



# HANHAM PARISH COUNCIL

## Minutes of the Hanham Parish Full Council Meeting held on Wednesday 8<sup>th</sup> January 2020 in the RIDGEWAY Room, Hanham Community Centre

MEETING COMMENCED AT 7.30pm.

**Present:** Chair-Councillor Ian Richardson

Councillors: June Bamford, John Ball, Bernard Jackson, Brenda Langley and Matt Pitts.

**Clerk:** Nicola Little.

Members of the public: 4

121.	<b>Apologies for absence</b>  Cllrs Jacqui Carley, Paul Glanville and Jason Pearce. Long term absence for Cllr Carley approved due to ongoing health issues.
122.	<b>Chairman's Remarks</b>  The Chair welcomed councillors and members of the public. The evacuation procedures in the event of a fire were relayed.
123.	<b>Declarations of Interest and requests for dispensations</b>  None.
124.	<b>Confirmation of Minutes</b>  The Chair asked that the minutes of the Full Council of 4 <sup>th</sup> December 2019 be approved. <b>Resolved:</b> That the minutes of the Full Council of 4 <sup>th</sup> December 2019 are approved as a correct record and signed by the Chairman with the following amendments; min ref 114. VE DAY Anniversary, remove wording ' <i>to arrange a community event</i> ' from line three replace with ' <i>that a community event was considered</i> '.
125.	<b>Adjourn for Public Participation</b>  Members of the public wished to speak about the following; REMEMBRANCE SERVICE- The following points were noted; - Differing opinions on the time of service being set for 11.00am on Remembrance Sunday, some felt it unnecessary to hold at 11.00am whilst others said this was significant and had been well attended by the younger age bracket since the changes. - The service should involve everyone and the time change had resulted in some of the Clergy being unable to attend and the youth groups were missed from the Methodist and Baptist Church. - Sadness expressed that fellow Christians cannot share in the event once a year and give up one church service and one member of the Clergy once a year on a three year

- rotation. The churches stance denied the wider community the chance to have a service at 11.00am
- If no compromise can be reached a secular act of service could be considered
  - Churches are keen to participate in the event however they had not been fully consulted, only told what was to happen and the Order of Service reflected this.
  - All parties involved in the Service of Remembrance need to work together and Hanham Parish Council should not arrange without consultation.

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CAROL SERVICE - The parish council were asked by one of the local clergy if they had any objections to a Christmas Carol Service being held in the memorial garden, possibly on 22nd December 2020. Councillors had no objections and pointed out that the land did not belong to them, however permission had already been sought from Hanham Community Centre.

YOUTH CLUB, reports of illegal parking in the community centre by parents of youths using the centre.

Councillors are unable to assist this is a private car park.

YOUTH CLUB, swing barrier attached to the wall of the community centre that allows access to the car park at the rear of the library and youth centre is being closed most evenings preventing the community centre access. This is being used as an outdoor activity area in addition to the basketball court. Has permission from South Glos Council been granted for this?

District Councillor issue, and they will look into this.

FRIDAY NIGHT PROJECT, a former District and Hanham Parish Councillor addressed the council. The history of the project was explained and grave concerns were expressed regarding the proposals from Creative Youth Network to change the night, content and reduce numbers.

The presentation given at a past meeting to the two parish councils by different CYN staff was remarkably different in content. This had led to some confusion over a joint agreement on the future of the project moving forward.

Report from District Councillors  
Nothing to report.

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**126. Meeting Reconvened**

**127. Remembrance Day Service in Hanham**

Cllr Ian Richardson responded to the comments made during public participation at the December 2019 meeting. An apology had been emailed to the Chair following some comments made during public participation at the December meeting. This was gratefully acknowledged. The Chair also took the opportunity to apologise for the mix up over the wreath orders and the error in the Order of Service.

The involvement of the parish council was explained. Following the withdrawal of support from the British Legion no one group wanted to take on the responsibility of organising the Remembrance Service. Cllr Ian Richardson had offered his services with the agreement

of the parish council. It was not his intention to cause any upset and he had thought that everyone was on board with the decision to continue with 11.00am service and that Rev Charles was willing to participate in the service with the agreement/support of other local Clergy.

Due to the complaints received the decision of this council was how to move forward.

Cllr June Bamford had grave misgivings about the continued support of the parish council for this event, which would commit future councillors.

Motion: put by Cllr J Bamford..... to relinquish the lead co-ordinators role and hand the Remembrance Day arrangements back to the local churches and the parish council would offer assistance if required.

Seconded by Cllr Ian Richardson.

Put to the vote. 1 in favour,4 against, NOT CARRIED.

Councillors held a general discussion, the majority felt that the parish council should play a role but no one person should be in control and this should be a combined effort with all parties. It was hoped that there would always be a religious element within the Remembrance Services.

**Resolved:** Cllr Ian Richardson will be the point of contact for the parish council and will work jointly with Hanham Community Centre and Rev Peter Cook who will represent the local Clergy on this issue. The matter of the 11.00am start will remain in place until a meeting takes place later this year with the above named when this can be discussed.

128.

**Planning Matters**

- a) No planning applications to consider.
- b) None.

129.

**Finance**

- a) The Chair provided a verbal report. All current expenditure is within budget.

**Balances of accounts  
As at 8<sup>th</sup> January 2020**

	£
H.S.B.C. Treasurers Account	43.45
H.S.B.C. Money Manager Account	56,470.39
H.S.B.C. Election Account (earmarked reserves)	21,825.36
H.S.B.C. High Interest bond (earmarked reserves)	11,800.16
Nat West Community Fund	<u>50,168.65</u>
	140,308.01

- b) **Resolved:** payments approved from the schedule provided, along with the following late invoices.
  - Hanham Community Centre, room hire £192.00
  - Creative Youth Network, Friday Night Project Jan to March 2020, £937.50
  - Friends of Hanham Churchyard, annual donation, £30.00

<p><b>130.</b></p>	<p><b>Internal Audit Report</b></p> <p>The report from the internal audit dept. at SGC was presented to full council. Councillors noted that a High Standard had been achieved with significant strengths to be commended. The Clerk was given thanks for the work undertaken in achieving this. There were two advisory points for the Clerks attention;</p> <ul style="list-style-type: none"> <li>• the hazards when undertaking the inspection of the bench seats and bus shelters should be defined.</li> <li>• An up to date DSE assessment should be completed by the Chair and Clerk at the next risk assessment for Clerks home working.</li> </ul> <p>The Clerk addressed the council on one key action that had been identified</p> <ul style="list-style-type: none"> <li>• The Council must endeavour to reduce the general reserves it has accumulated.</li> </ul> <p>The internal auditor had explained to the Clerk that due to the above one of their ‘controls’ relating to adequate reserves against budgetary requirements could only be recorded as partially achieved. This could have serious implications to the council at year end as new regulations were being put in place meaning that future controls could only be recorded as achieved or failure to achieve.</p> <p>The Clerk reiterated to council the serious implications of this; the matter had been raised in the past and duly minuted. It was the councillors’ responsibility to address the position as the Clerk could not be held accountable if councillors refused to spend reserves.</p> <p>A discussion took place and it was agreed that this needed urgent attention.  <b>Resolved:</b> Councillors J Ball, J Bamford, B Jackson, B Langley, M Pitts and I Richardson will arrange an informal meeting to come up with some suggestions for expenditure. This will then be determined at full council in February.  Clerk will contact the internal auditor to ascertain if an action plan for expenditure will be acceptable for the end of year audit requirements.</p>
<p><b>131.</b></p>	<p><b>Revised Code of Conduct</b></p> <p><b>Resolved:</b> Revised code of conduct approved as recommended by the Committee for Standards in Public Life, SGC.</p>
<p><b>132.</b></p>	<p><b>Street Cleansing Services</b></p> <p>Cllr June Bamford spoke again about her concerns at the amount of litter in certain areas of Hanham. She asked councillors to consider buying back some additional services from South Glos Council for a cleansing operative a few hours a week.</p> <p>Enquiries had already been made with Gary Meddick, StreetCare Operations Manager and he had been able to provide hourly rates for additional services.</p> <p>Councillors wish to satisfy themselves that as to what cleansing services and standards SGC were providing in Hanham at present. It was felt that a member of the cleansing team should be invited to the next parish meeting.</p> <p><b>Resolved:</b> Clerk to contact Gary Meddick and invite him to the next meeting of the parish council.</p>

133.	<p><b>Friday Night Project</b></p> <p>Councillors considered the request from Hanham Abbots PC to form a working group with representatives from both parish councils to discuss the proposals for change.</p> <p><b>Resolved:</b> Request approved, representatives will be Cllrs John Ball, June Bamford, Brenda Langley and Bernard Jackson. Meeting set for Thursday 16<sup>th</sup> Feb at 7.00pm in the Ridgeway Room, Hanham Comm Centre. Clerk to liaise with Claire, Clerk to HAPC</p> <p><b>Resolved:</b> The Clerk was asked to contact Hannah at CYN to obtain a concise list of changes that they would like the parish councils to consider.</p>
134.	<p><b>Matters Arising from Previous Meetings</b></p> <p>a) Newsletter. Ongoing, draft to be prepared.</p> <p>b) Councillor Vacancy, Mount Ward. Closing date for a bi-election request with electoral services 9<sup>th</sup> January 2020. If council can co-opt this will take place at the February meeting of Hanham PC. Matter ongoing.</p> <p><b>Resolved:</b> Process for future co-options approved in line with SLCC template.</p> <p>c) Memorial Garden, maintenance. Ongoing, Tina Rainey at SGC had yet to confirm when the schedule of works will begin.</p> <p>d) Swift Sports Coaching. Councillors will consider funding this as a sole venture; this depends on costs and venue.</p> <p><b>Resolved:</b> Clerk to contact Swift Sports to clarify costs and their willingness to continue with events in Hanham</p> <p>e) VE Day 75<sup>th</sup> Anniversary Celebrations. Cllr Ball reported that, after further enquiries, it was too late to arrange a community event. A lot of trades' people that had been approached already had commitments at other VE Day events. A discussion took place regarding the installation of an established tree and plaque to mark the event instead. It was suggested that the roundabout on the junction of High Street/Memorial Road could be an option.</p> <p><b>Resolved:</b> Clerk to contact Lee Hayward at SGC to discuss options. Matter ongoing</p>
135.	<p><b>Reports from Parish Council representatives from other meetings</b></p> <p>Cllr Jackson – High Street Traders Meeting. Cllr Jackson- Hanham Comm Centre Board of Trustees meeting.</p>
136.	<p><b>Correspondence from South Gloucestershire Council</b></p> <p>None</p>
137.	<p><b>Correspondence from other sources</b></p> <p>a) Email from Hanham Abbots PC giving thanks for the £500.00 contribution towards Hanham Common Fayre.</p>
138.	<p><b>Members points of information</b></p> <p>Cllr B Jackson wanted to thank councillors who assisted with the Xmas Fair in the High Street and for the continued public support.</p>
139.	<p><b>Date of next meeting</b></p>

	Next planned meeting of the Full Council, Wednesday 5 <sup>th</sup> February 2020 at 7.30pm in the Whittuck Room, Hanham Community Centre.
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Meeting ended at 9.00pm

Chairman .....