

MINUTES OF WHITCHURCH VILLAGE COUNCIL VIRTUAL ORDINARY PARISH MEETING HELD WEDNESDAY 1st JULY 2020

Present: Cllrs: N Kirk (Chairman), T Griffin (Vice-Chairman), S Bryant, M Donovan, M Dury, C Lewis, P O’Leary, P Orchard, V Perry, Mrs S Dyer (Clerk), District Councillor Paul May B&NES & two members of the public.

2020/26 PUBLIC PARTICIPATION

A resident spoke about her concerns with the number of nitrous oxide canisters prevalent around the village. They have been found around the entrance to the playpark, along pathways and in various other places including by a bench in the Bellway site. After a discussion on this it was agreed the Clerk will contact the Police to ask for their policy on this and whether they have a poster showing the harm they can cause, which we could put up. Also ask for some patrols around the playpark area as cars are gathering in the layby frequently.

2020/27 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The Clerk gave apologies for Cllr R Chandler, who is unable to join the meeting due to other commitments and Cllr J Pearce who will join the meeting at 8pm due to work commitments. These apologies and reason for non-attendance was agreed by all in attendance.

2020/28 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER WHITCHURCH VILLAGE COUNCIL’S CODE OF CONDUCT (ADOPTED ON 7th NOVEMBER 2012)

Cllr Nick Kirk declared an interest in agenda item 8 b) and Cllr Mark Dury declared an interest in agenda item 6.

2020/29 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS (FOR DISCLOSABLE PECUNIARY INTERESTS)

None received.

2020/30 CONFIRM THE MINUTES OF THE ORDINARY VILLAGE COUNCIL MEETING HELD ON 3rd JUNE 2020

The minutes of the meeting held on 3rd June 2020, previously circulated, were agreed and will be signed as a true record of the meeting, by N Kirk (Chairman).

Cllr Mark Dury was placed into the waiting room

2020/31 TO DISCUSS AND AGREE THE WAY FORWARD REGARDING THE ASSISTANT CLERK RETURNING TO WORK

The Clerk has confirmed that the member of staff has not received a shielding letter, a Covid 19 workplace risk assessment needs to be carried out to ensure it is safe for her to return to work.

After a long discussion on the current situation it was agreed that a risk assessment needs to be completed with the view to the Assistant Clerk returning to work in the near future. The temporary member of staff who has been covering during the pandemic will stay on to assist with various items of work to help the Clerk with the work load, if she is agreement with this. This will be until the end of the year and then the situation will be reviewed.

The need of a HR committee, as previously agreed, needs to be put into action as soon as possible to cover staff appraisals and look at job descriptions’. Cllrs M Donovan, S Bryant & R Chandler previously agreed they will form this committee.

Cllr Mark Dury re-joined the meeting, Cllr John Pearce joined the meeting.

2020/32 TO REVIEW THE DATA PROTECTION POLICY & DATA MAP AND AGREE ANY AMENDMENTS

The documents had previously been circulated to all Councillors prior to the meeting, it was resolved that no amendments are required, the documents will be reviewed again in June 2021.

2020/33 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.

b) To consider and agree a response to planning applications:-

20/02118/FUL - Wyke Lodge, Norton Lane, Whitchurch, BS14 0BT

Erection of a two storey front and rear extension with single storey rear aspect and internal alterations, following demolition of single storey rear aspect. Replace windows throughout. Widen drive and parking area removing two trees.

As this property is in the Green Belt the Clerk has contacted the planning officer to obtain clarity on several points which should be taken into account for this application, but not received a reply.

It was therefore agreed that a decision cannot be made until the points are clarified, the Clerk will then send this information to all councillors to consider and will then formulate a response to this application from the responses received. Paul May offered to chase the planning officer for a reply.

Cllr Nick Kirk was placed into the waiting room, Vice Chairman Tony Griffin took over.

20/02175/FUL - 11 Bridge Close, Whitchurch, BS14 0TS

Erection of a two storey rear extension

This application had previously been circulated to all councillors, it was resolved to support this application which is within the Housing Development boundary.

N Kirk re-joined the meeting and chaired the meeting

2020/34 CLERKS REPORT

During the last month the Clerk has received several complaints from residents, both have been outside the jurisdiction of the council.

The volunteer service is still in existence, around ten residents have received help with their shopping or medication collections during the last month but this is getting less as more people are able to go out.

The village council grant applications have been advertised with a closing date of Friday 31st July 2020.

Bristol Airport newsletter has been received and circulated.

Advance notice has been received that carriageway reconstruction and resurfacing will take place by B&NES any time from 13th July on sections of Staunton Lane and A37 Bristol Road.

2020/35 ITEMS OF INTEREST FROM DISTRICT COUNCILLOR PAUL MAY BANES

Paul explained that he has received another complaint from a resident regarding the speed of traffic along the A37 and a request that it is made 20mph. The Village Council and District Councillor have previously requested this from BANES with no success.

Paul will try again with the support of the village council. Community speed watch was discussed at length, Matt will find out more details of this and forward to Paul, which can be passed on to the resident concerned to see if this is something he may be interested in setting up.

There have been parking issues in Hamilton Way, Paul is pushing for limited time to be placed on the laybys in this location.

Resourceful Earth have withdrawn their planning application. The Local Plan update is still in progress, BANES have not met their target of building new homes in the district. A strategic draft planning document will be drawn up by WECA this year. Paul is on the Local Development Forum so is able to keep up to date with BANES plans and ensure they consult effectively.

2020/36 FIELD CEMETERY & COMMUNITY GARDENS (ALLOTMENTS)

a) To Grant Exclusive Rights of Burial

Louise Howarth Plot No. G344 Deed No. 1427
Ref: (Elsie Dorothy Kirby)

M Donovan proposed, S Bryant seconded and the meeting duly passed the Exclusive Rights of Burial.

Paul May left the meeting at 8.35.pm.

b) To consider a request to install a bench at the cemetery

A request to place a bench at the rear of the cemetery has been received from a family, they would like to place this in memory of their mother who has recently passed away. It was agreed that this was in order but the usual letter with conditions will be sent to the family and they will need to meet with the Clerk to agree the exact location.

c) To consider re-opening the Playpark and agree we meet the COVID-19 secure guidelines

This item was discussed at length, B&NES are opening their parks from 4th July and have sent through some guidance and posters which can be used. Councillors thought that as B&NES were opening their parks we should also, people are climbing the fence and using the park anyway, visitors will need to be responsible for taking their own hand wipes and antibacterial hand gel etc. It was therefore agreed to open the park from Sat 4th July if the risk assessment and safety check on the equipment has been completed satisfactorily. Relevant signs will need to be put up around the entrance and play equipment advising users to maintain social distancing and to follow the government guidance.

The village council website and Facebook page will be updated.

d) To receive an update on the Playpark refurbishment tender and agree the process for assessing the Tenders received.

Lots of interest has been shown by Playpark companies in the tender, four companies have had a site visit and two others visited previously. The questions being asked at these visits together with the answers have been e-mailed to all those who have shown an interest.

It was agreed that a matrix needs to be drawn up to assess the tenders, the Clerk has several examples of these from other sources. It was thought that a zoom meeting will need to be held to go through the tenders and make a decision and any adjustments.

e) To consider tree planting at the Playpark and agree actions required

The Clerk has checked with B&NES whether their previous offer of tree planting funding is still available and they have confirmed that it is. The idea is to plant some trees at the Playpark to give shade during the refurbishment. A planting plan needs to be submitted, the Clerk will obtain advice on the type and number of trees required. A Councillor pointed out that there is a 50% success rate when planting trees, so this should be taken into account.

f) To consider a request for a shed on allotment Plot 20

A request has been received from the owner of Plot No. 20 requesting permission to erect a 6x4 timber shed on the plot. It was resolved to allow the shed to be installed as long as it does not obstruct the pathway.

2020/37 FINANCE

a) To note and agree the payment of accounts dated 1st July 2020

It was resolved the schedule of payments dated 1st July 2020, as listed in Appendix B be paid and that Cllrs N Kirk & M Donovan will sign the cheques.

b) To agree the date of the Public Inspection Rights period for the 2019/2020 accounts

It was agreed that the inspection period for the Public Inspection Rights for the 2019/2020 accounts, is from Monday 15th June – Friday 24th July 2020, which is 30 working days. This has been advertised on the website.

It was confirmed that any queries or questions regarding the accounts will be answered by scanning relevant documents and sending them by e-mail.

c) To receive a report on the Finance Committee meeting held on 24th June and agree recommendations.

The Clerk gave a report on the recent virtual finance committee meeting, the budget figures were checked for the first quarter and were in order, it was agreed to stop the cheque for £80,000 which never got to the NS&I account and to send another one with a covering letter signed by two signatories. The NS&I funds are earmarked for cemetery maintenance in the future.

The NALC Model Financial Regulations were reviewed and some alterations made and it was agreed to adopt them to be reviewed annually. It was resolved to agree the recommendations made.

d) To consider the proposal to increase the ALCA Annual Subscription and agree a response

A report from ALCA, previously circulated to all councillors, is recommending that the ALCA annual subscription is increased by 10% per annum over the next three years. At the present rate this would be around £23 per annum for the village council. The Clerk stated at the last meeting that the advice received throughout the Covid-19 pandemic from ALCA has been excellent.

It was resolved to agree to the proposal put forward by ALCA for a 10% increase.

e) To consider opening a new bank account to facilitate online banking and agree actions regarding this.

A paper on the benefits of opening a new bank account with Unity Trust Bank had previously been circulated to all councillors.

It was resolved to go ahead and open an account, internet banking can then be used in the future, but to keep the NatWest account open alongside it for the time being.

Meeting ended at 9.25.p.m.

The next meeting will be held on Wednesday 5th August 2020

Appendix A

PLANNING APPLICATION LIST – 1st JULY 2020

APPLICATIONS

09/09/2019

19/02919/MINW

Resourceful Earth Ltd, Charlton Field Lane, Queen Charlton
A revised layout and design to the existing AD Plant (approved under `13/04126/MINW) with removal of all bund walling, ponds and soli & stock piles on site with introduction of hard standing, parking, bund walling, silage clamps CNG gas compressing compound, digestate storage bunker etc.

OBJECT - Whitchurch Village Council support the comments of Compton Dando Parish Council. "Until the matters raised by B&NES Council Landscape Environments Team and Drainage and Flooding Team are addressed, and a full Environment Impact Assessment together with the ecology reports detailing bat roosting and feeding zone information are also addressed, the Village Council feel unable to consider the application fully. Matters relating to highways and traffic safety implications highlighted in the Highway Development Control response, also need addressing in order for the Village Council to fully consider the application."

At this stage we would not wish to see increased HGV traffic along local country lanes.

Our local councillor Paul May will be meeting with Chris Gomm to further discuss this application to include neighbouring areas.

05/05/2020

20/00428/FUL

Ms Faye Dicker

127 Bristol Road, Whitchurch, BS14 0PU

Change of use of barn to be used for occasional use for Airbnb and/or as a meeting space.

OBJECT - In the delegated report for the original changes permitted for the barn it states that is shall not be occupied at any time other than for purposes ancillary to the residential dwelling known as 127 Bristol Road and shall not be occupied as an independent dwelling unit.

The reason states: The accommodation approved is not capable of independent occupation without adverse impact on the amenities of existing or future residential occupiers contrary to Policy D6 of the B&NES Placemaking Plan.

Policy D6 should be taken into account for the change of used of the barn to be used for Airbnb and/or as a meeting place. The level of privacy to existing properties in Blackacre will be compromised with the overlooking of their properties, either from Airbnb guests or people using the barn for meetings. This would therefore be contrary to Policy D6. b). There are no plans for the provision of parking if the barn is used for Airbnb or a meeting/workshop. There is very limited residential parking in Whitchurch Village and complaints are

frequently received from residents regarding this issue. There is one bus service which runs from Wells to the centre of Bristol but if people are travelling from anywhere other than this they will be reliant on using their cars.

Policy ST7 of B&NES Placemaking Plan - Parking b) there should be no increase in on-street parking in the vicinity of the site which would affect highway safety and/or residential amenity. This policy will not be adhered to if permission is granted for a meeting space.

06/03/2020
20/00897/FUL

Parkstone Estates (Chippenham) Ltd
89 Bristol Road, Whitchurch, BS14 0PS
Demolition of existing storage building and erection of 2no 2bed flats.

OBJECT – to this application for the following reasons:-

Within the RA1 & RA5 of the approved Core Strategy the village has fulfilled its development needs and there is no evidence to indicate that further housing is required at the expense of a business property. A developer has been unable to sell recently built dwellings in this location and has taken over a year to rent them, showing there is no evidence to support more development is required.

Policy WV 1.5 – Retain employment in the village

The above numbered policy in the Whitchurch Village Neighbourhood Development Plan has not been adhered to. This storage building has not been marketed as stated in this policy. A change of use from commercial to residential is detrimental to the sustainability of our village.

Policy WV4.3 - Traffic and Safety

The above policy should also be taken into consideration, as there will be an increase of traffic movement in and out of a small obscured entrance onto the busy A37 road. Also vehicles driving in and out of the proposed properties will cross a pedestrian footpath which is used by pupils of the local village pre-school and primary school, causing a safety issue and obstructing a safe route to school.

Small satellite businesses are essential to villages in B&NES, as has been shown at the present time, when they have been able to step up with providing food supplies to the vulnerable residents in our villages.

19/06/2020
20/2118/FUL

Jody & Raychel Thomas
Wyke Lodge, Norton Lane, Whitchurch, BS14 0BT
Erection of a two storey front and rear extension with single storey rear aspect and internal alterations, following demolition of single storey rear aspect. Replace windows throughout. Widen drive and parking area removing two trees.

25/06/2020
20/02175/FUL

Mr & Mrs Dingle
11, Bridge Close, Whitchurch, BS14 0TS
Erection of a two storey rear extension

Appendix B

MONTHLY PAYMENT OF ACCOUNTS

DATE: 1st July 2020

D/D	Southern Electric	Electricity Clock	38.40	1.82
D/D	ICO	Data Protection fee	35.00	
D/D	British Telecom	Phone/broadband	52.80	8.80
Chq	B&NES Council	Garden waste bins	93.64	
Chq	Various	Salaries, postage, travel expenses & office equipment	1,983.17	
Chq	WVCA	Rent & meetings June	180.00	
Chq	B&NES Council	Pension Fund	441.77	
Chq	H M Revenue Customs	PAYE & NIC June	176.52	
Chq	Your Solutions	Maintenance	901.50	
Chq	Nibra signs Ltd	Signs for library box	62.40	10.40
Chq	Open spaces	Annual subscription	45.00	
Total Payments			£4,010.20	£69.02