

**MINUTES OF WHITCHURCH VILLAGE COUNCIL ORDINARY PARISH MEETING  
HELD IN WVCA HALL ON WEDNESDAY 2<sup>nd</sup> MAY 2018**

Present: Cllrs: A Broad (Chairman) T Griffin (Vice Chairman), R Chandler, M Donovan, M Godwin, N Kirk, A Lampard, P O'Leary, C Lewis, V Perry  
Ward Councillor Paul May, Mrs Sue Dyer (Clerk), Mrs Maureen Watts (Assistant Clerk)

**2018/01 PUBLIC PARTICIPATION**

A Councillor asked if the Clerk could check with B&NES planners that the North/South route on the Horseworld development will be joined as in the plans, as several people have heard that it will not be. It was also noted that the pond adjacent to Sleep Lane is completely dried up and all the wild life lost. This is due to work on the development and plans to install a new pond.

**2018/02 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

The Clerk gave an apology for Cllr Mark Dury, who is unable to attend the meeting due to family commitments, this apology was agreed by all those at the meeting.

**2018/03 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER WHITCHURCH  
VILLAGE COUNCIL'S CODE OF CONDUCT  
(ADOPTED ON 7th NOVEMBER 2012)**

None received.

**2018/04 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS  
(FOR DISCLOSABLE PECUNIARY INTERESTS)**

None received.

**2018/05 CONFIRM THE MINUTES OF THE ORDINARY VILLAGE COUNCIL  
MEETING HELD ON 11<sup>th</sup> APRIL 2018**

The minutes of the meeting held on 11<sup>th</sup> April 2018, previously circulated, were agreed and signed as a true record of the meeting, by Mr A Broad (Chairman)

**2018/06 TO DISCUSS PLANS FOR 'HAVE A FIELD DAY' ON SATURDAY 7<sup>th</sup> JULY  
AND AGREE ACTIONS**

This event will be held from 12.30 – 3.30pm, five councillors agreed to help. It was agreed a banner will be purchased to put on the fencing to advertise the event, posters put up and leaflets given to the school and pre-school. The Clerk to book the bouncy castle and other games, inform Fields in Trust so we get a goodie bag which usually includes medals, book face painting and an ice cream van if possible.

**2018/07 TO RECEIVE AN UPDATE ON THE WORKING PARTY MEETING TO LOOK  
INTO CIL PAYMENTS AND CONSIDER QUOTES FOR INSTALLING PLANTERS  
AROUND THE VILLAGE AND FENCING AT THE PLAYPARK**

As agreed at the last meeting Cllrs Tony Griffin, Nick Kirk, Rachel Chandler & Paul O'Leary met to discuss how CiL funds can be spent to enhance the village. Since the meeting the Clerk & Nick Kirk have met with the Traffic & Safety Officer to look at locations for planters around the village, seven sites have been agreed. At the same time a representative from Amberol brought the planters along for us to view. A quote has been received of £2,755.29 plus VAT for seven self watering planters, it was resolved to go ahead and order these. The maintenance contractor will charge £20 per visit to fill up the water level of the planters. It was agreed that we will speak with the Secret Garden, who maintain and plant the Millennium Garden free of charge, to purchase suitable compost and plants. It was resolved that as it is becoming difficult to

obtain quotes for fencing, two quotes will be acceptable to finish the mesh fencing at the Playpark. The Clerk has also written to a list of people to ask if they have any land the council could possibly purchase for a new woodland play provision.

### **2018/08 TO NOTE THE QUOTATION RECEIVED FROM WESTERN POWER TO INSTALL AN ELECTRICITY SUPPLY FOR THE MILLENNIUM CLOCK**

A quote has been received from Western Power to install a new unmetered supply to the Millennium Clock when it is repositioned of £1,319.16 plus VAT, 4 weeks' notice is required. It was resolved that the Clerk will contact the developers to ask if they can help with funding this, out of their community funds.

### **2018/09 PLANNING AND TRAFFIC**

#### **a) To note the current Planning Application list**

See appendix A, the contents of which were noted.

#### **b) To receive any updates on the JSP, B&NES Local Plan**

Paul May gave an update, the neighbourhood plan team have agreed to reform to engage with B&NES working on the local plan. It was resolved to go ahead with this offer with village council members also attending the meetings, where possible and a report made at each Council meeting and to the community.

It was agreed that Paul May will arrange to meet initially with Simon de Beer and Stephen George to agree the best way forward.

It was noted that the JSP was formally submitted for exam on 13th April.

#### **c) To receive a report on the meeting with Kelvin Packer, Group Manager – Highways & Traffic, B&NES Council to discuss traffic & parking issues in the village.**

The Clerk and Chairman met with Kelvin Packer to discuss the following issues:- Vehicles parking on the pavement outside Central Garage causing pedestrians to walk in the road as they are unable to get past, especially those with buggies or wheel chairs. The vehicle activated sign on the A37 as you enter the village, he saw no reason why this could not be repaired and will investigate this. This was first reported to B&NES in June 2016.

The Woollard Lane/A37/Sleep Lane junction, what was the outcome of how the junction will be altered to deal with the increase in traffic from the Keynsham and Horseworld developments? It is essential that the plans include a pedestrian crossing for residents to access the Playpark and also for the cycle route which crosses the A37 at this point. The speed of traffic around the village on the A37 Bristol Road, especially outside Whitchurch Primary School and why this cannot be 20mph as it is outside most other schools in the area including Pensford. He promised to monitor the speed of traffic in Maggs Lane and obtain a quote for a vehicle activated sign to possibly be installed along Staunton Lane.

We then met with Cllr Rachel Chandler to look at the proposal to place a zebra crossing in Staunton Lane to service the new development. It is felt by the Village Council that the proposed location of the crossing is unsafe, as it cannot be viewed by vehicles in both directions until they are too close and also the pavements in this location are too narrow. Kelvin agreed to look into the issues raised and report back to the Village Council.

### **2018/10 CLERKS REPORT**

The Clerk has reported the following to B&NES:-

Fly tipping outside the playpark in Norton Lane, blocked drain in Church Road, a loose manhole cover along A37 and pot holes in Maggs Lane, A37 & Staunton Lane.

An e-mail has been received from the developers of the site on the main A37, asking for suggestions for the address of the six dwellings which are being built at the rear of the

site. If Councillors can send in suggestions and then this can be agreed at the June meeting.

The Clerk has attended a pension workshop where it was explained a new reporting document needs to be completed each month in relation to the Avon Pension Fund contributions and GDPR training session, there are lots of templates on line which need to be completed and policies which need to be adopted.

The no parking on the grass sign has been placed in Staunton Fields as agreed.

### **Correspondence**

A report of a meeting held to discuss rural transport in B&NES has been received, the Clerk sent an email explaining the current transport provision in the village. Several options the meeting thought would be worth pursuing and they have asked if we are interested in working with them to follow up these issues?

A notice has been received stating that Sleep Lane will be temporarily closed from 28<sup>th</sup> May for a maximum of three weeks, but it is anticipated it will be for 2 weeks for Wessex Water to connect a water main and a new meter complex for the new development.

The Government is to review powers dealing with unauthorised traveller development and encampments, a consultation document can be completed by 15<sup>th</sup> June.

### **Meetings**

The next B&NES ALCA meeting is being held in this hall on Weds 9<sup>th</sup> May 7.30pm.

There is a Keynsham Dial-a-Ride meeting on Weds 16<sup>th</sup> May at 6.30pm.

The next Chew Valley Forum is on Thursday 24<sup>th</sup> May at 6pm.

### **2018/11 ITEMS OF INTEREST FROM DISTRICT COUNCILLOR PAUL MAY BANES**

Mr May has a meeting with Lisa Bartlett soon and will mention to her the North/South route and the situation with the nursery planned on the Bellway site.

### **2018/12 FIELD CEMETERY & COMMUNITY GARDENS (ALLOTMENTS)**

#### **a) To Grant Exclusive Rights of Burial**

Kenneth Pearce                      Plot No. G334                      Deed No. 1390  
(Ref: Jeanette Kathleen Pearce)

A Lampard proposed, R Chandler seconded and the meeting duly passed the Exclusive Rights of Burial.

#### **b) To receive a report on the recent incident at the cemetery when the wall was knocked down**

The Clerk reported that a resident witnessed a lorry reversing into the entrance wall at the cemetery, knocking it over and driving away. The Clerk was then able to telephone the company involved to report this and has been referred to their insurers. Two quotes are being sought and photos have been sent to them of the damage. It was resolved to take a gift to the resident to thank them for reporting it to us.

### **2018/13 FINANCE**

#### **a) To note and agree the payment of accounts dated 2<sup>nd</sup> May 2018**

It was resolved the schedule of payments dated 2<sup>nd</sup> May 2018, as listed in Appendix B be paid.

#### **b) To receive and note the annual internal audit for 2017/2018**

Mr Broad read out the report from the Internal Auditor, there were a couple of minor queries which the auditor confirmed she has discussed with the Clerk and where appropriate these have been corrected. A couple of recommendations have been made for internal controls and these will be implemented.

**c) To consider, approve & sign Section 1 - Annual governance statement 2017/2018**

It was resolved to approve the annual governance statement for 2017/2018. The Chairman signed the form to confirm this.

**d) To consider, approve & sign Section 2 - Accounting statements 2017/2018**

It was resolved to approve the accounting statements for 2017/2018. The Chairman signed the form to confirm this.

**e) To receive an update on employing someone to help with CiL, S106 & JSP**

The Clerk has tried to contact the gentlemen recommended and has left several messages. A Councillor has an e-mail address, so we will contact him by e-mail.

**f) To resolve to increase the Clerk & Assistant Clerk salaries in line with the recommended NJC salary scales and to consider their salary scales.**

It was resolved that the Clerk & Assistant Clerk will receive salary increases in line with those recommended and will also move up to the next salary level. The council does not at present have an appraisal and development system in place for its employees. Without such a system in place it is difficult to assess levels of performance or scale rises, neither does it give opportunity for effective support to employees or indeed a proper forum for employees to raise any matters they might wish. It was also agreed that at the next Finance Committee meeting an agenda item will be to discuss and how to implement staff annual appraisals.

**2018/14 TO RECEIVE A REPORT ON THE KEYNSHAM AREA FORUM**

Mr Broad attended this meeting on Monday 30<sup>th</sup> April, the report on the meeting, previously circulated, was noted.

The meeting ended at 9.35pm

**The next meeting will be held on Wednesday 6<sup>th</sup> June 2016.**

**Appendix A**

**PLANNING APPLICATION LIST – 2<sup>nd</sup> May 2018**

**APPLICATIONS**

15/02/2018

18/0661/VAR

Preton Properties

85 Bristol Road, Whitchurch, BS14 0PS

Variation of condition 19 attached to application 17/01031/OUT

**COMMENTS - No comment, as we have already objected to the original design of the proposed dwellings as they are out of character with existing properties in the area and do not retain the village character and this application was permitted.**

**Neighbourhood Development Plan Policy WV 1.1 - Village Design**

12/03/2018  
18/01057/VAR

Mr A Dark  
Grey House, Staunton Lane, Whitchurch, BS14 0QG  
Variation of condition 11 (Plans list) of application 17/03785/FUL  
(Erection of a new 3 bedroom dwelling with double garage)

**OBJECT –**

**We strongly object to these variations from the permitted 2 storey 3 bedroom dwelling as they are completely different from the original application. This dwelling has been built as a 3 storey, 5 bedroom dwelling, we feel the planning authorisation has been breached, the permission granted by B&NES totally ignored and ask that this is investigated as a matter of urgency.**

**Policy ST7 B&NES Placemaking Plan states that there should be 3 parking spaces for 4+ bedroom properties plus 0.2 space for visitor parking.**

**As this is now a 5 bedroom property there is inadequate off street parking/parking spaces provided.**

**A balcony has been built at the rear overlooking other properties, which is an infringement on existing residents' privacy.**

**It does not have regard to Policy WV1.1- Village design a) & b), WV 1.4 - Heritage Assets and their Setting and WV4.3 Traffic & Safety in the WVNDP.**

17/04/2018  
18/01692/FUL

Mr Hynam  
82 Bristol Road, Whitchurch, Bristol, BS14 0QW  
Erection of two storey side extension

**SUPPORT this application**

**RESULTS**

12/02/2018  
18/00521/FUL

Mr Jan Birenat  
18 Churchways, Whitchurch, BS14 0PL  
Erection of 1no. attached dwelling to no.18

**OBJECT – The increased use of the cul-de-sac turning head together with the generation of additional conflicting traffic movements, resulting from the proposed development, would be prejudicial to road safety.**

**Reason: Contrary to Policy T.24 of the BANES Local Plan**

**A previous application was reduced from two new houses to one to address concerns by the Highways Officer in regards to traffic generation and parking arrangements in this location. 11/12/2017**

**If you are minded to approve this application please can it be determined by the Development Control Committee.**

11/04/2018

**REFUSED**

## Appendix B

### MONTHLY PAYMENT OF ACCOUNTS

DATE: 2<sup>nd</sup> May 2018

D/D	British Telecom	Phone/broadband	49.33	8.22
Chq	ICCM	Membership	90.00	
Chq	Various	Salaries, travel expenses, postage, stationery	1,570.50	
Chq	WVCA	Rent & meetings April	225.00	
Chq	B&NES Council	Pension Fund	394.04	
Chq	H M Revenue Customs	Paye & NIC April	311.50	
Chq	Your Solutions (L Gillam)	Maintenance	2,026.00	
Chq	B&NES Council	Garden waste bins x 2	88.00	
Chq	Kim Tarrant	Internal Audit	175.00	
Chq	Blachere Illum	Christmas lights 2018	881.38	146.90
Chq	Mr R Eaton	Refund deposit allotments	10.00	
Chq	SSE	Electricity Xmas lights 2017	26.34	4.39
Chq	Nibra signs Ltd	Signs playpark & allotment	63.00	10.50
Chq	Kn Office	Stationery	250.56	41.76
		<b>Total Payments</b>	<b>£6,160.65</b>	<b>£211.77</b>