

# STOWEY SUTTON PARISH COUNCIL

## Minutes of the Parish Council meeting held at

7.30pm on Wednesday 2<sup>nd</sup> May 2018, The Methodist Church Hall (formerly known as The Link), Bishop Sutton

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

---

Present: Councillors K Betton (Chairman), H Clewett (Vice Chair), M Arnold, E Balmforth, E Daly, P Gleave, L Kingston And J Knibbs,

Clerk: J Bryant

017/18-19 **Apologies for absence**

None

018/18-19 **Declaration of Interest**

Councillor Clewett declared an interest in item 15.2 of the agenda, Planning Application 18/01448/REM.

019/18-19 **Confirmation of Minutes**

The minutes of the Annual Meeting of the Parish Council held on 3<sup>rd</sup> May 2017 were approved.

The minutes of the Parish Council Meeting held on 4<sup>th</sup> April 2018 were approved.

020/18-19 **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.

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

021/18-19 **Election of Chairman**

**RESOLVED that:** Cllr Betton was appointed Chairman for the municipal year. All present in favour.

022/18-19 **Election of Vice Chair**

**RESOLVED:** That Cllr Clewett was appointed Vice Chair for the municipal year. All present in favour.

023/18-19 **Working Parties Review and Membership**

The Chairman provided a report on working parties and membership.

**RESOLVED that:**

- i. the HR Working Party is retained.
- ii. Cllrs Betton, Clewett, Gleave and Balmforth were appointed to the HR Working Party.
- iii. the Finance Working Party is retained to support the role of the RFO.
- iv. Cllrs Betton, Brent, Knibbs, Daly and Balmforth were appointed to the Finance Working Party.
- v. The Public Engagement Working Party is retained.
- vi. Cllrs Clewett, Daly, Arnold, Gleave and Kingston were appointed to the Public Engagement Working Party
- vii. LCPAS are appointed as DPO effective 24<sup>th</sup> April 2018.

024/18-19 **Representative on Parish Councils Airport Association**

**RESOLVED that:** Cllr Clewett was re-appointed to act as the Parish Council representative on the PCAA (Parish Councils Airport Association).

**RESOLVED that:** Cllr Daly be appointed as an additional Parish Council representative on the PCAA.

025/18-19 **Representative on Tegg's Educational Foundation**

**RESOLVED that:** Cllr Balmforth was re-appointed to act as the Parish Council representative on Tegg's Education Foundation.

026/18-19 **Finance Review**

- i. The 2017/18 year-end finances were received.
  - a. The Annual Governance Statement to be completed with the internal auditor on 14<sup>th</sup> May 2018.
  - b. The Annual Accounting Statement to be completed with the internal auditor on 14<sup>th</sup> May 2018.
  - c. The bank reconciliation for year end 31 March 2017 was also noted.
- ii. May 2018 finances received:
  - a. Opening Balance for month
  - b. This month's expenses were approved

<b>May PCM</b>	<b>Gross £</b>
HMRC - Tax & NI	£ 125.20
Clerks Wages	£ 501.76
Cleaners Wages	£ 140.40
Oak Accountancy Services Ltd - payroll	£ 38.40
Clerk reimbursement - Bin signage	£ 19.94
New Leaf - Village Hall & Millenium Garden maintenance	£ 160.00
LCPAS - Data Protection Officer Service	£ 450.00
Primrose Garden Maintenance - Grass cutting	£ 130.00
Filers Coaches - Surgery Bus	£ 100.00
Unity Trust Bank - Quarterly Charges	£ 18.00
Zurich Municipal - Annual Insurance Premium	£ 613.10
<b>Totals</b>	<b>2296.80</b>

c. Closing Balance for month

027/18-19

**Standing Orders, Financial Regulations and Procurement Policy**

Adopted Polices confirmed:

- i. The Crime and Disorder Act 1988 (especially section 17)
- ii. The Data Protection Act 1998 (especially section 18) – to be replaced by GDPR 25<sup>th</sup> May 2018
- iii. The Freedom of Information Act 2000 (especially section 19)
- iv. The Natural Environment & Rural Communities Act 2006 (especially section 40)
- v. The Equalities Act 2010

028/18-19

**Appointment of Internal Auditor**

**RESOLVED** that: Ian Dagger be re-appointed as Internal Auditor for 2018/2019

029/18-19

**Chairmans Report**

The Chairman provided a report to the Parish Council. Key items included:

- Emergency PCAA meeting taking place 16<sup>th</sup> May 2018 due to imminent Bristol Airport consultations.

030/18-19

**Police Report for Chew Valley**

Crime figure comparison for Chew Valley received. Highlights:

- Majority of crimes committed in the area are non-dwelling (sheds/outbuildings and commercial properties)
- Crime remains relatively low across Chew Valley
- Volunteers invited to apply to assist with Speed Watch Scheme proposed for area.

Volunteers for Speed Watch can contact PC Gemma Lindow directly [gemma.lindow@avonandsomerset.pnn.police.uk](mailto:gemma.lindow@avonandsomerset.pnn.police.uk)  
Or via clerk [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org) who will collate a list of volunteers to be passed to PC Gemma Lindow.

Speed Watch has become very timely given some recent reported near accidents on A368 Wick Road outside school and pre-school.

A full copy of the Police Report is available from [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org)

**RESOLVED that:** Clerk to request Mobile Speed Enforcement Team to increase their presence in Bishop Sutton.

031/18-19

**Planning**

a) The following applications were considered:

- i. **18/00154/FUL** – Hillside House, Sunnymead Lane, Bishop Sutton, Erection of 22no solar panels in two rows of 11 on support framing with associated equipment and cabling. Applicant was present to provide background and answer questions.

At the May 2<sup>nd</sup> 2018 PC Meeting, Stowey Sutton Parish Council considered the additional information provided by the applicant & B&NES officers for 18/00154/FUL, which confirms that the proposed solar PV installation will be effectively screened from view outside the site.

Subject to a condition requiring the natural screening of the proposed installation be maintained for the life of the solar PV installation, to ensure the continued visual amenity from outside the site, Stowey Sutton Parish Council would now withdraw our objection to the application.

- ii. **18/01448/REM** – Arundel, Church Lane, Bishop Sutton, Removal of condition 2 of application 17/01983/FUL Erection of single storey side and rear extensions, front dormer window and internal reconfiguration works to existing dwelling.

Stowey Sutton Parish Council considered application 18/01448/REM at the May 2<sup>nd</sup> 2018 parish council meeting, Arundel is a property in a prominent position, which has existing planning permissions to significantly extend the building, the condition to remove permitted development rights was requested to

ensure that any future development on the property is fully considered in the context of the Stowey Sutton Neighbourhood Plan to ensure that the plot does not become over developed in contrast to the streetscape as identified in Neighbourhood Plan Appendix E, Character Assessment.

Removal of permitted development rights does not preclude further development of a property, it simply ensures any such work complies with local planning requirements, as such Stowey Sutton Parish Council do not support the application to reinstate permitted development rights at this property.

b) The following decisions were noted:

- i. **08/00792/UNAUTH** - Brook Edge, Bonhill Lane, Bishop Sutton, Enforcement nature: 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. **ENFORCEMENT APPEAL DECISION: DISMISSED**
- ii. **18/00732/FUL** - 2 Hillside Gardens Bishop Sutton Bristol Bath & North East Somerset BS39 5XG, Erection of a 3-bed dwelling and workshop, following demolition of existing 2 bed dwelling and out buildings. **REFUSED**

032/18-19

#### **Community Engagement Working Party Updates**

Reports Received:

i. **Millennium Garden**

Tree replacement to be reconsidered next year once Truespeed have completed all works and everything has regrown.

**RESOLVED that:** Clerk to explore spring & summer bulbs and wild flowers.

ii. **Recreation Ground:**

- Working Party proposed purchase of an all-weather table tennis table which can remain up and available for all to use.
- Working Party proposed positioning of pathway around whole perimeter along with changes to the exiting play area and skateboard area to provide a MUGA as per earlier consultations.
- All weather cricket wicket discussed.

**RESOLVED that:** Working Party to seek estimates for all weather table tennis table and whole perimeter pathway, explore funding/grant options and report back to Parish Council.

**RESOLVED that:** School to be approached regarding use of potential All weather cricket wicket.

iii. **The Community Library**

Working Party met with Library Service Officer, Community Support Officer and Councillor Karen Warrington. All options now fully understood. PC and The Link have common aims, with the PC mindful of the community library being the prime. There appears to be a good number of volunteers expressing interest in supporting project. The Next volunteers meeting is at 7pm 16th May 2018. This meeting will be crucial in discussing and reaching an agreement on which option of library provision is to be aimed for set against the number and level of volunteering.

Given the size and significance of this project and the need to proceed with an expression of interest and Business Plan the Working Party propose that a Sub Committee is formed for Library Management Structure.

Proposal:

PC forms a Sub Committee of 4 Councillors

- Sub Committee quorum of 3, needs a committee chair and terms of reference
- Sub Committee requests budget and is delegated to manage its funds

PC Sub Committee manages a volunteer management committee within its budget and terms of reference

- Volunteer committee can include Sub Committee members and general public

**RESOLVED that:** Parish Council empowers Working Party to design a structure and budget for proposal to Parish Council at its June meeting. Expression of interest form to be submitted urgently.

033/18-19

#### **District Councillors Report**

Headlines of report received:

- i. B&NES Council budget and savings plan
- ii. Budget investments

- iii. JSP and Joint Spatial Plan
- iv. New Local Plan
- v. Community Libraries

A full copy of this report attached as Appendix A.

034/18-19

**Community First Responders Request**

Community First Responders are volunteers who work with the Ambulance Service and are sent by the Control Centre to 999 calls within their local communities. They are able to respond quickly and are trained and equipped to fill the gap between the 999 call and the arrival of the ambulance.

**RESOLVED that:** Parish Council donate £200 to Ambulance Service Charity for use by Chew Stoke Community First Responders Scheme.

035/18-19

**Hedgerows, roads, pavements, ditches, and drains**

A request was made to B&NES in 2017 to extend 30mph limit along A368 to Stowey Crossroads Whilst this request did not make the selection for direct progression in this year's budget it will be considered under a project for amending speed limits on the A368 from Marksbury to B3114 in West Harptree.

Pothole of the month – railings in Stowey and first bollard taken off completely, there is a white line around for a while. All bollards on Stowey Hill have been demolished. Hedging opposite The Link needs cutting back behind the wall as this is forcing vehicles across the white line in the road.

**RESOLVED that:** Clerk shall notify of missing bollards on Stowey Hill, remind of bollard and potholes, and engage with landowner regarding hedge.

036/18-19

**Footpaths**

B&NES – trig point on Burledge, now trimmed and rubber matting has been placed to reduce bogging.

**RESOLVED that:** Clerk to write to Sheila Petherbridge to thank her for doing this.

**RESOLVED that:** Parish Council agree to additional funds for new kissing gate, total agreed now £440 plus vat.

037/18-19

**Correspondence**

None

038/18-19

**Break the Mould**

Councillor Kingston attended this conference in April. It was a great day, bizarre yet thought-provoking. Thought of the day "If you always do what you've always done, you'll always get what you've always got." – Henry Ford. Outcome encouraged everyone to be open minded within remit of rules and regulations. This is becoming more essential with the role of the PC becoming more important as Local Government devolve responsibilities to Parish Councils. A good demonstration of this thought process is the Library, and proposed Sub Committee.

039/18-19

**Date of next meeting**

The next monthly meeting will take place on Wednesday 6<sup>th</sup> June 2018.  
The next AGM will take place on Wednesday 5<sup>th</sup> June 2019.

Meeting closed at 21.12

## **APPENDIX A**

### **Vic Parish Councils update 2018:**

- **Council budget & savings plan -**

It is well known that the Council faces an ongoing financial challenge as a result of reductions to core Government grant combined with rising costs of Children and Adult Social Care.

The Council is already in the process of saving £42million since 2015 through efficiencies and new income, but has had to identify a further £16 million by 2020.

The latest budget set out a 2-year financial plan that will ensure the Council can live within its means. The Council is continuing to generate more income through commercial investments, its heritage estate and housing company. We are also making an extra £2.5 million a year from localised Business Rates, and saving £600,000 from further reducing the Council's office accommodation.

For some services – such as libraries – the Council is asking community groups and parishes to take on greater responsibilities and the Council is grateful to parishes for the constructive and helpful way they have approached this.

Full details of all the savings are on the Council website with the Budget report.

- **Budget investments -**

Despite this financial challenge, the Council is still protecting most front-line services and increasing funding for services to vulnerable residents. This included:

- An extra £3.9 million a year for adult social care.

- An extra £3.1 million a year for Children's Services, including children's social care and SEND services.

- £19 million capital investment over two years for road and transport improvements, including an extra £2.2 million for highway maintenance.

- £8.7 million capital for new school buildings and primary school places.

- £4.2 million capital funding being invested to support local affordable housing projects, with a further £3 million from April 2018 onwards.

- Continued investment in the Bath and Somer Valley Enterprise Zones, including improvements to the route from Farrington Gurney to Midsomer Norton, and continuing the flagship regeneration of Bath Quays to create jobs

and generate new income from business rates.

- **JSP and Joint Transport Plan -**

The draft Joint Spatial Plan was agreed by Councillors last autumn. This is the high-level West of England-wide planning document that sets out the broad strategic locations for housing and employment development up to 2036. The majority of growth is in Bristol and South Gloucestershire. In B&NES the main growth sites were North Keynsham and at Whitchurch, where 1,600 homes are earmarked up to 2036.

The next stage is for the JSP to be approved by a planning inspector, with examination hearings expected in October or November this year.

Alongside the JSP the West of England is producing a new Joint Transport Plan which sets out the transport and infrastructure improvements needed to support this growth and address existing transport needs. For B&NES, current proposals include completing the Avon Ring Road from Hicks Gate to Hartcliffe via the Whitchurch, new mass transit routes between Bristol, Keynsham and Bath, and a potential Park & Ride on the A37 into Bristol.

- **New Local Plan -**

Alongside the JSP, which is a more high-level document, B&NES has also started work on producing a new Local Plan. This will largely update the policies within the existing Core Strategy, but bring it in line with the JSP and run up to 2036.

Most of the land required for new housing and employment is already designated within the Core Strategy or JSP, however some additional smaller housing sites are likely to be required.

The Council has therefore been undertaking a 'Housing & Employment Land Availability' assessment, which Parishes are already aware of. This is simply seeking potential sites – it does not mean at this stage they will be designated.

Overall there remains approximately 700 dwellings yet to be allocated within the authority area, predominantly likely to be within North East Somerset. This is over and above the allocations already within the existing Core Strategy.

Villages are likely to be asked to make a contribution towards the housing requirement up to 2036. The Council has said that housing developments that have already taken place since 2016 can be taken into account. However, developments that took place before 2016 will not contribute to the new Local Plan numbers.

The new Local Plan, once adopted, will replace the Core Strategy and run



from 2016-2036, in line with the Joint Spatial Plan.

- **Community Libraries -**

The Council is progressing with its plans for new Community Libraries throughout the district.

The Cabinet has reaffirmed its commitment to the Mobile Library, but where a village or community feels a permanent Community Library would better suit their needs than the mobile library then it might be possible to better utilise the Mobile Library in a location that doesn't have a Community Library.

Discussions are ongoing with community groups and parishes over potential locations for Community Libraries, but this could include Bishop Sutton and Timsbury. Community Libraries are run by a community group or Parish, but the Council is able to help with upfront start-up costs and ongoing advice and support. In Saltford, for example, the Community Association has co-located the village's Post Office with the library.