

STOWEY SUTTON PARISH COUNCIL

Minutes of the Parish Council meeting held at

7.30pm on Wednesday 7th November 2018, The Methodist Church Hall (formerly known as The Link), Bishop Sutton

www.stoweysuttonpc.org

Present: Councillors K Betton (Chair), H Clewett (Vice Chair), E Balmforth, E Daly, L Kingston, and J Knibbs
Clerk: J Bryant

135/18-19 **Apologies for absence**
None received

136/18-19 **Confirmation of Minutes**
The minutes of the Parish Council Meeting held on 3rd October 2018 were agreed as a true representation by all present.

137/18-19 **Public Participation**
Members of the public and press were invited to address the Chair with questions or observations within the jurisdiction of the Parish Council. 3 members of the public attended this month's meeting.

Jason Pearce, the Gigaclear Community Engagement Manager for Stowey Sutton, joined us to introduce himself as our community liaison. Healthy discussion took place surrounding the differences between Gigaclear and Truespeed, along with Gigaclear's responsibility for Connecting Devon & Somerset.

138/18-19 **Declaration of Interest**
None received

139/18-19 **Clerk's Report**
a) Speed initiative – first 3 volunteers and coordinator now trained.
b) Fracking planning changes noted.
c) Clerks iLCA progression noted.

140/18-19 **Planning**
New application noted: 18/04694/FUL - 2 Bonhill Road, Bishop Sutton, BS39 5TS, Erection of two-storey rear extension, single-storey porch, widening of driveway and associated works following demolition of existing single storey 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 & scale of the proposed extension make it subservient to the existing property & 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 & 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.

RESOLVED THAT Stowey Sutton Parish Council do not object to application 18/04694/FUL as it meets the aims of the relevant neighbourhood plan policies, SSHP03 and SSHP06.

141/18-19 **HELAA**
Submission for the Parish received. Has been created by members of the Parish Council together with Community Volunteers. Four main sites visited and surveyed.

142/18-19 **Community Engagement Working Party Updates**
Updates received from working parties:
a) Recreation Ground
i. Site meeting took place with HAGS to review outstanding issues. play equipment have now been resolved

- ii. Proposal for part payment of 70% of HAGS Invoice to now be paid.
- iii. Pathway still has many issues and will take some time to resolve.
- iv. Changes to grass cutting regime required as current contractor cannot complete the entire recreation ground due to limitations of their equipment.
- v. One off cut proposed to be completed by New Leaf to tidy up edges of recreation ground for £100. Quotation for surrounding area provided at £90 per cut for 2019. Primrose cannot provide quotation until New Year.
- vi. Proposal made to move Private Property sign which currently obscures view when leaving village hall car park.
- vii. Posts in rear car park require reinstallation with slight alteration to location to provide a larger turning circle for vehicles.
- viii. Request for fencing surrounding rec ground discussed at working party but agreed to not pursue.
- ix. Sport England grant application not successful, 2 other applications still waiting. Further options being reviewed.

RESOLVED THAT payment to be made to HAGS of 70% of invoice value, £57470+vat

RESOLVED THAT one-off cut to be completed around perimeter of recreation ground by New Leaf at a cost of £100.

RESOLVED THAT Private Property sign to be moved on to village hall wall

RESOLVED THAT posts to be replaced in rear car park providing extra turning circle at a cost of £450

b) Community Library

- i. Sub Committee report received providing a summary of a recent committee meeting. Soft launch was great experience with one volunteer constantly reading to children providing a very positive experience for them.
- ii. Full launch takes place Saturday 10th November 2018 at 10.30am. Being opened by Steve Ward, local author. MP Karen Warriner and other B&NES officers will be in attendance along with some local press.
- iii. B&NES Media Release issued today, very positive.
- iv. Card reader was proposed during subcommittee meeting but was felt to be too onerous at present, want to assess demand first given commitment it requires.
- v. Report for Community Empowerment fund being returned to B&NES. Provides evidence of benefit of the fund to the project.

c) Millennium Garden

- i. Seasonal bulbs were considered for now, but ground believed to be very hard, so wildflowers are a better option.
- ii. Need to gather a small team of volunteers to plant and sow.
- iii. Project to take place early 2019.

143/18-19

Millennium Clock

Current maintenance contract expires 30th November 2018.

RESOLVED THAT new 3-year contract to be purchased at a cost of £539.00 plus vat.

144/18-19

District Councillors Report

Medium term financial plan has gone before cabinet. To date, track record savings have been delivered. Further savings over next 2 years must be reached at £29.3m, £9m of this is already identified.

Highways have £4k S106 funds that must be spent or returned to developers. Major potholes being identified in the area for these funds to be used effectively.

145/18-19

PCAA

Draft responses to NSC Local Plan and NSC Local Plan Sustainability appraisal circulated.

RESOLVED THAT Clerk to respond in line with draft responses circulated.

146/18-19

Stowey Quarry

Meeting has taken place between Environmental Agency and our 2 experts. Full report seen and understood. This report was undertaken by a third party, is thorough and independent. Other sites have been identified for testing of water on north and west slopes. Bristol Water are engaged in water monitoring all the way downstream. We will be kept updated periodically with results as progression made. Preparation of Criminal Case is now complete and has been passed to lawyers for next steps.

147/18-19

Correspondence

All correspondence received:

- a) Private Property sign (raised in Recreation Ground report above) and foliage near entrance obscuring exit to village hall. Heavy trimming, and movement of sign, requested. Clerk has engaged with neighbour who has no objection to foliage being brought right down to suitable level.
- b) Permission requested to run youth holiday clubs on recreation ground during summer of 2019. Open to all, no exclusivity. Public Liability Insurance provided, Safeguarding Policy and DBS Checks in place.
- c) Permission requested for a bus to be parked in village hall car park for a couple of days/nights in connection with holiday club. Bus will come with volunteers from America to help with youth group activities.
- d) Permission to permanently site a trailer in the rear car park of village hall. Trailer is owned by Arthur David and holds fishing equipment which can be used for youth group and can be used for regular sessions and casting practice for coarse fishing. Health and Safety concerns raised along with maintaining accessibility to recreation ground for all. Given current challenges with parking in the village hall car park this request cannot be supported at this time.

RESOLVED THAT clerk delegated ability to engage with contractors to arrange appropriate trimming of foliage and movement of sign.

RESOLVED THAT holiday clubs as presented can be held on recreation ground during summer of 2019.

RESOLVED THAT bus can be parked in village hall car park for a few days in principal subject to further discussion nearer time.

148/18-19 **Hedgerows, roads, pavements, ditches and drains**
None received

149/18-19 **Footpaths**
Reports received:
a) Summer Lease estate. Footpath has become overgrown. Sheila Petherbridge and team unable to assist currently. Clerk has requested support from Parish Council Volunteers to tackle this.
b) Stowey Fingerposts work taking place over next few weeks.
c) New signs being installed at the laybys of Herons Green and Herriott's Pool.

150/18-19 **Football Ground**
Reports received:
a) Rental Agreement Addendum for rent increase received from B&NES for signature
b) Report of fallen oak tree , consequential damage including pathway, and remedial action required.
c) Quotation from B&NES received for tree survey at Bishop Sutton Recreation Ground and Football Ground for £207.74+vat
RESOLVED THAT Clerk to sign rental agreement addendum for rent increase
RESOLVED THAT quotations to be obtained for remedial damage following fallen oak tree
RESOLVED THAT Tree survey quotation agreed and Clerk to request survey takes place as soon as possible.

151/18-19 **Youth Provision**
Pricing confirmed with B&NES Youth Service and addendum signed providing youth service until end of 2018 as agreed in October 2018. 11 sessions from 1st October 2018 plus a Christmas outing. B&NES to review service further during November and advise.

152/18-19 **Training and Meeting Updates**
Noted that a training event will take place on the Community Infrastructure Levy (CIL) in Keynsham 6-7.30pm, Thursday 6th December 2018.

153/18-19 **Policies and Procedures**
RESOLVED THAT the updated Complaints Policy be adopted.

154/18-19 **Finances**
a) Reports received.
i. The Working Party met on 19-10-2018 & reviewed the financial controls & systems & did not identify any significant deviations from procedures or other shortcomings.
ii. The Working Party considered correspondence from external auditor PKF Littlejohn LLP re 2017-18 audit on publication of the notice for the audit, even though the government appointed auditor has not completed a huge number of audits on time, including ours, they would still like a notice to this effect displaying,
iii. The Working Party considered recommending re-appointing Ian Dagger as internal auditor & made that recommendation.
iv. The Working Party considered a draft budget for 2019-20 & will present this at the November 2018 Parish Council meeting.
v. The Working Party considered & agreed to recommend transferring £3.5k from the general reserve to the multi-year project fund, to partly replace the shortfall in funding for the MUGA caused by the B&NES error in calculating the available funds.
RESOLVED THAT Ian Dagger be appointed as internal auditor for next financial period.
RESOLVED THAT £3.5k be transferred from the general reserve to the multi-year project fund.
b) Initial draft 19/20 budget received. Will be further discussed in December and put forward in January for setting of precept. Any suggestions should be brought forward ready for discussion in December.
c) Received the monthly statement.
d) Received cheques for signature, and BACS for authorization.

November PCM		£	
Miss J E Bryant	Clerks Wages	£	624.44
Mr M Filer	Cleaners Wages	£	175.50
HMRC	Tax & NI	£	169.88
Filers Coaches	Surgery Bus - September 18	£	120.00
Filers Coaches	Surgery Bus - October	£	150.00
Bath & North East Somerset	Football Ground Rent - Rent Review Adjustment	£	208.49
New Leaf	Village Hall & Millenium Garden maintenance	£	490.00
Bishop Sutton Village Hall	Christmas trees & lights	£	304.00
North East Somerset & Bath Methodist Circuit	09/17 to 08/18	£	240.00
SLCC	Clerks Affiliate Membership	£	185.00
Amazon (petty cash)	Stationery (folders)	£	12.20
Easierprint (petty cash)	Library Banner	£	22.27
Fiveboys (petty cash)	Stationery (clipboards)	£	4.66
Colin Emmett (reimbursement)	Tables & accessories for library	£	448.27
Angela Cruse (reimbursement)	Lanyards & ID Pockets for library volunteers	£	12.00
Robin Harris (reimbursement)	Cabling and trunking for library	£	89.65
Liz Kingston (reimbursement)	Library assets and accessories	£	1,445.18
HAGS	Play & Adult Gym Equipment (70%)	£	68,964.00
Grand total		£	£73,665.54

155/18-19

Date of Next Meeting

Wednesday 5th December 2018.

Clive Onions, Flood Representative for Stowey Sutton Parish Council, will be talking about his recent attendance of the 'Somerset Prepared' Community Resilience Day held on Thursday 25th October 2018.