

**MINUTES OF AN ANNUAL & A MONTHLY MEETING OF PUBLW WITH
PENSFORD PARISH COUNCIL HELD ON MONDAY 14TH MAY 2007 AT
7.15p.m. AT THE CHURCH ROOM CHURCH STREET.**

Present: Chairman: Mr T Heaford. Mr D Chilcott, Mr L Seymour,
Mrs J Stephenson, Mrs S Grimes, Mrs S Loney, Mr P Wareham,
Clerk: Mrs J Bragg

1. Election of Chairman & Vice-Chairman: Mr Wareham proposed Mr Heaford be re-elected as chairman and this was seconded by Mrs Stephenson. Mr Heaford proposed Mr Watson be re-elected as Vice-Chairman this was seconded by Mrs Loney.

2. Signing of Declaration & Acceptance of Office Book was duly signed by the re-elected Chairman and Vice-Chairman and also the re-elected Parish Councillors.

3. Members of the Public: There were no members present.

4. Apologies for Absence were received from Mrs J Gully, Cllr P Edwards, Mr B Watson and Mr S Filer.

5. Minutes of Tuesday 9th April 2007 were amended as follows and duly signed as being a correct and true record.

Page 18/07: to read, 'Mr Seymour left the meeting due to a prior engagement.

Page 18/07: Redemption figure for the Treasury stock changed to £8797.

6. Matters Arising from the previous Minutes: Conservation Area

Character Appraisal: A meeting has been arranged between Mrs Bowes, Mr Heaford and Jessica Hunt.

Presentation to Mrs Bowes: A discussion took place regarding this with ideas being given to Chairman for consideration.

Bristol International Airport: Chairman reported in relation to an article recently printed in the Western Daily Press which outlined possible plans for the future of Bristol International Airport. An increase of flights to 82,000 per year could be expected which equates to 800 per week. Proposals are to extend the terminal, and car parking will consist of a further four, two storey car parks and one, three storey car park adjacent to the terminal. There could also be covered walkways and a new coaching terminal. All of these proposals mention nothing of supporting infrastructure. The Times newspaper also printed an article in relation to new radar system which could be installed to detect aircraft which deviate from flight paths. Members of the public are encouraged to use the airport telephone number, which is **01275 473799.**

This number will be made available on the Parish Council Web Site.

Retirement of Mr & Mrs Calway: Mr Heaford had written to Geoff and Jane on behalf of the Parish Council.

Best Kept Village Competition: Woollard village have decided not to enter the competition this year.

7. Appointment of Representatives for: Village Hall Committee - Mrs Gully & Mr Watson: Parish Councils' Airport Association - Mr Heaford (and Mr Wareham to attend if Mr Heaford is absent). Police & Communities Together Group – Mrs Stephenson: Parish Cluster Meeting – Mr Chilcott: ALCA – Mr Heaford: Parish Liaison Meeting – Mr Heaford. Planning Sub-Committee: Mr Heaford, Mr Seymour, Mr Watson & Mrs Stephenson.

8. Parish Council Charity Donation: It was agreed to donate £50 to both the Sue Ryder Care Charity and the North East Somerset Citizens Advice Bureau.

9. Items for Discussion: a) Memorial Hall Electrics/Security: The invoice has been received from Oldfield Electrical Services and a copy sent to the Memorial Hall Committee Chairman. There were a few extras noted on the total invoice listed as the supply and fitting of new light fittings and to supply and fit 1.no. water heater in bar. The Parish Council agreed to pay 50% of the bill excluding the bill for the original electrical inspection carried out by JRD Electrical. Clerk to liaise with Mr Chilcott regarding payments.

It was agreed that the Parish Council should have a copy of the NICEIC Electrical certificate for their records. The hall committee will also be asked to provide the Parish Council with a copy of their insurances and certificates. The question of a fire certificate was also raised. Clerk to take up these points with the Chairman.

Security/Vandalism: It was reported that vandalism has been a serious and continual battle at the village hall. A detailed review of security was suggested. Clerk to write to Inspector Stuckes at Keynsham Police Station regarding the level of vandalism and ask for direction in helping to combat the problem. Mr Heaford to contact the Village Hall Committee Chairman. CCTV cameras were again suggested and should be looked into further.

b) Draft Accounts Year Ended 31st March 2007: The draft accounts for the period to 31st March 2007 were tabled however, the accounts will not be formally approved until the June meeting. Mr Chilcott ran through the figures on the Income & Expenditure Account and the Balance Sheet. Costs for the year included expenditure on the allotments of £781 for allotment clearing and the new water supply. After charging depreciation on the Tennis Court there was an excess of expenditure over income of £3796 and after deducting this from reserves brought forward there was an accumulated retained surplus of £13718 carried forward, against which there is future depreciation of the Tennis Court lights of £6283 to be charged.

The Balance Sheet was explained and no queries were raised on the accounts. The Parish Council were satisfied with the accounts, therefore they will be taken to Underwood Lamb & Co for Internal Audit.

Timetable: Mr Chilcott explained the planned timetable for the audit process and the exercise of the electors rights.

Risk Review: The 2006 risk review was considered and it was proposed that the risk assessment be formally considered at the next meeting.

Financial Regulations: It was agreed that they be re-adopted without change.

Annual Return: Mr Chilcott brought the Statement of Assurances to the attention of members of the Parish Council who all agreed that these assurances could be given approval. It was agreed that the audit process should commence.

c) Parish Cluster Meeting: Mr Chilcott attended the Cluster meeting along with Stanton Drew Parish Council and Corston. Discussions took place on Highways, Traffic & Safety, Car Parking. It was reported that the red box on the A37 heading towards Whitchurch had been put in the wrong place. Mr Chilcott raised the point regarding signage and white lining works not being carried out. B&NES report problems with their contractors and work being passed to them had not been carried out. Planning Enforcement was discussed with the point being made that if a matter is reported it should be looked at immediately where possible, especially with relation to the removal of trees, hedges and the installation of gateways on un-classified roads.

d) Pensford Lock Up: Clerk reported that £150.00 had been received in respect of the three year management agreement for minor works to the lock up. Minor works meaning the necessary removal of vegetation etc. Clerk awaits a signed form from English Heritage before instructing Minerva Stone. Scheduled Monument Consent is also now in place.

e) Model Code of Conduct: A revised Model Code of Conduct for Parish and Town Councils was received and a copy given to all Parish Councillors. The Parish Council proposed that the Code is adopted and will join in the block advertisement being prepared by B&NES for all that adopt the new Code. Clerk to collate all signed forms and copy and return to B&NES.

f) Traffic & Safety: Further to the meeting held between Mr Watson, Cllr Edwards, Mike Weston, David Swift and Wendy Linham, notes from the meeting had been received along with photographs of the problem areas discussed. Somer Housing, Publow Lane: Suggestions made to either contact J Voysey at Somer or the installation of gates. The Green and the High Street: suggestion of formalising parking and using double yellow lines. Safer Routes to School, the possibility of getting parents to park at the Village Hall and walk down Publow Lane. However the visibility is poor with no footway.

Parking remains a huge problem in the village but will be pursued.

Mobile Flashing Sign: Has been situated on the High Street, although again in the wrong place.

10. Clerks Progress Report: Mr Bond: Clerk has sent a card to Mr Bond on behalf of the Parish Council.

Parish Council Web Site: Last years minutes have been forwarded to Mr Grimes along with details of parish councillors following the recent elections and police contact details.

Highways: Parsonage Lane: Clerk has written to S Toghill regarding the condition of Parsonage Lane, and raising concerns regarding the culvert situated opposite the new opening which has been created to the rear of Fernlea. A copy of the e.mail has been sent to planning enforcement. Mr Toghill is aware of the culvert and has instructed cleansing to attend to the current state of the lane.

Belluton: Highways have reported to Clerk that the B3130 through Belluton has been put on the list to be considered for surfacing on the rolling programme. The barriers have been reported to Highways and are not causing any problems as they have received no complaints. Once the banks have dried out an attempt to rectify the slip will be taken.

Dial-a-Ride: No new developments are reported with just a few residents having registered their interest. An article will be placed in a forthcoming Parish Magazine. Dial-a-ride are seeking a minimum donation £500 from Parish Councils.

Rural Youth Team/Open Day: Mr Rob Rummin-Pain from the rural youth team reports that the Youth Team have been visiting Pensford on a Thursday evening and have met up with a handful of young people in the Park. They hope to run a consultation day in the Summer. Clerk to carry on liaising with them in respect of dates.

Car Park, Church Street: B&NES wish to know why the Parish Council want to restrict vehicle access and what the Parish Council hope to achieve by this. Clerk has replied that vehicle access rights should not be granted because it would cut down the parking area for villagers and teachers at the school.

The question of the requirement of planning permission for the rear access gates installed at the rear of the Church Street properties was asked. Clerk to suggest that B&NES contact the Enforcement department in relation to this.

Public Rights of Way: Clerk reported that the total money available for the Footpaths Officer this year is £728.75. Clerk has invoiced B&NES for this amount and we await payment.

Clerk has replied to Public Rights of Way in relation to the Woollard footpath which is to be re-routed. No concerns were raised at the last meeting.

Road Works Notification have been received in relation to Pensford Old Road and High Street Pensford. The works will be operative from 21st May for a maximum period of one month. It is anticipated that the road will be closed as and when traffic signs are in position which is anticipated to be one week.

Planning/Enforcement: 07/00218/FUL Mr & Mrs Sessford, Pensford Post Office. A letter has been sent to Andy Ross the Case Officer in charge of this application. The letter re-iterates the support of the application and stresses the importance of the village shop to the community and the surrounding villages. Cllr Edwards has also sent an e.mail to the case officer supporting the application and requesting to know reasons for refusal. The agent has now been invited to put a better business case forward on behalf of the post office.

Enforcement: Report that they are on the case in respect of Milestone Bungalow. There has been no further update to outstanding issues.

07/00825 Mr Mould, Old Down Stanton Drew: Stanton Drew Parish Council still await an outcome on this application.

Incoming Post:

- a) A copy of the Policing Plan 2007/08 has been received.
- b) Statement of Community Involvement – Submission consultation Town & Country Planning Regulations 2004 has been received from Planning Services. Clerk to keep on file.
- c) Details have been received from B&NES reporting further proposed modifications to the local plan. The proposed modifications relate to St Martins Primary School and an amendment of the wording in relation to housing capacity at South West Keynsham.
- d) Society of Local Council Clerks. Invitation to join and be a member of the Society.

11. Planning: Applications looked at: **07/01254/FUL** Mr & Mrs Wilcox Whitley Batts Farm Wells Road. Conservatory. Support.

07/01158/FUL R Ferrand, 86 Hillcrest. Two Storey Side Extension. Support.

07/01278/FUL Mr & Mrs Roper Sunningdale Hillcrest. Extension of existing balcony. Parish Council support, although Clerk to query ownership/address of property to which the application relates.

07/01302/FUL Mr & Mrs Shaddick Hillcrest Woollard Lane. Garage with hobby room over. Support.

07/01093/FUL Mr James Hillside House Pensford Hill. Installation of velux windows to single storey extension, new pitched tiled roof over existing flat roof. Support.

Outcomes: 07/00279/FUL Mr & Mrs Burbridge Fernlea Blackrock Lane.

Alterations and extension to house to form attic accommodation. **PERMIT.**

07/00729/FUL Mr & Mrs Davies Sprytona High Street Pensford. Extension of existing first floor dormers. **PERMIT.**

07/00539/CLEU Mr & Mrs Sivier Stoneycroft Woollard Lane. CLEU of land as curtilage. **REFUSE**

25/07

07/00178/FUL Mr Howie Land South of Jaycee. Detached House & Garage (Resubmission). **REFUSE**

07/00218/FUL Mr & Mrs Sessford Pensford Post Office. Rest room at first floor level. **REFUSE.**

12. Financial Matters: Payments to be Authorised:

Mrs J Bragg	April Salary Net	£457.94
Mrs J Bragg	Computer Ink Cartridge Colour	16.00
Mrs J Bragg	Computer Ink – Black	10.00
Mrs J Bragg	Imprest	25.57
Allianz Cornhill	Insurance Renewal	674.69
<u>Receipts to Note:</u> Await B&NES Footpaths		£728.75

13. Any Other Business: ALCA News: ALCA are running courses for Parish Councillors. Anyone interested should contact Mr Heaford.

The May ALCA Newsletter reported that only in the South West and Yorkshire and the Humber the total Green Belt area has actually grown.

Web Site: A Parish History is awaited from Barbara Bowes. Details required regarding the Neighbourhood Watch Scheme. Traffic reports etc. Clerk gave photographs of the Lock Up to be included on the site.

The Annual Return will be advertised along with the accounts in August.

14. Notice of Future Meetings: Police & Communities Together meeting. Bishop Sutton Village Hall. Tuesday 12th June at 7.00p.m.

DATE OF NEXT MEETING MONDAY 11th JUNE 2007 AT 7.15p.m.

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