

# Pilning & Severn Beach Parish Council

## Meeting held on Monday 7<sup>th</sup> January 2019

### at Pilning Village Hall, Pilning

COUNCILLORS (9) Mrs SC Binns (Chairman) (SCB), Alderman P Tyzack (PT), Mr Nick Davies (ND), Mrs H Rickards (HR), Mr K Weeks (KW), Miss T Chappell (TC), Mr T Fennell (TF) & Mrs C Woodhouse (CW).

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

**The Chairman asked those present to observe a minute's silence for Frances Barr MBE, who had recently deceased.**

Item Number	Details	Action By
<b>2019-1-1 Apologies for absence</b>	Apologies were accepted from Cllr Mike Pruett.	
<b>2019-1-2 Declarations of Interest</b>	None	
<b>2019-1-3 Minutes of the previous Parish Council Meeting</b>	The minutes of the previous meeting held on 7 <sup>th</sup> December 2018 had been previously circulated and were agreed by all as a true record.	
<b>2019-1-4 Matters Arising</b>	1) SCB updated the meeting that the insertion of plaques on the 'Roll of Honour' boards was yet to be completed. 2) The Clerk updated the meeting that the contractor dealing with the Proludic Hip Hop flooring had been on Christmas break and would quote for the work shortly. 3) The Clerk updated the meeting that the sign on the Tower had yet to be done.	SCB  VB  VB
<b>2019-1-5 Correspondence</b>	Please see Appendix A. 1) A donation request had been received for the 2019 Severn Festival accompanied by all necessary paperwork. After discussion, it was agreed that the request for printing and banners for the sum of £300 was not supported but encouraged a future request nearer the time of the event. 2) The Chairman reported that there had been a tremendous amount of discussion on Social Media regarding a suitable memorial for Frances Barr MBE. After discussion it was agreed that Cllr Carol Woodhouse would contact her family ahead of an agenda item decision in February 2019.	CW VB
<b>2019-1-6 Accounts for Payment</b>	Please see Appendix B Accounts for payment were approved.	

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<b>2019-1-7 Planning</b>	<p>Notice of General Permitted Development</p> <p>PT18/66048/PNA – Pilning Wetland, New Passage Road, Pilning – Erection of 1 no. agricultural building</p>	
<b>2019-1-8 Public Participation</b>	<p>A member of the public updated the meeting that following the request for new helpers for Speedwatch this had only resulted in one unsuitable response.</p>	
<b>2019-1-9 Tarmac near steps to Sea Wall</b>	<p>After discussion, it was agreed not to proceed with the work to re-tarmac the small area near the steps opposite the bakery at the current time.</p>	
<b>2019-1-10 Bus Shelters</b>	<p>PT presented a map to attendees on the current bus routes and shelters in the Parish. (34 bus stops and 6 shelters).</p> <p>After discussion it was agreed that all Councillors should give thought and consideration to a proposal to insert a new bus shelter in the parish which would then be discussed at the February 2019 meeting.</p>	<p>ALL VB</p>
<b>2019-1-11 Updates</b>	<p><b>1. Village Halls/ Playing Fields</b></p> <p>a) Update from Severn Beach Village Hall &amp; Playing Field – PT confirmed that the minutes from the recent Management Committee had been circulated. PT updated the meeting that the internal decoration of the hall would take place in February 2019.</p> <p>TF updated the meeting that the next ‘pub night’ would take place on 2<sup>nd</sup> February 2019.</p> <p>b) Update from Pilning Village Hall - KW updated the meeting that the work to seal the cracks at the hall was complete.</p> <p>c) Pilning Playing Field - The Chairman updated the meeting that the playing field is tidy with very little rubbish.</p> <p>The Clerk suggested that to enable easier use of the tennis court the padlock should be removed. All agreed. VB to contact Mrs Roe-French to thank her for being ‘key monitor’ and arrange for the padlock to be removed.</p> <p><b>2. Allotments</b></p> <p>a) Update on Severn Beach Allotments – KW reported an area at the site which is being used to dump rubbish some of which is not generated via the allotments. It was agreed to monitor the situation and report back to a later meeting.</p> <p>The Clerk requested the let of a plot to a local organisation to provide stimulation to children with special needs. It was agreed to let the plot without</p>	<p>VB</p> <p>VB</p>

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	<p>charge.</p> <p>b) Update on Pilning Allotments The Chairman reported one allotment which continues to be unworked.</p> <p><b>3. Cemeteries</b> The Chairman updated the meeting that it was felt insensitive to ask the newly appointed Cemetery Clerk to attend the meeting due to the recent death of Mrs Frances Barr MBE the recently retired Cemetery Clerk. The Chairman reported that the role had been given to Odile McIntosh who is willing to attend the February 2019 meeting to make introductions and answer questions.</p>	
<p><b>2019-1-12</b> <b>Reports</b></p>	<p>Cemetery Report 2018 – Odile McIntosh</p> <p>On receipt of all the Cemetery paperwork, ledgers, maps etc, I had to spend time going through it all, I had to know how the Cemetery had been managed and inspect any areas which would leave the Burial Authority at risk. I was happy to put in the hours, and I am happy to make sure these hours are paid over a period of time because the job was accepted as a 2 hour a month role, I have done 8 months work.</p> <p>Work done so far</p> <ul style="list-style-type: none"> <li>• I have introduced a filing system, all archived interments are now in numeric order, this makes tracing graves and loved ones much easier. Anyone taking over the role of Cemetery Clerk will understand the system and it is simple enough to just continue.</li> <li>• New forms have been compiled and now on the website, they are easy to understand for Funeral Directors and Families.</li> <li>• New Rules and Regulations</li> <li>• New fee structure and updated prices (as requested)</li> <li>• Burial grants will now be issued, and copies kept</li> <li>• The New Cemetery Map has been scanned, saved and blanked out.</li> <li>• The New Cemetery Map has been correctly amended and any incorrect maps have been destroyed.</li> <li>• The Maps will now be correctly updated, a line through the grave denotes a full body interment has taken place, two lines shows the grave has two full body interments. A side note will be kept with the maps to explain what type of burial has taken place, ie casket or cremated remains, a full coffin, a pouring of ashes, and the depth of each interment to make sure there are no mistakes of how much space will be in each grave.</li> <li>• Inspected Northwick and Pilning Old and New section, a very quick look</li> </ul>	

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	<p>at memorial conditions, access, pathways, grass cutting and overhanging trees.</p> <p>I would recommend that with immediate effect that no further graves be pre-purchased, there are at least 6 presold graves, and with the previous system, I can not be sure that these are the only graves sold. Graves must be allocated as next in line. The Cemetery has two areas that have been used for burials, and the numbering system needs to be changed, the current numbers and the mirroring locations are a situation waiting to happen. New numbers can include, previously numbered grave.</p> <p>I hope very much to get the other maps all scanned and saved, but this job will be time consuming.</p> <p>Thank you for employing me as the new Cemetery Clerk, I hope to update you at regular intervals.</p> <p>Finance Committee Meeting - 12th December 2018  The Chairman updated the meeting that an increase to 50% of the charge made by Almondsbury Parish Council had been recommended for the new cemetery fees; allotment fees to remain unchanged; a precept increase of 2.5% was recommended; and all policies to remain unchanged.  All agreed to adopt the recommendations made by the Finance Committee.</p>	
<p><b>2019-1-13</b>  <b>Items to add to future agendas</b></p>	<p>NC reported an issue with the bus shelter in Pilning which is often flooded. VB to ask Tim Dark to sweep through and monitor water.</p> <p>KW reported an increase of mud on the A403 due to the new development site. PT encouraged all present to report via the Report It section of the S.Glos website.</p> <p>KW further reported a number of caravans illegally sited on Bank Road, Pilning. VB to report to S.Glos Council and the Internal Drainage Board.</p> <p>TF reported a recent incident of a toxic cloud. After discussion it was agreed to ask Suez for a site visit but the cloud was not thought to have come from Suez.</p> <p>PT reported ongoing unsociable parking on double yellow lines. District Councillor reported that this is no longer enforceable.</p> <p>The Chairman congratulated Cllr Norah Chappell for recently becoming the longest serving Parish Councillor at a record 35 years and 8 months. The previous record was held by David Lanson Roberts JP who served from 1<sup>st</sup> September 1902 to the 30<sup>th</sup> April 1938. A round of applause was given for this tremendous achievement.</p>	<p>VB</p> <p>ALL</p> <p>VB</p> <p>VB</p>

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<b>2019-1-15 District Councillor</b>	District Councillor Robert Griffin updated the meeting on the following points; 1) a complaint had been received regarding the pavement between Vicarage Road and the shop in Pilning. 2) a large volume of lorries using the A403 servicing the new incinerator.	
<b>Date of Next Meeting</b>	The date of the next Parish Council meeting will be on Monday 4 <sup>th</sup> February 2019 starting at 7pm, there being no further business the meeting closed @ 8.25pm.	

#### APPENDIX A – CORRESPONDENCE

Date Received	Received by	Details	ACTION
04.12.18	Email	Agenda for Development Management Committee, Thursday 13 <sup>th</sup> December 2018, 3pm, Kingswood	Circulated
04.12.18	Email	Agenda for Council Monday 3 <sup>rd</sup> December 2018, 2pm	Circulated
04.12.18	Email	Decision Sheet for Council Monday 3 <sup>rd</sup> December 2018, 2pm	Circulated
06.12.18	Email	Highways England M4 Prince of Wales and M48 Severn Bridge Roadworks	Circulated
07.12.18	Email	Notification of Approved Council Tax Base 2019/ 2020, Provisional Local Council Tax Reductions Support and Special Expenses	No action
07.12.18	Email	District Councillor Robert Griffin December blog	Circulated
16.12.18	Email	Agenda for SevernNet Transport Forum – Wednesday 9 <sup>th</sup> January 2019, 9.30am, St Andrew's House, Avonmouth	Circulated
19.12.18	Email	Highways England M49 December newsletter	Circulated
22.12.18	Email	Severn Festival meeting – Friday 4 <sup>th</sup> January 2019, Severn Beach Village Hall, 6.30pm	Circulated
23.12.18	Email	Report from a parishioner regarding gates having been erected and closed shut to stop access to the road to the old ferry and beach under the Severn Bridge	VB responded and reported to S.Glos Council
02.01.19	Email	Agenda for Strategic Sites Delivery Committee, Thursday 10 <sup>th</sup> January 2019, 11am, Kingswood	Circulated
02.01.19	Emails (3)	From a resident suggesting the Parish Council mark recent passing of Frances Barr MBE and that Norah Chappell is the longest serving Parish Councillor	VB responded Discussed
05.01.19	Email	Donation request from Severn Festival committee for £300	Discussed
07.01.19	Post	The Clerk Magazine – January 2019	Circulated
07.01.19	Post	Clerks & Councils Direct – Jan 2019	Circulated

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