

**MINUTES OF AN ANNUAL GENERAL MEETING, ANNUAL AND A MONTHLY
MEETING OF PUBLW WITH PENSFORD PARISH COUNCIL HELD ON
MONDAY 12th MAY 2008 AT 7.15 p.m. AT THE CHURCH ROOM CHURCH
STREET PENSFORD**

Present:

Chairman: Mr Heaford

Mr D Chilcott, Mrs S Loney, Cllr P Edwards, Mr P Wareham, Mrs J Stephenson

Clerk: Mrs J Bragg

Members of the Public: Mrs B Stone & Mr Arnold

1. Chairman's Report: Attached
2. Financial Report: Attached
3. Memorial Hall Report: It was reported that the hall remains in a stable condition and the committee are working hard fundraising towards the next major expenditure which is the roof. The Hall Committee and Parish Council have been in discussion about this

ANNUAL followed by MONTHLY MEETING:

1. Election of Chairman & Vice-Chairman:

Mrs Stephenson proposed Mr Heaford to be re-elected as Chairman this was seconded by Mr Chilcott

Mr Heaford proposed Mr Watson to be re-elected as Vice-Chairman this was seconded by Mrs Grimes & Mrs Looney

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

3. Members of the Public: It was noted that Mr Bond is not well enough to attend the meetings but is grateful for receiving the Parish Council minutes by post

4. Apologies for Absence were received from Mr B Watson, Mrs J Gully, Mr S Filer & Mr L Seymour. Congratulations were extended to Mr Seymour who was attending the Guildhall in London to receive an award from the Football Association for 50 years service

5. Minutes of Monday 10th April 2006 having been circulated and read were signed as a correct record

6. Matters Arising from the previous minutes:

Hillside Cottage: An appeal against B&NES refusal of the planning application was reported to have been submitted. It was reported that B&NES strict policy is for no off road parking where a vehicle cannot reverse within the parking space to drive out forwards. The Parish Council await further details

Nat West Bank: Mr Heaford had visited the bank and obtained the Manager's name. Mr Chilcott and Mr Heaford are to visit the bank in relation to money held on account

Bristol Core Strategy: An email from Peter Duppa-Miller explained that the list of B&NES Parishes included in the Bristol City Council Statement of Community Involvement does not include Publow with Pensford. Therefore Publow with Pensford Parish Council would not be automatically consulted about Bristol City Councils Local Development Framework documents. It was suggested that the Parish Council write to Bristol City Council and ask to be consulted. Clerk to send letter/email

Affordable Housing: No update to report

Traffic & Safety Survey Report: Cllr Edwards now has the survey results from Mike Weston. The survey was carried out south of the bridge in Whitchurch and reported an average of 17,500 cars in 24 hours. More vehicles appeared to be travelling South with those travelling South being at a greater speed

Car Park: Discussed under the Planning Meeting

Airport: Reminder was given to email against the application for permitted development in relation to the proposed walkway

St Thomas a Beckett Church: Chairman had met with the new owner of the church and his proposals for the church discussed. There are no mains supplies attached to the church and no parking at present. Amenity land attached to the property would be a planning requirement. Approval from the Environment Agency and a Flood Risk Assessment has to be carried out before a planning application can be submitted. Drawings, a model and photos were viewed by the Chairman. It was proposed that the Parish Council hold a site visit in June or July prior to the start of a Parish Council meeting, or when proposals are received.

7. Appointment of Representatives for:

Village Hall Committee Mr B Watson & Mrs J Gully:

Parish Council's Airport Association - Mr P Wareham

Mr Wareham reported that he would be happy to attend these meetings as long as he is supported. It was agreed that for those affected by the aircraft deviating from their flight paths and the noise created there is no respite. It was reported that the flight path is North of Pensford however it appears that recently many aircraft fly directly above Pensford. The introduction of a new tracker system may help but this is still awaited. It was agreed that the Parish Council need to make representation to Bristol Airport, PCAA and to their B&NES representative. A reminder of the Airport Noise Line will be added to the Parish Magazine

Parish Cluster Meetings - Mr D Chilcott

Parish Liaison Meetings - Mr T Heaford & Mrs S Grimes

B&NES Local Council Group - Mr T Heaford

Patient Participation Group Meetings - Mrs S Loney

PACT Meetings - Mrs J Stephenson

8. Parish Council Charity Donation: Agree on Organisation/s to receive a donation: Put on hold as no enquiries from local charities had been received

9. Items for Discussion:

a) Planning Meeting with Executive Member for Planning: A meeting was held on 6th May between the Chairman, Cllr P Edwards and Mr C Gerrish following the continued dissatisfaction of the B&NES Enforcement department. The locations visited were:

1) **178 Publow Lane:** It was agreed that the stable is very large and dominates the site.

2) **Entrances created at Parsonage Lane and Publow Lane** created without the benefit of planning permission.

3) **Wick Lane** new entrance created: Mr Gerrish was shocked at the Environmental vandalism created here.

4) **The Old School House, High Street:** Being used as a business, traffic & parking problems along the High Street and Old Road.

5) **Hillside Cottage Pensford Hill:** Parking planning refusal

6) **Car Park:** Ownership discussed and the entrances to properties created without planning permission also properties are within the conservation area. The enforcement department have been asked to look into rendering works being carried out at a property in the conservation area. It was suggested by a member of the public that Health & Safety department of B&NES could possibly help. Clerk advised to contact Alan Bratt of Environmental Services.

7) **The Spangles:** Portacabin in the garden: To be looked into and try to be removed

Chairman reported a very useful visit and we now await the outcome.

b) Draft Accounts Year Ended 31st March 2008:

The outturn for the year showed an excess of expenditure over income of £6089 against a budgeted deficit of £3100. An increase in income of £6592 against the budget from £11500 to £18092 was due to contributions to Village Hall Projects, English Heritage contribution to Lock Up Maintenance and net decreases in other income sources. It was reported that the Parish Council incurred the deficit against budget as anticipated in last years annual financial report as a result of the costs associated with the village hall. As a result the revenue reserves have been significantly reduced and whilst the Parish Council remains in a

satisfactory financial position it is not in a position to incur significant unbudgeted costs in the future.

There were no queries in relation to the draft accounts tabled at the April meeting and it was agreed that the Audit process should begin. All records will be taken to Underwood Lamb for the Internal Audit. It was reported that the Parish Council are not under any obligation to test the market in relation to the Internal Audit, and the Financial Officer is happy with the current Auditors.

c) Bus Stop/Telephone Box:

Clerk had spoken to Colin Rees at B&NES who reported that he still awaits further news regarding the grant under the Greater Bristol Bus Network Scheme. B&NES are reported to have been waiting five months for a decision.

Telephone Box: Clerk had been unable to speak to a contact in relation to the repairs.

d) Log Cabin/Memorial Hall:

The matter has been discussed further and Chairman advised to obtain detailed papers from the land registry to identify the boundary

e) PACT Meeting Report:

Another well attended meeting with issues discussed Parking in Chew Magna High Street, speeding on Pensford Hill, Chew Hill and Chew Stoke and the Play Area at Whitchurch. Priority was given to the speeding problem on Stoke Hill at Bishop Sutton. Cllr Edwards reported that at the meeting the items for discussion are noted down and then a vote takes place to determine the top three which are then investigated for the next meeting. The next meeting takes place in Chew Stoke Village Hall on 16th July at 7.00p.m. followed by Pensford in October - Members of the public are urged to support these meetings

f) Naming of Roads in Woollard:

It was reported that MP Dan Norris had not been included in recent village surveys carried out. A letter had now been sent to Lyn Parftt at B&NES with a copy to the Clerk of Compton Dando, and Martin Laker suggesting that an independent survey should be carried out by B&NES involving residents of Woollard and up to Rankers Lane. The Parish Council also recommended to B&NES that more signage for Woollard Lane would help resolve the problem

10. Clerks Progress Report:

Risk Assessment: Clerk has emailed a reminder for the Footpaths Officer to submit a risk assessment

Culvery Wood: Footpath Officer reports that he has been in the woods during the last two weeks and all paths are in good condition with no brambles/nettles encroaching the paths. All stiles are sound. The forestry staff are reported to mow the grass on a regular programme. Clerk has also emailed the Woodland Trust asking for them to look at existing trees which need attention as they are becoming very large. Residents living in Station Approach are becoming increasingly concerned regarding the height of the 'Hornbeam' trees and report that they are losing a lot of light. Clerk to follow up with Woodland Trust and also to find out from the footpaths officer how far up is he responsible as paths from the field gate to the wood are very narrow and overgrown

More trees for B&NES: Clerk has invited Adam Gretton who is in charge of this to the June meeting

Mill Lane Woollard: Clerk emailed S Toghill regarding ownership of the lane, it was confirmed that the lane is not adopted Highway. It was reported that the fence and slabs put down have now been removed. Highways suggested that the Environment Agency may be able to help

New Road: Clerk reported that Highways have been asked to inspect the overgrown footway at the back of the new houses on the High Street. Highways report that this area is not adopted and is therefore the responsibility of either the developer or the new residents

Church Street: A camper van was reported to have been parked in the car park for at least three days, the PCSO's were alerted.

Overhanging conifers on a path along the A37 have been reported. Highways report that it is possibly the owner's responsibility and they will notify the owner

Youth Bus: Report that it is still in Pensford on a Tuesday between 6.30 pm and 9.30p.m. Clerk to give them the Parish Magazine number so that they can advertise this

Housing: Clerk had received an email from a family who currently live in Pensford who are seeking suitable B&NES Housing/Housing Association property. Clerk to forward their details to Redland Housing

Allotments: Clerk has received three more enquiries for allotment plots. Clerk to discuss further with Mr Watson

3rd Party Liability Insurance: Clerk has looked into this further and is awaiting details from Newspace Insurance. Newspace recommend that tenants form their own allotment association and then apply for insurance as a whole. A meeting will be set up will all allotment holders. The judging of the most improved plot will take place soon

Planning/Enforcement:

178 Publow Lane: Clerk confirmed that an email and supporting photographs were sent to the Planning Inspectorate lodging the Parish Councils objections to the removal of any given permissions on the grounds of the address being within the conservation area and within the green belt.

Clerk reported that works of a repair within the conservation do not require planning permission however new works (i.e. new render) would require planning permission

Incoming Post:

- a) Clerk reported that B&NES have produced a range of information in relation to Adult Social Services and Housing Publications. Details were given to Mrs Loney
- b) A tree works notification relating to Retractus, Mill Lane Woollard had been received. The Parish Council had no comments to make in relation to the removal of the Cypress tree which is reported to be close to the house and the retaining wall
- c) The Annual Playground Inspection Report has been received, a copy kept for Parish Council files and original sent to the Memorial Hall Committee Chairman
- d) Somer Housing have invited the Parish Council to an event which celebrates the completion of new homes at Parsonage Close, West Harptree which takes place on 21st May 2008 at West Harptree Memorial Hall. Details passed to Chairman

11. Planning:

Applications to be looked at:

08/01539/FUL Mr Avery Hope Cottage Culvery Lane Pensford Single storey extension to form additional bedroom (Resubmission) Parish Council support

08/01468/FUL Mr & Mrs Flexman Roundlands Farm Blackrock Lane Rear extension, 2 no side extensions and new raised pitched roof with rear dormers to provide additional accommodation

Outcomes:

08/00392/FUL Mr & Mrs Flexman Roundlands Farm Blackrock Lane New dwelling Refused

08/00437/FUL Mr Arnold & Mr Bishop 3 Hillside Cottages Pensford Hill Extend existing dropped kerb between no's 2 & 3 Hillside Cottages to allow parallel parking on hard standings in front gardens. Refused

08/0441/FUL Mr James Hillside House Pensford Hill Pitched roof to flat roof extension and reduction in size of single storey extension Permit

08/00542/FUL Mr Page Railway Bungalow Bristol Road Dwelling and new garage Refused

08/00594/FUL Mr Avery Hope Cottage Culvery Lane Pensford First floor extension to provide bedroom Withdrawn

12. Financial Matters:

Payments to be Authorised:

Mrs J Bragg	April Salary Net	£	481.30	
Mrs J Bragg	Imprest		25.57	
ALCA	Annual Subscription			235.96
<u>Receipts to Note:</u>	B&NES Footpaths	£	758.66	

13. Any Other Business:

Pensford 10K: It was reported that although numbers were down on last year the event was well attended

Parish Plan: Mrs Stephenson reported that in her capacity as a 10K person she had been invited to a meeting regarding the Parish Plan being put together by Compton Dando. It was reported that a lot of work is involved with a questionnaire being sent to every resident to complete, examples of the questionnaire were between 21 & 28 pages long. A steering committee of 20 people is needed

Petition: It was reported that a petition has been signed by residents of Woollard Lane who believe they are in the wrong postcode area. They are placed in BS14 and believe they should be BS39. It was reported that they face higher insurance premiums because of their postcode

Land on corner of Woollard Lane, Whitchurch: It was reported that on Bank Holiday Monday a mobile caravan was moved onto site. The family are reported to have two school age children. The enforcement department were notified and made a site visit. A request has been put into the enforcement department by the Parish Council at Whitchurch for it to be removed within seven days

Hillcrest - no.8: It was reported that vehicles are being repaired on a regular basis. Clerk to contact enforcement department

Pensford Hill: Clerk to ask B&NES to clear the path which runs from Belluton Lane to the top of Pensford Hill as it is very overgrown

14. Notice of Future Meeting:

DATE OF NEXT MEETING MONDAY 9TH JUNE 2008 AT 7.15pm