

**MINUTES OF THE STANTON DREW PARISH COUNCIL MEETING HELD IN THE
PARISH HALL ON THURSDAY 3RD NOVEMBER 2016 AT 7.30 PM**

PRESENT: Cllr. J Chubb-Whittle (Chair), Cllr. M Elsbury, Cllr. M Naunton, Cllr. G Roscoe, Cllr. J Swift, Ward Councillor K Warrington and one parishioner.

16/72 – APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr. J Hudson and Cllr. D Winstone.

16/73 – CODE OF CONDUCT – DECLARATION OF INTEREST

There were no declarations of interest received.

16/74 – URGENT BUSINESS AS AGREED BY THE CHAIR

There was no urgent business requested.

16/75 – 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 subject to an alteration to the wording in minute 16/62 – ‘a stage payment from B&NES Council’ – to be replaced by – ‘a stage payment from Locality’.

16/76 – THE NEIGHBOURHOOD PLAN – UPDATE

Cllr. J Swift, chair of the Neighbourhood Plan Steering Group, reported that the release to the Community of the final combined questionnaire from the Transport and Movement, Environment and Landscaping and Facilities and Amenity groups had been held up due to coordination in editorial input, work, and other commitments. All matters have now been resolved and the questionnaire will be released imminently to the community. The results will be the basis for drafting the policy which will inform the draft plan. This will be released in Spring 2017 subject to B&NES Council approval.

Mr Marc Bayliss from Worcester Research will be presenting the results of the Housing and Business survey at the Plenary Meeting on Wednesday 16th November 2016, to be held in the Parish Hall. Cllr. Swift was unable to confirm, at this stage, whether the next stage grant from ‘Locality’ had been applied for, or when the receipt was expected.

16/77 – ACTIONS AND UPDATES FROM THE LAST PARISH COUNCIL MEETING

The Play Area – It was reported that the repairs to the Tunnels/Bridges area had been completed but no invoice for the work had been received to date. Cllr. J Swift advised that the cost will be £75.00.

The blocked stile and PROW at Stanton Wick – No progress to date.

The War Memorial Site – It was reported that investigation had found no official ownership of the site. Cllr. M Elsbury reported that initial enquiries with the Land Registry had also revealed there to be no official ownership.

The relevant application forms for the parish council to register the site in their name will now be generated.

The Ward Councillor's Grant – Ward Councillor K Warrington stated that the finance from B&NES Council for the grants seems to be very slow in progressing

The intensity of the Parish Hall Carpark Light – It was reported that a recently fitted reflector had reduced the intensity but may have reduced the area of carpark covered.

The request for a mirror to assist vision at The Toll House junction – It was reported that there had still been no reply from B&NES Council. Ward Councillor K Warrington suggested that council should ask again and copy her into the request.

The request to inspect the road surface of the B3130 in the vicinity of recent accidents – It was reported that there had still been no reply from B&NES Council. The Ward Councillor suggested that council should ask again and copy her into the request.

The Risk Assessments Requirement – Cllr. J Chubb-Whittle had produced and circulated an *aide-memoir* to assist. It was agreed that Cllr's. J Chubb-Whittle and M Elsbury would carry out the assessments on 6th November.

Broadband Provision – Cllr. M Elsbury provided an update. He reported that 'Truespeed' had stated that the installation of their service to Stanton Drew and Stanton Wick was imminent, the required equipment had been ordered and consultations with landowners reference crossing their land, and the using of existing power and telecommunication poles was ongoing.

Planning decisions to date

16/03654/FUL – Two storey extension at Church Lane Cottage – Permitted.

16/78 – PARISHIONERS COMMENTS AND VIEWING OF PLANNING APPLICATIONS

There were no comments received.

16/79 – PRE PLANNING APPLICATIONS DISCUSSION WITH THE PARISH COUNCIL AND THE DEVELOPER

Cllr. J Chubb-Whittle proposed, and it was agreed, that it would be very beneficial if proposed developments of any site, large or small, could be discussed with the parish council prior to the submitting of the planning application. Relevant Planning Policies that may pertain to the planning application could then be discussed and then hopefully encompassed in the application.

This proposal will be offered to developers, via these minutes and on council's website. Relevant planning policies can be accessed via council's website and the Neighbourhood Plan website.

16/80 – NEW PLANNING APPLICATIONS

16/04362/FUL – Mr & Mrs J Hudson – Erection of two storey side extension at Elm Farm – Cllr. J Hudson had declared an interest in this application. Council supported this application.

Although the location is within the Green Belt and outside of the Housing Development Boundary, the proposed extension is not considered to be excessive and will improve the kitchen area, so should comply with planning policy CP8. The proposed extension is not obtrusive and blends well with the existing building, it therefore complies with planning policy D2 and does not impinge on any other properties outlook. The proposed increase in Footprint is not perceived to be excessive.

16/04512/FUL – Mr & Mrs R & James Young – Change of use to convert farm building to provide a farm dwelling at Church Farm – Council made the following comments – Council have consulted residents local to the site and, like the parish councillors, there are differences of opinion.

On the one hand we would encourage the provision of a dwelling, on site, for the son of the owners of Church Farm, to ensure the future running of a very efficient enterprise, and at the same time make use of an under used farm building, with minimal alterations to the existing.

On the other hand the proposed dwelling is outside of the Housing Development Boundary, in a sensitive Conservation Area, in the Green Belt and adjacent to a designated Ancient Monument, so design is particularly sensitive.

It may be argued that the design reflects the local ‘cow shed’ design and is a slight improvement but this design is not sensitive to surrounding dwellings or indeed anywhere in this Green Belt Parish. Although council would support applications for rural/agricultural workers this application is contrary to B&NES Planning Policies: CP6:1a, CP6:2, CP6:3, GB1, GB2 and NPPF paragraph 58.

16/04959/FUL – Mr D Maidment & Ms S Trevelyan – Erection of a two storey side extension at Sunny Field – Council supported this application – The application complies with B&NES Planning Policies: GB1, GB2 and HE1. It is infill and within the Housing Development Boundary.

16/05265/TCA – Mr & Mrs R Young – To remove a dead oak tree at Church Farm – Council had been informed that B&NES Council had permitted this application.

16/05265/OUT – Mr & Mrs D Thomas – Erection of a dwelling and two new garages at 53 Highfields – Council made no comment at this stage as the application was still in circulation.

16/81 – MEETING DATES FOR 2017

It was proposed, seconded, and agreed to continue with bi-monthly meetings in 2017. Dates agreed, subject to availability are: - 5th January, 2nd March, 4th May, 6th July, 7th September and 2nd November.

After discussion a majority decision was taken to not continue with the Parish Surgeries due to what appeared to be the lack of public support. Cllr. J Chubb-Whittle abstained from the vote on this subject.

16/82 – COUNCIL’S FINANCIAL REGULATIONS – HALF YEAR REVIEW

The review was presented by the Clerk/Responsible Financial Officer. It was agreed that the expenditure to date was within the budgeted figures and the anticipated future spend had been catered for.

16/83 – BUDGET AND PRECEPT REQUIREMENT FOR 2017/2018

Cllr. J Swift stated that he would prepare a draft for discussion at the January 2017 meeting as B&NES Council will need to be notified of council's precept requirement by February 2017.

Councillors were asked to inform Cllr. Swift of their proposals as soon as possible.

Cllr. J Chubb-Whittle suggested that council should consider increasing the precept requirement, as well as investigating all possible grant sources, to gradually build a 'Reserve Fund'. B&NES Council and central government have already suggested that parish councils should take on more responsibilities for running services at present provided by them, but to date there had been no indication as to where the additional finances required will be coming from. And B&NES Council have inferred that increases in precept should be capped at 2%, especially the larger councils. ALCA has stated that it is permissible to hold an additional 50% of the precept requirement as a 'Reserve Fund'.

16/84 – PARISH COUNCIL'S PLANNING APPLICATIONS RESPONSES

Subsequent to a recently circulated planning policies guide, produced by Cllr. J Chubb-Whittle, the joint chairs reiterated the importance of referring to them and quoting the relevance of them in the councillors' comments to circulated planning applications. Cllr. Chubb-Whittle offered to lead a training/familiarisation session on 26th November, which was accepted.

16/85 – CORRESPONDENCE AND REPORTS

Equipment, in the form of a printer/scanner, needed to comply with The Transparency Code had been purchased.

Cllr. J Chubb-Whittle and the clerk had attended a B&NES Group of ALCA Meeting on 14th September 2016.

The clerk had attended the ALCA AGM on 8th October 2016.

Cllr. M Naunton had manufactured and fitted two new noticeboards.

A request from a parishioner had been received for the installation of LED/Warning Lights at the Stanton Wick junction with the A368. The chair reminded the meeting that this had already been one of the requests for CIL monies to install.

A request to attend to a broken handrail on a PROW footbridge.

A proposal that 'The Invite to Tender' for parish council work should be more widely advertised.

The notification from B&NES Council that the closure of 'The Narrows' at Belluton would now be for six months had been received and placed on council's website.

Cllr. J Chubb-Whittle and the clerk had attended the Parishes Liaison Meeting on 12th October 2016.

16/86 – FINANCE REPORT AND CHEQUES FOR SIGNATURE

The clerk/RFO reported that cheques had been paid between meetings to: -

Place Studio Ltd – Design Statement for The Neighbourhood Plan	- £ 3,480.00
Worcester Research – Surveys for The Neighbourhood Plan	- £ 2,007.36
J Chubb – Purchase of Epsom Printer/Scanner – Transparency Code	- £ 179.99
J Harvey – Multi Pack Ink Cartridges – Transparency Code	- £ 88.72

S Whittle – A3 copying Paper – Transparency Code	- £	15.00
ALCA – Training Course – (Cllr. J Chubb-Whittle)	- £	95.00

£45.00 had been received for Allotment Plot Rents. £5,000.00 had been received as an interest free loan towards the Neighbourhood Plan. £79.50 had been received from the Surgery Coach Honesty Box and the second half of the precept, £6,478.50, had been received from B&NES Council.

Cheques for signature: -

Cllr. M Naunton declared an interest in the signing of the cheques.

Filer's Coaches - Surgery Coach (Sept. £100) & (Oct. £100)	- £	200.00
S Edwards - Play Area Inspections (9 weeks)	- £	108.00
M Naunton - Manufacturing and Fixing of two Noticeboards	- £	629.49
D Lucas - Play Area (£187.50) & Allotment Site (£100) grass cutting	- £	287.50

Proposed: Cllr. M Elsbury, seconded: Cllr. J Swift and agreed.

16/87 – DATES OF THE NEXT MEETING

Parish Surgery – 1st December 2016 – 6.00 to 7.00 pm.

Parish Council – 5th January 2017 – 7.30 pm (Date now confirmed).

_____ CHAIRMAN _____ DATE

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

16/88 – DISCUSSION WITH THE LECTURE HALL TRUSTEES

It was reported that The Trustees had invited members of the Parish Council, being the only constitutionally elected body in the Parish, to an informal/un-recorded discussion reference the Lecture Hall Field, held on 22nd September 2016. Parish Council members present were Cllr's M Elsbury, J Swift, M Naunton and D Winstone.

The Trustees informed the councillors that they had been given the opportunity to purchase the remaining part of the field, which they had rented for the last 25 years (up to March 2016), subject to the agreement of **all** the family owners of the field.

The Trustees would prefer that the situation was not advertised too much, at this stage, so as not to encourage other potential purchasers. It was also pointed out that the Trustees were in the fortunate position of having the funds available, but would have no use for the field other than it being a potential asset for the parish as a whole. So they would like to know the views of the Parish Council.

The Councillors present unanimously thanked the Trustees for informing them of the situation, stated that they appreciated the delicacy of the situation, totally supported their decision to try to purchase the field as a Community Asset, and would support this one-off opportunity.

16/89 – REPORT ON DISCUSSION WITH THE B&NES NEIGHBOURHOOD PLAN ADVISOR

Cllr. J Chubb-Whittle informed the councillors that during a meeting with Ms. J O'Rourke, the B&NES Neighbourhood Plan Advisor, reference progress of The Stanton Drew Plan, the topic of finance arose. In particular, the fact that two quite large invoices had not been paid when they should have been as council were still awaiting a second stage grant from 'Locality', and that Mr C Osborne had made an interest free loan of £5,000 to council, mainly so that the outstanding invoices could be paid prior to the receipt of the grant from 'Locality'.

Ms. O'Rourke had expressed her apprehension over the source of this loan due to the fact that certain individuals within the parish had previously stated to B&NES Council that Mr Osborne should not be a member of the Neighbourhood Plan Steering Group, and in particular the Housing & Business Working Group, as he was a 'developer' and could have a financial interest.

(The Legal Department of B&NES Council has subsequently agreed with Ms. O'Rourke's apprehension and both thought the final submission of our Neighbourhood Plan could be challenged).

Ms. O'Rourke suggested that the loan should be repaid as soon as possible and other sources of finance should be explored to achieve this. She also thought that loans could be obtained from ALCA. The answer to the problem would of course be the receipt of the stage grant from 'Locality', which council are unable to ascertain whether it has been applied for or indeed how much it is. The joint chairs and the clerk have investigated/discussed other sources which included ALCA, possible bank loans, etc.

Cllr. J Chubb-Whittle further stated that during an informal visit/coffee/chat with an ex-parishioner (a fairy godmother who wishes to remain anonymous), a loan of £5,000 had been offered, which was gratefully accepted. The legality/validity of this offer had been cleared with B&NES Council and the

'fairy godmother' will be so advised. Upon receipt of this loan into council's bank account the repayment to Mr Osborne will be paid, and a two year repayment agreement will be officially agreed with the 'fairy godmother'. Mr Osborne had been advised of B&NES Council's apprehension which he accepted.

_____ CHAIRMAN _____ DATE