

## **Council & Committee Membership 2021-22.**

**\*\*Rachel Batchelor resigned from the Council August 2021.**

### **COU11/21: To appoint committees.**

**RESOLVED:** that members be appointed to committees as follows:

**Amenities & Properties Committee:** Chair & Vice-Chair of Council, Graham Humphreys, David Crossman, Wendy Griggs, Robert Jenner, Steve Lister (**joined Jan 22**), Massimo Morelli and Caroline Sheard (**left planning and joined Amenities March 22**).

**Finance, Personnel & Administration Committee:** Chair & Vice-Chair of Council, David Crossman, Massimo Morelli, Graham Humphreys, Peter Lomas, Jessie McArdle and Roger Wood.

**Planning Committee:** Chair & Vice-Chair of Council, David Crossman, Graham Humphreys, Steve Humphrey (**joined March 22**), Robert Jenner, Steve Lister (**joined Jan 22**), Peter Lomas, Steve Phippen, Bryan Thomas and Roger Wood.

**Personnel Sub-Committee:** Chair and Vice Chair, David Crossman, Peter Lomas and Jessie McArdle.

**Yatton Parish Council members of the Cadbury Hill Joint Management Committee:** David Crossman, Jonathan Edwards and Graham Humphreys. Congresbury members Guy March, Arthur Hacking and Laurie Freeman.

### **COU12/21: Appointment of working groups.**

**RESOLVED:** that members be appointed to working parties as follows:

**New Cemetery Working Group:** David Crossman, Jonathan Edwards, Graham Humphreys, Robert Jenner and Chris Jackson.

**Wakedean Gardens Working Group:** Wendy Griggs, Caroline Sheard, Roger Wood, Massimo Morelli, Chris Jackson and Steve Phippen.

**Public Transport Working Group:** Jonathan Edwards, Caroline Sheard, Bryan Thomas and Roger Wood.

**Road Safety Working Group:** David Crossman, Chris Jackson, Jonathan Edwards, Caroline Sheard, Steve Phippen, Bryan Thomas and Roger Wood.

**Play Area Working Group:** Robert Jenner, Massimo Morelli and Graham Humphreys.

**Hangstones Pavilion Alterations Working Group:** Jonathan Edwards, Robert Jenner, Peter Lomas, Graham Humphreys and David Crossman.

**New Allotments Working Group:** Robert Jenner and Bryan Thomas.

**New School Working Group:** Caroline Sheard, Steve Phippen and Bryan Thomas.

**Technical Support Working Group:** Peter Lomas, Chris Jackson, Steve Phippen, Jonathan Edwards and Robert Jenner.

**Joint New Medical Centre Working Group:** Yatton members - Wendy Griggs, Steve Phippen, Caroline Sheard, Chris Jackson, Jonathan Edwards, Peter Lomas and Bryan Thomas. Congresbury members TBA.

**Climate Emergency Working Group:** Jonathan Edwards, Caroline Sheard, Bryan Thomas, Massimo Morelli and Roger Wood. Formed Sept 19

**Station Footbridge Roof and Cycle Ramp Working Group:** Jonathan Edwards, Chris Jackson, Peter Lomas and David Crossman. Formed Sept 19.

**Christmas Lights Working Group:** Caroline Sheard and Graham Humphreys. (created FC March 2020).

**North End Gateway and Roundabout Working Group** – Jonathan Edwards, Chris Jackson, Bryan Thomas and Roger Wood. (created 5<sup>th</sup> Oct 2020 Planning).

**Hangstones Emergency Base Working Group** – Jessie McArdle, Steve Phippen and Bryan Thomas. (created Jan 11<sup>th</sup> 2021).

**Library Strategy Working Group** – Caroline Sheard, Chris Jackson and Jessie McArdle. (created May 2021 FC).

**CIL Ideas Consultation Working Group** – Jonathan Edwards, Peter Lomas, Chris Jackson, Jessie McArdle and Massimo Morelli. (created Sept FC 2021).

**Platinum Jubilee Working Group** - Graham Humphreys, Steve Humphrey and Jessie McArdle (created FC March 2022)

**COU14/21: Representatives on outside organisations.**

**RESOLVED:** that representatives be appointed as follows:

Bristol Airport Consultative Committee: Roger Wood

Strawberry Line Management Committee: Jonathan Edwards and Bryan Thomas.

YACWAG: Roger Wood.

Yatton PACT: Caroline Sheard and Bryan Thomas.

Yatton Village Hall Management Committee: Wendy Griggs.

ALCA: Jonathan Edwards.

North Somerset Flood Risk Action Group: David Crossman.

North End Steering Group: Jonathan Edwards and Chris Jackson.

North Somerset Cycle Forum: Jonathan Edwards.

PCAA: Bryan Thomas and Roger Wood.

Yatton United Charities: David Crossman, Wendy Griggs, Graham Humphreys..

**CPRE ??**

Dear Practice Manager,

We are concerned, as representatives of the parish of Yatton, that many residents are having serious difficulties booking appointments. We realise that these continue to be difficult times for healthcare professionals, but many people are saying that getting an appointment appears to be needlessly complicated. Patients are told that they cannot book follow-up appointments even when told to do so by their GP; that they are unable to get through to the surgery on the telephone; or that filling in the online contact form is ineffective.

We wonder if it would not be possible to make the booking system less difficult to use, so that even if appointments are scarce patients are able to find out the situation quickly and without so much additional stress.

Yours faithfully,

DRAFT

# Yatton Parish Council

## Development Programme for Land Owned by North Somerset Council: Consultation Response

We applaud North Somerset Council's intention not to replicate, in its Development Programme, what the private sector is doing. In our parish, the private sector has delivered cramped, identikit, isolated housing estates of questionable build quality that fail to embody the majority of currently accepted standards of sustainability. Anything that moves us away from this "pile 'em high, flog 'em cheap, ignore the environment" approach is to be welcomed.

We would like to see more emphasis in the Development Programme for the simultaneous creation of sustainable travel options for residents. It is all very well building green homes, but if the only way the people living in them can get to shops, employment and recreational facilities is by car, many of the sustainability benefits are nullified. Sustainable travel options must include public transport; North Somerset has a large population of older people in whom "the prevalence of various diseases is set to increase, particularly in the older ages, specifically for chronic obstructive pulmonary disease, diabetes, cardiovascular disease, which includes stroke and coronary heart disease, hypertension and dementia." (North Somerset Council Joint Strategic Needs Assessment: Changing Population, 2015). This sector of the population will therefore become less and less able to walk or cycle to facilities and must not be left lonely and isolated by the absence of public transport.

We are pleased to see that there is no land owned by North Somerset Council that is designated for development within our parish. Inclusion of unsuitable sites in our parish in previous North Somerset plans has been disastrous; an example is the land at Moor Road, Yatton, that was the subject of a recent successful planning appeal. Watching the North Somerset barrister trying to defend the decision to refuse planning consent when the site was already designated for development in the Council's own Site Allocations Plan was interesting – in all the wrong ways.

The removal of land at Mendip Road, Yatton from the development list is welcomed. Part of this land is to be used as a desperately needed cemetery and the rest of it would ideally remain as one of the few surviving green spaces in the more built up parts of the parish. Yatton Parish Council would be interested in taking over ownership and management of the land to protect it for future generations, subject of course to full negotiation and democratic process. It is of great importance to avoid the loss of any more green space within the settlement boundaries of Yatton and Claverham; these two supposedly rural village settlements have just 4.8% of their land area as public green space. Compare this with Bristol, which has 6.8%, and is considered to be one of the worst places in the country for green space (Ordnance Survey, 2017).



## **Yatton Parish Council**

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*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

## **STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2022.**

### **SCOPE OF RESPONSIBILITY**

Yatton Parish Council is a local authority funded largely by public money and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Yatton Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2022 and up to the date of approval of the annual accounts and accords with proper practice as set out in the Practitioners' Guide *Governance and Accountability in Local Councils* (2021 Edition).

### **THE INTERNAL CONTROL ENVIRONMENT**

#### **The Council**

The Council reviews its obligations and objectives and approves a budget for the following year at its December or January meetings. The meeting of the Council on 11 January 2021 approved the level of precept for the following financial year.

The Council has appointed a Finance, Personnel and Administration Committee. The Committee met seven times in the year ended 31 March 2022. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters, policy and procedure. The minutes of the meetings of the Committee are circulated to all members of the Council.

The Full Council normally meets six times each year, in 2021-22 it met six times.

Some Committees have delegated powers to incur expenditure within their budgetary provision. Expenditure on any single item of more than £5,000 must be authorised by Full Council. The Clerk has delegated authority to incur expenditure of up to £1,000 on urgent issues including health and safety matters. This would be after consultation with the Chair of Council or Chair of appropriate Committee.

The Council carries out regular reviews of its own internal controls, systems, policies and procedures.

### **Clerk to the Council / Responsible Financial Officer**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

### **Payments**

All expenditure must be authorised by the Council, or by a committee having delegated authority, or (as set out above) by the Clerk after consultation with the appropriate Chair. All one-off items of expenditure over £50, other than out of petty cash, must be recorded on an official purchase order form, with the list of order numbers recording the Minute number of the authorising committee where possible. The list of orders is available for inspection by any member of the Council on demand.

All receipts and payments are reported to the Council. Two members of the Council must sign every cheque or order for payment. The signatories check each cheque against the relevant invoice (which has already been signed by the Clerk), sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No member of staff of the Council can make payments (other than out of petty cash and via the capped debit card) or sign cheques. The debit card facility was important to the continued smooth running of the Council for many items can be more cost effective to purchase on-line.

In addition, two nominated members perform a three monthly sample check of one invoice, following the paper trail from the decision to incur the

expenditure, through the placing of an order, receipt of an invoice, authority for payment and final payment. The nominated members also check the monthly bank reconciliation and petty cash reconciliation. The final check for year end 2022 has taken place, carried out by the Chairman and Vice Chairman of the Finance Personnel and Administration Committee.

### **Contracts**

In March 2009 the Council adopted a Procurement Policy which sets out the tender or quotation requirements for contracts of differing amounts. A review took place in November 2021 of Standing Orders, Financial Regulations and the Procurement Policy due to the Public Contract thresholds and as good practice.

### **Risk Assessments / Risk Management**

The Clerk will report on risk assessment to the Finance, Personnel & Administration Committee or Full Council at least once a year generally prior to a new council year ( February 2022).

### **Internal Audit**

The Council has appointed an independent internal auditor who has reported to the Council on the adequacy of its records, procedures, systems, internal control and risk management.

### **External Audit**

The Council's external auditors, PKF Littlejohn LLP for 2021-22, submit an annual Certificate of Audit, which is presented to the Council.

### **Review of Effectiveness**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.

\_\_\_\_\_  
(Chairman)

\_\_\_\_\_  
(Responsible Financial Officer / Clerk)

Approved and adopted by Yatton Parish Council

16th May 2022



## Yatton Parish Council

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### TERMS OF REFERENCE OF COMMITTEES

**Additions and changes 2021-22 in red.**

**(Adopted by Yatton Parish Council, 20 April 2009, as amended & agreed 10 May 2010, 16 May 2011, 14 May 2012, 9 May 2016, May 6<sup>th</sup> 2021 and May 16<sup>th</sup> 2022.**

#### **Matters Reserved to Full Council**

The following matters are reserved to Full Council (where appropriate, on the recommendation of a committee):

- The approval of the Council's annual budget and the setting of a precept
- The approval of the Council's Statement on Internal Control
- The approval of the Council's annual accounts
- The consideration of the external auditor's report where the auditor requires it to be considered at a meeting of the Council.
- Any decision to borrow money or to apply for permission to borrow.
- The passing of a resolution to make the Council eligible to exercise the general power of competence.
- The incurring of expenditure, whether included within budgetary provision or not, on any individual item or contract in excess of £5000.
- Any variation or waiver of the Council's procurement policy.
- The co-option of a member to fill a casual vacancy or the appointment of additional members.
- The appointment of the Clerk



## **FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE**

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

### **Responsibilities common to all committees:**

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council.
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.

### **Responsibilities specific to this committee:**

This committee has delegated responsibility for the overall management of the council's finances and any other matter which does not fall within the scope of any other committee and is not reserved to Full Council.

- To deal with personnel matters including those allocated to the committee by the Council's Grievance and Disciplinary Procedures
- To appoint staff (other than the Clerk) and determine and review their terms and conditions of employment.
- To manage the Parish Office in Hangstones Pavilion.
- To propose the Council's annual precept and obtain Full Council approval for it.
- To ensure that an adequate and effective system of internal audit of the council's records and control systems is maintained as required by the Accounts and Audit Regulations
- To implement an annual salary review for parish council employees, giving due regard to staff development and NALC guidelines.
- To review regularly in conjunction with the RFO, the council's insurance arrangements ensuring that the property and risks are adequately insured. To review annually the Parish Council's Risk including all Assessments.
- To review the effective operation of the council, its policies and procedures, including maintaining Quality Parish Council status.
- To develop communications with the electorate and other partners (other than on strategic planning matters)
- To authorise payments in cases of urgency or where it is inconvenient to await the next meeting of full Council.
- To make grants to organisations working for the community in Yatton and Claverham

## **AMENITIES AND PROPERTIES COMMITTEE**

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

### **Responsibilities common to all committees:**

- To be responsible for compiling its annual budget .
- To present and obtain approval for its annual budget from the Finance, Personnel and Administration Committee and then from Full Council.
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.

### **Responsibilities specific to this committee:**

In accordance with council policy this committee has delegated responsibility for all matters relating to land and buildings owned or leased or managed by the Council (other than the Parish Office in Yatton Library and Cadbury Hill), including:

- Hangstones Queen Elizabeth II field, play area and pavilion.
- Broadcroft field and play area.
- Rock Road field and play area and the interests of the Parish Council as lessor of part of the land.
- Glebelands, the Village Green and the parish car park.
- the War Memorial and gardens.
- Mendip Road allotments.
- Arnolds Way Allotments (once opened).
- Rectory Way burial ground.
- Streetlights owned by the Council.
- Christmas lights and decorations.

as well as tools and equipment used in the maintenance of its amenities and properties.

## **PLANNING COMMITTEE**

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

### **Responsibilities specific to this committee:**

In accordance with council policy this committee has delegated responsibility for all matters relating to planning and the environment (except where these relate to land owned, leased or managed by the Council) and for community services such as community consultation and strategic community planning.

- To respond to North Somerset Council on any matter relating to planning applications/development control; and
- To encompass all areas pertaining to planning which affects Yatton Parish.
- To be responsible for the development and promotion of strategic policies concerned with national and local government plans and initiatives such as the Transport Plan, Local Plan, waste strategy, sustainable development, etc.
- To be responsible for all matters relating to public footpaths and bridleways, public transport and the condition of highways infrastructure not owned by the council.
- Any matters relating to the Yatton & Claverham Neighbourhood Plans that are not required to go to Full Council.

## **WORKING GROUPS**

(Note: working parties do not have the power to make decisions on behalf of the Council, to make policy on behalf of the Council, to make commitments on behalf of the Council or to incur expenditure)

### **NEW BURIAL GROUND WORKING GROUP**

To consider and make recommendations to Full Council on any matter relating to a possible new burial ground.

### **YATTON NEIGHBOURHOOD PLAN WORKING GROUP.**

To consider and make recommendations to Full Council/Planning Committee on any matter relating to the Yatton Neighbourhood Plan.

### **WAKEDEAN GARDENS WORKING GROUP.**

To consider and make recommendations to Full Council/Planning Committee on any matter related to Wakedean Gardens.

### **PUBLIC TRANSPORT WORKING GROUP.**

To consider and make recommendations to Full Council/Planning Committee on any matter related to Public Transport.

### **BUSINESS SUPPORT WORKING GROUP.**

To consider and make recommendations to Full Council/Planning Committee on any matter related to supporting and encouraging businesses within the Parish.

**ROAD SAFETY WORKING GROUP**

To consider and make recommendations to Full Council on any matter relating to road safety in the parish.

**PLAY AREA WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to play areas.

**HANGSTONES ALTERATIONS WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to Hangstones alterations.

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**NEW ALLOTMENTS WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to the new allotments on Arnolds Way.

**NEW SCHOOL WORKING GROUP**

To consider and make recommendations to Full Council on any matter related to the new school on Chestnut Park.

**TECHNICAL SUPPORT WORKIN GROUP**

To assist the Clerk on any matters of a technical matter as required.

**JOINT NEW MEDICAL CENTRE WORKING**

To consider and make recommendations to Full Council/Planning Committee on any matter related to the new proposed medical centre.

**CLIMATE EMERGENCY WORKING**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to climate emergency.

**STATION FOOTBRIDGE ROOF & CYCLE RAMP WORKING**

To consider and make recommendations to Full Council/Planning Committee on any matter related to the station footbridge roof and cycle ramp.

**CHRISTMAS LIGHTS WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to the Christmas Lights display.

**HANGSTONES EMERGENCY BASE WORKING GROUP**

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to using Hangstones Pavilion as a base during an emergency.

**PLATINUM JUBILEE WORKING GROUP**

To organise a 'Picnic in the Park' event on Hangstones in celebration of the Queens Platinum Jubilee to be held in July 2022. To report back to the Amenities & Properties Committee/Full Council/Finance Committee as required.

**LIBRARY STRATEGY WORKING GROUP**

To work with North Somerset Council Library Service on the strategy and make recommendations as required to Amenities & Properties Committee/Full Council.

**CIL IDEAS CONSULTATION WORKING GROUP**

To organise the consultation and collate the responses then make report back to Full Council/Finance, Admin & Personnel Committee.