

# STOWEY SUTTON PARISH COUNCIL

Tel: 01275 772 177 Email: [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org) Website: [www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)

Present: Councillors K Betton (Chairman), H Clewett, L Kingston, E Daly, L Balmforth and M Arnold  
Clerk: J Bryant

Minutes of the Parish Council meeting held at  
7.30pm on Wednesday 4th November 2020 via Zoom

## MINUTE: 2020/11

### 1. Apologies for Absence & Declarations of Interest

Apologies received from Cllr Knibbs and accepted.

Declarations of interest received from Cllr Kingston re item 4(a)ii and Cllr Clewett re item 4(a)v.

### 2. Confirmation of Minutes

**RESOLVED that**, the minutes of the Parish Council Meeting held on 7<sup>th</sup> October 2020 were approved.

### 3. 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.*

5 members of the public attended this month's meeting.

### 4. Planning

#### a) New Applications considered:

- i. 20/03589/FUL : Old School House, The Street, Stowey - Erection of 1.5 storey detached double garage with ancillary annexe above.

**RESOLVED that**, Stowey Sutton Parish Council do not support this application 20/03589/FUL Stowey in its current form.

- ii. 20/03439/OUT : 10 Yeatman Close, Bishop Sutton - Outline application for the erection of an attached two bedroom dwelling together with formation of parking for the existing dwelling and the new dwelling with all matters reserved.

**RESOLVED that**, subject to the inclusion of a condition to control the effect of artificial lighting, both externally installed and spilling from any skylights, Stowey Sutton Parish Council does not object to 20/03439/OUT, however if outline permission is granted Stowey Sutton Parish Council expect an opportunity to comment on a subsequent full planning application, which in the interests of transparency should not be dealt with as reserved matters without Parish Council involvement.

- iii. 20/03830/FUL : 1 Yew Tree Close, Bishop Sutton - Erection of single storey rear extension with associated works.

**RESOLVED that**, subject to the inclusion of a condition to control the effect of artificial lighting, both externally installed and spilling from any skylights, Stowey Sutton Parish Council does not object to 20/03830/FUL.

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- iv. 20/03363/FUL : 7 Highmead Gardens, Bishop Sutton - Erection of two storey side extension, single storey porch, and detached bike store/work room (revised plans).

**RESOLVED that**, having considered the additional information provided by the applicant, Stowey Sutton Parish Council stand by its original comments. Stowey Sutton Parish Council do not object to the part of 20/0033633/FUL to extend the existing dwelling at 7 Highmead Gardens. However, Sutton Parish Council do object to the part of 20/0033633/FUL to build a detached motorcycle store at 7 Highmead Gardens.

- v. 20/03934/FUL : Willow Barn, Sunnymead Lane, Bishop Sutton – Erection of new garage/carport

**RESOLVED that**, Stowey Sutton Parish Council do not support application 20/03934/FUL

Parish Council concerns were discussed regarding the non-inclusion of SSPC Neighbourhood Plan Policies within recent B&NES Planning decisions.

**RESOLVED that**, Clerk to write about on-going concerns of non-inclusion of any external lighting policy of conditions at B&NES level given that SSPC Neighbourhood Plan includes this specifically act SSHP02 and is always referenced in planning responses

- b) No decisions notified.

## 5. Public Engagement Working Party

- a) Bishop Sutton Community Run Library report received. Sub-Committee meeting held on 19<sup>th</sup> October 2020 where activity for the past 12 months was discussed. Activity was impeded by Covid-19 and lending has started to return to previous levels. Volunteers have been fabulous throughout. Card payment machine is now functioning well after a new router was installed to provide adequate level of security for the connection. The café re-opened 15<sup>th</sup> October 2020 but is currently halted again by the new lockdown coming into effect 5<sup>th</sup> November 2020. Library can stay open during lockdown within government guidelines, encouraging use of 'Click and Collect', quick drop off, and online services. With no income due to the café not being able to open we have to be mindful of any expenditure so as not to eradicate our reserves. At this time, we do not appear to have a market for takeaway café service as our demographic has altered although this could be revisited if suitable demand appears.

- b) Recreation ground report:

- i. Half Day Play Equipment Course completed by our volunteer Steve Kingston.
- ii. Equipment and recreation ground furniture repairs report received. Fencing around play area is currently being repaired. Plans being made to repair the bench next to the MUGA.

## 6. Training & Meeting Updates

- a) **PCAA** AGM 22<sup>nd</sup> October 2020 – Cllr Clewett reported. Subscription to remain at £75pa. Chair and Vice Chair re-elected, but Chair is clear that she will be stepping down once the Bristol Airport appeal is complete. Bristol Airport appeal destined to start mid-January 2021 and complete around June 2021.

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**RESOLVED that**, Clerk is given delegated authority to respond to consultation in discussion with Chairman and Vice Chair, that will be triggered by 'Submission of ED Addendum and related documents' in the appeal process and will require response during Christmas period.

- b) **Parish Liaison** 22<sup>nd</sup> October 2020 – Cllr Balmforth reported. Main content of this meeting has now been superseded due to Covid progression. E-Scooters discussed. New Local Plan was briefly touched on. It was highlighted again that Chew Valley should not have any increase until a new public transport system has been implemented.
- a) **Chew Valley Forum** 2<sup>nd</sup> November 2020 – Cllr Clewett reported. Well attended meeting. Becky Reynolds provided updated Covid numbers and identifying patterns. Second main item was Climate and Nature Emergency with an update by B&NES Councillor Sarah Warren, it is understood that Council Planning policies are being reviewed with reference to the Climate and Nature Emergency Declaration. Jane Wildblood gave a presentation updating on the progress within the Climate and Nature Emergency with an emphasis on what communities can do and achieve. To note forthcoming Webinar and also ongoing studies in respect of renewable energy and 'Green Recovery'. Chew Valley Area Climate and Nature Emergency Working Group gave a presentation following the inaugural meeting. The full presentation is available.
- c) **Chew Valley Area Climate and Nature Emergency Working Group** 20<sup>th</sup> October 2020 – District Cllr Warrington reported. Good meeting with a lot of information shared. Full notes circulated.
- d) **ALCA AGM** 10<sup>th</sup> October 2020 – Clerk reported. All officers re-appointed. Subscription increase of 30% voted through for 2021-22, this is still much lower than other area CALC's representing value for money. An interesting presentation was made by Jonathan Owen, Chief Executive Officer of NALC focusing predominantly on pandemic responses from local councils with great examples shared from the area covered by Avon Local Councils' Association.
- e) **B&NES Compassionate Communities Hub** 21<sup>st</sup> October 2020 – Cllr Clewett reported. Councils need to be signposting this hub as much as possible. It is not just available for shielding residents but wider community and individuals. All residents should now have received letter from B&NES which provides information about the support available. Volunteer groups can access PPE through Compassionate Communities Hub Procurement.

## 7. Footpaths, Hedgerows, roads, pavements, ditches, and drains

- Ham Lane hedges scheduled by B&NES Highways for trimming, along with others that have been raised.
- Ham Lane to be closed 23<sup>rd</sup> November 2020 for 2 days from its junction with Bonhill Lane south for 575 metres towards junction with Stitchings Shord Lane.
- Footpath going over Burlledge has been severely damaged by cattle. The footpath up to first gate towards trig point is treacherous and impassable. Damage should be repaired reinstating the footpath within 6 weeks.

**RESOLVED that**, Clerk to make reports through appropriate channels.

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## 8. Request for Grants:

- a) Christmas Trees - A request for £296.20 towards purchase of 2 Christmas trees for Bishop Sutton Village and replacement tree lights by the Village Hall Committee Members and Friends was received.

**RESOLVED that**, Stowey Sutton Parish Council approve a grant of £296.20 for this purpose.

- b) Community Transport – A request for £50 for Midsomer Norton & Radstock Dial A Ride Scheme for 2021-22 financial year was received.

**RESOLVED that**, £50.00 grant is approved for this purpose for 2021-22 financial year to be paid in April 2021 subject to confirmation of details of parish usage.

## 9. Bishop Sutton Football Club

Following request from Bishop Sutton Football Club, clerk has been engaged with B&NES to renew the ground lease. B&NES preferred surveyor has been appointed. Once formal report received by B&NES, new lease terms will be negotiated. The existing lease has 7 years remaining so the balance of term can be added to new lease.

## 10. Correspondence

Received:

- Bishop Sutton Preschool advise of change to the Committee Chair and Vice Chair
- Request for CCTV footage from Avon & Somerset Police following local incident
- Complaint about hedges
- WI – raised beds at the Community Garden on the recreation ground worked over and looking good. WI are in touch with family of Bettina Kohn about placing a memorial bench near the Community Garden.
- B&NES Letter has been sent to all residents regarding Covid providing vital support information
- Village Hall committee have confirmed they will undertake a quiz night to fundraise towards funding for 2021/22 youth provision as soon as Covid restrictions permit.
- National Restrictions effective 5<sup>th</sup> November 2020 <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

## 11. Policies and Procedures

**RESOLVED that**, the following policies are all adopted:

- a) Community Library Sub-Committee Terms of Reference (updated)
- b) Internal Audit Plan

## 12. Finances

- a) PKF Littlejohn have confirmed conclusion of their review of the Annual Governance & Accountability Return (AGAR) for Stowey Sutton Parish Council for the year ended 31 March 2020 and have provided an External Auditor Report and Certificate for publication.

**RESOLVED that**, Notice of Conclusion of Audit to be published on website effective 5th November 2020 for a minimum of 30 days. Due to Covid any physical viewing of the report must be by arrangement only.

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Finance Working Party met virtually 22<sup>nd</sup> October 2020 where finance procedures were reviewed for the year. As we have recently adopted the current NALC Financial Regulations the working party agreed the council is compliant. Due to Covid, many fundraising activities have not been able to take place which creates exposure with some activities when preparing the budget for next year. The subsidy of the Chew Medical Practice surgery bus service has become unviable and it is suggested this be withdrawn, Clerk to discuss with Stanton Drew who confirmed the service was at risk last year. Youth provision to be reduced to 46 weeks for the year subject to appropriate fundraising levels. If fundraising targets are exceeded, we can re-instate to full 50 weeks for the year.

**RESOLVED that**, Clerk to make a 'call' in local publications for grant applications.

- b) An initial draft of the 2021-22 budget was received. Annual Budget proposed £39,675, Precept Proposed £24,625, 4.23% increase (£1.49 per/000 increase based on tax base for band D house 2020 )
- c) Monthly Financial Statement and reconciliation reports received:

Bank Account	Balances (after payments)
Unity Trust Current	£17,863.04
Unity Trust Savings (new)	£0.00
NWB Current	£285.70
NWB Reserve	£18,214.45
Library Petty Cash	£91.23
Clerk Petty Cash	£500.00
SumUp Account (library)	£48.85
<b>TOTAL</b>	<b>£36,954.42</b>

Library Ear Marked Reserves to be transferred to the new Unity Trust Savings Account £1534.61

- d) BACS payments for 4<sup>th</sup> November 2020 authorised

Payment Date	Payee	Description	Net	VAT	Gross
04/11/2020	Staff	Staff Salaries September 2020	£946.64	£0.00	£946.64
04/11/2020	HMRC	Tax & NI	£182.04	£0.00	£182.04
04/11/2020	New Leaf	Play area year end grass cut	£90.00	£0.00	£90.00
04/11/2020	Stowey House Farm	Domestos Blue 5L	£7.50	£1.50	£9.00
04/11/2020	Stowey House Farm	Domestos Blue 5L	£7.50	£1.50	£9.00
04/11/2020	SLCC	Clerks Full SLCC Annual Membership	£140.00	£0.00	£140.00
04/11/2020	Oak Accountancy	Payroll prep quarter ended 30 Sept 2020	£33.60	£6.72	£40.32
04/11/2020	NES&B Methodist Circuit	The Link hall hire for Community Library 1 Apr to 30 Sep 2020	£480.00	£0.00	£480.00
04/11/2020	GB Sport & Leisure Ltd	Half Day Play Equipment Course for 1 person, including on site practical demonstration	£250.00	£50.00	£300.00

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04/11/2020	LexisNexis	Arnold Baker Local Council Administration 12th Edition	£99.99	£20.00	£119.99
04/11/2020	Argos	Lenovo IdeaPad 5 15.6in Ryzen 3 8GB 128GB Laptop ( Petty Cash )	£358.33	£71.66	£429.99
04/11/2020	PKF Littlejohn LLP	Limited assurance review of Annual Governance & Accountability Return for year 31 <sup>st</sup> March 2020	£400.00	£80.00	£480.00
04/11/2020	Currys	HP Laserjet Printer (Library)	£74.99	£15.00	£89.99
04/11/2020	Timpsons	Replacement keys for lockable cabinet (Library)	£30.00	£0.00	£30.00
04/11/2020	Toolstation	Castors for library bookcase (Library)	£21.67	£4.33	£26.00
04/11/2020	Dando's	Timber for covid screens for library (Library)	£14.40	£2.88	£17.28
04/11/2020	Dando's	Timber for safety barriers for library (Library)	£107.78	£21.56	£129.34
04/11/2020	Screwfix	Ronseal clear varnish for library (Library)	£10.83	£2.16	£12.99
04/11/2020	Amazon	A4 paper pack of 5 reams ( Petty Cash )	£15.61	£3.12	£18.73
04/11/2020	Filers	Surgery Bus October 2020	£120.00	£0.00	£120.00
<b>TOTALS</b>			<b>£3,390.88</b>	<b>£280.43</b>	<b>£3,671.31</b>

## 13. Clerks/District Councillors Reports – for information

### a) Clerks Report:

- i. E-Scooter trial commences in Bristol and Bath. 50 e-scooters will be available in Bath and 1—in Bristol and then more will be gradually introduced E0scooters will be available to unlock for £1 and cost 20p per minute. There are also a variety of subscriptions available, as well as discounted passes for students, key workers, and those on low incomes. To ride a Voi e-scooter, a user must have a provisional driving license.
- ii. Standards in Public Life Consultation underway. Council can review with a view to responding at its next meeting. Councillors are encouraged to review and respond individually.
- iii. Parish Remembrance memorial display in place opposite Spar (as last year). Due to Covid we are currently unable to obtain permission to put a memorial near Woodcroft but will work towards having 2 memorial displays in the parish next year.

### b) District Councillors report:

- i. Covid update – B&NES statement made confirming fastest growing rate in UK. Not considered a major outbreak in this area as concentration of growth is mainly in universities rather than communities. Students are confined to halls of residence. Also care homes are taking greater care following infection amongst care home workers. Airport remains open for testing, along with walk-through facility in central Bath and further testing centres being explored.

## 14. Date of the next meeting

Wednesday 2<sup>nd</sup> December 2020

**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

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of business by reason of the confidential nature of business to be transacted – public excluded from meeting to discuss a commercially sensitive and confidential business matter.

## 15. Public Open Space

**RESOLVED that**, by majority vote, Clerk with assistance from councillors as required confirm valuation and land in question with landowner and agree next steps.

Meeting ended at 21.44