

Pilning & Severn Beach Parish Council

Meeting held on Monday 4th June 2018

at Pilning Village Hall, Pilning

COUNCILLORS (7) Mrs SC Binns (Chairman), Alderman P Tyzack, Mrs H Rickards, Mrs N Chappell, Mr M Pruet & Mr K Weeks (Miss Tessa Chappell co-opted)

Also Present: - Mrs Victoria Bywater (Clerk) (VB), District Councillor Robert Griffin & four members of the Parish.

The Chairman asked those present to observe a minute's silence for 'Sam' Beach Road, SB; Ken Hale of Beach Avenue, SB and Richard Moorlen of Church Road, SB ,as a mark of respect who had recently deceased.

Item Number	Details	Action By
2018-6-1 Apologies for absence	Apologies were accepted from Nick Davies and Carol Woodhouse.	
2018-6-2 Co-option of Parish Councillor	The Chairman asked those present if they wished to stand as a Parish Councillor. Miss Tessa Chappell confirmed she wished to stand and was welcomed to the Council. Miss Tessa Chappell signed the Declaration of Acceptance book.	
2018-6-3 Declarations of Interest	None	
2018-6-4 Minutes of the Annual Parish Council Meeting	The minutes of the Annual Parish Council Meeting held on 8 th May 2018 had been previously circulated and were agreed by all as a true record with two minor amendments.	
2018-6-5 Minutes of the previous Parish Council Meeting	The minutes of the previous meeting held on 8 th May 2018 had been previously circulated and were agreed by all as a true record with one minor amendment.	
2018-6-6 Matters Arising	<ol style="list-style-type: none"> 1) Suez site meeting invitation – It was agreed that the details of the meeting would be recirculated and Councillors should let the Clerk know if they are available to attend. 2) PT questioned the current format for recording deaths within the minutes of the meetings. After discussion, it was agreed to revert to name, road name and village only going forward. 3) MP updated the meeting that measurements had been taken of the back board. VB updated the meeting that discussion had taken place at the recent Management Committee meeting and progression must be made swiftly. VB to complete the installation instruction as soon as possible. 4) SCB asked those present for feedback following the WW1 email circulation. After discussion, it was agreed that SCB would re- 	<p style="text-align: right;">VB/ ALL</p> <p style="text-align: right;">VB</p> <p style="text-align: right;">VB</p> <p style="text-align: right;">SCB</p>

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	<p>circulate the link and VB would add to the agenda for the July 2018 meeting.</p> <p>5) SCB questioned the grass cutting contract at Pilning playing field. It was agreed that if the grass had not been cut by the end of this week (08.06.18) a further cut would be requested by VB.</p> <p>6) VB updated the meeting on the cost of installation of a new swing set at SB play equipment to replace the existing two sets which were in poor order. VB reported that a donation had been received from a Fund Raising Committee in Severn Beach of £5000 to go towards the new equipment making the total a of £4902.30 required.</p>	<p>VB</p> <p>VB</p>
2018-6-7 Correspondence	<p>Please see Appendix A. In addition to Appendix A, the following was received;</p> <p>1) Thank you letter from the Clerk for support given for the recent training course</p> <p>2) Thank you letter from Mrs Frances Barr MBE for the flowers and card</p> <p>3) PT reminded the meeting about the workshop being held on 7th June 2018 on walking and cycling. PT/ HR & MP to attend but anyone else very welcome.</p>	<p>PT/ HR & MP</p>
2018-6-8 Accounts for Payment	<p>Please see Appendix B</p> <p>Accounts for payment were approved.</p>	
2018-6-9 Public Participation	<p>The meeting heard from Gary Sheppard of Helm Construction regarding a recent planning application submission at The Nurseries, New Passage.</p>	
2018-6-10 Reports	<p>PT reported on the recent Community Engagement Meeting where there had been an update from the new local Police officer and PCSO. A presentation had been given on Youth Support by Sharon Adams. Connolly & Callaghan (Ableton Court) had reported that CCTV would be installed in all their sites.</p>	
2018-6-11	<p>1. To agree a way forward for the bus shelter at Redwick Road, Pilning</p> <p>After discussion, it was agreed that the Clerk should investigate the moving of the bus stop to outside the Kings Arms pub in an attempt to prevent the vandalism of the bus shelter.</p> <p>2. To agree a way forward for the Parish Council website</p> <p>The Chairman thanked Cllr Mike Pruett for all his work over the years in assisting with the website. After discussion, it was agreed that the Clerk should obtain quotes from website producers and add to the agenda for July 2018 to make a decision. The Chairman requested that all Councillors bring ideas to the July 2018 meeting of what they would like to see on the website along with photos of both themselves and the Parish.</p>	<p>VB</p> <p>VB</p> <p>ALL</p>

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	<p>3. Local Major Developments Nothing to report</p> <p>4. Village Halls/Playing Fields a) Severn Beach Village Hall</p> <p>PT confirmed that the minutes from the recent Management Committee had been circulated. PT reported that Helm Construction would shortly be completing the work at the village hall in support of the library.</p> <p>b) Pilning Village Hall & Playing Field</p> <p>To agree the insertion of a combination lock at Pilning Playing Field The Clerk explained that the current arrangement at the gate at Bank Road is difficult as only the Clerk and the grass cutting contractor has a key. It was agreed that a combination lock should be inserted to the current chain/lock arrangement.</p> <p>KW reported that he had attended the recent meeting of the Management Committee and the following points were raised;</p> <p>i) The village hall was reported to be fully booked in the evenings which he had queried and it was confirmed as having no daytime bookings currently ii) KW raised a point as regards the ethics of the decision making process when stakeholders vote. iii) Discussion had taken place on linking with SB Village Hall website iii) The hall roof is leaking. After discussion, it was agreed that the Parish Council would support the repairs works up to a maximum of £1500. iv) KW reported that out of the last 8 months, only 2 months had made a surplus.</p> <p>HR reported no litter in the field. HR further reported the toddler swings were dirty. It was agreed that the Clerk would obtain a quote for the replacement of the seats and HR would attempt to clean the seats.</p> <p>c) Extension at Pilning Village Hall Nothing to report</p> <p>5. Update on Allotment sites KW submitted a report on the current unworked plots at SB. KW reported that the unworked plots had not been strimmed and the area between the rhine and the allotments was in need of a strim. The Clerk to ask Tim Dark to complete this work.</p>	
		VB
		VB
		VB/ HR
		VB

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	<p>The Clerk to re-advertise vacant plots in the InView magazine.</p>	VB
	<p>KW reported the issue of thefts at the allotments. After discussion, it was agreed that the Clerk to arrange to insert a new gate and fencing to replace the metal barrier.</p>	VB
	<p>HR reported Pilning plots all being worked but the former railway had yet to be strimmed. The Clerk to chase up Elm Tree Contractors to complete this work as soon as possible.</p>	VB
	<p>6. Update on Cemeteries HR reported Pilning cemetery in need of a grass cut. HR further reported the uneven spacing of graves in the new lawn cemetery.</p>	
	<p>KW questioned whether there was any further discussion on Northwick cemetery as regards the neighbour and land. VB updated the meeting that a plan had been received and would be circulated to Councillors with a view of being an agenda item for the July 2018 meeting, all agreed.</p>	VB
	<p>7. Update from Councillors regarding local village matters KW noted the grass on the verges across the parish is high. KW questioned why the wild flower meadow at Severn Beach had been cut by S.Glos Council. PT confirmed it had been an error which had now been rectified.</p>	
	<p>NC reported the incident on the A403 recently where traffic had been turned around at the cross roads rather than at the motorway junction. The Clerk to raise the issue at the Emergency Planning Forum and PT to raise at the SevernNet meeting.</p>	VB PT
	<p>HR reported a lack of space on the Community Notice Board. The Clerk suggested using both sides of the board and only using the board to direct Parishioners to the website. The Clerk to add to the agenda for the July 2018 meeting.</p>	VB
	<p>PT reported the need to register paths by 2026 as part of the Countryside/ Right of Way Act. The Clerk to find out the process and all Councillors to give thought to any paths which should be added to the definitive map.</p>	VB ALL
	<p>TC reported pot holes and dropped kerbs. The Clerk explained the process of the 'Report It' section of the S.Glos Council.</p>	

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	SCB reported a damaged bench on the sea wall. The Clerk to ask Tim Dark to repair.	VB
2018-6-11 Planning	<p><u>Decisions by South Glos Council</u></p> <p>PT18/1082/CLP Homeland Cottage, 111 Marsh Common Road, Pilning – Application for Certificate of Lawfulness for the proposed erection of 3no. domestic outbuildings – Refusal</p> <p>PT18/1908/PNH 15 The Glebe, Pilning – Erection of single storey rear extension – Refusal</p> <p>PT18/1451/F Unit 1, Central Park, Goldcrest Way, Severn Beach – Installation of biomass Combined Heat and Power boiler and associated drying facilities – Approve with conditions</p>	
2018-6-12 Report from S. Glos. Council	<p>Robert Griffin updated the meeting on the following points –</p> <ul style="list-style-type: none"> • RG and Keith Birchall had met with Streetcare regarding flytipping. A weekly circuit had been agreed for the area. • Spot checks on black bins regarding recycling would result in notices being issued to those not recycling • The extra caravans on the Bank Road Traveller Site had been reported to planning enforcement • The damaged road sign at Marsh Common Road had been reported • National Grid had reported a connection date of 2026 • Electrification of the railway would not be 2018 	
2018-6-13 IN CAMERA – To discuss the payment to the Cemetery Clerk	Discussion was held on payment for the Cemetery Clerk and it was agreed that a payment would be offered for the role or expenses.	
Date of Next Meeting	The date of the next Parish Council meeting will be on Monday 2 nd July 2018 starting at 7pm, there being no further business the meeting closed @ 9.45 pm.	

APPENDIX A – CORRESPONDENCE

Date Received	Received by	Details	ACTION
09.05.18	Email	Agenda for Development Control (West) Committee, Thursday 17 th May 2018, 11am, Thornbury	Circulated
09.05.18	Email	Notification of publicity event for M49 Junction Friday 18 th May 2018, SB Village Hall & Saturday 19 th May 2018 at Easter Compton	Circulated

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10.05.18	Email	Update from Cllr P Tyzack regarding the works on the sculptures for SB	Circulated
11.05.18	Email	Consultation on A403 Ableton Lane to Govier Way Shared Path	Circulated
11.05.18	Email	Notification of A Forgotten Landscape Community Event, 9 th & 10 th June 2018, SB	Circulated
14.05.18	Email	Update from S.Glos Council regarding permission in principal changes	Circulated
16.05.18	Email	Agenda for Severnside Community Engagement Forum 30 May 2018	Circulated
17.05.18	Email	Thank you from Castle School for donation to prize giving	No Action
17.05.18	Post	Thank you from Marlwood School for donation to prize giving	No Action
23.05.18	Email	Response request from Ald. P Tyzack regarding Workshop on Avonmouth Cycling and Walking proposals	Circulated
23.05.18	Email	Agenda for Development Control (West) Sites Inspection Sub Committee, Friday 1 st June 2018, 9.30am, Thornbury	Circulated
24.05.18	Email	Agenda for Cabinet, Monday 4 th June 2018, 2pm, Kingswood	Circulated
24.05.18	Email	Youth Activities Offer from S.Glos Council	Circulated
25.05.18	Email	Town & Parish Council Forum Meeting Poole Court, Yate Draft minutes from 17.04.18 Presentation from last meeting Prevent Community Leaflet	Circulated
29.05.18	Email	Response from the Environment Agency to confirm replacement of missing hand rail at Sea Wall Barrier, Severn Beach	No Action
29.05.18	Email	Change of Date for Town & Parish Council Forum – Tuesday 17 th July 2018 at Poole Court, Yate	Circulated
29.05.18	Email	Agenda for Cabinet, Monday 4 th June 2018, 2pm, Kingswood	Circulated
29.05.18	Post	FoSBR Newsletter May 2018	Passed to NC
29.05.18	Email	Invitation to attend a meeting at Suez site – 12 th June 2018	Discussed
29.05.18	Email	Donation from Jenny Macleod and Dawn Nicholls from Severn Beach Fundraising Committee towards new swing set at Severn Beach playing field	VB responded
30.04.18	Email	Notification of Unauthorised Traveller Site Consultation, S.Glos Council	Circulated
04.06.18	Email	Pilning Village Hall Management Committee meeting minutes	Circulated
04.06.18	Email	Have your say on proposed changes to healthy lifestyle and wellbeing services in S.Glos	Circulated
04.06.18	Email	Environment Agency Flood Warden Newsletter Spring 2018	Circulated
04.06.18	Email	SB Village Hall Management Committee meeting minutes	Circulated
04.06.18	Post	Estimated Parish Council election costs May 2019 - £3524.70	Circulated

APPENDIX B – ACCOUNTS FOR PAYMENT

Date	Payee	Details	Net	Reclaimable VAT	Total
04.06.18	Mrs V Bywater	Wages + office payment & fuel allowance	1005.55	0.00	1005.55
04.06.18	HMRC	NI & PAYE	108.64	0.00	108.64
04.06.18	Mr T Dark	Odd jobs	78.75	0.00	78.75
04.06.18	Elm Tree Garden Contractors Ltd	Grass cutting & maintenance	219.58	43.92	263.50

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04.06.18	Elm Tree Garden Contractors Ltd	Cemetery grass cutting & maintenance	190.00	38.00	228.00
04.06.18	Mr L Liddatt	Quarterly payment for grass cutting at Northwick	200.00	40.00	240.00
04.06.18	Mrs V Bywater	Contribution to use of home computer - £4.69/ week - July - Sept 2018	37.52	0.00	37.52
04.06.18	School Prizes	Payable to V Bywater (£50 per school)	100.00	0.00	100.00
04.06.18	KP Trophies	Trophies for Pilning Flower Show			
04.06.18	Helm Construction Ltd	Enablement of planning permission at Pilning Village Hall	1800.00	360.00	2160.00
04.06.18	BT	Telephone & Broadband	69.28	13.85	83.13
04.06.18	Mrs V Bywater	ICO annual payment	35.00	0.00	35.00
04.06.18	Mrs V Bywater	Mrs FCA Barr MBE Flowers & card (£17.00) & Blue Glass (£43.50)	60.50	0.00	60.50
04.06.18	Mr I Coward	Repairs to play areas as per inspection report	310.00	0.00	310.00
04.06.18	Encore PC Stone Computers Ltd	Donation to computer for SB library	139.95	0.00	139.95
		TOTAL	4,354.77	495.77	4,850.54