

# STOWEY SUTTON PARISH COUNCIL

Minutes of the Parish Council meeting held at  
7.30pm on Wednesday 1<sup>st</sup> November 2017, The Link, Bishop Sutton  
[www.stoweysuttonParish Council.org](http://www.stoweysuttonParish Council.org)

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Present: Councillors K Betton (Chairman), H Clewett (Vice Chair), M Arnold, L Kingston, E Balmforth, E Daly,  
P Gleave, And J Knibbs,  
Temporary Clerk: J Bryant  
Also in attendance: 1 member of the public

126/17-18 **Extraordinary Motion**

To appoint Miss Jo Bryant, professional administrator to take the minutes for the 1st November 2017 Stowey Sutton Parish Council Meeting.

**RESOLVED** that Miss Jo Bryant will take the minutes for the 1<sup>st</sup> November 2017 Stowey Sutton Parish Council Meeting.

127/17-18 **Apologies for absence**

Apologies were received from Cllr Brookes and accepted.

128/17-18 **Public Participation**

Members of the public and press were invited to address the Chairman with questions or observations within the jurisdiction of the Parish Council.

1 member of the public attended this month's meeting.

129/17-18 **Confirmation of Minutes**

October Minutes held incorrect attendance of Cllr Balmforth, and have been amended.

October Minutes indicated landowner was clearing overgrown trees, was B&NES. Amendment made.

The minutes of the Parish Council Meeting held on 4th September 2017 were approved.

130/17-18 **Declaration of interest**

Cllr Betton declared a non-pecuniary interest in item 18i of the agenda as he knows one of the candidates.

131/17-18 **Chairman's Report**

- i. Note that two vacancies on the Parish Council remain and interest in co-option is invited.
- ii. Consider correspondence from resident regarding dog fouling and parking along Wick Road.
  - a. Council discussed referring initially to dog warden and explore cost of bin schemes, either through the PC or business sponsorship. Believed adequate bins present and council should place a notice in the Parish Magazine highlighting bins and their appropriate use.

**RESOLVED: Parish Magazine notice to be placed and engage with dog warden for potential schemes**

- b. A Cllr has visited other parishes to gain ideas for appropriate parking deterrents. Suggested council should write to B&NES parking enforcement asking for a team to make a recommendation for School and Pre-School areas. It was suggested that much parking is school related and therefore council should also write to or approach the school to discuss further.

**RESOLVED:** Engage with school and write to B&NES Highways to discuss possible parking restrictions.

132/17-18 **Planning**

- A. There are no planning applications this month.
- B. Note the following planning decisions:-
  - i. 17/03931/FUL - 7 Highmead Gardens Bishop Sutton, Erection of single storey rear extension (retrospective). – **PERMIT**.
  - ii. 17/03505/FUL - Fairhaven The Street Bishop Sutton, Erection of eight two-bedroom cottages following demolition of two existing dwellings – **WITHDRAWN**.
  - iii. ADD - 43 Woodcroft, Bishop Sutton, Clearing of the earth mound at the front of the property and creation of a hardstanding for parking – **PERMIT**.

**Community Engagement Working Party updates**

Updated received from Community Engagement Working Party.

i. **The Play Provision Project**

Working Party met with Orchard Close residents. Four properties were represented. All residents supported in principle the play provision but had concerns about proximity to their homes given recent increase in anti-social behaviour nearby. Working Party proposed an alternative layout for the recreation ground project. Residents were pleased their concerns had been heard and supported the alternative proposed layout.

A copy of the alternative plan has been sent to the cricket club for consideration. This plan will give them a larger boundary area. No comment has yet been received.

Following advice from Primrose Garden Maintenance, A Cllr has walked on recreation field this week and does not believe it will need reseeding as it appears to be recovering well naturally. Cricket club will not be using for 2018 season so suggest revisit position in spring.

**RESOLVED:** Proposal to defer decision to re-seed recreation field until spring agreed.

Aim is for 106 monies to be committed by financial year end. Nil spend against contingency fund at this time. If all in agreement that new plan is the way forward B&NES will need to be updated. Still require costs from B&NES for them managing tender process.

**RESOLVED:** Cllr Clewett to ask for costing from Jane Robson BANES for her managing tender process and allocation of tender to the appointment of the successful contractor

ii. **The Community Library Consultation**

Meeting held 13<sup>th</sup> October 2017 with Libraries/SEND Partnership Service at B&NES and Rev John Miles. Broadband options and Community Hub discussed but advice was to focus on a community library at this time. If we have shelves we can be stocked up with books by Christmas. Community Hub remains future vision. Working Party needs to look at Policies, Procedures and Insurance next as it is assumed the Council will be responsible for the running of the library service and managing the volunteers. A good article was written in the Chew Valley Gazette this month regarding this project.

**RESOLVED:** Working Party to meet again and investigate Policies, Procedures and Insurance for Council to run Community Library.

**Chew Valley Transport Strategy**

Stowey Sutton Parish Council have reviewed the Chew Valley Transport Plan and broadly support its aims of improving access to public transport links to urban centres for commuting and social purposes.

Stowey Sutton Parish Council are particularly pleased with the aim stated in paragraph 4 of section 6 "Conclusions" which echoes Stowey Sutton Neighbourhood Plan Action Policy **SSRT01 Public Transport**

*The Neighbourhood Plan supports improving the availability of public transport both for the purpose of commuting to work outside of the parish and for general social use such as for journeys between local villages. Specifically, a viable link to services facilitating commuting to local urban centres to be developed using funding from CIL and grants where available.*

Stowey Sutton Parish Council specifically encourage provision of a "mini bus" service from the Chew Valley to the A37 transport links as a matter of urgency.

Stowey Sutton Parish Council are also pleased with the aim stated in paragraph 6 of section 6 "Conclusions" which echoes Stowey Sutton Neighbourhood Plan **Action Policy SSRT05 Cycle and Walk for Recreation**

*The Neighbourhood Plan supports provision of safe and accessible walking and cycling facilities for leisure purposes. For example the leisure opportunities already available at Chew Valley Lake need to be optimised by the provision of a safe cycle and footpath route that provides improved access to the lake, whilst avoiding any detrimental impacts on the special nature of the designated Special Protection Areas and Special Area of Conservation. Reference policy SSRT03.*

Stowey Sutton Parish Council would request that further consideration is given to Neighbourhood Plan Action Policies SSRT03 & SSRT04 as they echo similar concerns to those identified in paragraph 7 of section 6

"Conclusions" for Clutton, Temple Cloud and Pensford.

### **SSRT03 Footpaths**

*The Neighbourhood Plan supports improvements to existing footpaths and the provision of safer and more extensive footpaths throughout the village and parish, including pedestrian friendly access to:*

- *The Herriotts Mill area which contains a farm shop, restaurant and children's leisure area.*
- *Bishop Sutton village, site of a Church and an extensive retail outlet.*
- *Chew Valley Lake area, providing extensive leisure facilities, a tea room and a farmers market. This will be promoted through the use of funding from CIL and grants where available.*
- *Extend and upgrade the footpath along the A368 linking the villages of Stowey & Bishop Sutton*

### **SSRT04 Safe Road Crossing**

*The Neighbourhood Plan supports provision of safe road crossing facilities at relevant points throughout the village and parish. This is essential given the likely increase in both vehicular and pedestrian traffic arising from the newer housing developments.*

*Sites with a high footfall together with busy junctions like the junction of the A368 and Sutton Hill road, the junction of A368 and Bonhill Road and popular crossing points such as the area around the School entrance(s), as well as social and meeting places like the Bishop Sutton Village and Methodist halls, should be considered for the provision of safe pedestrian crossings. To be promoted using funding from CIL and grants where available.*

Stowey Sutton Parish Council would like their previously stated request to extend the 30mph speed limit on the Stowey side of the A368 from Bishop Sutton to restore the buffer that existed prior to the expansion of the housing development boundary created by the Oak Park / Summerleaze development, as is references in delivery plan point CV2 for Chew Magna.

Stowey Sutton Parish Council would support the introduction of free school transport for students aged 16+, we believe that this would reduce the use of private car trips at peak times to Chew Valley School.

Stowey Sutton Parish Council believe increased priority should be given to creating safe walking & cycle routes to schools.

Stowey Sutton Parish Council encourage B&NES to work with haulage companies to create safe routes for heavy goods vehicles to reduce traffic through Bishop Sutton and other Chew Valley villages where pavements are narrow with young children, the elderly & people using wheelchairs or pushchairs at risk.

Finally, Stowey Sutton Parish Council would like to draw attention to the error which has led to only the first line of the relevant action policies from the Stowey Sutton Neighbourhood Plan being displayed at section 3.4.3 of the draft Chew Valley Transport Strategy, such truncation lessens the impact of these policies which were overwhelmingly supported by our residents at the Neighbourhood plan referendum.

135/17-18

### **Crime Update**

A Cllr reported on a number of attempted and successful break-ins in the Church Road area of Bishop Sutton, primarily in outbuildings, for approximately past 8 weeks. Parishioners requested this item be added to agenda for discussion. Parishioners keen to engage with police for assistance in making safe their properties and discouraging this activity. They request support of Parish Council in setting this meeting up.

**RESOLVED:** Clerk to invite the local police beat team to attend a future Parish Council meeting to give general advice to residents.

136/17-18

### **District Councillor's Report**

District Councillor has just attended the joint Spatial Planning meeting where through a duty to cooperate with Bristol B&NES is obliged to accept an increase in the proposed number of houses to 14,500 in the period up to 2036.

In the main the bulk of the houses will be located in Keynsham and Whitchurch with a proviso of supporting infrastructure being introduced before development. There is a residual of 700 houses that are yet to be given a site allocation and there is a suggestion this figure may be shared across the rural villages.

Responses to public consultation will determine whether this will be seen as acceptable. It should be acknowledged that sites previously put forward have either been refused through the planning appeal process or by the Secretary of State.

Cllr's Clewett and Brookes attended B&NES Housing session mid-September which reinforced the above.

137/17-18

#### **Christmas Tree**

Consideration given to request for £110 towards the purchase of a 22-foot Christmas tree and lights by the Village Hall Committee members and friends. Proposal is to erect the tree opposite the post office on or around 2<sup>nd</sup> December 2017.

Note a second tree is to be provided by a villager to be positioned at the junction of Wick Road and Woodcroft. Assurances given by village hall committee that permissions will be obtained from Curo for this tree.

**RESOLVED:** £110 approved towards purchase of Christmas tree and lights as requested by the Village Hall Committee members and friends

138/17-18

#### **Hedgerows, Roads, Pavements, Ditches and Drains**

A grate has now been created for the open drain (non-standard size) in Church Lane and will be installed by B&NES Council.

139/17-18

#### **Footpaths**

Correspondence received from visitor to the parish in relation to a footpath at Cappards Road. The visitor believed householder was obstructing access to a footpath with a gate. A Cllr has visited the location and does not believe there has been a deliberate attempt to block access. Gate is obstructed with brambles but is otherwise easily accessible. Small footpath signpost has been broken and needs replacing. A Cllr will trim the bramble personally and engage with the householder regarding ongoing maintenance.

**RESOLVED:** Clerk to write to B&NES to request replacement footpath sign. Clerk should respond to complainant with update on action council are taking.

140/17-18

#### **Finances**

**RESOLVED** that Stowey Sutton Parish Council has:

- i. Noted purchase of replacement battery and pad pack for Parish defibrillator.
- ii. Noted receipt of the Financial Statement and cheques for signature.
- iii. Noted receipt of the bank reconciliation – item deferred.

The details of the current financial situation were reported. Noted by all, no objections. All in agreement that £110 for Christmas tree expense should be added to this month's expenditure.

<b><u>November PCM</u></b>	<b><u>Gross £</u></b>
Clerk Wages	345.91
Clerk Expenses	5.04
Cleaner Wages	168.11
HMRC (Tax on salaries)	6.00
New Leaf Garden Maintenance	390.00
Filer's Coaches	125.00
Chairman's Expense - Defibrillator pad and battery pack	118.80
Christmas Tree	110.00
Grant Thornton - External Audit Fee	360.00
<b><u>Total payments for November PCM</u></b>	<b><u>£1,628.86</u></b>

141/17-18

#### **Meeting and Training updates**

No report as Parishes Liaison Meeting was not attended by any councillors present.

142/17-18

**Date of the next meeting**

The next scheduled meeting of the Parish Council is on Wednesday 6<sup>th</sup> December 2017 at 7.30pm at The Link, Bishop Sutton.

**EXCLUSION OF PRESS AND PUBLIC:**

**RECOMMENDED:** That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – public excluded from meeting to discuss a staffing matter.

143/17-18

**Clerk Recruitment**

Having declared a non-pecuniary interest in item 18i Cllr Betton passed the chair to Cllr Clewett and left the room and took no part in this item.

**Extraordinary Motion**

As the temporary clerk is a candidate for item 18i Dist Cllr Pritchard was proposed by Cllr Clewett to minute this item, seconded by Cllr Gleave, the motion was approved unanimously.

Miss J Bryant left the room at this point and was not present for this item.

**i. Recommendation from HR Working Party regarding appointment of a new Clerk.**

The HR Working party outlined the recruitment process followed & the candidate's performance at interview, the HR Working party recommended Miss Jo Bryant as the most suitable candidate for the position of Clerk.

**RESOLVED:** Stowey Sutton Parish Council propose to appoint Joanne Bryant to the position of clerk from 06/11/2017. The position will be at grade SCP21 of the LC1 scale, at an hourly rate of £10.36 for between 30 and 40 hours per month. Proposed by Cllr Clewett, seconded by Cllr Balmforth and was unanimously agreed.

**RESOLVED:** It was proposed by Cllr Clewett that the handover between the outgoing & incoming clerk commences on 06/11/2017, the motion was seconded by Cllr Daly and was unanimously agreed.

At this point Cllr Clewett relinquished & Cllr Betton resumed the Chair.

**ii. Management of PO Box address and Post**

Cllr Betton reported that contrary to their initial advice the Post Office are unable to change the delivery point for our existing PO Box between post offices, so proposed that the existing PO Box is changed to be collection only from Nailsea post office for the duration of its contract & a new PO Box is setup for collection only from the Bishop Sutton Post Office.

**RESOLVED:** Clerk to change existing PO Box to collection only and open new PO Box for collection only from Bishop Sutton Post Office. Motion seconded by Cllr Gleave and was unanimously agreed.

The meeting was concluded at 21:00 hours