

## **MINUTES OF THE STANTON DREW PARISH COUNCIL MEETING HELD IN THE PARISH HALL ON THURSDAY 15<sup>TH</sup> MARCH 2018 AT 7.30 PM**

**PRESENT:** Cllr. M Elsbury (Chairman), Cllr. J Hudson, Cllr. M Naunton, Cllr. G Roscoe, Cllr. J Swift, Cllr. D Winstone and Ward Councillor K Warrington.

### **18/16 – APOLOGIES FOR ABSENCE**

There were no apologies received.

### **18/17 – CODE OF CONDUCT – DECLARATION OF INTEREST**

There were no declarations received.

### **18/18 – URGENT BUSINESS AS AGREED BY THE CHAIR**

The chairman reported on recent discussions held between himself, Mr Simon Whittle and Cllr. J Swift reference the replacement of council's computer. Their proposal was that due to the age of the existing computer and the number of recent failures it should be replaced urgently.

The clerk reported that there were sufficient finances available to fund the purchase of a new computer now but requested delaying the purchase until after 1<sup>st</sup> April 2018 when further finances will be available in the next financial year, and a purchase before 31<sup>st</sup> March 2018 could complicate the annual financial returns.

It was agreed to ask Mr Simon Whittle to purchase the computer that had been suggested during the discussions.

### **18/19 – MINUTES OF THE LAST PARISH COUNCIL MEETING**

The draft minutes, having been previously circulated to the councillors, were agreed and signed as a correct record.

### **18/20 – THE WARD COUNCILLOR'S REPORT**

Cllr. K Warrington stated that due to the pending reductions in staff numbers within B&NES Council there was not too much to report. The process of moving towards 'digital by choice' was ongoing although 'Council Connect' and reporting direct would still be in place. A new initiative called 'Fix my Street' was also being made available.

Talks were ongoing to provide new 'Community Libraries', sites at Chew Valley School and Bishop Sutton are amongst the proposed locations. A smaller mobile library vehicle, which can be operated by less qualified drivers was also being investigated.

### **18/21 – THE NEIGHBOURHOOD PLAN – UPDATE**

Cllr. J Swift reported that the 'Pre-submission Draft Plan' had now been finalised, the next legal requirement is to carry out a regulation 14 consultation, which lasts for six weeks. The plan will be available to access on line and hard copies will be available to view on request. Two consultation sessions have also been arranged at the Village Hall. Consultation questions can be answered online or left at designated locations.

The Parish Councillors proposed and agreed to 1) Support the Pre-submission Draft Plan. 2) Support taking the Pre-submission Draft Plan through regulation 14 consultation and 3) To a vote of thanks to the Steering Group for all the work done to date.

### **18/22 – ACTIONS AND UPDATES FROM THE LAST PARISH COUNCIL MEETING**

The Play Area – It was agreed that a working party will meet on site on 31<sup>st</sup> March 2018 at 10.00 am.

The blocked footpath and stile at Stanton Wick – No further correspondence from B&NES Council had been received to date.

The War Memorial site – It was reported that there had been no further developments to date.

The provision of improved broadband speeds – It was reported that the location sites where Truespeed had completed the installations had reported great improvements but some locations were still awaiting installation.

A replacement Parish Councillor – Mr R Hill had declared an interest, the clerk had checked the procedure with B&NES Council and this item will be discussed as a later agenda item.

#### Planning decisions to date

17/05819/FUL – Change of use of outbuilding from incidental to ancillary residential use at ‘The Old Forge’ – No decision to date.

The invitation to comment on possible Ward changes – The clerk reported that there had been one comment received, that was to stay with the existing arrangements.

The invitation to comment on possible changes to the 672 local bus service timetable – The clerk reported that there had been no comments received.

### **18/23 – REFUSE BINS LEFT INDEFINITELY ON THE EDGE OF THE HIGHWAY**

A parishioner had asked council to remind parishioners that all recycling bins should be removed from the edge of the highway after they had been emptied, and stored on parishioner’s properties as advised by B&NES Council, and not left on the kerb edge indefinitely. This practise will help to keep our streets tidy.

Council agreed to reiterate this request via the Parish Magazine.

### **18/24 – CO-OPTION OF A PARISH COUNCILLOR**

As stated earlier Mr R Hill had declared an interest. Council agreed to invite Mr Hill to join the parish council as a co-opted member immediately. The clerk will ensure that the relevant documentation, ‘The Declaration of Acceptance’ and ‘Register of Members Interest’, are completed.

### **18/25 – PARISHIONERS COMMENTS AND VIEWING OF PLANNING APPLICATIONS**

The clerk reported that he had received an e mail from a parishioner asking for council's observations on a letter he had received from B&NES Council.

The letter, dated 7<sup>th</sup> March 2018, stated that as and from the start of Term 5 in April 2018 the free transport to the local Primary School which his children at present use will cease as the route is now designated as a safe route due to improvements made to the footway to make the route safe for children to walk to school.

The parishioner stated that the reasons given by B&NES Council were not accurate and he had written to them asking for an explanation, with no reply to date.

Council stated that they were appalled by the content of the letter and did not accept that improvements had been made to the footway to make it a safe route, Cllr. K Warrington agreed to make further enquiries. Council agreed to advise the parishioner of the detail of their discussions, ask him for a copy of B&NES Council's reply when received, and to await detail of Cllr. Warrington's enquiries.

### **18/26 – NEW PLANNING APPLICATIONS**

18/00346/TPO – Mrs E Richardson – General maintenance to mixed oak, ash and goat willow trees. Branch removal of goat willow, removal of 2 stems and crown reduce to 6 – 10ft, fell two ash trees. The work is in preparation of more planting and an application to extend the TPO area at The Winding House. – Council have no objections and consider the work requested in the planning application to be good husbandry and required maintenance. – Subsequently permitted.

18/00735/FUL – Mr & Mrs R Master – Change of use for the siting from agricultural to tourist accommodation and the erection of four Shepherds Huts at Bye-Mills Farm Access Road – Council supported.

### **18/27 – CORRESPONDENCE AND REPORTS**

B&NES Council have acknowledged receipt of council's precept request and stated that payments will be paid at the start of April and October.

Litter Picking Session – Arranged for 9<sup>th</sup> March 2018.

West of England Spatial Plan, B&NES Local Plan and Housing & Employment Land Availability Assessment – Presentation at Midsomer Norton – 6<sup>th</sup> March 2018.

B&NES – A reminder that a copy of Council's Register of Interests must be available for inspection and published on Council's Website.

Data Protection Compliance New Regulations – B&NES have offered a service to manage council's compliance at a cost of £650 per annum. ALCA have advised to delay making a final decision until NALC have explored all options.

Dial a Ride have asked for a grant of £45.00, council agreed.

B&NES Group of ALCA Meeting – 24<sup>th</sup> January 2018.

Parishes Liaison Meeting – 28<sup>th</sup> February 2018 – Clerk attended.

Chew Valley Area Forum Meeting – 26<sup>th</sup> February 2018 – Clerk attended.

Clerk & Councils Direct – Circulated.

**18/28 – FINANCE REPORT AND CHEQUES FOR SIGNATURE**

The clerk reported that a cheque for £28.40 had been paid between meetings to Mr P Edwards being the balance due for the Neighbourhood Plan Domain Hosting. £430.00 had been received to date as Allotment Plot Rents and £85.00 had been received from the Surgery Coach Honesty Box. £2,000.00 had been switched between accounts to balance.

**Cheques for signature:**

Filer's Coaches	- Surgery Coach – (Jan £125), (Feb £100)	- £ 225.00
J A Harvey	- Clerk's net salary – (January – March)	- £ 1,284.00
HMRC	- Tax due on Clerk's salary (Jan – Mar)	- £ 321.00
S Edwards	- 12 weeks Play Area Inspections (To end of Mar)	- £ 144.00
M Sherborne	- Cemetery maintenance (October to March)	- £ 235.00
K C Printing	- NP Booklets and Flyers	- £ 255.00
M Douglas-Jones	- NP second repayment of loan	- £ 2,500.00
Dial a Ride	- Grant/Donation	- £ 45.00

Proposed: Cllr. J Swift, seconded: Cllr. J Hudson and agreed.

**18/29 – DATE OF THE NEXT MEETING**

Parish Annual Meeting/Council's Annual Meeting/Parish Council Meeting – 3<sup>rd</sup> May 2018.

**The following agenda items were discussed 'IN CAMERA' after the main meeting.**

**18/30 – TENDERS FOR PARISH COUNCIL WORK – 2018/2019**

PROW Kissing Gates & Stiles Clearances – One Tender received.

Mrs S Edwards - £ - 10.00 per hour.

Proposed, seconded and agreed to accept the tender of Mrs S Edwards, up to a maximum of £500.00 in the year.

Grass Cutting at The Play Area – Two Tenders received.

J & K Primrose - £ - 850.00 + VAT for the year.

D Lucas - £ - 900.00 for the year.

Proposed, seconded and agreed to accept the tender of Mr D Lucas.

Grass Cutting at The Allotment Site – Two tenders received.

J & K Primrose - £ - 350.00 + VAT for the year.

D Lucas - £ - 400.00

Proposed, seconded and agreed to accept the tender of Mr D Lucas.

Parish Cemetery Maintenance – Three tenders received.

J & K Primrose - £ - 687.50 + VAT.

D Lucas - £ - 720.00

M Sherborne - £ - 490.00

Proposed, seconded and agreed to accept the tender of Mr M Sherborne.

Play Area Inspections – One tender received.

Mrs S Edwards - £ - 12.00 per monthly inspections.

**18/31 – ANNUAL REVIEW OF THE CLERK'S SALARY**

The clerk left the meeting whilst this minute was discussed.

It was agreed to increase the clerk's annual gross salary from £6,232.00 to £6,612.00 to start from 1<sup>st</sup> April 2018 in line with the budgeted proposal.

The clerk expressed his grateful thanks.

\_\_\_\_\_ CHAIRMAN \_\_\_\_\_ DATE



