

**MINUTES OF WHITCHURCH VILLAGE COUNCIL ORDINARY PARISH MEETING
HELD IN WVCA HALL ON WEDNESDAY 7th AUGUST 2019**

Present: Cllrs: N Kirk (Chairman), T Griffin (Vice-Chair), S Bryant, R Chandler, M Donovan, M Dury, C Lewis, P O'Leary, P Orchard, V Perry
Mrs S Dyer (Clerk) & Mrs M Watts (Clerk Assistant), one member of the public and District Councillor Paul May.

2019/47 PUBLIC PARTICIPATION

A Councillor stated that the shields have still not been installed on the flashing beacons in Staunton Lane, the Clerk will chase this.

A Councillor stated that a smart car advertising a Blinds Company has been parked on the verge near the junction of Woollard Lane/A37 for several days.

A Councillor confirmed that tickets are now available for the barn dance at £5 each from Whitchurch Cricket Club.

Paul May confirmed that Jacob Rees-Mogg is still expected to attend the meeting on Friday 9th August in the RBL.

The Clerk read out a letter received from Mike Godwin, thanking everyone for the gift he was presented with at the recent gathering arranged to show our appreciation to Mike for his contribution over many years on the Council.

2019/48 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The Clerk gave apologies for Cllrs J Pearce, who is unable to attend the meeting due to family commitments. This apology and the reason for non-attendance were accepted by all present at the meeting.

**2019/49 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER WHITCHURCH
VILLAGE COUNCIL'S CODE OF CONDUCT
(ADOPTED ON 7th NOVEMBER 2012)**

Cllr S Bryant declared an interest in item 9. on the agenda and Cllr M Dury declared an interest in items 11. b) & 15. d).

**2019/50 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS
(FOR DISCLOSABLE PECUNIARY INTERESTS)**

None received.

**2019/51 CONFIRM THE MINUTES OF THE ORDINARY VILLAGE COUNCIL
MEETING HELD ON 3rd JULY 2019**

The minutes of the meeting held on 3rd July 2019, previously circulated, were agreed and signed as a true record of the meeting, by N Kirk (Chairman).

**2019/52 TO REVIEW THE GENERAL PRIVACY NOTICE, DATA BREACH POLICY &
SUBJECT ACCESS REQUEST PROCEDURE IN RELATION TO GDPR AND AGREE
ANY ADMENDMENTS REQUIRED**

It was resolved that no changes are required to these documents, which had previously been circulated to all Councillors. It was suggested that an Admin Policy Group is set up to read documents such as these and report back to the meeting, this will be put on next month's agenda to be discussed further.

2019/53 TO DISCUSS AREAS FROM THE TRAINING SESSION WHICH NEED TO BE TARGETED FOR IMPROVEMENT

It was felt that this was a great training session, the Chairman thanked the Councillors who attended. It was agreed that the following areas need to be targeted for improvements:-

Appraisals – these have never been completed and should be. It was agreed that a staffing/HR committee is set up comprising of the following Councillors – R Chandler, M Donovan and S Bryant. Terms of Reference for this committee will need to be drawn up, the Clerk & Assistant Clerks Job Descriptions need to be reviewed, so it was agreed that they will complete these over the next couple of months. A risk needs to be added to the Risk Assessment Policy of not having appropriate staff support.

It was resolved that the Clerk will now add the two Councillors who have signed the cheques, names to the minutes.

The ownership of the Whitchurch Village Community Association hall was also another query raised and where the Deeds are kept. The Clerk to bring this up with the WVCA Committee.

2019/54 TO AGREE THE CHRISTMAS LIGHTS INSTALLATION INFORMATION

Blachere Illumination have asked for an update for the Christmas Lights installation this year, these were agreed and will be forwarded to them.

S Bryant left the room.

2019/55 TO RECEIVE AN UPDATE ON MOVING THE MILLENNIUM CLOCK AND CONSIDER QUOTES RECEIVED

The Clerk has had a site visit with electrical contractors to move the Millennium Clock to the pavement next to the Millennium Garden, and to carry out the work to complete this. Two separate quotes have been received one from Bristol Contacting Services for £2,504.00 plus VAT to carry out part of this work and the other for £509.06 plus VAT from Bryant Electrical to complete the connection. It was resolved to accept both quotes and to ensure the existing plinth is left at the current site and is covered with bark.

S Bryant rejoined the meeting.

2019/56 TO RECEIVE A REPORT ON 'HAVE A FIELD DAY' AND AGREE ANY CHANGES FOR NEXT YEAR

The Chairman thanked everyone who helped with this very successful day, especially Matt Donovan, who did an excellent job running the races.

It was agreed that no drinks/sweets will be purchased next year, these are not needed as most people bring their own picnic. £83.00 of donations were collected on the day and sent to Mind. It was suggested that perhaps next year we call it a 'Village Fun Day' and ask 5/6 community groups in the village to come along to promote their activities. The Clerk has obtained a £75 refund from Bristol Fun for Hire and it was suggested that we use another company next year and plan some new activities.

2019/57 PLANNING AND TRAFFIC

a) To note the current Planning Application list.

The current Planning application listed in Appendix A, previously circulated to all Councillors was noted.

M Dury left the room

b) To consider and agree a response to the following planning applications:- 19/03138/FUL – ROMO Ltd, Land rear of 7 & 8 Staunton Way-

Erection of 6no 2 bed and 1no 4 bed dwelling

It was resolved to send the following comments:-

OBJECT - Although we are not opposed to development on this site, it is felt that the application for 7 dwellings is an over-development of the site.

NP Policy WV 1.1 - Village Design should be taken into account, as we believe this development would cause a cramped appearance and is not taking into account adequate scale, spacing and layout of the site.

If B&NES are mindful to permit this development conditions should be included on construction traffic, deliveries to the site and construction times set out, due to its close proximity to existing dwellings and the affect it will have on existing residents.

M Dury re-joined the meeting.

c) To note the information on Wessex Water works on the A37/Staunton Lane junction and consider the reply received regarding a pedestrian crossing in this location

Wessex Water have now cancelled the planned works, this was noted.

The reply received from B&NES Council regarding a pedestrian crossing at this location was discussed and it was agreed to send the following comments back:-

The report from the 2011 study, from which you base your comments, is now hugely out of date. Whitchurch Village Council would like to request that another current, up to date survey is carried out at this location, as this is a really important issue in our village and a real safety concern to our residents.

2019/58 CLERKS REPORT

During the last month the following issues have been reported to B&NES:-

Bin full outside the Playpark, rubbish along Maggs Lane & Staunton/Stockwood Lane and A37 Bristol Road and the overgrown footpath from Sleep Lane to A37.

There was an issue with a large HGV parked in Sleep Lane close to the dentist, causing traffic problems as vehicles tried to get past it. After several phone calls it was established it was making a delivery to the Bellway site and it was moved on.

Correspondence

Letter received from CPRE after extensive consultation they need to make people more aware of who they are and will give equal emphasis to promoting, enhancing and protecting the countryside. They have developed an eye-catching new look inspired by the colours and shapes of our countryside.

A notice has been received from B&NES Council proposing variations to parking restrictions across the district including two areas in Whitchurch Village, one in Staunton Lane, which the Village Council requested and the other on lengths of Bristol Road, requested by a resident.

B&NES Council are undertaking their annual draft Infrastructure Delivery Plan update (106 page document) and wish to know if the Village Council have any of the following projects:

1. Infrastructure projects not identified in the IDP that could be added to the IDP (i.e. which relate to housing growth)
2. Infrastructure projects that the Village Council is planning to allocate local CiL funding to.

A new B&NES Traffic Management Team Structure has been received from Paul Garrod explaining briefly who to report issues to and how these will be prioritised.

Summer 2019 Local Flood Rep News has been received.

Meetings

Keynsham Dial a Ride meeting on Weds 14th August at 6.30pm

Advance notice that the ALCA AGM is on Saturday 5th October from 10.30am – 12.20 in Flax Bourton Village Hall.

2019/59 ITEMS OF INTEREST FROM DISTRICT COUNCILLOR PAUL MAY BANES

Paul spoke about the excellent news received recently that the Inspectors of the Examination of the West of England JSP still have significant concerns over the way the strategic locations have been selected and therefore cannot conclude that the plan is sound. They have therefore cancelled the further hearings in Sept/Oct and will send out a more detailed letter setting out their concerns by mid-August.

He explained how representations were made to the Inspectors and the message finally got through. He has now gone to WECA to challenge the ring road, stating that if there are no plans for housing there is no need for a road.

Jacob Rees-Mogg is still attending a public meeting on Friday 9th August at 1.p.m. at the British Legion.

A vote of thanks was expressed to Paul for all his efforts with this.

2019/60 FIELD CEMETERY & COMMUNITY GARDENS (ALLOTMENTS)

a) To Grant Exclusive Rights of Burial

Stephen Amos Plot No. G253 Deed No.1412
(Ref: Jayne Marie Amos)

S Bryant proposed, C Lewis seconded and the meeting duly passed the Exclusive Rights of Burial.

b) To agree the way forward regarding the Playpark refurbishment

It was resolved that a working party meeting needs to be arranged to discuss this further, the Clerk to circulate dates for this.

Mr May left the meeting.

2019/61 FINANCE

a) To note and agree the payment of accounts dated 7th August 2019

It was resolved the schedule of payments dated 7th August 2019, as listed in Appendix B be paid and that Cllrs M Dury & V Perry signed the cheques.

b) To note the completion of Audit for the year ended 31st March 2019

The Clerk confirmed the completion of the Audit has been received from PKF Littlejohn LLP, this has been circulated, and that the relevant notices have been put up as required. This was noted by all present and thanks expressed to the Clerk for completing this.

c) To receive a report on the Finance meeting and agree recommendations made on the Financial Regulations, CiL funds request from Bristol Barbarian Rugby Club & Online banking.

N Kirk, Chairman Finance Committee, gave a report and recommendations from the Finance Committee meeting held on 17th July. The budget figures for the first quarter were checked and found to be in order, the Financial Regulations were reviewed, it was resolved that no amendments need to be made.

Another request has been received from Bristol Barbarian Rugby Club for CiL funds. After further discussion it was agreed a reply will be sent stating that CiL money has been spent so far on projects around the village, which benefit all residents equally. In this context we are planning to spend further money so that all people living in the village continue to see and enjoy the improvements made to enhance the village.

The Village Council also need to consider the longer term housing growth and resulting infrastructure demands/needs which may become apparent during the next

3 to 4 years when spending the CiL money received from the strategic development on the Horseworld site.

Online banking was considered, it was agreed that this is something the Village Council would like to and need to do, the question is whether this is possible with the account we have at present or whether it will mean opening a new account, the Clerk to investigate this further.

It was resolved to accept the above recommendations.

M Dury left the room

d) To consider grant applications received from Whitchurch Cricket Club & St Nicholas Pre-School

Two grant applications have been received and were considered. The first request from Whitchurch Cricket Club for £250 to be spent on items of kit for youth cricket. It was resolved to grant this application.

The other request was received from St Nicholas Pre-school for £150 for a tunnel and 'small world' toys for Little Learners and outside toys for the Pre-School. It was resolved to grant this application.

M Dury re-joined the meeting.

e) To receive an update on the refurbishment of the Millennium Garden and consider installing benches and lighting in the garden from CiL funds and agree quotes received for new gateway signs.

The Millennium Garden refurbishment is now nearly complete, plenty of positive comments have been received from residents. The idea of placing a couple of benches made from recycled material and installing some LED up lighters in the garden were proposed and it was agreed to go ahead with this.

Quotes have been received for three new gateway signs, it was agreed to go ahead and order these and that this will be paid for from CiL funds.

The meeting ended at 9.45 p.m.

The next meeting will be held on Wednesday 4th September 2019

**Appendix A
PLANNING APPLICATION LIST – 7th August 2019**

APPLICATIONS

14/06/2019
19/02663/FUL Mrs S Archer
Stockwood Valley Riding Centre, Bifield Road, BS14 8TH
Change of use from agricultural barn to dwelling house
(Retrospective)
COMMENT - The report from the Enforcement Officer needs to be referred to. No further comment from WVC.

17/07/2019
19/03138/FUL ROMO Ltd
Land Rear of 7 and 8 Staunton Way, Whitchurch
Erection of 6no 2 bed dwellings and 1no bed dwelling

RESULTS

21/12/18
18/05105/FUL Mr Jan Birenet
Avon Accident Repair Garage, Staunton Lane, BS14 0QL
Demolition of existing buildings and erection of 8no. dwellings
(including 2no affordable housing units) with associated soft/hard
landscape works, access improvements, parking and drainage.
OBJECT – Within the RA1 & RA5 of the approved Core Strategy the village has fulfilled its housing need and there is no evidence to indicate that more housing is required at the expense of employment, especially 4 bed dwellings which will be provided on the adjacent Horseworld development site. The NDP Policies WV 1.5 Retain employment in the village and as it is outside the Housing Development boundary. WV 2.1 b) should both be taken into account when considering this application.

01/07/19 **REFUSED**

22/03/19
19/01177/FUL Mr Ian Rideout
The Firs, Maggs Lane, Whitchurch, Bristol, BS14 0PH
Provision of loft conversion. (Resubmission)
SUPPORT – The development is of good design and within the existing footprint of the site. It therefore does not create an overdevelopment of the site.
The development is an individual property and is therefore in line with the Neighbourhood Plan policy WV 1.2
The design is high quality and matches policy WV 1.1
The property is not listed so does not contradict policy 1.4
It does not represent any reduction in Green Belt between Whitchurch Village and Bristol
The property already exists and therefore integrates well within policy WV 3.1
The property has been extended for a long time before the green belt 30% increase policy.
The Village Council request that this application is referred to committee to assess the minimal impact this extension will have.

03/07/19 **PERMITTED by Planning Committee**

02/04/19 Mr Dean Edwards
 19/01368/FUL 149, Bristol Road, Whitchurch, Bristol, BS14 0PU
 Erection of two storey side and rear extension with internal works
SUPPORT - The proposed extension will not harm the local character & distinctiveness and the proposal sufficiently respects the character and appearance of the existing building. Is sympathetic to WV1.1 Village Design and within the HDB.

17/06/2019 Revised drawings received.
No further comment.

12/07/19 **PERMITTED**

Appendix B

MONTHLY PAYMENT OF ACCOUNTS

DATE: 7th August 2019

D/D	British Telecom	Phone/broadband	52.80	8.80
Chq	Western Power	Electricity for Clock (already debited from account)	1,978.70	329.78
Chq	Various	Salaries, postage, training, travel expenses 6.75,	1,745.83	
Chq	WVCA	Rent & meetings July	243.00	
Chq	B&NES Council	Pension Fund	471.53	
Chq	H M Revenue Customs	Paye & NIC July	381.77	
Chq	Your Solutions	Maintenance/plants/ Millennium garden	3,916.50	
Chq	J Medlin	Professional planning advice/attend EIP – JSP	600.00	
Chq	PKF Littlejohn LLP	External audit	480.00	80.00
Chq	ALCA	Training	200.00	
Chq	Mind	Donations from HAFD	83.00	
Chq	APJ Griffin	Equipment HAFD	24.00	
Total Payments			£8,198.43	£418.58