MINUTES OF AN ANNUAL GENERAL MEETING/ANNUAL AND A MONTHLY MEETING OF PUBLOW WITH PENSFORD PARISH COUNCIL HELD ON MONDAY 8TH MAY 2006 AT 7.00P.M. AT THE CHURCH ROOM CHURCH STREET PENSFORD:

Present: Chairman: Mr T Heaford
Mr B Bowes, Mr L Seymour, Mrs S Loney, Mrs J Gully, Mrs S Grimes, Mr D Chilcott, Mr B Watson, Mrs J Stephenson. **Clerk:** Mrs J Bragg.
Members of the Public: Mr Bond, Mr Richardson. PC Glenn Lord.
Mr & Mrs Sessford joined the meeting at 9.30p.m.

AGM AGENDA

1. Chairman's' Report: Report Attached. The Chairman also gave thanks to Cllr Edwards, who although was absent from the meeting attends as often as possible and participates greatly.
2. Financial Report: Report Attached
3. Memorial Hall Report: Report Attached. This was the fifth report that Mr Seymour had submitted to the Parish Council in his position as Chairman of the Memorial Hall Committee. Mr Seymour has now retired from this position. All reports were formally adopted, being proposed by Mrs Gully and Seconded by Mrs Bowes. This concluded the Annual General Meeting.

ANNUAL/MONTHLY MEETING AGENDA

At this point of the meeting Chairman, Mr T Heaford resigned from his position.
1. Election of Chairman & Vice-Chairman: Mr Seymour proposed Mr Heaford be re-elected as Chairman this was seconded by Mr Watson.
Mr Heaford proposed that Mr Watson be re-elected as Vice-Chairman, this was seconded by Mrs Bowes.
2. Signing of Declaration & Acceptance of Office Book: The declaration & Acceptance of Office book was duly signed by Chairman & Vice-Chairman.
3. Welcome Beat Office PC Glenn Lord: PC Glenn Lord was welcomed to the meeting and spoke to the Parish Council about policing in the Chew Valley Area. It was reported that as from April 1st the Police Boundaries were changed to fall in line with the Ward Boundaries. It was reported that PC Greaves is now based at Keynsham, and most of the day to day policing in the chew Valley is dealt with by Glenn Lord. Future policing in the Chew Valley area may include extra Police Community Support Offices with the added help from 'Specials' this hopes to make Police more visible in the Community.
Community Contact Vehicle: A roster has been completed to the end of June. Dates can be found on the web site – avonandsomersetpolice.uk
A future base from which the Police Community Support Officers can work from might be needed so that they once again have a base in the Chew Valley Area. The Church Room, Church Street was suggested as a possibility.
Crime Figures: Crime figures can be accessed from the web site but it was reported that 2005/06 saw an increase in the North area of the Chew Valley of 18 offences. The theft of motor vehicles had risen by 9 offences with the theft of mopeds now on the increase. All crimes committed are now recorded.
Road Traffic Accidents: Have been reduced in the area possibly because of the increase of new speed limits throughout villages.
Glenn reported that he would next visit the Parish Council in October or November, but also attends the Chew Valley Action Group Meetings on a

regular basis. In the meantime Glenn will arrange a meeting between the Parish Council and representatives from the parking team and traffic and safety at B&NES to discuss parking issues within the village.
4. Members of the Public: It was reported that difficulty is still being experienced when trying to leave Woollard Lane and join the A37, with traffic being queued back past the Cemetery during busy periods.
Hinton Organics: It was reported that it had been necessary to contact the Environmental Health Department again due to the odour from this site. It was reported to Member of the Public that a meeting had been arranged to take place on 23rd May to discuss the two sites – Hinton Organics and Kelston Sparkes to discuss all issues in relation to these sites including traffic, damage to roads, heights of waste, odour and planning control and enforcement, with representatives from the Environment Agency, B&NES, Cllr Curran, Cllr Sally Davis and Compton Dando Parish Council being invited to attend.
5. Apologies for Absence were received from Cllr P Edwards, Mr S Filer and Mr B Coles.
6. Minutes of Monday 10th April 2006 having been circulated and read were signed as a true record.
7. Matters Arising from Previous Minutes: Publow Bridge: As there had been no reply from Peter Brook regarding the cracks in the new cement, clerk was asked to follow this up.
Church Street, Parking: A letter received from a resident in Church Street welcomed the proposed hatchings of the church gates, hoping that all will abide by the restriction. However, he also hoped that this was not an attempt by users of the church room to secure parking outside for occasional meetings. Clerk to reply confirming that there is no legal enforcement of the hatchings which are purely advisory and that the Parish Council hope to define the area more positively.
The Sidings, Stanton Wick: It was reported that a lot of clearing of vegetation has recently taken place here. Clerk to report to the Enforcement Officer.
8. Appointment of Representatives For: Village Hall Committee:
Mr Watson & Mrs Gully. Parish Council's Airport Association: Mr Heaford. Community Action Group: Mrs Stephenson. Parish Cluster Meetings:
Mr Chilcott. Parish Liaison Meetings/B&NES Local Council Group:
Mr Heaford.
9. Parish Council Charity Donation: Agree on Organisation/s to receive a donation. Mr Watson to speak to the secretary of Publow with Pensford Parochial Church Council regarding a small donation to the gardener.
Clerk read out a letter from the Citizens Advice Bureau. It was agreed that £50 should be donated to this cause.
10. Items for Discussion: a) Future Venue for Parish Council Meetings: It was agreed that future Parish Council meetings should continue at The Church Room, moving to the Memorial Hall would clash with other meetings and prove disruptive during a meeting.
b) Draft Accounts: Mr Chilcott tabled an Income & Expenditure Account for the year ended 31st March 2006 along with the Balance Sheet as at 31st March 2006. These were not for formal adoption, however if the Parish Council agreed them then all documents would then be taken to Underwood Lamb for the Internal Audit, following which the accounts can then be formerly adopted and the Annual Return submitted to Mazars. Mr Chilcott ran through the figures and brought to the attention of the Parish Council the expenses total

which is slightly higher due to the cost of the Village Hall Guttering and the replacement play equipment following the risk review. The Balance Sheet was explained, it was suggested that a secure investment should be found for a better rate of interest for the Treasury Stock. Mr Seymour reported that the Play Area will be again due for inspection.

Risk Assessment Review: Mr Chilcott proposed that this is re-visited when the accounts are formally adopted but reported that the following items were covered on last years review. Tennis Club Lights, Clerks' Computer, Playground, Bus Shelters, Footpath Insurance for Mr Gillett (Public Liability covered by Allianz Cornhill), Back up of Electronic Data – Clerk.

Financial Regulations: Mr Chilcott reported that since last reviewed nothing has changed but the regulations need to be re-adopted. As there were not apparent changes it was proposed that the Financial Regulations be re-adopted.

Annual Return: Mr Chilcott ran through the statement of assurances. Approval to start the Audit process was given.

c) New notice board Woollard Village: Mrs Stephenson was pleased to report a superb new notice board which had been purchased from Wells Reclamation at a cost of £150 and thanks were extended to Harold Baker & Paul Holmes for cleaning and installing the new board. It is made out of Mahogany & Oak. Mrs Stephenson gave clerk a photo for the file. It was reported that a shrub will be planted behind to enhance the board. Parish Council agreed to pay for the cost of the board and installation.

d) Pensford Lock-Up: It was reported that we still await a reply from English Heritage regarding approval for the necessary work. Clerk was asked to instruct a builder to secure the lock up because recently the door has been seen open.

e) Allotments: The clearing and rotavating of the allotment site has now been completed. Clerk reported that there are currently four residents waiting for an plot, which now need to be clearly defined. In old measurements it was reported that an allotment plot measures 10 pole long x 1 pole width, a pole being 5.5 yards. Mr Watson will mark out the plots. Clerk to speak to ALCA regarding allotment contracts. Clerk reported that Bristol Water would be making a visit to try and determine the direction of the pipe in order to track the leak.

f) Transport Needs Survey: It was reported that out of 429 surveys delivered there were only 74 returned, which in turn works out at a disappointing 17% return. We await further details from Community Action.

g) Parish Cluster Meeting: The meeting scheduled for 27th April 2006 was cancelled. There was only one agenda item which was raised by our representative Mr Chilcott regarding the new laws at the public service amenity tips and the increase in fly tipping since these new regulations were introduced. We await a reply. The next Cluster Meeting is proposed for Thursday 9th November 2006.

h) The Final Joint Local Transport Plan 2006/07 – 2010/11: It was noted that the Parish Council are in receipt of the Final Joint Local Transport Plan put together by Bristol City, North Somerset, South Gloucestershire and Bath & North East Somerset Council a plan which covers Bus's, Cycle Paths and Road Networks. It was reported that the A37 is barely mentioned within the plan with no major roadwork's proposed for this area. A lot of focus is on Bus Access and Park and Ride. It was reported at the meeting that the Whitchurch to Keynsham Bus has now ceased. It was agreed to raise certain

points with Community Action when they attend another of our Parish Council Meetings.

i) Youth Club: It was reported that a letter had been sent to the Chairman of the Village Hall Committee informing them that the Youth Club would cease from April 2006 due to the loss of income. It was reported that the Hall Committee are to store the Youth Club equipment for one year. Thanks were extended to Simon & Tracey for all of their hard work. Mrs Stephenson reported that at a recent Chew Valley Action Group Meeting Youth Clubs were discussed. Members attending were made aware of a bus staffed by B&NES which attends Chew Valley School every week to promote drug awareness, careers etc. It was thought a good idea to try and bring it to Pensford.

j) Proposed Meeting 23rd May 2006 re: Hinton Organics/Kelston Sparkes: It was reported that this meeting will take place as scheduled and discussed previously in Members of the Public. Apologies prior to the meeting were received from Mr Seymour and Mr Coles.

11. Clerks Progress Report: Parking: Clerk reported that an e-mail has been sent to the Traffic & Safety Team giving the go-ahead for the white lines to be put down outside of the Church Gates. Clerk was informed that they will be put down at the beginning of May.

White Lines – Hillcrest: It had been reported to the Clerk that white lines had been put down opposite no.68 Hillcrest. On enquiry with the Parking Team at B&NES no information could be obtained as to why they had been put down. Clerk to follow up.

Elm Trees – The Batch: Details have been sent to B&NES. Mr Mark Minkley is to deal with the removal of them.

Railings – The Batch: New posts have been ordered and Highways have the issue in hand.

Litter Picking: Clerk has e-mailed and asked how often B&NES are in the area. Cleansing have reported to Clerk that the Cleansing Team are in the Parish every two weeks, litter picking around the lanes is done every six months or earlier if needed. Any problem areas should be brought to their attention for future monitoring.

Edge of Property Refuse Collections: Clerk has e-mailed the Waste Strategy & Collections Manager bringing to their attention the Hillcrest area especially the old peoples residence. B&NES have reported that any residents physically unable to present their rubbish for collection at the edge of their properties can apply for an “assisted lift application form” by telephoning 01225 394041.

Affordable Housing: Clerk reported that an e-mail was sent to Anthony Hollingsworth on 29th March and 3rd May asking for an update on the appraisal of the village. To date no reply has been received. An e-mail received from Gary Ward at B&NES reported that the Parish Council may have to consider asking for the project to be dedicated to another planning officer. For the short term is was proposed that the clerk write again to the planning department.

Snack Van/Hursley Hill Lay-by: Clerk reported that a letter has been sent to Mr Lawrence thanking him for taking the time to write to the Parish Council. Clerk has also informed Mr Lawrence that B&NES have been asked to install another litter bin. However B&NES have informed Clerk that there are already three bins situated in the lay-by and these are serviced twice a week. The area will be monitored over the next few weeks.

Hinton organics: Clerk has received an e-mail from an Anti-social behaviour Support Officer who informs the Parish Council that he is unable to help with this situation.

BT Poles: Clerk reported that works are scheduled to take place between 17th & 19th May 2006.

Old Down, Pensford: Clerk reported that a telephone call had been received from a concerned member of the public regarding a caravan in a field with lights on at night. Also a shed which is in the process of being built next to it, an approximate size of 8' x 8' . Clerk to liaise with Brian Watson to ascertain who owns the land.

Travellers – Hursley Hill Lay-by: Clerk reported these to Glenn Lord who was already aware of them being parked here and had issued them with one week to leave the lay-by.

Station Approach: The parking situation here is to be addressed when a meeting is arranged between Glenn Lord, the Parking Team and the Parish Council. It was reported at the meeting that lorries continue to turn and do not appear to see the No Through Road Sign. Clerk to speak to Highways.

Planning/Enforcement: 06/00969/FUL Fermain, The Orchard, Pensford. Clerk reported that a letter has been sent to planning with Parish Councils objections to this proposal.

06/00889/FUL Newbridge House Woollard. Clerk reported that a letter has been sent to planning with comments made that the Parish Council approved the proposal, however concerns were raised regarding the scale of the proposed garage, the location near the river and the possible environmental impact on the area. Also the proposal appears to be very imposing to the centre of the villager. Copies of this correspondence have been sent to Compton Dando Parish Council.

06/01045/FUL Westleigh Publow Lane: Clerk reported that correspondence has been sent to planning with the Parish Councils comments made at the last meeting.

Enforcement Issues: Rose Cottage, Belluton: Clerk reported that no feedback had been received to date.

Riverside, Publow Lane: The enforcement officer has been asked to make a site visit here as it appears that a parcel of agricultural land has been take as part of the garden whilst installing a new hedge.

Pensford Vehicle Centre: Clerk reported that she had spoken with the Case Officer who reported that planning are to recommend to refuse this application of the grounds of use, size and design of the building, the intensification of the use and the building not being conducive to the green belt surrounds. A judgement will be made and details passed to the Enforcement Team if there is a question over unauthorised use of the site.

Incoming Post:

a) Clerk reported that a copy of Local Authority Byelaws in England: A Discussion Paper has been received and will be kept on file.

b) Clerk reported that a copy of the Approved Parish Charter adopted at the Parish Liaison Meeting on 30th March 2006 has been received. This was given to Mrs Bowes for further consultation.

c) A copy of Planning and the Forest of Avon guide for Developers has been received from the Forest of Avon. This was given to Mr Watson.

d) Details regarding Garden Waste and Cardboard Collection Service – New Charges were received by the Clerk and read out at the meeting.

e) Maps showing the new Sector Areas and how the Police Beats are aligned with Ward areas has been received from Avon & Somerset Constabulary. Clerk to obtain a copy for each Parish Councillor.

12. Planning: Applications looked at by Sub-Committee brought to the meeting for further consultation:

06/00696/FUL Mr & Mrs P Sessford The Post Office Pensford.
Location: 111 Wells Road, Chelwood. Replacement dwelling (previously 111 Whitley Batts). Mr Watson declared an interest at this point of the meeting. After discussing this application the Parish Council agreed No Objections with comments that in view of visibility the proposal would be a good improvement and access out of Birchwood Lane would be improved. Clerk to return comments to Planning.

06/00978/FUL Mr & Mrs Clouting Newbridge House Publow Lane. Single-storey replacement garage and storage space. In view of the proposal being a revised application with a reduction in height of the proposal and a reduction to single storey the Parish Council approved the application.

Outcomes: **06/00588/FUL** M Vear Stoney Lodge 6 Station Approach. Attached garage & plant room. **Permitted.**

13. Financial Matters: Payments to be Authorised:

Mrs J Bragg	April Salary Net	£443.14
(Salary @ new rate £8.70 April '06)		
Mrs J Bragg	Imprest	20.57
Allianz Cornhill	Insurance 06/07 Renewal	
Receipts to Note:	Await B&NES Footpaths	£698.83

14. Any Other Business: Keynsham Hospital: Concerns were raised regarding the proposed closure of the Hospital with thoughts that maybe the Parish Council could write with concerns. Mrs Bowes to write a letter.

Football Posts: A discussion regarding the new EU regulations and the need for new goal posts to meet the regulations took place. Possible grants can be sought through the F.A. It was agreed that the Parish Council would be happy to acquire the posts in order to re-claim the VAT. Mr Heaford and Mr Chilcott to discuss at a further meeting the correct financial regulations.

Woollard Lane: The Woollard Junction has once again become very overgrown. Clerk to speak to B&NES and request that it is cut.
Pot Holes along Woollard Lane were reported. Clerk to deal.

Communication: It was reported that some Parish Councils' now have their own web site and publish minutes etc on them.

Pensford 10K: All proposed road closures took place resulting in a successful race with 100 runners taking part.

Church Street: Overgrowth outside of Nelson House was reported. Clerk to speak to Highways.

Parking: Vehicles parking in dangerous situations around the village were reported although these problems are not unique to Pensford and will hopefully be addressed through the meeting with Glenn Lord.

Pensford Primary School: Mr Watson reported that a skip would be placed in the lay-by next to the school from the end of June for approximately 5/6 weeks whilst renovation of the Old Building at the school takes place. It was reported that a new Headmistress has been appointed to start in September.

Litter Bins: Clerk was asked to see if it is possible to have new litter bins on Pensford Bridge.

Pavements: Clerk was asked to report to B&NES the camber in the pavement along Pensford Bridge which has recently led to an elderly resident falling over.

Hillcrest: It was reported that a path at Hillcrest has now been cleared but the Parish Council are not sure who has cleared it. It is thought to have been Somer Housing following a letter sent to them by the Clerk.

15. Notice of Future Meetings:

DATE OF NEXT MEETING MONDAY 12th JUNE 2006 AT 7.15p.m.

Clerk: Mrs J Bragg 01275 333549 E.Mail: braggs@tiscali.co.uk