

MINUTES OF WHITCHURCH VILLAGE COUNCIL ORDINARY PARISH MEETING HELD IN THE WVCA HALL ON WEDNESDAY 4th March 2026

Present: Cllrs M Dury Stand in Chair, S Bangham, S Bryant, J Fox-Bowen, R Chandler
C Lewis, P O'Leary, F Marshall (Clerk),
Paul May (District Councillor) 1 member of the public

Cllr/Chair Mark Dury opened the meeting and welcomed everyone. He explained to everyone that he will be standing in as Chair until next elections. He acknowledged the resignation of Pat Orchard, a valued member of the council, and how she will be greatly missed. Cllr/Chair M. Dury also discussed the resignation of Assistant Clerk Jane Dury from April Monday 13th 2026. He explained that she would still like to support us with checking of our amenities in the Village and help with events and planting in our millennium garden. She will also be dearly missed.

2026/138 PUBLIC PARTICIPATION

Building Rubble being dumped on the grass area. This is being done by builders of the ongoing work on rejected planning application from Garage to Annex on no 6 St Nicholas Rd. Clerk F Marshall explained we have already reported to B&NES, and they are looking into it. They believe the piece of land belongs to Curo housing so they will get in contact with them. B&NES advised not much they can do as it's not harmful to the environment. Ongoing issue with traffic congestion on Staunton Lane for up to 7 Months due to road works. Concerns that it's bad enough for the local community coming and going from the area, imagine what it will be like if they build another 5000 homes within the village. District Cllr Paul May will investigate further. Cllr P O Leary also advised about the previous decision to put double yellow lines on both sides of the road between Staunton Lane/Sleep Lane junction to the mini roundabout Staunton Lane/Stockwood Lane/Stockwood Road. He advised that only one side of the road was actioned so asked if Clerk F Marshall could investigate this to see if this could help with car congestion and the over parking in the area.

2026/139 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Cllr A.Vowles. due to on recovery from surgery

2026/140 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER WHITCHURCH VILLAGE COUNCIL'S CODE OF CONDUCT (ADOPTED ON 7th NOVEMBER 2012)

Cllr S Bryant confirmed the continued conflict of interest with being the Chair and Trustee of WVCA also S Bryant with item number 6. Cllr R Chandler with item Number 6 and Cllr/chair M Dury with item Number 6

2026/141 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS (FOR DISCLOSABLE PECUNIARY INTERESTS)

None received.

2026/142 TO CONFIRM THE MINUTES OF THE ORDINARY VILLAGE COUNCIL MEETING HELD ON 4th February 2026

The minutes of the meeting held on 4th previously circulated, were agreed and signed as a true record of the meeting, by Cllr/Chair M Dury

2026/143 TO ACKNOWLEDGE FINANCIAL DOCUMENTATION RECEIVED FROM APPLICANTS FOR CIL MONIES FROM THE WVCA AND WHITCHURCH CRICKET CLUB, COUNCILLIORS NEED TO AGREE ON NEXT STAGE OF ACTION TO RELEASE FUNDS.

Cllr S Bryant & R Chandler left the meeting. While discussing the WVCA due to conflict of interest.

Clerk & RFO F Marshall provided the councilors with the requested financial documentation provided by S Bryant Chair of WVCA. This had previously been circulated to the relevant councilors before the meeting. She explained the guidelines which were given by SLCC and the correct process that needed to be followed on the release of funds for continued work to improve the Community Hall. It was agreed by all that the payment will be given against quotes and invoices provided by the chair or a relevant member of the village hall. Payments would be given during monthly payments run within the first week of each month. Clerk & RFO F Marshall will add these guidelines to the acceptance letter when informing WVCA of the outcome.

Cllr R Chandler rejoined the meeting.

Cllr M Dury left the meeting to join S Bryant, Due to conflict of Interest with the Cricket club.

Clerk & RFO F Marshall provided the councilors with the requested financial documentation received by Martin Peters Chair of Whitchurch Cricket Club. This had previously been circulated to the relevant councilors before the meeting. She explained the guidelines which were given by SLCC and the correct process that needed to be followed on the release of funds for continued work to improve the Cricket Club. It was agreed by all that the payment will be given against quotes and invoices. Clerk F Marshall to add these conditions to the letter when informing WVCC.

Cllrs M Dury and S Bryant re joined the meeting

2026/144 TO DISCUSS THE REPLACEMENT OF COUNCILLIORS AND ASSISTANT CLERK GOING FORWARD DATES ETC.

Councilors discussed the advertising of The Administration Assistant Clerk to be published asap. Cllrs agreed that splitting the 6 hours over two days seems more sensible to meet business needs. Clerk & RFO F Marshall to produce the relevant documentation to advertise the role. She will also produce the recruitment handout and application form ready for candidates. It was agreed that we will advertise on Social Media Platforms and in local public areas. Cllrs agreed that the advertisement should go up by the week commencing the 9th March 2026.

Cllrs discussed the best practice for informing the Elections Service of the resignation of Cllr P Orchard. Clerk & RFO to seek advice on correct procedures to notify of the open position within the council.

2026/145 PRIVACY- TO CONSIDER EXCLUDING THE PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEM.

This item was moved to end of section 15 to stop the disruption of the meeting due to it involving Clerk F Marshall and taking notes for the remaining meeting.

2026/146 TO RECEIVE AN UPDATE ON STAFF APPRAISALS AND CONSIDER THE RECOMMENDATIONS MADE FROM A MEMBER OF THE STAFFING COMMITTEE

This item was moved to end of section 15 to stop the disruption of the meeting due to it involving Clerk F Marshall and taking notes for the remaining meeting. The outcome was as follows.

Clerk F Marshall left the meeting

Cllr S Bangham advised the councilors that the Appraisal went well, objectives were discussed and put into place. Next Appraisal will take place in one year's time. Clerk F Marshall has been with WVC for 4 months' salary was reviewed and agreed. Will be looked at again in 6 months and then again after completing CILCA qualification.

2026/147 TO REVIEW RISK ASSESSMENT & MANAGEMENT POLICY/ SOCIAL MEDIA POLICY/STANDING ORDER POLICY.

Cllr S Bryant queried about the use of Cheque books and if the council still holds one. Clerk & RFO F Marshall to investigate and amend section 5,7 and 19 in the Risk Assessment & Management policy accordingly after findings.

Cllr agreed to no amendments to both Social Media Policy and Standing Order Policy. Review again March 2027

2026/148 PLANNING & TRAFFIC

a) To note the current Planning Application list.

Nothing New Clerk & RFO to add to next meeting,

2026/149 CLERKS REPORT

Clerk & RFO F Marshall read a Thank you card from retired Clerk. She also thanked those that had contributed towards the get-well flowers for Cllr A Vowles and gave an update on her recovery.

Clerk advised the councillors that the precept had been agreed and the updated them with the dates we would receive the funding. April 2026/October 2026.

She asked that Councillors to make her aware sooner if they are unable to attend as this had nearly caused an issue with quorum not being met on previous meetings. It was agreed that you need to let me know the day before or the latest by 12:00 on day of the meeting.

Clerk F Marshall advised the councillors on update on allotments. Advised that a member of the community would like to take on two plots 16 & 19. Councillors agreed with them having two as it is best to have them occupied and used. Clerk also informed the council that on plot no 12 they would like permission to erect a shed. This was also agreed. F Marshall to inform the plot holders of outcome.

Clerk & RFO reminded the council about upcoming de-fib training and how many people had agreed to attend.

2026/150 ITEMS OF INTEREST FROM DISTRICT COUNCILLOR PAUL MAY BANES

District Councillor Paul May explained that the informal cabinet meeting presentation has red area, he will keep defending. WECA Green belt area review shows no argument for grey belt and means can't argue a case. He advised the Councilors that if they are not hitting build plans, they can in fact build anywhere. P May advised the Councilors that it may be worth getting a sub committee together to start to plan on what infrastructure is needed within the village in case planning should go ahead. This way we can make sure our village remains at the forefront of any plans before they are agreed. Cllr R Chandler advised she is happy to hold the meeting and will get some dates in the diary. Cllr Mark Dury would like to be part of the committee alongside Cllr R Chandler and District Cllr Paul May. Once they have had time to meet and discuss it there could be the possibility of opening to the community to gain their views.

2026/151 FIELD, CEMETERY & COMMUNITY GARDENS (ALLOTMENTS)

a) To Grant Exclusive Rights of Burial

Roland Marques Plot No: G78A Deed No: 1524
Ref: (Marques)

Cllr R Chandler proposed and Cllr J- Fox Bowen seconded, and the meaning duly passed the Exclusive Rights of Burial

2026/152 FINANCE

a) To note and agree the payment of accounts dated 4th March 2026

The schedule of payments dated 4th March 2026 as listed in Appendix B, were agreed all but one for Volkner Highways due to Cllr P O'Leary question regarding a payment for a Socket that possibly should have been paid for by Avon and Somerset Police. Rest will be authorised online by Cllrs J. Fox Bowden & Collette Lewis (The Volker was rectified the next day Thursday 5th and paid as this was due to another socket that was broken and needed repairing.)

Meeting closed at 9:30PM

Appendix A

WHITCHURCH VILLAGE COUNCIL

PLANNING APPLICATION LIST – 4TH March 2026 APPLICATIONS

13/08/2024 24/01430/FUL 6 St Nicholas Road, Whitchurch, Bristol, BS14 0PJ	Mr J Hallet Use of proposed garage as granny annexe. Retrospective. OBJECT - This is a plain flouting of the planning rules and should be dealt with accordingly. In 2022 the Village Council supported an application for a garage on this site, with a condition that it can only be used as a garage and not changed into a residential dwelling. B&NES permitted the application on 16th September 2022 with a condition No.3 Ancillary Use – ‘The development hereby permitted shall not be occupied at any time other than for the purposes ancillary to the residential use of the dwelling known as 6 St Nicholas Road and shall not be occupied as an independent dwelling unit’. As far as the Village Council is concerned there are no reasons in the last two years to change this decision. B&NES have previously refused all other applications on this site. If it is decided to permit this application, it will set a precedent for future applications in Whitchurch Village.
31/01/2025 25/00367/FUL	G Sykes Vehicle Storage Yard, Staunton Lane, Whitchurch The erection of 7 no. industrial units (Class E) and associated development OBJECT - for the following reasons: Green Belt - The site is within the Green Belt and therefore is inappropriate development, there are no special circumstances to warrant erecting 7 industrial units in this location. (Policy CP8) Amenity - The erection of 7 industrial units would have an adverse impact, due to the proximity of neighbouring residents and the additional vehicle movements created by the businesses using the industrial units. The proposal is contrary to Policy D6: Amenity - Placemaking Plan Policy. Traffic Impact - This section of Staunton Lane is a minor residential lane and therefore is not suitable access for larger vehicles entering the proposed site to make deliveries to and from the industrial units. The proposal is contrary to Policy ST7 - Placemaking Plan Policy.
11/07/2025 25/02595/FUL	Enviromena Parcel 3470, East Dundry Lane, Norton Hawkfield

Construction of a temporary solar farm, to include the installation of solar photovoltaic panels to generate electricity & other associated works.

OBJECT – the proposed development by reason of its siting would have an adverse effect on the character and spatial characteristics of the area. It is within the vicinity of the Maes Knoll Ancient Monument which is on a high level Dundry plateau and is a significant landscape feature which can be viewed from the Chew Valley looking into Whitchurch Village and looking out from Bristol. (Further details on this can be found in Whitchurch Village Neighbourhood Plan).

The proposal is contrary to Policy WV 1.4 Heritage Assets and Their Setting.

No special circumstances have been put forward to justify development in the Green Belt. The development is therefore contrary to Policy GB.1. of the B&NES Local Plan.

The noise and disturbance will affect the residents of Bristol during the construction of the site which it is stated will take between 4-6 months and is therefore contrary to Policy D6

Access through a residential area for the construction will mean there will be unacceptable traffic and highway safety implications and will be detriment to Policy ST7.

07/10/2025

Environmental Impact Assessment received.

24/10/2025
25/03917/FUL

Dale & Maddocks

Church Farm Barn, Washing Pound Lane, Whitchurch
Erection of 6no dwellings with car parking and landscaping

OBJECT – The site lies outside the housing development boundary and is within the Green Belt which separates Whitchurch Village, Bath & North East Somerset from the City of Bristol.

Therefore, the development of the site would be harmful to the openness of the Green Belt, the semi-rural character of the area and would conflict with the purpose of preventing neighbouring towns from merging and safeguarding the countryside from encroachment and is in conflict with Policy CP8: Green Belt.

The proposal for six dwellings in this location would be an overdevelopment of the site.

The increase in traffic movements on the small country lane where the site is situated would be in detriment to highway safety & Policy ST7.

Concerns regarding visitor parking on the narrow rural lanes surrounding the development site.

Revised Plan received 18/12/2025 details sent to councillors.

Boundary of dwellings amended.

26/02/2026 Advised of drainage and footpath at junction revised on plans.

Appendix B**MONTHLY PAYMENT OF ACCOUNTS**DATE: 4th March 2026

Chq	Payee	Item	Amount	VAT
D/D	British Telecom	Phone/broadband	59.94	9.99
D/D	SSE	Electricity Clock	88.98	4.24
DR	Lloyds Bank	Credit cards	79.28	
DR	Unity Trust	Bank charge	6.00	
Number of payments: 4			Sub Total: £234.20	£14.23

BT	Salaries	staff	1869.79	
BT	Mrs S Dyer	Clerk Support 3 months	486.22	
BT	WVCA	Rent & meetings	198.00	
BT	B&NES Council	Pension Fund	538.99	
BT	H M Revenue & Customs	PAYE & NIC	466.67	
BT	Your Solution	Maintenance	1309.00	
BT	Open Spaces	Subscription for 1 yr	45.00	
BT	VolkerHighways	Christmas Lights installation	2123.40	353.90
BT	SLCC	Yearly Membership FM	116.00	
BT	Apollo Cleaning	PAT Testing	74.40	12.40

Number of payments: 11 **Sub Total: £7,227.47** **VAT £366.30****Total Payments: £7,461.67** **VAT £380.53**