

MINUTES OF WHITCHURCH VILLAGE COUNCIL ORDINARY PARISH MEETING HELD IN THE WVCA HALL ON WEDNESDAY 4th OCTOBER 2023

Present: Cllrs N Kirk (Chair), S Bangham, S Bryant, A Currie, M Dury, J Fox-Bowen, C Lewis, P O'Leary, P Orchard, V Perry, S Dyer (Clerk), & 4 members of the public (representatives from Whitchurch Short Mat Bowls Club)

The Chair welcomed everyone to the meeting.

2023/77 PUBLIC PARTICIPATION

Representatives from Whitchurch Short Mat Bowls Club attended the meeting to explain more about the bowls club to the Village Councillors. They meet twice each week in Whitchurch Village Community Centre and have asked for help with funds towards a new electric mat rolling machine.

They explained that it is a mixed gender group with most of its members over 65 and the mats are very heavy to roll out. They welcome new members and advertise locally, they are a very social group, arranging meals and days out.

Village Councillors asked questions regarding advertising, insurance, storage of the equipment, costs etc.

The Chairman thanked the representatives for coming along and said we will be in touch with them soon, they then left the meeting.

2023/78 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The Clerk gave an apology for Councillor R Chandler, who is unwell, this apology and reason for non- attendance was accepted by all present.

Also an apology has been received from District Councillor Paul May who is also unwell.

2023/79 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER WHITCHURCH VILLAGE COUNCIL'S CODE OF CONDUCT (ADOPTED ON 7th NOVEMBER 2012)

Cllr S Bangham declared an interest in agenda item 15 c) The grant application for 107th Bristol (Whitchurch) Scout Group.

2023/80 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS (FOR DISCLOSABLE PECUNIARY INTERESTS)

None received.

2023/81 TO CONFIRM THE MINUTES OF THE ORDINARY VILLAGE COUNCIL MEETING HELD ON 6th SEPTEMBER 2023

The minutes of the meeting held on 6th September 2023, previously circulated, were agreed and signed as a true record of the meeting, by N Kirk – Chair.

2023/82 TO REVIEW AND AGREE ANY AMENDMENTS TO THE HEALTH AND SAFETY POLICY & OFFICE AND EMPLOYEES RISK ASSESSMENT

Although no amendments are required to the Policy, it does state under Furniture, Fittings & Equipment – that filing cabinet drawers should be closed immediately after use. The Clerk advised that one of the filing cabinets in the office, which holds the ledgers for the cemetery, is broken and does not shut. It was resolved that a quote should be obtained for a new suitable filing cabinet for the office.

2023/83 TO CONSIDER THE ACTIONS AGREED FOR THE STAFF COMMITTEE IN MARCH 2021, INCLUDING TERMS OF REFERENCE AND AGREE THE WAY FORWARD WITH THIS

It was agreed that the Terms of Reference for the Staff Committee drawn up in March 2021 are still relevant and plans for staff to be observed by members of the committee, in order to gain more understanding into the different staff roles, will now go ahead. Staff appraisals will then be put into place after this.

2023/84 TO CONFIRM WHETHER TO HOLD THE COMMUNITY CLEAN UP ON SATURDAY 14th OCTOBER

It was agreed that the Community Clean Up will go ahead on Saturday 14th October starting at 10am, six Councillors are able to attend & Cllr Steve Bangham advised the 107th Bristol (Whitchurch) Scout group will also be helping but is unsure of numbers.

2023/85 TO AGREE ITEMS TO BE INCLUDED IN THE 'WEEK IN'

It was resolved to include details on the new 'Bleed Kit' installed next to the defibrillator, the Community Clean Up, plans for the Christmas Lights 'switch on' event & a welcome to new Councillor Alex Currie.

2023/86 TO DISCUSS THE CHRISTMAS LIGHTS 'SWITCH ON' EVENT AND AGREE PLANS FOR THIS YEAR

Plans were discussed in detail, many of them are already being dealt with. It was agreed to ask three past Councillors if they will help on the evening. It was noted that three Councillors are now first aid trained. The Clerk will contact the care home to check we can still use their car park, Tesco for donations towards the refreshments, PSCO's to join the event, ensure we have the snow machine working & order the barriers. A run through event will need to be organised in November.

2023/87 PLANNING & TRAFFIC

a) To note the current Planning Application list.

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

b) To discuss the speed of traffic along Staunton Lane and agree actions to be taken regarding this

The reply Paul May received from B&NES regarding this issue after last month's meeting was read out. It was resolved that the Clerk will contact the relevant officer in B&NES to request an update on the emerging design for the Liveable Neighbourhoods scheme in Whitchurch Village which apparently includes traffic calming along Staunton Lane. Also to send a reply to Paul Garrod – Traffic Management & Network Manager, B&NES to say the Village Council would like Vehicle Activation Signs installed along Staunton Lane in an attempt to slow down the traffic and are happy to fund these ourselves.

c) To consider a response to the Queen Charlton Lane Liveable Neighbourhood pilot scheme

Responses from Councillors included, it is lovely to walk down now with no traffic, the owner of the cattery is happy with the closure and has not experienced any loss of business & there is more queueing traffic at the end of Woollard Lane turning right onto the A37 into the Village. It was resolved these comments will be sent into the consultation.

2023/88 CLERKS REPORT

Whitchurch Mews is now been kept tidy, which is good to see. Two shopping trolleys left outside after the last minute these were reported on Fix my Street and subsequently removed.

The Clean and Green Team were in the village last week, residents have commented on how clean the A37, Bristol Road looks and around the bus stop in the centre of the village has been cleared of weeds & litter.

Thanks to Nick & Steve who tidied the Millennium garden last month. Winter bedding plants will be purchased in the next couple of weeks to plant the planters and the Millennium garden for the winter, so help will be needed with this.

Overgrown vegetation on the corner of Farrier Way & Sleep Lane which was reported in July has recently been cut back by B&NES.

There has been a water leak at the cemetery near the tap/meter, this was reported several times and has now been fixed by Bristol Water and there was no charge for this.

Notes have been sent to the Chew Valley Gazette again this month but they do not always include them.

Alex Currie is attending Essential Councillor training via zoom on Weds 11th October.

The planning application for Strathmore, Staunton Lane is being considered by B&NES Planning Committee on 18th October.

Meetings

ALCA AGM will be held on Saturday 7th October via zoom from 10.30 – 12.00

CPRE Avon & Bristol invite you to their AGM on Friday 20th October 12-2pm in the Engine Shed, Station Approach, Bristol.

2023/89 ITEMS OF INTEREST FROM DISTRICT COUNCILLOR PAUL MAY BANES

Unfortunately Paul May could not make this evenings meeting due to being unwell.

2023/90 FIELD, CEMETERY & COMMUNITY GARDENS (ALLOTMENTS)

a) To Grant Exclusive Rights of Burial

Gary Morris

Plot No. J17

Deed No. 1483

Ref: (Raymond Anthony Morris & Rita Barbara Morris)

M Dury proposed, P O'Leary seconded and the meeting duly passed the Exclusive Rights of Burial.

b) To consider the poster/questionnaire drawn up with regards to potential improvements to the allotment site

Colette Lewis has drawn up a poster & questionnaire, which will be sent out to all current allotment holders to find out what improvements they would like to see at the allotment site. Councillors loved the poster and agreed the contents of the questionnaire with several amendments.

c) To consider the way forward in relation to the trees destroyed at the Playpark.

During the last month three of the trees planted at the Playpark were completely snapped off and ruined over two different evenings. This has been reported to the Police and a statement saying how disappointed the Village Council are has been put on the website and Facebook page.

It was resolved to purchase and install three new trees but this time add more sturdy protection around them in the hope that this will prevent them being snapped off again.

d) To discuss the grass cutting outside the Playpark and agree any actions relevant

The Clerk explained that in previous years the verge in front of the Playpark has been cut right back by B&NES, this not only provided better highway safety but also a view into the Playpark which helped prevent antisocial behaviour.

This year B&NES have only cut the edge of the verge so the view into the Playpark is becoming limited.

It was resolved to ask B&NES if they will cut the verge right back and if they will not then ask our maintenance contractor.

2023/91 FINANCE

a) To note and ratify the payment of accounts dated 4th October 2023

The schedule of payments dated 4th October as listed in Appendix B, which have previously been circulated to all Councillors, were agreed and will be authorised online by Cllrs S Bryant & C Lewis.

b) To consider the proposed increase in membership fee to CPRE

A letter has been received from CPRE (Campaign to Protect Rural England) asking if the Village Council can increase its membership fee from £36 per annum to £60 this year. After consideration it was agreed to go ahead with this increase.

c) To receive a report on the Finance Committee meeting held on 27th September and consider recommendations made regarding budget figures, CiL funds, grant applications, Financial Regulations, Pension scheme updates & the conclusion of Annual Review for the 2022/23 Audit

The Chair of the Finance Committee, Nick Kirk gave an update and recommendations from the meeting which included the following:-

Budget figures for the first six months were checked and found to be in order and Account balances noted.

The balance of CiL funds and dates which these need to be spent by was noted.

It was agreed to recommend that CiL funds is spent on adult gym equipment, update the flooring around the table tennis table, so it can be used in all weather & a wooden trail at the Playpark.

Consider funding an electric machine to roll up the bowling mats for the indoor bowling club, held in Whitchurch Village Community Centre.

Representatives to be invited to the next full Council meeting to explain this further.

It was also agreed that the Whitchurch Village Community Centre is in need of some updates in the future & CiL funds could be spent on this.

Councillor S Bangham took no part in considering the grant application from 107th Bristol (Whitchurch) Scout Group.

Grant applications were considered and the following recommendations agreed:-

St Nicholas Pre-school - a grant of £500.00 towards new toys and resources for the three groups they run. CiL funds will be used for this grant, as it is run as a charity and is an educational setting available to residents.

107th Bristol (Whitchurch) Scout Group - a grant of £500.00 will be awarded towards the cost of new pipes installed in the scout hut due to water leaks from a frozen heating system.

B&NES Age UK – a grant of £250.00 to support older adults in the community and provide them with the support they need to age well.

The Financial Regulations were reviewed and it was resolved to recommend amending the threshold for the Public Contracts Regulation 2015 to £30,000.

The new Avon Pension Fund death in service arrangement to implement a captive insurance arrangement, was noted.

The External Audit for 2022/2023 is now complete and the relevant documents placed on the website and noticeboard as required.

It was resolved to accept all the above recommendations made by the Finance Committee.

The meeting ended at 9.15 p.m.

The next meeting will be held on Wednesday 1st November 2023

Appendix A

PLANNING APPLICATION LIST – 4th October 2023

APPLICATIONS

18/08/2022 22/03284/FUL	Mr John Maddocks Rudgeworth, Woollard Lane, Whitchurch, BS14 0QR Erection of bungalow following demolition of 3no. existing equestrian stables (Resubmission) REFUSED APPEAL REF: 22/03284/FUL
22/08/2023	
15/03/2023 23/00782/FUL	RCIH Developments 18 Churchways, Whitchurch, BS14 0PL Proposed attached self-contained dwelling house OBJECT - The increased use of the cul-de-sac turning head together with the generation of conflicting traffic movements, resulting from the proposed development, would be prejudicial to highway safety. Contrary to Policy T.24 of the BANES Local Plan.
15/05/2023 23/01535/PIP	Mr Trought Strathmore, Staunton Lane, Whitchurch, BS14 0QL Permission in Principle Planning Application for the erection of 1no. dwelling and associated works. OBJECT – the proposed development is outside of the Housing Development boundary and is within designated green belt land, there are no special circumstance associated with the application. Policy RA5 has previously removed land from the Green Belt for a strategic site and there is no current need for any further development in the Green Belt. Refer to the application on this site in 2017 which Highways objected to, what has changed since this date?
28/06/2023 23/02340/VAR	Bristol Barbarians RFC Norton Lane, Whitchurch, Bristol, BS14 0BT Variation of condition 4 (Plans List (Compliance)) of application 17/02398/FUL (Erection of new club house, facilities and associated works) SUPPORT - Whitchurch Village Council are happy for the variation of condition 4 but feel that a new condition should be made that the existing club house is demolished within a set time frame of the new one being built.
16/08/2023 23/02922/OUT	Mr & Mrs Andrews Oaklea, Sleep Lane, BS14 0QN Erection of 9 Residential Dwellings (Use Class C3) with All Matters Reserved Except for Access OBJECT – for the following reasons:- The proposed development would be inappropriate development within the Green Belt. No special circumstances are demonstrated to outweigh this and it is therefore contrary to Policy GB2 Development in Green Belt Villages & Core Policy CP8.

Infilling as defined in the NPPF is limited to the building of one or two houses therefore the application for nine dwellings does not meet this criteria.

Land in Whitchurch Village has already been removed from the Green Belt in exceptional circumstances to meet RA5 strategic site for development. There is therefore no need for further development on Green Belt land within Whitchurch Village.

The proposed development is outside the Housing Development Boundary and is therefore contrary to Policy RA1 of the Bath & North East Somerset Council Core Strategy & Policy WV 2.1 of the Neighbourhood Plan as it would increase the density of development within existing curtilages.

29/08/2023
23/03175/FUL

Mrs Debbie Cousins
82A Bristol Road, Whitchurch, BS14 0QW
Erection of front porch and single storey rear extension to facilitate full house renovation to provide additional living accommodation.
SUPPORT – this application which is within the Housing Development Boundary.

RESULTS

20/07/2023
23/01965/FUL

Miss Angela Evans
Stables & Paddock, Hursley Hill, BS14 0QZ
Erection of two additional stables

14/09/2023

PERMITTED

06/07/2023
23/02345/FUL

Mr A Knight
26 Church Road, Whitchurch, BS14 0PP
Erection of single storey extension (Regularisation)
PERMITTED

Appendix B

MONTHLY PAYMENT OF ACCOUNTS

DATE: 4th October 2023

D/D	British Telecom	Phone/broadband	2.89	.48
D/D	SSE	Electric Clock – September	51.76	2.21
BT	Various	Salaries, postage & sundry items	1,939.79	7.56
BT	WVCA	Rent & meeting – Sept	207.00	
BT	Your Solution	Maintenance	1,290.00	
BT	B&NES Council	Pension Fund	435.86	
BT	H M Revenue & Custom	PAYE & NIC September	316.57	
BT	ALCA	Training course	40.00	
BT	BDO LLP	External Audit charges	378.00	63.00
BT	Blachere Illum	Christmas lights	588.00	98.00
BT	B&NES Council	Hanging baskets & plants	771.72	128.62
BT	B&NES Council	Event application fee	99.60	16.60
		Total Payments	£6,121.19	£316.47