015

Risk Category	Subject	Nature of risk	Mitigation	How is risk managed?	Likelihood	Impact	Risk rating after mitigation	Review date
	Allotment sites (Engine Lane and Whitesfield Road)	Major risk of trespass e.g. Travellers, fire or other risk to health.	Gate kept locked. Allotment reps inspect and report to TC. Communication with allotment holders. Expert advice sought if required. Allotment working party (inc reps, cllrs and staff) monitors.	in-house	unlikely	major	12	Quarterly
		Minor risk of trespass e.g. anti-social behaviour.	Allotment reps inspect and report to TC. Communication with allotment holders. Expert advice sought if required.	in-house	possible	moderate	12	Quarterly
		Safety of stone walls.	Allotment reps inspect and report to TC. Communication with allotment holders. Expert advice sought if required.	all 3	unlikely	moderate	9	Quarterly
		Safety of trees.	Allotment reps inspect and report to TC. Communication with allotment holders. Expert advice sought if required. 3-yearly full risk assessment of trees.	all 3	unlikely	major	12	Quarterly
		Water supply disruption.	Allotment reps inspect and report to TC. Communication with allotment holders. Expert advice sought if required.	3rd party	unlikely	minor	6	Quarterly
	Contractors supplying goods and services	Poor performance.	Ensuring good quality specification. Regular monitoring of performance, either by TC or appointed consultants.	in-house	unlikely	moderate	12	on-going
	Data and records	Total loss of electronic data.	All electronic records backed up daily.	in-house	unlikely	major	12	on-going
		Total loss of hard copy record e.g. fire.	All key records kept in a fireproof safe. Where possible keep electronic copy. For essential documents keep copy offsite.	in-house	unlikely	major	12	Annual
		Total loss of hard copy record at Taunton archive e.g. fire.	All papers for meetings are scanned and stored electronically. Loss of the archive docs would not have an operational impact.	3rd party	unlikely	moderate	9	n/a
	Data Protection Act	Non-compliance with legal requirements.	Employ qualified Clerk. Advice received from NALC and SLCC re changes to legislation/regulation/best practice. Staff training.	in-house	unlikely	major	12	Annual



# **NAILSEA TOWN COUNCIL: RISK ASSESSMENT PLAN 2016-17**

Reviewed by the Risk Assessment and Asset Management working party December 2015

Risk Category	Subject	Nature of risk	Mitigation	How is risk managed?	Likelihood	Impact	Risk rating after mitigation	Review date
	Engine Lane (leased to N&BRFC)	Major risk of trespass e.g. Travellers, fire or other risk to health.	Rugby Club manages site. Gate kept locked.	in-house	unlikely	major	12	Annual
	Gaulacre	Major risk of trespass e.g. Travellers, fire or other risk to health.	Gate kept locked. Residents will notify TC if they have concerns.	in-house	unlikely	major	12	Annual
	Glassblower statue	Risk of theft.	Statue embedded in its base. Loss covered by insurance.	insurance	possible	minor	8	on-going
	Golden Valley Bridleway	Risk of trespass.	Regular inspection of area. Feedback from residents.	in-house	unlikely	minor	6	on-going
		Safety of trees.	Reports from residents. 3-yearly full risk assessment of trees.	insurance	unlikely	major	12	Annual
	Grove Playing Field	Structural problems with Sports Club building (not owned by TC but on land leased to NPFA).	Regular inspection of area and recording of condition. Sports and Social Club long-term plan. NPFA and Social Club have limited resources.	3rd party	possible	major	16	Annual
		Risk of flooding.	Installation of prevention measures in 2012 and regular maintenance of drainage. Heavy rainfall 2013/14 showed effectiveness of prevention measure: risk category reduced.	3rd party	unlikely	major	12	Annual
		Risk of trespass.	Regular usage of the area is a deterrent. Entrance gate can be locked.	3rd party	unlikely	major	9	on-going
	Hanging baskets	Risk of injury to public.	Inspect baskets for wear and tear at start of each season. Use reputable supplier. (See hanging basket poles).	3rd party	unlikely	major	12	Annual
	Hanging basket poles	Structural safety.	Inspect poles for wear and tear. Reports by the public of damage. Structural test routinely no less than every 3 years and additionally if concerns are raised e.g. following damage by a vehicle.	3rd party	possible	major	16	Annual
	Hannah More Park and Play area	Safety of play equipment.	Regular inspection by Handyman. NSC Rangers provide back-up. Annual inspection by approved contractor.	3rd party	unlikely	major	12	Weekly

# **NAILSEA TOWN COUNCIL: RISK ASSESSMENT PLAN 2016-17**

Reviewed by the Risk Assessment and Asset Management working party December 2015

Risk Category	Subject	Nature of risk	Mitigation	How is risk managed?	Likelihood	Impact	Risk rating after mitigation	Review date
	Hannah More Park and Play area	Risk of trespass.	None. The area cannot be secured.	3rd party	unlikely	major	12	n/a
	Hannah More Park and Play area	Safety of trees.	Reports from residents. 3-yearly full risk assessment of trees.	3rd party	unlikely	major	12	n/a
	Lamp posts	Fatigue and failure.	Regular inspection. Feedback from residents.	3rd party	remote	major	8	Annual
	Markets	Are the canopies safe?	Contractor responsible for erecting in accordance with manufacturer's recommendations. Any damage reported to Markets' Manager. Public liability insurance in place.	3rd party	unlikely	moderate	9	Monthly
		Are stall-holders insured? i.e. avoiding risk of potential claim against Town Council.	Check insurance certificates and record expiry date. Refuse to allow non-insured stall-holder to attend market.	in-house	unlikely	minor	6	Annual
		Is market location safe?	Liaise with Town Centre company. Risk assessment carried out.	all 3	unlikely	major	12	Annual
	Tithe Barn	Destruction of Tithe Barn leading to loss of income.	Fire detection systems installed and maintained. Policy forbidding hirers from using flammable materials.	all 3	unlikely	major	12	Annual
		Loss of Council office and meeting rooms.	Hire replacement facilities within Nailsea. Measures taken to protect building.	all 3	unlikely	moderate	9	n/a
		Risk of major fire.	Smoke alarms tested weekly; fire extinguishers tested annually. Annual test of systems by approved contractor. Policy forbidding hirers from using flammable material.	all 3	possible	extreme	20	Weekly / Annual
		Is the building secure from intruders?	All entry points lockable. Alarm set whenever building is empty.	in-house	unlikely	major	12	Daily
		Is the building structurally sound?	Daily use ensures issues are identified. Concerns would be addressed by using specialist firms. CONSIDERATION OF REGULAR STRUCTURAL SURVEY.	in-house	unlikely	major	12	Annual

# **NAILSEA TOWN COUNCIL: RISK ASSESSMENT PLAN 2016-17**

Reviewed by the Risk Assessment and Asset Management working party December 2015

Risk Category	Subject	Nature of risk	Mitigation	How is risk managed?	Likelihood	Impact	Risk rating after mitigation	Review date
		Are electrics and electrical equipment safe?	Annual PAT testing by suitably qualified contractor. Equipment purchased from reputable suppliers.	3rd party	unlikely	major	12	Annual
		Is boiler and gas supply safe?	Annual testing by suitably qualified contractor.	3rd party	unlikely	major	12	Annual
		Risks to hirers.	Employing good practice in building management. Information provided to hirers on health and safety.	in-house	unlikely	moderate	9	
	Spilsbury Wood	Illegal occupation.	Tree risk assessments by qualified contractor. Feedback from residents. 3-yearly full risk assessment of trees.	in-house	unlikely	major	12	on-going
		Destructive event e.g. flooding.	None.	in-house	possible	minor	8	n/a
		Impact on neighbours e.g. fallen tree, contamination.	Regular inspection of area. Tree assessments by qualified contractor.	in-house	unlikely	major	12	Quarterly
	Village Green	Safety of tree.	Regular inspection by approved contractor. 3-yearly full risk assessment of trees.	in-house	unlikely	moderate	8	Annual
<b>Financial risks</b>	Bank collapse	Loss of funds.	Regular review. Keeping funds in low risk financial vehicles.	in-house	remote	major	12	on-going
<b>see internal auditor's 'Audit Report and Risk Assessment'</b>	Budgeting	Cash flow problems.	Monitor income timing. Use reserves to overcome any gaps.	in-house	unlikely	moderate	9	Monthly
		Excessive level of borrowing costs.	Town Council decision to take out loan based on affordability. Fixed interest rates i.e. annual repayment amount fixed.	in-house	remote	moderate	6	Annual
		Pension commitments.	Precept set for known requirements. Annual review of staff salaries.	in-house	remote	minor	4	Annual

# **NAISEA TOWN COUNCIL: RISK ASSESSMENT PLAN 2016-17**

Reviewed by the Risk Assessment and Asset Management working party December 2015

Risk Category	Subject	Nature of risk	Mitigation	How is risk managed?	Likelihood	Impact	Risk rating after mitigation	Review date
		Risk of incorrect income forecast, including precept.	Committee interrogation of annual costs. Budget approved by Town Council. Reserves adequate to meet shortfall. General Reserves set at 3-4 months.	in-house	unlikely	minor	6	Annual
		Risk of significant overspend.	Monitoring procedures in place to control and report on all spending. Utilise General Reserves. Reduce other expenditure. Increase Precept.	in-house	unlikely	major	9	Monthly
		Withholding of central funding by NSC or government.	Ensure reserves are adequate. Use precept to fill shortfall. Cut costs.	in-house	possible	minor	8	Annual
	Capital projects	Risk of financial overcommitment and cost overruns.	Council appoint working groups to monitor professional consultants. Check on programme and expenditure. Employ suitably qualified Clerk.	in-house	unlikely	major	12	as required
		Risk of poor performance by contractors.	Council appoint working groups to monitor contractor's performance. In appropriate circumstances appoint a Project Manager. Day to day services managed by Town Clerk.	in-house	unlikely	major	12	as required
	Fraud	Council funds depleted.	Expenditure monitored by committees. 3 cheque signatories. Independent internal and external audit carried out.	all 3	unlikely	major	12	on-going
	Grove Sports and Social Club	Financial failure of Sports and Social Club.	Report by NPFA Chair at Leisure Facilities meetings. No TC liability for Club debts. Key financial risk is if the building becomes a TC liability.	3rd party	possible	major	16	on-going
	Investment Account major losses	Loss of funds.	Regular review of financial investments. Spread risk.	in-house	unlikely	major	12	Annual
	Insurance	Is insurance cover adequate?	Professional advice sought and implemented. Market testing of insurance providers.	all 3	unlikely	major	9	Annual
	Purchasing of goods and services	Not suitable for use and/or overpriced.	Council procedures in place requiring competitive quotations and expert advice sought where necessary.	in-house	unlikely	moderate	9	on-going
	Reserves	Inadequate or excessive reserves.	Requirement for reserves reviewed by Town Council annually. General Reserves set at 3-4 months. All other reserves are specified.	in-house	unlikely	major	6	Annual



# **NAILSEA TOWN COUNCIL: RISK ASSESSMENT PLAN 2016-17**

Reviewed by the Risk Assessment and Asset Management working party December 2015

Risk Category	Subject	Nature of risk	Mitigation	How is risk managed?	Likelihood	Impact	Risk rating after mitigation	Review date
	Tithe Barn income and expenditure	Cost of running Tithe Barn exceeds income.	Income and expenditure monitored monthly and future income stream reviewed annually. Reserves, increased hire charges or precept used to fill gap.	in-house	possible	minor	8	Monthly
	VAT	Incorrect accounting for VAT liability.	Staff training. Internal audit. Transaction sums are relatively small.	3rd party	possible	minor	8	Annual
<b>Legal and regulatory risks</b>	Promotion of disability equality	Do buildings, land and facilities meet requirements of disability equality legislation?	Creation of Accessibility working party. Implement the policy on the promotion of disability equality in each area of activity. Advice received from NALC and SLCC re changes to legislation/regulation/best practice.	in-house	possible	minor	8	Annual
	Staff	Are employment practices fair and reasonable?	Advice received from NALC and SLCC re changes to legislation/regulation/best practice. Employ professional Clerk. Oversight by cllrs through Staffing Sub-Committee (reports to Policy Committee). Support available from Ellis Whittam and SW Councils. Feedback from annual staff performance review.	in-house	unlikely	minor	6	Annual
		Is the working environment safe for office staff?	Staff training in health and safety. Ensure appropriate specification for equipment and furniture purchases.	in-house	unlikely	moderate	9	Annual
		Is the working environment safe for caretaking staff?	Staff training in health and safety. Ensure appropriate specification for equipment purchases. 'Door Safe' staff used at events.	all 3	unlikely	moderate	9	Annual
		Loss of key staff.	Role sharing during sickness and holiday avoids dependency on one employee for any activity. Annual performance review. Fair employment conditions. Flexible working. Efficient recruitment process. Succession planning.	in-house	possible	moderate	12	on-going
		Risk of employment dispute, claim for injury, stress, harassment, unfair/constructive dismissal.	Use appropriate terms and conditions of employment. Performance review process. Awareness by cllrs of potential problems among staff. Support available from Ellis Whittam and NALC.	in-house	unlikely	major	12	on-going
		Requirements of equal opportunities and diversity legislation.	Employment of qualified Clerk. Advice received from NALC and SLCC re changes to legislation/regulation/best practice.	in-house	remote	minor	2	Annual

# Audit report & Risk Assessment of Financial systems' internal controls for Nailsea Town Council 2015/16

Prepared by the Internal Auditor & RFO on 7/3/16

No.	Internal Control Tests	Findings
<b>1</b>	<b>Proper Bookkeeping</b>	
1.1	Is the cashbook maintained and up to date?	The Cashbook is maintained on RBS Omega software & was entered upto date & accurately. Separate cashbooks are operated for Current, Business Deposit & NSC Deposit A/c's.
1.2	Is the cashbook arithmetically correct?	RBS software balances the Cashbook for all 3 A/c's & carries forward the month end balances.
1.3	Is the cashbook regularly balanced?	Cashbooks are balanced monthly, by a month-end analysis for both receipts & payments, which are then confirmed by Bank reconciliations, signed by the Chair of F&GP Committee.
<b>2a</b>	<b>Standing Orders and Financial Regulations</b>	
2.1	Has the Council formally adopted standing orders and financial regulations?	S/O's were updated, then approved & minuted at the Meeting on 18/2/15. (Min. 08/15) Fin.Reg's were updated & minuted on 18/2/16 (Min.09/16)
2.2	Has a Responsible Financial Officer (RFO) been appointed with specific duties?	Clerk is the RFO & duties / responsibilities are detailed in the current financial regulations.
2.3	Have items or services above a de minimis amount been competitively purchased?	Clerk is delegated a £500 limit for emergency expenditure. A 3 quote obligation starts at £1.5k, with full competitive tenders for contracts over £15k.
<b>2b</b>	<b>Payments Controls</b>	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	Proper invoices support all payments, which are cross-referenced with a cheque no or BACS bill no., date paid, nominal account code & prepared / authorised initials within a stamped box. The cheques or bill payment invoices are signed by 2 Councillors (from 4) & the Clerk. Chair of Finance cannot be a signatory due to internal control need. The recommendation that monthly payment schedule is prepared as an Appendix to the agenda, & when approved is signed /dated by the Chair was accepted at 28/6/06 meeting and was implemented.
2.5	Has VAT on payments been identified, recorded and reclaimed?	Proper VAT invoices are provided, when relevant, with VAT checked & entered into separate code within the nominal accounts. VAT is claimed quarterly using the RBS system, VAT report to detail individual totals. HMRC refund direct to the Current a/c.
2.6	Is s137 expenditure separately recorded and within statutory limits?	S137 payments are entered into a separate code within Cashbook, & were within set limits.

# Audit report & Risk Assessment of Financial systems' internal controls for Nailsea Town Council 2015/16

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<b>3 Risk Management Arrangements</b>	
3.1	<p>Does a scan of the minutes identify any unusual financial activity?</p> <p>Any financial aspects for special events/projects are discussed by Council &amp; then minuted, stating the financial implications involved. Glassworks project ended 2015 &amp; aspects incorporated for the Skatepark project due 2016/17.</p>
3.2	<p>Do the minutes record the Council carrying out an annual risk assessment?</p> <p>Yes, Council review specific risk assessments annually. An <b>overall</b> NTC Risk Assessment Plan has been developed in response to External Audit comment. This was approved on 1/4/15. (Min.26/15). Annual H&amp;S inspection of Play equipment by Digleys Associates, with a weekly review performed by Handyman who maintains a logsheet which is signed / dated. H&amp;S policy adopted using Ellis Witham for a 3year period. Farmers' Market risk assessment adopted 2015/16.</p>
3.3	<p>Is insurance cover appropriate and adequate?</p> <p>Insurance is held with Zurich Municipal (3 year policy no. YLL-2720427083) covering standard local council aspects, renewable each April. Employers &amp; Public liability set at £10m, with Personal accident at £50,000 for staff &amp; members. Fidelity guarantee cover is set at £1m. Commercial legal protection insurance covered by DAS Legal policy no. PSI/6121593 upto £100k.</p>
3.4	<p>Are internal financial controls documented and reviewed regularly?</p> <p>The risk assessment of the financial systems' internal controls was conducted for 2015/16, &amp; this will be updated annually. The review of audit effectiveness &amp; controls performed annually, &amp; minuted by Council on 13/5/15 (Min.44/15)</p>
<b>4 Budgetary Controls</b>	
4.1	<p>Has the Council prepared an annual budget in support of its precept?</p> <p>The Clerk prepares a Budget each November; based upon each committees' recommendations; &amp; this goes to F&amp;GP Cttee for approval. Full Council ratifies this each December / January, &amp; then North Somerset Council (NSC) is notified of precept required. 2016/17 precept was approved as £457,606 by Council on 17/2/16 (Min. 132/15).</p>
4.2	<p>Is actual expenditure against the budget regularly reported to the Council?</p> <p>Each Cttee monitors actual income &amp; expenditure against Budget every 4/6 weeks, &amp; appropriate action recommended, if required.</p>
4.3	<p>Are there any significant and unexplained variances on budget?</p> <p>Any virement / amendments are presented by F&amp;GP Cttee. at Full Council for ratification.</p>
<b>5 Income Controls</b>	
5.1	<p>Is income properly recorded and promptly banked?</p> <p>Invoices are issued for rent charges, car parking, Farmers' market income &amp; some hall hire. Booking forms are used for majority of hall hire (now including Wedding receptions). Receipts are issued for hall hire, allotments &amp; Farmers'</p>

# **Audit report & Risk Assessment of Financial systems' internal controls for Nailsea Town Council 2015/16** **Prepared by the Internal Auditor & RFO on 7/3/16**

		market income. Bankings are made promptly into Current a/c., & then coded to nominal a/c's. Youth Grant funding implemented with Foreal in 2015/16. NTC now has a Wedding Licence for Marriage ceremonies /hirings.
5.2	Does the precept recorded in the cashbook agree to the DC's notification?	Precept received in April & September from NSC by BACS (with a remittance advice), direct into Current a/c.
5.3	Are security controls over cash adequate and effective?	Any cash income is receipted & held overnight in a locked safe & then banked promptly with any cheques held. Petty cash is kept in locked tin & held in safe overnight. Offices are locked at night & have security alarm system.
<b>6</b>	<b>Petty Cash Procedures</b>	
6.1	Is all petty cash spent recorded and supported by VAT invoices?	A petty cash imprest of £250 is held & all payments are supported by till slips or pro formas detailing items bought, with VAT shown if relevant.
6.2	Is petty cash reported to each Council meeting?	Petty cash payments are reimbursed as required under normal payment procedure checks. Payment & VAT are shown via journal entry in RBS system.
6.3	Is petty cash reimbursement carried out regularly?	Regular reimbursement is performed via cashed cheques from Current a/c.
<b>7</b>	<b>Payroll Controls</b>	
7.1	Do salaries paid agree with those approved by the Council?	Staff salaries are based on Local Council scales, approved annually & minuted. Wages for Handyman, Caretakers & Orderly are paid on hourly rates, which are agreed & minuted annually. Internal Audit agree salary scales/ hourly rates from employee contracts & confirms any amendments during year (eg. Increments & cost living)
7.2	Are other payments to the Clerk reasonable and approved by the Council?	Casual user mileage is paid under normal payment procedures, with rates agreed annually and minuted.
7.3	Has PAYE/NIC been properly operated by the Council as an employer?	PAYE/ NIC is calculated from HMRC website & paid monthly by BACS. Monthly superannuation payments are made to Bath & NE Somerset Council by BACS. RTI introduced at NTC in 2013/14 & continues to work satisfactorily.
<b>8</b>	<b>Assets Controls</b>	
8.1	Does the Council keep an asset register of all material assets owned?	The asset register is kept on computer, detailing all items held. Annually, the list of assets & leases is approved & minuted by Full Council each May.
8.2	Are the Asset/Investments registers up to date?	The register is updated for new purchases and disposals. <i>Recommend that annual check of assets is performed to confirm items held, which is then signed / dated.</i>



**Audit report & Risk Assessment of Financial systems' internal controls for Nailsea Town Council 2015/16**  
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8.3	Do asset insurance valuations agree with those in the asset register?	The asset valuations are based upon the latest insurance policy details. <b>Valuation for the Annual return is on the 'proxy cost' basis, ie. increased only by actual cost of any asset purchases in that financial year, &amp; not the insured uplift.</b>
<b>9</b>	<b>Bank Reconciliation</b>	
9.1	Is there a bank reconciliation for each account?	Yes, for Current a/c (no.01444832) & Business Deposit a/c (no.93663604), both held at HSBC (Nailsea branch). Reconciliations are signed / dated by Finance Officer & then approved by Chair of F&GP. An Investment a/c is held with NSC, who send a monthly statement showing interest received & current balance.
9.2	Is a bank reconciliation carried out regularly on receipt of statements?	Monthly reconciliations are performed on receipt of bank statements. Online statements can also be accessed during each month. Chair also signs statements to confirm agreement of totals to RBS Omega cashbooks.
9.3	Are there any unexplained balancing entries in any reconciliation?	No, all bank interest, charges & BACS debits were properly entered in Cashbook as per bank statements.
<b>10</b>	<b>Year-end Procedures</b>	
10.1	Are year-end accounts prepared on a receipts and payments or income and expenditure basis?	Income & expenditure basis.
10.2	Do the accounts agree with the cashbook?	Yes, nominal a/c code totals verified to Trial Balance, I&E a/c and Balance Sheet, both monthly & at Year-end.
10.3	Is there an audit trail from underlying financial records to the accounts?	There is a full cross-referencing via invoice / receipt nos. for income, and cheque nos. / BACS bill nos. & date paid for expenditure in the Cashbook. Journals provide an audit trail for VAT via Petty cash & NSC interest received.
10.4	Where appropriate, have debtors and creditors been properly recorded?	Debtors and creditors are listed by RBS system & are shown in supporting papers to Final A/c's.

Signed P.Reynolds FMAAT Internal Auditor Date 15/3/16

Signed \_\_\_\_\_ RFO \_\_\_\_\_ Date \_\_\_\_\_

**Audit report & Risk Assessment of Financial systems' internal controls for Nailsea Town Council 2015/16**  
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<b>Action Plan for Recommendations</b>			
<b>No.</b>	<b>Recommendations</b>	<b>Actioned by</b>	<b>Date</b>
<b>8.2</b>	<i>Recommend that an annual check of assets is performed to confirm items are held, which is then signed / dated.</i>		
	All minor queries were resolved during the audit & as no major queries arose, there are no other formal recommendations for 2015/16.		

Signed \_\_\_\_\_ P.Reynolds FMAAT \_\_\_\_\_ Date 15/3/16

*Internal Auditor*

Signed \_\_\_\_\_ Date \_\_\_\_\_

*RFO*

# NAILSEA TOWN COUNCIL

MEETING 30 MARCH 2016

## CLERK'S REPORT

### Agenda Item



#### 5. Public Participation: presentation of a petition by Nailsea Action Group

The wording of the petition is as follows:

*"We, the undersigned, whilst recognising the work of Nailsea Town Council to support our towns' schools and businesses, call upon them to challenge North Somerset Council's requirement for over 1,100 new homes in Nailsea on proposed sites distant from amenities and without the provision of adequate infrastructure to support a possible 20% increase in Nailsea's population."*

#### 7. Financial/Legal/Staffing Matters

##### c) Consideration of the insurance renewal for the Council

The current insurance policy has run for the last three years with Zurich. The service we have received has been excellent. The renewal proposal is summarised in the attached report. We have not formally tested the market as we have not been able to obtain any recommendations for providers that have indicated we could do better in terms of cost or service on a like for like basis.

##### e) To note barrister's advice and the final account regarding a potential judicial review of the Secretary of State's approval for the Hinkley C to Avonmouth connection project

A report was received from Andrew Fraser-Urquhart QC and Robert Fookes, barrister, of Francis Taylor Building chambers regarding the potential for a judicial review of the consent granted to National Grid.

The conclusion was that "We regret that we have been unable to identify any ground of challenge to this decision that carries with it a reasonable prospect of success."

The crucial paragraphs state:

"4.3 As set out in 'Tesco Stores', provided the Court is satisfied that the decision-maker has considered all relevant factors and no irrelevant factors, it will not interfere with the decision-maker's exercise of pure planning judgement. A ground simply alleging that "insufficient weight" has been given to objectors' views would fall foul of this fundamental principle; instead, it would be necessary to establish that the decision-maker had failed to give any consideration to the views expressed by objectors or had misunderstood some factual basis of those views."

"4.12 There is no obligation on the Secretary of State to prefer a better solution if he finds the proposed solution acceptable, as he has done in para.141. The approach to ordinary planning applications would apply. There is no legal principle that consent has to be refused simply because a different scheme might be better. The consenting procedure is concerned with acceptability rather than the optimum result: First Secretary of State and West Green Properties Ltd v Sainsbury's Supermarkets Ltd [2007] EWCA Civ 1083 at para. 38."

Based on this it appears that much of the consultation process and the consideration of fully underground and undersea options was redundant because National Grid only had to acknowledge alternative options rather than give them equal weight in order to find an "acceptable" (rather than a better) solution to the need for more transmission capacity.

The legal advice was sought on behalf of affected communities along the length of the connection project and has been communicated to them. The following comments have been received.

## **NAILSEA TOWN COUNCIL**

### **James Heappey MP**

"Dear all,

Like all of you, I am so very disappointed to see that there is no valid route to a JR. It was always a long shot but I had thought there might have been an angle. At least we looked under the stone and know that there definitely wasn't a valid challenge.

So many people have worked so hard for so long. I am sorry that we've ended with the result we have."

### **Paul Hipwell from No Moor Pylons**

"On behalf of No Moor Pylons I would like to thank the Parish and Town Councils who took the tough decision to sponsor this. I am sure their residents appreciate the work they have done to explore every possible option."

### **Clerk to Badgworth Parish Council**

"the Councillors were extremely grateful for your Council's commitment and help... Personally I would like to say thank you for your commitment and help it is very much appreciated. "

The final account for the legal advice is as follows:

Nailsea Town Council: £4,960

Wraxall and Failand Parish Council: £2,000

Sedgemoor District Council: £660

Mark Parish Council: £500

Badgworth Parish Council: £250

Personal donations: £130.00

**Total: £8,500**

North Somerset Council was asked to contribute but declined.

## **8. Reports from District Councillors**

### **Cllr Jan Barber, Youngwood Ward**

#### **Buses**

Please note that in my last report I mentioned that the Concessionary Bus Fare Scheme could only be used after 9.30 on a weekday morning from 1<sup>st</sup> April as part of the Budget, but this has since been changed back to the previous time of 9 am. It would have been too difficult for First Bus to accommodate a different system in North Somerset.

There is no prospect of any change to the route of the X9 so I have every sympathy with the residents of Hazelbury and Coombe Roads.

#### **Civil Parking Enforcement**

The Application Form is about to be sent off with a view to everything being in place for a start to the scheme in October. There were some interesting facts to learn at the meeting. These included that the motorway roundabouts belong to North Somerset but the slip roads belong to Highways England. There are 4502 parking spaces in pay and display car parks on 15 sites throughout the district, 3154 free parking spaces on 36 sites, and 'on street' there are 510 pay and display spaces and 825 free (but time limited) spaces. The car parks exempted from the scheme will be M5, Bristol Airport and Waitrose Car Park in Nailsea.

The benefits of CPE will be; a higher turnover of short stay spaces, better enforcement, less congestion as there is less circulatory traffic, consistency of enforcement, improved accessibility and improved customer focus. There will be 11 Civil Enforcement Officers increasing to 13 during the summer months.

## **NAILSEA TOWN COUNCIL**

### **Highways**

A new contract has been awarded to Skanska for road maintenance and this runs from 1<sup>st</sup> April for two years. The firm will care for 679 miles of roads. As well as maintaining the existing infrastructure, Skanska will support the Council to develop the highways network and deliver improvement projects including footpath resurfacing, road marking and emergency response winter repairs. A new contract jointly with BANES will be put out to tender at the end of the two year period, i.e. April 2018. Efficiency savings and best value will be achieved, hopefully, by collaborative working.

There is further money available from government for local highways maintenance capital funding and each local authority will be invited to complete a self assessment questionnaire in order to establish what share of the Incentive Fund it will be eligible for in 2016-17. The main criteria for success are the efficiency measures being pursued to enable the authority to receive its full share of the funding.

### **SPED Scrutiny Panel**

At the last meeting we were given presentations on Junction 21 Capacity, the South Bristol Link and Metro west.

#### **11. Consideration of a proposal by Churchill Retirement Living to transfer land on the southern part of their site to the Town Council**

In 2014 this land was offered at no cost to the Town Council which agreed in principle to take it over. The offer was subsequently withdrawn due to s106 negotiations with North Somerset Council. Churchill Retirement Living has now offered the land again to the Town Council. The area under consideration is at the southern end of the site between the temporary fencing and the pavement.

#### **12. To consider a proposal from North Somerset Council for the terms of granting a lease on the Skate Park to the Town Council**

The following has been received from the Asset Management Officer at North Somerset Council.

"The Council's holding service has confirmed that it would be prepared to grant a lease to the Town Council on the skate park. This being the case, I am prepared to recommend for approval a lease on similar principal terms to those granted to Clevedon Town Council in relation to the Salthouse Fields skate and wheels park, namely;

1. The lease to be granted for 25 years at a peppercorn rent
2. The property to be used as a skate park only.
3. The Town Council will be responsible for (1) the repair, maintenance and decoration (including boundary fences), (2) insurance and (3) all other outgoings related to the occupation of the skate park.
4. The provisions of sections 24-28 of the Landlord and tenant Act 1954 will be excluded from the lease.
5. The Town Council will reimburse this Council's reasonable surveyors and legal costs incurred in connection with the transaction."

#### **14. To consider a proposal for a statue of Adge Cutler in the town**

On 17 March Cllr Frappell and the Clerk met John Cutler, who is a nephew of Adge's. He said that November 2016 is the 50<sup>th</sup> anniversary of the first Wurzel's album, recorded at the Royal Oak Pub. He expressed concern that Nailsea is 'forgetting about Adge' and he would like to see a tribute in the form of a statue. He said that the bronze resin statue produced by Roy Cleeves is used by various bands at gigs, but Roy would be prepared for it to be put in a permanent location.

## **NAILSEA TOWN COUNCIL**

The Village Green and the Royal Oak Pub were both suggested as possible locations. Cllr Frappell said she would talk to the landlord of the pub.

In the context of the Hidden History concept there was also a discussion about remembering some of the old names in Nailsea, such as Cutler's Alley, part of which is now the path between King's Court and the RSPCA shop.

Cllr Frappell and the Clerk said they would take Mr Cutler's idea to the Town Council.

### **15. Item to Note**

- a) The following email was received by Cllr James Tonkin

"Good morning James, The below explains our project. Can I ask if you would be kind enough to pass this on to you contacts in the council at Nailsea and North Somerset. It would be wonderful to have some support from our council/councillors.

#### **'Over the Hill at Uphill'**

34 years ago in 1982 CID Officers from Weston Super Mare and Nailsea did a couple of sponsored challenges for military charities. We canoed the river Axe from source to sea and we rode tandems from Lands End to Weston

This year we have decided to recreate the team, with a couple of new members, (which also helps to bring down the average age!! ) On 7<sup>th</sup> May this team of 9, with ages range from the 30s to the 70s, will abseil 120 feet down the rock face of Uphill Quarry at WSM.

We are going to raise £10,000 for the Alzheimer's Society. This is the charity that provides care and support for those suffering from this disease and their families.

We have chosen this important charity because in recent years we have lost much loved family members and friends to this dreadful disease and we wanted to demonstrate our support of this charity and help them continue their vital work.

This is an important project and we will need the support of friends, families and colleagues old and new so that together we can achieve this goal. We also need the support of the wider community who want to recognise in a tangible way the work carried out by this charity.

To donate to this target please visit the teams Just Giving page  
<https://www.justgiving.com/Jonathan-Yabsley>

If anyone wants to know more about this project please contact Jon Yabsley on  
[yabbo@btinternet.com](mailto:yabbo@btinternet.com)

Please feel free to pass this message on to anyone who may wish to support this charity.

Best wishes Jon (Yabsley)"

### **16. Publications**

- a) Avon and Somerset Police and Crime Commissioner newsletter, Spring 2016  
b) Nailsea School newsletter, March 2016