



MINUTES OF MEETING – Reference 2021/03

Present: Councillors K Betton (Chairman), H Clewett, E Daly, L Kingston, L Balmforth, J Knibbs, R Parker, T White, I Dagger and M Arnold

Clerk: J Bryant

Minutes of the virtual Stowey Sutton Parish Council meeting held at 7.30pm on Wednesday 3rd March 2021.

Item No	Description
1	Apologies & Declarations of Interest – None received
2	Confirmation of Minutes - the minutes of the Parish Council Meeting held on 3 rd February 2021 were approved as an accurate record of the meeting.
3	Public Participation (open session) - 3 members of the public attended this month's meeting. No points were raised.
4	Planning
4(a)	Planning – New Application Consultations considered, and resolutions made
4(a)i	21/00382/FUL: 7 Bonhill Road, Bishop Sutton BS39 5TS, Erection of two storey side and rear extension to existing house to form 2-bedroom annexe and larger first floor bedroom to existing house together with single storey front and rear extensions to existing house plus the formation of additional parking to the front of the existing house. RESOLVED that , subject to a clause controlling the effect of external artificial lighting, and suitable access arrangements, Stowey Sutton Parish Council do not object to this application.
4(a)ii	21/00483/FUL: Ellens Farm, Hinton Blewett Road, Stowey BS39 5UL, Erection of extension to agricultural building to cover feed yard. RESOLVED that , subject to a condition requiring planning approval of any future external lighting proposals, Stowey Sutton Parish Council do not object to this application.
4(a)iii	21/00487/FUL: Elm Tree House, Wick Road, Bishop Sutton BS39 5XD, Conversion of existing ancillary building to self-contained holiday let. RESOLVED that , Stowey Sutton Parish Council does not support this application. If B&NES are minded to permit this application despite the parish councils' recommendation, we would ask that a condition controlling the effect of artificial lighting, installed both internal and externally.
4(a)iv	21/00703/FUL: 42 Summer Leaze, Bishop Sutton BS39 5EG, Erection of ground floor rear extension to provide enlarged kitchen and dining area and proposed loft conversion to provide a bedroom with an en-suite bathroom. RESOLVED that , subject to inclusion of a condition to ensure that building materials and colours match the existing property and a condition to control the effect of artificial lighting, both externally installed and spilling from any skylights, Stowey Sutton Parish Council do not object to the erection of ground floor rear extension, however it does not support the addition of a bedroom and en-suite in the loft area.
4(a)v	<i>No further planning consultations were considered.</i>
4(b)	Planning – Decision Notifications noted
4(b)i	20/04383/FUL: The Annexe, Stowey Mead Farm, The Street, Stowey, Erection of single storey rear



	extension. Addition of first floor over existing single storey lean-to. Installation of two dormer windows to existing roof. PERMIT
4(b)ii	20/04751/LBA: Sutton Court, Sutton Court Access Road, Stowey, External alterations for the replacement roof lantern with associated repair works. CONSENT
4(b)iii	20/04332/FUL: 3 Hillside Gardens, Bishop Sutton BS39 5XG, Erection of a single storey rear extension and side extension including replacement garage following demolition of existing garage. Attic conversion with dormer bedrooms to front and rear & internal alterations plus associated landscaping. PERMIT
4(b)iv	20/04671/FUL: Parcel 7400, Low Veale Lane, Stowey, Erection of a barn and hardstanding. PERMIT
4(b)v	20/00134/FUL: The Old School House, The Street, Stowey, Proposed oak framed stand-alone household storage facility (Resubmission). PERMIT
4(b)vi	21/00229/FUL: Hill View House, Stowey Road, Stowey, change of use of agricultural land to mixed agricultural and equine land. along with the erection of a mixed agricultural and equine building with associated works. PERMIT
4(c)	Planning – Other planning matters for report and resolution Noted B&NES Rural Landscape Character Assessment Review and Landscape Strategy Stakeholder Consultation Workshop as part of the Local Plan review taking place on Tuesday 16th March 2021 10.00-12.00 via MS Teams.
5	Community and Environment – matters for report and resolution
5(a)	Area Community Forums Chair & Vice Chair Forum. Councillor Clewett reported that this was a catch up for Community Engagement Team and other Chairs of Forums across B&NES. The Community Engagement Team continue to focus on supporting the vulnerable and are working with volunteers etc within communities across B&NES. This includes food poverty which exists in rural as well as urban communities. Westfield are in process of completing purchase of additional land for new recreational space. Use of webinars by B&NES has been very well attended and lots of discussion about this being way forward. Both in way of reducing travel and enabling people to drop in and out. This brought out consideration of area forums considering use of this method going forward. Remote method for formal council meetings expires 7 th May 2021.
5(b)	Climate and Nature Emergency Working Group. Councillor Dagger reported on Transport Sustainability working group. Climate and Nature Emergency Working Group continues to do good work. Needs of the Parish will be different to those of Bath City Centre. Funding has been secured for the Chew Valley Trail from Woodford Lodge to Bishop Sutton. Stowey Sutton Parish Council will initiate discussions with relevant representatives of the Chew Valley Trail as appropriate, regarding the possibility of progressing a safe cycle route from Bishop Sutton to Chew Valley School. Work has been prioritised following weighted voting by the main group. An action plan has been created and will be updated regularly. Groups are still at the fact-finding stage, looking at bus routes, shuttle service around Chew Valley connecting to main arterial routes. Each member has been given research to undertake and report back next meeting. Councillor White reported on Nature Protection Working Group. Exploring how light pollution affects nature protection and particularly dark skies is a priority. Building a map of light pollution across Chew Valley is being created so we can identify where we have darker areas and areas of concern. The working group is looking to create a template to show the link between light corridors and nature. It can then concentrate efforts on changing attitudes towards lighting, human health and reducing carbon. A Night



	<p>Sky Policy is currently being drafted for the Chew Valley. Representatives from within the parish are encouraged to engage in these projects.</p>
5(c)	<p>Community Run Library Committee. Committee meeting took place to discuss rebranding, website, and social media. Since launch of Twitter feed, we have gained many more followers. Covid interruption grant received for Library café. This now negates the need for funds from Parish Council reserves set aside for 2021-22 £2500 which will be returned to Parish Council for realignment. Ownership of the Link changed on 2nd March 2021. The Link is now owned by the Baptist Church who are our new landlord. Click and collect continues to be strong. In line with the UK Government Guidance Roadmap out of lockdown, the library aims to open from 12th April for browsing, with café re-opening targeted from 17th May.</p> <p>RESOLVED that, Terms of Reference updated as per previously circulated draft. RESOLVED that, Councillor Dagger appointed to Community Run Library Committee.</p>
5(d)	<p>Correspondence.</p> <ul style="list-style-type: none"> i. Request from parishioner to consider supporting paving trodden track from hillside gardens to Budgens. ii. Community First Responders report received and circulated. Thanks are extended for support and previous grant awarded.
5(e)	<p>Parks and Open Spaces.</p> <ul style="list-style-type: none"> i. Culvert clearance has been undertaken. More litter picking due to take place soon. ii. Byelaw for recreation ground prohibits cycling on recreation ground. <p>RESOLVED that, Councillor Parker appointed to Community & Nature Engagement Working Party. RESOLVED that, Clerk to research updating the byelaw for the recreation ground and engage with Community Engagement Working Party to scope a replacement byelaw.</p>
5(f)	<p>Public Rights of Way, Highways, and Infrastructure.</p> <ul style="list-style-type: none"> i. Request from parishioner to consider supporting paving trodden track from Hillside Gardens to Budgens. ii. Ramblers Association PROW information received. iii. Other reports submitted to appropriate authorities for action. <p>RESOLVED that, Clerk to investigate land ownership and discuss possibilities with B&NES with a view to possibly creating a safer walking route for pavement users from Hillside Gardens to Budgens.</p>
6	<p>Meetings & Consultations – matters for report and resolution</p>
6(a)	<p>PC1-21 Right to Regenerate: Reform of the Right to Contest Consultation report previously circulated.</p> <p>RESOLVED that, previously circulated draft response with one addition to be submitted by clerk on behalf of Stowey Sutton Parish Council.</p>
6(b)	<p>Bath Transport Delivery Action Plan Consultation – first consultation now closed. Second public consultation expected Summer 2021. This consultation is part of the B&NES Climate Emergency declaration action plan. Aim is to improve transport hubs, provide safe cycle routes, and link rural areas to the city centre.</p>
6(c)	<p>Active Travel Scheme Consultations run from 22 February until 21 March: A4 Upper Bristol Road scheme, Bath city centre to University of Bath scheme and Combe Down to University of Bath scheme. These schemes focus on cycling and walking.</p>



	As these consultations do not directly impact the parish, councillors and members of the public are encouraged to respond personally as they deem appropriate.				
6(d)	<p>NALC Leaders Talk: Why Representation in Local Councils Matters Councillor Dagger presented report, previously circulated. Three main topics of discussion were: developing relationships in the neighbourhood and challenging the way things are, representation and why it matters, and voting counts and how do councils show how to engage in shaping services. Sharing awareness with communities is strongly encouraged. Are we really diverse? Could blended meetings be considered going forward? Are we delivering services parishioners want? All food for thought and positive topics parish councils can use to scope the future with their communities.</p>				
6(e)	<p>SLCC Practitioners Conference Clerk reported. Three day zoom conference with 30 topics in total. Extremely insightful and many useful tools brought forward to use in Stowey Sutton.</p>				
7	Finances, HR and Legal - RESOLUTIONS:				
7(a)	Payments authorised:				
	Payee	Description	Net	VAT	Gross
	Staff	Salaries February 2021	£854.23	£ -	£854.23
	HMRC	Tax & NI	£144.68	£ -	£144.68
	Fasthosts Internet Ltd	Library website domain name registration	£10.49	£2.10	£12.59
	Fasthosts Internet Ltd	Library website WordPress Hosting	£61.66	£12.33	£73.99
	SLCC	Practitioners Conference	£75.00	£15.00	£90.00
	Premier Print	Playground equipment signs	£27.50	£5.50	£33.00
	Premier Print	Nature interpretational signs	£13.58	£2.72	£16.30
	Oak Accountancy	Payroll preparation quarter ended 31/12/2020	£33.60	£6.72	£40.32
	Avon Local Council Assoc.	Annual Subscription 2021-2022	£365.96	£ -	£365.96
	Filers Coaches	Surgery coach for February 2021	£120.00	£ -	£120.00
		TOTALS	£1,706.70	£44.37	£1,751.07
7(b)	Monthly Financial Statements received:				
	Bank Account	Balances (after payments & transfers)			
	Unity	£6,193.13			
	NWB Current	£285.70			
	NWB Reserve	£18,215.49			
	Library Petty Cash	£ -			
	Clerk Petty Cash	£500.00			
	SumUp Card Bal	£125.53			
	Unity Savings	£6,295.08			
	TOTAL	£31,614.93			
7(c)	<p>Staff Pension Scheme. It was noted that the Staff Pension Scheme has been auto enrolled as threshold breached.</p> <p>RESOLVED that, Councillors Betton & Clewett are empowered to sign the Direct Debit Mandate for the Staff Pension Scheme with The Peoples Pension (B&CE)</p>				
7(d)	<p>Appointment of Internal Auditor. RESOLVED that, J Banfield appointed Internal Auditor to conduct 2020-21 Internal Audit.</p>				
8	Reports for Information only				
8(a)	<p>Clerks Report. i. Richard Jones Foundation – applications invited for grants for educational and training purposes.</p>				



	<p>Application closing date 11th April 2021.</p> <ul style="list-style-type: none"> ii. Richard Jones Foundation - Vacancy has arisen for a trustee following the resignation of Richard Brent from the foundation. Thanks are extended to Richard for his service, and we wish him a happy and long retirement. Applications for a new Trustee (who should be on the electoral roll in Parish of Stowey Sutton) are invited. iii. John Tegg Educational Foundation – Financial Report received and circulated. iv. West of England’s mass transit project, Transforming the region’s transport network: Thursday 11 March at 1:30 – 2:30pm. v. Young Bristol – Commissioner’s Community Action Fund (Police Community Trust) £3000 Grant. vi. ALCA Clerks Networking – main topics Jackie Weaver, Annual Meetings, Brexit topic notes (GDPR update expected soon), challenges during lockdown with playgrounds, training and future courses, internal audit, and remote meetings. vii. PCAA report circulated. Next meeting 25th March 2021, after Case Management Conference 8th March 2021 for the appeal by Bristol Airport Limited (reference number 20/P/2896/APPCON) against the decision by North Somerset Council of 19 March 2020 to refuse a planning application for a major expansion of Bristol Airport (reference number 18/P/5118/OUT). viii. Clerk recommended Community Engagement Working Party take forward ground lease and S106 fund discussions.
8(b)	<p>District Councillors Report.</p> <p>District Councillor Pritchard reported that:</p> <ul style="list-style-type: none"> i. Ward Councillors Discretionary Empowerment Fund, £1000 (50% reduction from previous year) per ward councillor to be spent across <u>all</u> of their parishes. ii. Clean Air Zone starts 15th March 2021 in Bath, operates through ANPR cameras. Private motor cars are not currently included. iii. Dr Bruce Lawrence is retiring and being replaced by Becky Reynolds. iv. Council Tax will be increasing by 4.99% in 2021/22. Prepare for future, delivery for local residents and focus on prevention. v. Unpaid carers aged 18-64 are being invited for Covid vaccination. Qualification definition: Those who are eligible for carer’s allowance, or those who are the sole or primary carer of an elderly or disabled person who is at increased risk of COVID-19 mortality and therefore clinically vulnerable. If you fulfil these criteria, you are encouraged to contact your GP if you are not already registered with them as a carer. vi. All adults will be in receipt of their first dose of the Covid vaccine by 31st July 2021.
9	<p>Date of next meeting – Wednesday 7th April 2021</p>

Meeting ended at 21.30.