

**MINUTES OF WHITCHURCH VILLAGE COUNCIL ORDINARY PARISH MEETING
HELD IN THE WVCA HALL ON WEDNESDAY 6th OCTOBER 2021**

Present: Cllrs: N Kirk (Chairman), T Griffin (Vice Chair), R Chandler, M Dury, J Fox-Bowen, P O'Leary, J Pearce, V Perry, S Dyer (Clerk), District Councillor Paul May B&NES & a representative from St Nicholas Pre-school.

2021/68 PUBLIC PARTICIPATION

Ann Weston from St Nicholas Pre-school thanked the Village Council for the donation given to them and explained they are going to buy a new sofa for their reading corner with the funds. Ann spoke briefly on the pre-school allotment and how new raised beds have been built for them by a parent, she then left the meeting.

A Councillor explained that water is coming out of the middle of the road in Staunton Lane, just past the mini roundabout, even when it is not raining. Photos have been taken of this, the Clerk will report this on Fix My Street to B&NES Council.

A Councillor asked why the Village Council do not send the minutes into the Chew Valley Gazette. The Clerk is unaware of the dates when information needs to be sent to them as copies are no longer available in the village. The Chairman will contact them and find out this information.

A Councillor explained that 2022 is the 100th Anniversary of Whitchurch Cricket Club, so there will be a year full of events planned. He asked if information regarding this could be included in the newsletters, this was agreed.

2021/69 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The Clerk gave apologies for Cllrs S Bryant, C Lewis & P Orchard, who are unable to attend due to family commitments or illness.

These apologies and the reasons for non-attendance were accepted by all present.

**2021/70 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER WHITCHURCH
VILLAGE COUNCIL'S CODE OF CONDUCT
(ADOPTED ON 7th NOVEMBER 2012)**

Cllrs M Dury, N Kirk & P O'Leary declared an interest in agenda item 11b).

**2021/71 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS
(FOR DISCLOSABLE PECUNIARY INTERESTS)**

None received.

**2021/72 CONFIRM THE MINUTES OF THE ORDINARY VILLAGE COUNCIL MEETING
HELD ON 1st SEPTEMBER 2021**

The minutes of the meeting held on 1st September 2021, previously circulated, were agreed and signed as a true record of the meeting, by N Kirk (Chairman).

**2021/73 TO REVIEW THE HEALTH & SAFETY POLICY & EMPLOYEE RISK
ASSESSMENT**

The above documents had previously been circulated to all Councillors prior to the meeting, it was noted that PAT testing of the office equipment has not been carried out since 2019. The Clerk will arrange for this to be completed as soon as possible. It was resolved that no amendments are required to the policy or risk assessment.

2021/74 TO RECEIVE A REPORT ON PARISH ONLINE TRAINING ATTENDED

A report on the Parish Online training attended by Jane Dury was read out and samples shown to the Councillors on the type of information which can be logged onto the parish layer.

It was resolved to send a link and password to all Councillors so they can look at the information and let the Clerk know if there is anything specific they would like added.

2021/75 TO DISCUSS THE RUBBISH OUTSIDE WHITCHURCH MEWS AND AGREE ACTIONS REQUIRED

It was agreed that, as B&NES and the owners of the properties will not clear the rubbish which has accumulated in front of the bin store, the Village Council will arrange a one off clearance of the rubbish. A letter will also be sent to all the residents explaining this and asking them to keep the area clear in the future by putting out their bins & recycling on the appropriate day, this will then help keep our village tidy. A copy of the letter will be sent to the owner of the properties as well.

2021/76 TO RECEIVE AN UPDATE ON THE MAINTENANCE OF THE MILLENIUM GARDEN AND THE WAY FORWARD

The Clerk has spoken with the contractor and he is extremely busy and so unfortunately the Millennium Garden is not his priority at the present time. It was resolved that Councillors and volunteers from the village will take on the planting and maintenance of the garden. New plants will be purchased and a working party organised to plant the garden and planters in the next few weeks.

2021/77 TO DISCUSS THE CHRISTMAS LIGHTS 'SWITCH ON' EVENT AND AGREE PLANS FOR THIS

Plans for this evening on 3rd December were discussed, it was agreed to go ahead with the road closure, erect the bollards, ask the PCSO's to attend, book St Nicholas Church hall for refreshments, details of how this will work will depend on the covid situation at the time, Cllrs R Chandler & V Perry will be responsible for refreshments on the night.

The Salvation Army has been booked, request they play four well known carols and bring song sheets.

The usual Father Christmas is unavailable, but a new Father & Mother Christmas have confirmed they would love to attend.

Confirmed Marshalls to date, Cllrs N Kirk, C Lewis, P Orchard, M Dury, J Fox-Bowen, T Griffin, P O'Leary.

Cllr J Pearce will be sorting the sound system and snow machine and will contact Whitchurch Primary School asking if the pupils can sing at the event.

The Clerk will ask Matt Donovan if he is able to attend to help.

It was resolved that a run through will be held on Monday 22nd November with as many marshalls as possible in attendance.

The Christmas Lights competition will be held again this year with judging taking place on Weds 15th December for residents and businesses.

2021/78 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 discuss & agree the plan for limited parking in Staunton Fields drawn up by B&NES, as a result of a meeting held on site

The three Councillors who declared an interest in this item did not vote on the proposal. After a detailed discussion it was resolved that the plan drawn up by

B&NES for limited parking is submitted and to request that we are notified of any objections to these proposals.

c) To note the final plan for limited parking outside the Playpark in Norton Lane and the surrounding area

The final plan has now been drawn up by B&NES, which was previously agreed by a vote and this plan was noted.

d) To discuss holding a public meeting in the future to make residents aware of the Spatial Development Strategy plan for the next twenty years, drawn up by WECA

District Councillor Paul May asked if this could be discussed, he explained that the details of the SDS plans, drawn up by WECA, could be available in early 2022. He feels that a joint meeting with himself and the Village Council will be needed to update residents of the outcome of these plans.

It was resolved that members support this idea but it cannot be taken any further until information is received from WECA.

2021/79 CLERKS REPORT

The Clerk has reported the following issues to B&NES during the last month:-

Vegetation overhanging the footpath along the A37, opposite Saltwell Avenue & near 127 Bristol Road, where the road sign is also covered.

Rubbish dumped outside the Playpark & the bin overflowing, which have since been cleared.

Fly tipping at the top of the lane which runs from the A37 to the cycle track by Saltwell Avenue.

Confirmation has been received that a contractor has been instructed to clear the overgrown vegetation on the cycle path & in several other locations in village, by the B&NES Highways Officer, no date has yet been given on when this work will be completed.

The slats for the picnic table at the Playpark, which were burnt by a BBQ, have now been replaced. The new signs have been received and will be installed, an additional wooden picnic bench has been installed & the entrance gate painted green.

The new library box has been built and will be collected and installed soon.

Several allotment plots have become available in recent weeks and have been reallocated to residents on the waiting list, thanks to Tony Griffin for his help with this.

There is a Fraud Prevention presentation by Avon & Somerset Police, on the Avon Local Councils website, which can be viewed and is very informative. The Clerk can send information to anyone interested.

Complaints have been received regarding the speed of traffic along Staunton Lane from the mini roundabout to the lights. The Traffic Enforcement Officer, Avon & Somerset Police has been contacted and explained why the road is not suitable for van or bike base enforcement.

He has suggested a DCB (Data Collection Box) survey which will shed light on when the speeding issues occur and whether it is something the unit can combat. It will depend on when a DCB becomes available, as they are in high demand.

The Clerk attended the SLCC Somerset Branch zoom meeting on Friday 24th September, a surveyor who deals with property management for Town & Parish Councils gave some useful advice to those who are responsible for property.

The comments agreed at last month's meeting have been sent in regarding B&NES Local Plan Partial update, the Clerk watched a webinar on the plans and found it very informative. Also comments were sent in on the proposed Transport & Development SPD regarding the plans to reduce parking requirements on new developments, to encourage people to cycle, walk and use public transport.

B&NES Council Sustainability Team are asking how they can support parish councils concerning climate issues with a questionnaire to complete.

October Meetings/Training

Chew Valley Area joint meeting on Thursday 7th October on zoom from 6-7.30pm.

ALCA AGM Saturday 9th October, on zoom from 10.30am.

Parish Liaison meeting Wednesday 13th October at 6.30pm, via zoom.

Planning in Plain English training 21st October on zoom at 6.30pm.

CPRE AGM via zoom on Monday 25th October at 6.30pm.

2021/80 ITEMS OF INTEREST FROM DISTRICT COUNCILLOR PAUL MAY BANES

Paul explained that he has met with the new B&NES planning officer dealing with the Anaerobic Digester Facility planning application and with Kerry from POKE.

The total carbon footprint of this application needs to be considered and in the Local Plan update there is no mention of this as a strategic site for planning. He will call a meeting with all the local District Councillors to make representations on this application.

Paul O’Leary left the meeting at 9.20.p.m.

Liveable Neighbourhoods are now being consulted on and Paul explained that he has highlighted a new crossing on A37 for residents to gain a safe access to the Playpark & Allotment site on foot as a priority for Whitchurch Village, as previously agreed by the Village Council.

WECA have issued a prospectus for sustainable transport, which includes improvements to strategic public transport corridors. The document shows a proposed Park and Ride site for Whitchurch (location to be confirmed). Paul has spoken to Sarah Warren, B&NES who says there are no plans for this at present.

Paul has been speaking to residents on the Bellway site and many are unhappy with the antisocial behaviour they are experiencing.

John Pearce left the meeting at 9.30.p.m. The Chairman thanked Paul for the updates.

2021/81 FIELD CEMETERY & COMMUNITY GARDENS (ALLOTMENTS)

a) To Grant Exclusive Rights of Burial

Stuart Condon Plot No. A103 Deed No. 1453
Ref: (Madeleine Carole Condon)

V Perry proposed, R Chandler seconded and the meeting duly passed the Exclusive Rights of Burial.

2021/82 FINANCE

a) To note and agree the payment of accounts dated 6th October 2021

The schedule of payments dated 6th October 2021, as listed in Appendix B were agreed. It was resolved that Cllrs J Fox-Bowen & T Griffin will authorise the online payments.

b) To note the completion of the 2020/2021 Audit by PKF Littlejohn LLP – External Auditor

The completed External Audit has been received with no matters requiring attention. The ‘Notice of conclusion of audit’, which details the rights of inspection, and other relevant documents have been placed on the Village Council’s website and noticeboard, as required. This was noted by all Councillors present.

The Chairman thanked everyone for attending the meeting which ended at 9.35pm. The next Village Council meeting will be held on Wednesday 3rd November 2021.

Appendix A

PLANNING APPLICATION LIST – 6th OCTOBER 2021 APPLICATIONS

07/03/2021 21/00419/EFUL	Resourceful Earth, Charlton Field Lane Development of an Anaerobic Digester Facility (including retention of the existing Feedstock Reception Building, Digester Tank (x5), Storage Tank, CHP Engine (x4), Transformer, GRP Substation, GRP Technical Room (x5) and Gas Equipment) to produce both gas and electricity for injection into the local grid networks, alongside the restoration of the former Queen Charlton Quarry Site with ecological and landscape enhancements. OBJECT – copy of objection attached.
23/06/2021 21/02876/FUL	Parkstone Estates (Chippenham) Ltd 89, Bristol Road, Whitchurch, Bristol, BS14 0PS Demolition of existing storage building to form 2no 2 bed flats OBJECT – 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 premises. Parking spaces proposed do not meet the C3 Residential Parking Standards of 2 off street parking spaces per two bed flat. Parking is already at a premium in the village.
14/07/2021 21/03207/FUL	Mr Smart Tynning House, Hursley Hill, Whitchurch, BS14 0QZ Erection of detached dwelling and detached garage/home office following demolition of existing HMO property. COMMENTS – support this application if the square footage is no larger than the original dwelling, which is difficult to ascertain from the drawings. If it is no larger then it would meet the following NPPF requirement of buildings in the Green Belt. ‘the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces’. If the application is approved there should be a condition made that the existing building is demolished before the new dwelling is built.

Appendix B

MONTHLY PAYMENT OF ACCOUNTS

DATE: 6th OCTOBER 2021

D/D	British Telecom	Phone/broadband	46.74	7.79
D/D	SSE	Electric Clock – September	45.23	2.15
BT	Various	Salaries, travel expenses, stationery & postage	1,757.43	
BT	WVCA	Rent & meeting - Sept	195.75	
BT	Your Solution	Maintenance	868.00	
BT	B&NES Council	Pension Fund	429.17	
BT	H M Revenue & Customs	PAYE & NIC September	280.29	
BT	Kn office supplies	Stationery	47.97	7.99
BT	Nibra Signs Ltd	Signs for Playpark	112.92	18.82
BT	St Nicholas Pre-School	Grant	300.00	
BT	Mr N Coffin	Repair village clock	85.00	
BT	Blachere Illum	Christmas Lights – Hire	1,034.11	172.35
BT	Blachere Illum	Christmas Lights – Install	1,680.00	280.00
BT	GB Sport & Leisure	Inspection report playpark	60.00	10.00
BT	B&NES Council	Road closure fee	165.00	
BT	PKF Littlejohn LLP	External audit fee	720.00	120.00
BT	ALCA	Finance training	30.00	
BT	Scottish & Southern Energy	Electricity Xmas lights	42.86	2.04
DR	Unity Trust	Cheque charges	5.40	
		Total Payments	£7,905.87	£621.14