

# STOWEY SUTTON PARISH COUNCIL

## Minutes of the Parish Council meeting held at

7.30pm on Wednesday 4<sup>th</sup> October 2017, The Link, Bishop Sutton

[www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)

---

Present: Councillors K Betton (Chairman), H Clewett (Vice Chair), M Arnold, L Kingston, E Daly, P Gleave, And J Knibbs,  
Temporary Clerk: J Bryant  
Also in attendance: District Councillor Vic Pritchard and 9 members of the public

### Public Surgery

A Surgery was also held from 7.15pm onwards inside The Link where members of the public were welcome to attend and speak to one or more Councillors informally without this forming part of the official Parish Council Meeting.

#### 104/17-18 Extraordinary Motion

**RESOLVED:** To appoint Miss Jo Bryant, professional administrator to take the minutes for the October 17 Stowey Sutton Parish Council Meeting.

#### 105/17-18 Apologies for absence

Apologies were received from Liz Balmforth and Chris Brookes and accepted.

#### 106/17-18 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.

Four parishioners asked about the current proposed design for the recreation ground play project and the process going forward. Councillors described the work done so far and the anticipated future plans for the layout, play and fitness equipment.

A parishioner explained that Bishop Sutton Cricket Club had arranged to play at the Winford ground for the 2018 season due to the deadline for the registration of home ground details with the league.

Councillors confirmed that facilities for cricket to be played was a central feature of the proposed plans.

Residents were keen to see facilities for teenagers included, but for them to be located at the northern corner of the recreation ground.

#### 107/17-18 Confirmation of Minutes

Clerk had not realised J Knibbs had sent apologies. Minutes now updated. The minutes of the Parish Council Meeting held on 6th September 2017 were approved.

#### 108/17-18 Declaration of interest

There were none.

#### 109/17-18 Rotary Community Award

Nominee Susanne Green was presented with certification of recognition for the Rotary Community Award 2017 to mark the contribution she has made to the parish of Stowey Sutton and all parishioners. The Clerk will have the certificate framed and sent out to recipient.

#### 110/17-18 Chairman's Report

All items covered under their own heading this month

#### 111/17-18 Planning

A. The Parish considered and discussed the following Planning Applications in turn against the adopted Neighbourhood Plan:

- i. 17/04250/FUL Site Location: Sutton Court, Sutton Court Access Road, Stowey. Description of Proposal: Removal of cattle grid in the entrance drive and construction of a replacement automated gate.
- ii. 17/04236/FUL Site Location: 30 Woodcroft, Bishop Sutton. Description of Proposal: Erection of first floor side extension to form bedroom with en-suite.
- iii. 17/04640/FUL Site Location: 12 Bonhill Road, Bishop Sutton. Description of Proposal: Erection of second storey rear extension.

**RESOLVED** – That Stowey Sutton Parish Council:

- i. Do not object to this application. There are no neighbourhood plan policies which directly apply to this application.
- ii. Do not object to this application as it meets the aims of the relevant adopted Neighbourhood Plans Policies SSHP03 and SSHP06.
- iii. Do not object to this application. It is in keeping with other property developments locally and it meets the aims of the relevant Neighbourhood Plan Policies, SSHP03 and SSHP06.

Full responses from the Parish Council to each Planning Application will be available alongside the minutes on the Parish Council website.

B. The following Appeal was noted:

- i. 17/00080/ENFAPL Site Location: Parcel 7143 Bonhill Lane Bishop Sutton. Nature of Breach: Appeal against the enforcement notice for the unauthorised change of use of land at Parcel 7143, Bonhill Lane, Bishop Sutton to a caravan site, and the siting of a static caravan, timber clad mobile home and the creation of areas of hardstanding. This appears to be a retrospective application. Comments are noted. No changes made.

112/17-18

**Speed Limit Boundary**

The Parish Council considered the correspondence from residents requesting inclusion into any speed limit boundary review. In view of this further request it was felt this should be forwarded to B&NES Highways Department and Ward Councillor. District Cllr felt this was a costly exercise and was unlikely to be supported by B&NES.

Residents are asking The Parish Council to support this onward application. It was agreed that whilst The Parish Council were sympathetic to the cause this is not a current realistic proposition. All were in support of the recommendation to refer correspondence directly to B&NES but confirm that the original request is already with B&NES for consideration. Refer to previous minutes regarding 30mph signs.

113/17-18

**Parishes briefing on Joint Spatial Plan (JSP) & New Local Plan**

- i. The briefing circulated on the JSP and New Local Plan was discussed and the implications for the Parish were considered. Two Cllrs attended the briefing, a critical point was advice to action 2 documents, that we are now in possession of, urgently. Bishop Sutton has already been subject of much development in recent years above and beyond the core strategy target to 2029.

District Cllr gave background to challenges within B&NES over housing and development. Stowey Sutton Parish Council would be prudent to put plans in place to protect the village from further development, especially in view of the poor infrastructure as this is not conducive with further growth in the area.

**RESOLVED** that Stowey Sutton Parish Council will respond to B&NES request detailing the planning policy and history reasons for not supporting the sites in the draft HELAA based on the draft circulated to members.

- ii. Future engagement and consultation dates were noted:  
Oct/Now, JSP authorities agree plan,  
Nov-Jan, Public consultation  
Mar-Apr, Soundness check & submit for examination  
Summer 18, hearings  
Winter 18, adopt plan
- iii. A draft response to the Rural Services and Facilities Survey was discussed. Comments received from members were added and response recirculated.

**RESOLVED** that Stowey Sutton Parish Council will submit a response to the rural services and facilities survey based on the draft circulated to members.

114/17-18

**Community Engagement Working Party updates**

i. **The Community Library Consultation.**

Councillor Kingston provided a summary of a very positive meeting on the 03 October 2017, with John Miles the Baptist minister, confirming that no changes to the availability of the venue for the proposed library were expected under the new ownership.

ii. **Play Provision Project**

Councillor Clewett confirmed the Working Party met yesterday to discuss 2 points. Firstly, engagement with local residents' who back on to Recreation ground, and secondly, due to the clerk recruitment process the Working Party recommended contracting the preparation and management of the tender process for the recreation ground works to an officer at B&NES.

**RESOLVED:** Within the budget approved in minute 92/17-18.i of the September 2017 SSPC meeting, to formally request B&NES officers to prepare and manage the tender process for the tender document in respect of the design and installation of a new play area with gym equipment at the Bishop Sutton recreation ground, to ensure full compliance with statutory procurement regulations.

The Engagement Working Party will be the point of reference. The advice of the Banes officer will inform the wording within the tender whether the works might be undertaken as one or separate tenders based on cost and quality efficiency.

115/17-18

**Parish Council Website**

Arrangements were discussed for the Parish Council website and consideration of the Transparency Code requirements.

The chairman gave an overview of the existing Parish Council websites history and management, clarifying that the Clerk has exclusive editorial control of content, although articles are physically uploaded by the webmaster.

To consider grant funding opportunity available through ALCA to provide an independent Parish Council website and email system administered by the Clerk to ensure compliance with the Transparency Code.

**RESOLVED:** SSPC will obtain quotes from commercial providers for both a simple website that meets our transparency code obligations and for additional pages to provide similar information to our current website, using a modern technology that is easier for a non-specialist to edit. An application can then be made for a grant through ALCA for the transparency code portion of the website.

116/17-18

**Recreation Ground**

- i. An update was provided on the condition of the grass from Primrose Garden Maintenance. Primrose have emailed to say that if any patches require re-seeding they would recommend doing so after cutting stops for the season at the end of October, the Clerk has asked for a quote detailing the work recommended, defer item until November meeting.
- ii. The report circulated by the Clerk in relation to charity status and consider the Parish Council obligations as trustees was noted. The Clerk has prepared a report on the charitable status of the recreation ground, which has been circulated to councillors, the Clerk makes a small number of recommendations to improve our processes for managing the recreation ground which are noted and will be actioned.

The initial recommendation is to formalise the Parish Councils established practice of funding the maintenance of the recreation ground, as the charitable income is insufficient to do so.

**RESOLVED:** Stowey Sutton Parish Council resolve to pay for the maintenance of the Bishop Sutton Recreation Ground for the Rec Ground Charity through Parish Council funds

117/17-18

**District Councillor's Report**

Ward Councillor provided a brief report. An update was given regarding the football ground entrance lane which is in desperate need of development. Go ahead has now been received. Ward Cllr has met with B&NES

officer and contractor on site. Gravel and tarmac are suggestions. Gravel c£15000 Tarmac £20000+ - B&NES suggest local volunteers are sought. Football club have been approached to obtain their own quotes to progress.

Funding cuts in last administration has now changed and things are now even tighter and expected to further change. The council wants to engage with local communities for assistance. Further funds are needed over next financial period which emphasises that what was the current situation is exacerbated and very fluid. Deficit is £3m+ on social care. All reserves emptied.

118/17-18 **Hedgerows, roads, pavements, ditches and drains**

- i. The A368 road closure was noted – scheduled for three weeks from 16th October 2017. The road will be closed from the junction with Moorledge Rd & Stowey crossroads, local alternatives remain open, but the signed diversion is via the A37 & A38 at Churchill. Concern from residents about lorries using ‘short cuts’ has been received. Signage scheme has increased, signs put out to restrict HGV vehicles squeezing down lanes.
- ii. An offer made by a resident to remove the dead cherry tree was discussed along with the quotation supplied by New Leaf Tree Services:
  - New Leaf have quoted £150 to remove the dead cherry tree & £100 for stump removal, they recommend planting a different species such as Maple, Liquid Amber, or Amelanchier to avoid any disease issues from the cherry tree, the replacement is quoted at £80 plus labour.
  - An offer has also been received from a resident to remove the dead tree & will keep the wood in place of payment, no information has been provided to show if the resident has suitable experience or public liability insurance to undertake this work, no mention is made of stump removal in the offer. The resident is known to most councillors, for his trade and experience in this field. All Cllrs are comfortable, assuming the stump is to be removed.
  - Replacement of the tree could be left until spring time so the decision on the replacement species can be considered in November.

**RESOLVED:** Offer of resident accepted to remove dead cherry tree and stump, and defer New Leaf’s quote to replace the tree to November. All to email preferences for replacements so details can be researched and updated quotation obtained from New Leaf.

119/17-18 **Footpaths**

It was raised that the footpath to the rear of 25 Parkfield Gardens is very overgrown with fallen tree. B&NES Council has advised they will clear this now as a one-off and does not believe they hold responsibility. The Parish Council believe the responsibility falls with the landowner who does not appear to be maintaining it and they have stressed they will not do it again. It was agreed this should be monitored, and will be reviewed and discussed in a couple of months once grown again.

120/17-18 **Finances**

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

- i. Noted Financial Statement received and cheques passed for signature
  - ii. Noted receipt of the certified Annual Return.
  - iii. Noted the submission of the 2016/17 financial year VAT claim by the Clerk for £890.36.
- The details of the current financial situation were reported. Noted by all, no objections.

121/17-18 **Litter picking**

A Cllr provided an update outlining litter picking plans. A litter pick was undertaken April this year, plan was to repeat this 6 months later. Lots of volunteers have said they would do this ad-hoc. 20 sets of equipment have been delivered although recipient was asked when they would be returned. Belief was the equipment would be kept by the Parish Council. Waiting for definitive answer. Once response received jobs will be distributed amongst the volunteers.

122/17-18 **Richard Jones Trust Nomination**

The Parish Council considered a nomination for the Richard Jones Trust.

**RESOLVED:** to support the nomination of Richard Brent as trustee for the Richard Jones Trust.

123/17-18 **Meeting and Training updates**

A Cllr provided feedback from the Chew Valley Forum. One point of note was police report regarding a recent spate of non-dwelling burglaries. Police have this in hand. CV Transport Strategy, A368 a survey will be

undertaken to determine if current weight restrictions are appropriate. Bishop Sutton is flagged as a village without safe pedestrian walkways.

The Chew Valley Transport Survey is under consultation until 30<sup>th</sup> November 2017 & is to be discussed at the November 2017 Stowey Sutton Parish Council Meeting.

124/17-18

**Date of the next meeting**

The next scheduled meeting of the Parish Council is on Wednesday 1st November 2017 at 7.30pm at The Link, Bishop Sutton. The meeting was concluded at 21:52 hours

**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.

125/17-18

**Clerk Recruitment**

HR Working Party provided an update on the recruitment of a new Clerk. The position is currently advertised on the Indeed website & the Chew Valley Gazette & Village magazine, as well as the Parish Council and ALCA websites. & notice boards of the Village shop, The Link & Village Hall. The vacancy has been viewed more than 220 times on the indeed website, leading to 12 requests for application packs, 4 CV's have been received and 2 candidates have confirmed postal applications are on their way.

Interviews will be scheduled during October & the Parish Council hope to bring a recommended candidate to the November Parish Council meeting.

# STOWEY SUTTON PARISH COUNCIL

Clerk: Mrs J Howell, Tel. 07902 906993 Email: [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org) Website: [www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)  
Address: Stowey Sutton Parish Council, PO Box 1223, Bristol, BS48 9BS

---

Development Management  
Bath and North-East Somerset Council

10<sup>th</sup> October 2017  
By Email.

**Regarding:** 17/04250/FUL

**Application Location:** Sutton Court, Sutton Court Access Road, Stowey

**Proposal:** This application is for the removal of cattle grid in the entrance drive and construction of a replacement automated gate.

Dear Sirs,

Stowey Sutton Parish Council considered the above application at the Parish Council Meeting which took place on Wednesday 4<sup>th</sup> October 2017. This application is for the removal of cattle grid in the entrance drive and construction of a replacement automated gate.

There are no neighbourhood plan policies which directly apply to this application.

Stowey Sutton Parish Council do not object to the application.

Yours Faithfully,

Mrs Jenny Howell  
Clerk to the Council

# STOWEY SUTTON PARISH COUNCIL

Clerk: Mrs J Howell, Tel. 07902 906993 Email: [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org) Website: [www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)  
Address: Stowey Sutton Parish Council, PO Box 1223, Bristol, BS48 9BS

---

Development Management  
Bath and North-East Somerset Council

10<sup>th</sup> October 2017  
By Email.

**Regarding:** 17/04236/FUL

**Application Location:** 30 Woodcroft, Bishop Sutton

**Proposal:** This application is for full planning permission for the Erection of first floor side extension to form bedroom with en-suite.

Dear Sirs,

Stowey Sutton Parish Council considered the above application at the Parish Council Meeting which took place on Wednesday 4<sup>th</sup> October 2017. This application is for full planning permission for the Erection of a first floor side extension.

The application should be considered against the Adopted Stowey Sutton Neighbourhood Plan;

The application site is inside the established housing development boundary.

**Policy SSHP03 Development Character**, which states that:

*The Neighbourhood Plan will support future housing development which will reflect the character, varied materials and varied build design as identified through the Character Assessment and should be limited to infill within the amended HDB.*

The height and scale of the proposed extension make it subservient to the existing property and the planned use of materials which match the existing building will meet the requirements of this policy.

## **Housing and Development Policy SSHP06 Lighting**

*Where lighting is proposed, it should be designed to avoid intruding into areas where darkness is a characteristic of the village. Any lighting scheme must not impact negatively near woodland edges or near hedgerows used by bats for foraging.*

Although located in an existing area of housing development, away from hedgerows and woodlands the application specifically makes reference to control measures to minimise the effect of artificial lighting on the proposed extension. The application meets the requirements of SSHP06.

Stowey Sutton Parish Council voted on 4<sup>th</sup> October 2017 - Stowey Sutton Parish Council do not object to application 17/04236/FUL as it meets the aims of the relevant Neighbourhood Plan policies, SSHP03 and SSHP06.

Yours Faithfully,

Mrs Jenny Howell  
Clerk to the Council

# STOWEY SUTTON PARISH COUNCIL

Clerk: Mrs J Howell, Tel. 07902 906993 Email: [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org) Website: [www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)  
Address: Stowey Sutton Parish Council, PO Box 1223, Bristol, BS48 9BS

---

Development Management  
Bath and North-East Somerset Council

10<sup>th</sup> October 2017  
By Email.

**Regarding:** 17/04640/FUL

**Application Location:** 12 Bonhill Road, Bishop Sutton

**Proposal:** This application is for full planning permission for the Erection of a first floor rear extension.

Dear Sirs,

Stowey Sutton Parish Council considered the above application at the Parish Council Meeting which took place on Wednesday 4<sup>th</sup> October 2017. This application is for full planning permission for the Erection of a first floor rear extension. The application should be considered against the Adopted Stowey Sutton Neighbourhood Plan;

The application site is inside the established housing development boundary.

**Policy SSHP03 Development Character**, which states that:

*The Neighbourhood Plan will support future housing development which will reflect the character, varied materials and varied build design as identified through the Character Assessment and should be limited to infill within the amended HDB.*

The height and scale of the proposed extension make it subservient to the existing property and the planned use of materials which match the existing building will meet the requirements of this policy.

**Housing and Development Policy SSHP06 Lighting:**

*Where lighting is proposed, it should be designed to avoid intruding into areas where darkness is a characteristic of the village. Any lighting scheme must not impact negatively near woodland edges or near hedgerows used by bats for foraging.*

Although located in an existing area of housing development, away from hedgerows and woodlands the application specifically makes reference to control measures to minimise the effect of artificial lighting on the proposed extension. The application meets the requirements of SSHP06.

Stowey Sutton Parish Council do not object to application 17/04640/FUL as it meets the aims of the relevant Neighbourhood Plan policies, SSHP03 and SSHP06.

Yours Faithfully,

Mrs Jenny Howell  
Clerk to the Council