

**MINUTES OF A MONTHLY MEETING OF PUBLOW WITH PENSFORD
PARISH COUNCIL HELD ON MONDAY 11TH JUNE 2007 AT 7.15p.m. AT
THE CHURCH ROOM CHURCH STREET PENSFORD**

Present: Chairman: Mr T Heaford. **Vice-Chairman:** Mr B Watson
Mr D Chilcott, Mr P Wareham, Mrs J Stephenson, Mrs S Grimes,
Mrs S Loney, Mrs J Gully, Cllr P Edwards. **Clerk:** Mrs J Bragg.

- 1) Members of the Public:** There were none present. It was agreed to forward Mr Bond a copy of the minutes each month.
- 2) Apologies for absence** were received from Mr Seymour & Mr Filer.
- 3) Minutes of Monday May 14th 2007** having been circulated and read were signed as being a true record.
- 4) Matters arising** from the previous minutes: **Web Site:** Thanks and congratulations were extended to Steve Grimes for producing a very good web site which is easy to navigate and already full of information and pictures.
Planning Application: 07/01302/FUL Mr Shaddick, Hillcrest Woollard Lane. Proposal of Garage with Hobby Room over. Following further consultation regarding this application and consultation with Cllr Edwards it was agreed that the Parish Council should reverse their decision and raise objections regarding this proposal which will produce an overdeveloped scheme blocking light from the neighbouring property. Clerk to write to planning.
Presentation to Mrs Bowes: Mrs Stephenson offered to speak to Mrs Hunt regarding ideas.
- 5. Items for Discussion:**
 - a) Financial: Formal approval of Accounts to 31/3/07 & End of Year Return/Risk Review:** It was reported that the internal audit had now been completed and the accounts had been signed off. Mr Heaford proposed that the accounts be formally adopted by the Parish Council, this was seconded by Mrs Gully. The Annual Return was then formally adopted and will now be sent to Mazars for external audit along with bank reconciliation's and a variance statement.
 - Risk Assessment:** A letter is in the process of being drawn up to ask for copies of all insurance certificates relating to the Memorial Hall held by the Hall Committee, and confirmation that works detailed in a recent survey by B&NES inspectors on the play area has either been carried out or in the process of being carried out.
 - Allotment Risk Assessment:** Clerk to contact National Allotment Association re: Master Insurance Policy details. Clerk has contacted Allianz Cornhill who confirmed that 3rd Party Liability is in place. However Allianz explained that once a tenant rents a plot they are then responsible for what happens to them whilst on their allotment plot. A letter is to be sent to allotment holders pointing out these responsibilities.
Clerk to chase Mr Gillett's' risk assessment.
 - Notice of Electors Rights:** Date of announcement is 9th July 2007. With the opportunity to inspect accounts for the year ended 31st March 2007 between 23rd July 2007 & 17th August 2007 between the hours of 9am & 5p.m.
 - b) Scale Point Rise Clerk to SCP 21:** It was noted and agreed that the clerk salary should rise to scp 21 at a rate of £9.34 per hour.
 - c) Conservation Character Appraisal:** Mr Heaford & Mrs Bowes met with two colleagues of Jessica Hunnisett to discuss the review of the conservation area. It was noted that part of Woollard is in the conservation area, and

discussions took place as to the possibility that parts of Pensford conservation area could be extended.

Observations made around the village was that the central area of the village was untidy and the area where the old mill once stood, looks very dilapidated and at that moment is full of cardboard.

It was agreed that it is very difficult to undertake the clearing up of such areas, including the village car park because of liability. The wooden bridge in Woollard is to be looked at.

d) Bristol International Airport: Further flight deviations were reported as being a nuisance over the Pensford area. A letter had been sent to Mike Littleton and an unsatisfactory reply received, also telephone calls made. Parish Council agreed that these problems should be reported to the PCAA, and that Mike Littleton should be invited to a future meeting of the Parish Council (September), with the main issues to be discussed 1) Flight Paths issue and 2) Traffic Flow and supporting infrastructure.

It was reported that Mr Harvey, Clerk to Stanton Drew Parish Council had volunteered to become a cluster representative on the BIA Consultative Committee.

e) Memorial Hall: It was noted that a formal letter of complaint had been sent to the Parish Council from the Chairman of the Hall Committee. A meeting had then been held between Parish Council Chairman and Hall Committee Chairman to discuss communications between the two committees. Security & Parking was discussed along with possible further major expenditures such as the roof and the heating. It is hoped that an income from the Music Festival would help towards future expenditures.

6. Clerks Progress Report: Memorial Hall: Clerk confirmed that an e.mail had been sent to Inspector Stuckes regarding recent vandalism problems at the hall. Further guidance is awaited from Sgt Alison Norman. It was suggested that maybe additional outside lighting would deter groups of youths congregating at the Memorial Hall car park. This will be looked into. Concerns were raised regarding insurance in relation to the scaffolding put up a week prior to the music festival and who would be responsible should there be an accident.

Lock Up: Confirmation has been received from English Heritage that we are now able to proceed with the works. Minerva Stone have been contacted and works are anticipated to start late August to early September.

Revised Model Code of Conduct: An e.mail has been sent to V Hitchman confirming adoption of the new code and a request to be included in the block publication. C.c. has been sent to Kimberley Connell of the Policy and Guidance Team.

Rural Youth Team Open Day: A copy of the Parish Magazine has been forwarded to the Youth Team. Two representatives have recently been shown around Pensford and surrounding Chew Valley villages by the two local PCSO's. It was reported that there is still money in an account following the closure of the youth club. A donation could possibly be made to the Youth Bus. Clerk to speak to Simon King.

Church Street Car Park: An e.mail has been sent to B&NES suggesting that contact is made with planning enforcement as a way forward to dealing with the installation of the gates.

Highways: Priestdown Lane: Highways have been asked to clear vegetation obscuring the sign at the junction of Priestdown Lane and Woollard Lane. A request for the road markings to be re-painted has also been made.

28/07

Parsonage Lane: A reminder regarding the request for a give-way sign and road markings here has been put through to highways.

The Triangle: A further reminder regarding the request for new railings has been raised.

Woollard Lane/Charlton Lane junction: A request has been made for highways to keep an eye on this junction and cut when necessary.

Bus Shelters: The department dealing with the request for a new shelter at the top of Hursley Hill have reported staffing problems. Clerk to pursue.

Hillcrest: An e.mail had been received from Parking Services seeking help from the Parish Council with a problem regarding disabled bays outside the property of 76 Hillcrest. Cllr Edwards to look into the matter and liaise with clerk.

Planning/Enforcement:

Whispers, Woollard Lane: An adjoining parish request had been made to planning for a copy of the plans relating to a conservatory at this property. Planning has confirmed that permission was granted on 4/6/07.

07/01278/FUL Mr Roper. A letter has been sent to planning querying correct address for Mr Roper.

Enforcement Issues: Milestone Bungalow: It is reported that the problem here is nearly solved as the bungalow is now being sold. Clerk to write to enforcement and ask what happens if the sale does not go through.

Westleigh: A site visit has been made and confirmation that following the permission granted to extend the curtilage of the property a garage is now being built under permitted development. Another visit will be made in relation to the LPG tank. The issue of access onto a classified road was discussed. Cllr Edwards is to take this matter up which was first raised over three years ago.

The Sidings: A planning contravention notice is being drawn up.

The Spangles: Issues relating to the Portacabin and permitted development rights are ongoing.

Parsonage Lane: It has been reported that the access created will now require planning permission because of the engineering works.

Pensford Garage: A Certificate of Lawfulness of Existing Use has been requested.

Members of the Enforcement Team will be attending our July meeting.

Incoming Post:

1) Zero Waste week invitation has been received from Waste Services, Keynsham. They are looking to hold the event in the autumn and are inviting local community groups to take part. These could be a whole village, a Parish or School. Clerk to find out more.

2) A letter has been received from Community Action reporting that funding for Parish Plans is only available until March 2008.

3) Forest of Avon Partnership Annual Review had been received.

4) Copies of the Local Policing Summary 2006 – 2007 had been received. All households will receive one in due course.

5) Draft Joint Rights of Way Improvement Plan – consultation document has been received. The deadline for responses is 12th August 2007. Mr Heaford to consult further.

6) The Society of Local Council Clerks have written urging the parish council to consider belonging to this professional body. Clerk reported that it is basically an advisory service for clerks, much of which information we already gather from ALCA. The first year is free and subscription after is £85 per year. Clerk advised to contact Peter Duppa-Miller for further advice.

7. Planning: Applications looked at: **07/01527/FUL** Mr Love 63 Hillcrest A Single/two storey rear extension and single storey side extension. Parish Council Support.

07/01552/LBA Mr K Showering 178 Publow Lane. Internal & External alterations to include a loft conversion and single storey rear extension. Parish Council support.

07/01568/FUL Mr K Showering 178 Publow Lane. Single storey rear extension. Parish Council support however, note that there is no distribution list to neighbouring properties. Clerk to follow up.

07/01467/FUL Mr Arnold 3 Hillside Cottages Pensford Hill. Provision of dropped kerb to allow parking in front garden. Clerk to write to planning re: concerns to traffic flow on the A37 and property location on the narrowest part of a very busy road.

Fernlea, Blackrock Lane: Details of the landscaping plan had been received. No concerns were raised in relation to the plan. However, it was noted that no provision has yet been made for a new garage to be built.

Outcomes: **07/01158/FUL** Mr R Ferrand 86 Hillcrest Pensford. Two-storey side extension. Permitted.

Appeal Received: **07/00178/FUL** Mr M Howie. Land South of Jaycee Back Lane Pensford. Clerk to write to planning and re-iterate original comments of an overdeveloped site with poor access.

Development Control Committee are to consider application 07/00163/FUL Mrs J A Ford, Parcel 5900 Priestdown Lane Publow. Use of land as a site for a mobile home as a temporary dwelling for five years in conjunction with new agricultural business (resubmission), at their meeting on Wednesday 12th June.

8. Financial Matters: Payments Authorised:

Sue Ryder Care	Donation	50.00
Citizens Advice Bureau	Donation	50.00
Oldfield Electrical	Memorial Hall Re-wire	13295.12
Mrs J Bragg	Clerks Salary @ SCP 21	471.11
Mrs J Bragg	Clerks Imprest	26.32
K C Printing	Photocopies Code of Conduct	35.25
PCAA	Subscription 2007 – 2008	50.00

Receipts to Note:

Memorial Hall	Donation towards Re-wire etc	5740.27
B&NES	Footpaths Officer	728.75

9. Any Other Business: The Gate leading into woodland by the Railway was reported to be broken: Mr Watson to deal.

Publow Bridge: Vegetation reported to be growing out of the cement work. Mr Heaford to deal.

30mph flashing speed sign: It was reported has become obscured by vegetation. Clerk to report to Highways.

Web Site: Details of the music festival have now been included. A village history. Previous parish council minutes and parish councillor details are also on the site. Parish Council agreed to the web site being publicised in local directories.

Emergency Vehicles: It was reported that an ambulance recently had difficulty in finding Woollard village although it was following Satellite Navigation.

Lordswood: An open day is to be held on Sunday 17th June 12.30p.m. onwards. Signage will be put up.

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

26th June: ALCA Executive Meeting.

26th June: PCAA Meeting: Mr Wareham agreed to attend.

27th June: B&NES ALCA Meeting.

DATE OF NEXT MEETING: MONDAY 9TH JULY 2007 AT 7.15P.M.

Clerk: Mrs J Bragg 01275 333549 e.mail: braggs@tiscali.co.uk

Web Site: www.publow-with-pensford-pc.gov.uk