



Pilning & Severn Beach Parish Council Meeting held on Monday 3rd July 2023. Emmaus Church Centre, Gorse Cover Road Severn Beach 7pm

COUNCILLORS: P Tyzack (PT); M Pruettt (MP); Nick Davies (ND) and Ian Roberts (ISR); Jet O'Neill (JO)
Parish Clerk Jonathan Edwardes

Fifteen members of the public.

Presentation from Alistair Vickery – Alistair is the new West of England Rural Network Village Agent. Introducing himself and the sort of help that clients in the parish can expect with free and confidential advice for continued independent living. Scheme is open to everyone over 18. There will be an article in the next In View.

DEATHS: The meeting held a silence in remembrance of those who had recently died
Jean Morse lately of Pilning

1 Apologies for absence

Olga Taylor (OT) and District Councillor Simon Johnson (SJ)

2a Co-option of Councillors

2b Declarations of Interest

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

None.

3 Minutes of the previous Parish Council Meeting

The minutes of the previous Parish Council Meeting held on the 5th June were unanimously approved as a true record.

4 Matters arising

Pilning Timetable Study – still nothing to report

Resolved for the Clerk to continue with this item

Action JE

Bramble removal at Pilning Playing Field Tennis Court – Pictures taken of the area and confirmation that it does look better. Consideration to given to get the grounds contractor to gradually cut back brambles around Pilning Playing Field to the boundary.

Resolved for the Clerk to continue with this item

Action JE

A403 traffic calming – The Clerk has had a reply from South Gloucestershire Council requesting that a traffic management request form is completed for the project.

Resolved for the Clerk to continue with this item

Action JE

Pilning Tennis Court QR code – this has been produced and will be put up 4th July 2023

Resolved for the Clerk to continue with this item

Action JE

Severn Beach station bike shed light – The Clerk has emailed Severnside Rail Partnership but no response. A different approach is required.

Resolved for the Clerk to continue with this item

Action JE

Cross Hands enforcement – The operators were found guilty in absence for failure to comply with the enforcement notice at court last Monday 26th June and were fined £4,000 with a victim surcharge £190 and costs £1,147.88.

South Gloucestershire Council will be determining their next steps with the investigation in the coming weeks when they have revisited the site.

Resolved for the Clerk to continue with this item

Action JE

Sea wall safety signage – The Clerk has been contacted by South Gloucestershire Council Estimator who is in the process of pricing up suitable signage for the Promenade wall.

Resolved for the Clerk to continue with this item

Action JE

GWR grant for Pilning station flower planter– still being processed

Resolved for the Clerk to continue with this item

Action JE

Action Plan – updated Action Plan is now on the Parish Council website

Action closed

BDO LLP conflict of interest – The Clerk has returned the signed proforma with the AGAR submission.

Action closed

School prizes – The Clerk has liaised with both schools and has the names of the pupils nominated. Chairman and Vice Chairman notified of when the school assemblies are taking place.

Action closed

Severn Beach Allotment skip – delivered, filled and taken away

Action closed

5 Correspondence

Hemlock Water Dropwort – reports have been received that this invasive plant has been seen on watercourses in the Severnside area. It is like cow parsley but the flower heads are more domed. It is the most poisonous plant in this country – ingesting even a small amount causes seizures and sudden death.

Martyn's Law – Anti terror law. Information from SLCC and others. This new law will have implications for both Village Halls and other public buildings and spaces in the Parish. Duty holders will be required to undertake simple, yet effective activities to improve protective security and preparedness.

River blitz – Water testing kits are available for members of the public, more details can be found at <https://www.freshwaterwatch.org/pages/about>

Letter of support for M49 J1 – The Parish Council has been requested to send a letter of support for the planning application that South Gloucestershire Council's Project team are in the process of submitting

Resolved for the Clerk to write a letter further expressing the Parish Council's support

Action JE

Active Travel Grant – a grant is available for up to £1000, circulated to SevernNet. Consideration could be given for an electric cycle being obtained for the benefit of the Parish.

Resolved for the Clerk to prepare a grant bid

6 Accounts for Payment

See appendix B

Gallagher - Flood Insurance for Pilning Village Hall	£236.11
Water2Business	£65.88
Staff wages	£1672.71
Planit Gardens	£234.25
Subtotal	£2208.95

Revised grand total **£7695.22**

Accounts were approved unanimously.

Action JE

.1 Bank reconciliation for the previous month see appendix C

To comply with Parish Council Financial Regulation 3. viii the Chairman was presented with the bank reconciliation.

Resolved that the bank reconciliation report for June 2023 be approved.

7a Public Participation

None

7b Report from District Councillor

The Parish Council received a written report from District Councillor Simon Johnson.

Circulated to Councillors.

Action JE

8 AGENDA ITEMS**.1 To decide on progressing the war memorial idea at Severn Beach**

Details of the veteran's proposal was circulated before the meeting by the Clerk.

Further work is required on the design so it suits both military and parish requirements. The group has been asked to consult with interested organisation such as the Royal British Legion.

Resolved that the Parish Council supports the recent conflicts war memorial.

Action ALL

Resolved that the Parish Council will work with the group to make available space on Frances Barr Walk.

Action ALL

Resolved to add to the September agenda

Action JE

.2 To receive a report on Public Rights of Way

Severn Beach Line Rail Crossing - Update from PT regarding the English Coastal Path crossing the Severn Beach railway line. Discussions still need to take place between Natural England and Network Rail regarding the safe reopening of the crossing.

Noted that kissing gates have been installed, despite it not part of the agreed works, meaning that the path will not be fully accessible for all users.

Resolved to keep on making sure that the rail crossing is safe when it is reopened

Action PT

Bridleway behind Royal Mail - PT has spoken to the PRow officer at South Gloucestershire Council regarding the permissive bridleway behind Royal Mail. It is hoped that the route can be extended through Western Approaches to Minors Lane, using land that cannot easily be developed.

Resolved for PT to update at a future meeting

Action PT

Sea wall reopening – expected dates for reopening have come and gone. Now expected Summer 2023 to Winter 2023.

.3 To decide on adding library volunteers to volunteer list for Parish Council insurance cover

Proposal that volunteers at Severn Beach library should benefit from Parish Council insurance

Resolved for the Clerk to contact the Severn Beach library volunteers

Action JE

.4 To decide on a litter bin for Redwick Road / Northwick Road

Correspondence with a resident and the officer from South Gloucestershire Council. South Gloucestershire Council Officer is happy to have a site meeting to discuss the matter further.

Resolved to continue with this item

Action JE

.5 To decide on providing Flower show awards

The Clerk has had a quote from Afford Awards which is the same price as 2022, £81.27 +VAT.

Proposed and seconded all agreed

Action JE

.6 To decide on a donation of an oak tree sapling to mark Severn Beach centenary

The Clerk found out the proposed site still contains the concrete foundations of the former rugby club house. Two further locations were put forward

- Site of the allotment dump, to discourage it's use as such.
- Entrance to the allotment

Resolved for the Clerk to discuss this matter further

Action JE

.7 To decide on a future standing agenda item for parish events

Resolved to add to future agenda, the Clerk reminded Councillors that the same rules apply for granting money to any future events

Action JE

9. The Neighbourhood Plan

9.1 To receive a report on progress with the Neighbourhood Plan

See appendix D

10 Planning

.1 Items from the public relating to planning matters.

None

.2 To decide undelegated applications for consideration.

None

.3 To report South Gloucestershire Council planning decisions.

P23/01349/F Unit 5020 Western Approach Distribution Park Severn Beach South Gloucestershire BS35 4GG Erection of Warehouse Unit for ancillary storage purposes. Approve with Conditions.

P23/00894/LB Foxhole Farm Barn Pilning Street Pilning South Gloucestershire BS35 4JJ Works to listed building, including changes to the external elevations, roof, and associated works. Approve with Conditions.

P23/00892/F Foxhole Farm Barn Pilning Street Pilning South Gloucestershire BS35 4JJ Works to listed building, comprising changes to the external elevations, roof lights and associated works. Approve with Conditions.

P23/01704/PNRE Opex Logistics Limited Severn View Industrial Park Central Avenue Hallen South Gloucestershire. Prior notification of the intention to install roof mounted solar panels. Prior Approval Granted.

.4 To receive an update on outstanding enforcement issues.

Cross Hands – see matters arising.

Salthouse Farm – according to Environment Agency sources, development is not permitted within 16m of the coastal defenses.

Plot 9000 – The Parish Council is very disappointed that the appeal was upheld and this development will be permitted.

Chapel View Northwick – no activity at present

.5 To decide on professional legal advice – ref Orchard Pools

South Gloucestershire Cllr Chris Willmore and Cllr Simon Johnson are looking into getting the delegated powers rescinded for this planning application. This will allow District Cllrs to make the decision.

A judicial review has been an option for the Parish Council, it increasingly looks as if this would be expensive and not change anything, particularly with the recent Plot 9000 decision.

Protected wildlife is back at Orchard Pools which is really good news.

Resolved for PT to attend the next South Gloucestershire Council planning meeting to discuss the implications of the Plot 9000 decision.

Action PT

10 Severn Beach Centenary / Jubilee

No update on the pebble display

11 Updates

11.1 Village Halls

11.1.1 Severn Beach Village Hall

PT circulated the most recent minutes

PT is happy to attend instead of the nominated representative.

Resolved for the Clerk to change the Severn Beach Village Hall representative

Action JE

11.1.2 Pilning Village Hall

The Council resolves - In accordance with Public Bodies (Admission to Meetings) Act 1960 s1, the council, in consideration of the confidential nature of the business, resolves to exclude members of the public and press from consideration of this item.

Resolved for the Clerk to write to the Village Hall Management Committee

Action JE

11.1.4 Pilning Playing Field

The grass has been cut, there was some litter near the play area. This may have blown out of the litter bin which had not been emptied and was very full. A small amount of broken glass has reappeared on the basketball court. The play area is in good order and there was some litter in the teen shelter.

11.2 Allotments

11.2.1 Severn Beach Allotments

The Clerk has relet two allotments. Five allotment tenants have been made aware that their plots are not up to reasonable standard as per the contract. Action plans now in place for these.

11.2.2 Pilning Allotments

Inspection carried out. Six allotment holders encouraged to work on their plots
The white gate at the allotment end of Roy Edwardes Way needs a lick of paint

Resolved for the Clerk to contact Tim Dark to get the kissing gate repainted

Action JE

11.3 Burial Grounds

11.3.1 Pilning Cemetery

OM still preparing quotes for the repair of several graves in the first row of the old cemetery. Information is to be placed on the notice boards, website and Facebook for relatives to come forward.

Reminder that there is a working party at the Cemetery on July 15th starting at 10am.

11.3.2 Northwick Cemetery

No report

11.3.3 Northwick Tower update

No report, although ISR has offered to assist.

11.4.1 Pilning Station

No report, although complaints have been seen about the poor service recently.

11.4.2 Severn Beach Station

Bike shed lights - See matters arising

Fence painting – PT thanked a group of Network Rail volunteers who have been painting the wooden fence at Severn Beach station.

Flower planters – these are not being looked after currently and a new volunteer is being sought to help.

12 Communication

12.1 In View

Resolved for the Clerk to liaise with OT

Action JE

13 Reports from external meetings

ND has had a meeting with SJ on a range of issues regarding the Parish.

14 Update from Councillors on “Report it” reference numbers.

New item

The Clerk had reported the lack of white lining on Beach Road and Station Road Severn Beach

Date of Next Meeting

The date of the next Parish Council meeting will be on Monday 4th September at Pilning Village Hall. There being no other business the meeting was closed at 21:55

Pilning & Severn Beach Parish Council – Full Council meeting 3rd July 2023

Minutes approved as a true and accurate record and signed as so by the Chairman presiding.

APPROVED

APPENDIX A – CORRESPONDENCE

Date	Type	Detail	Action
26/05/2023	Email	Allotment SB04	JE Replied
26/05/2023	Email	Plot 23 at Severn Beach allotments	JE Replied
26/05/2023	Website	Beach clean	JE Replied
26/05/2023	Email	Happy Parent, Happy Child	Circulated
26/05/2023	Email	Renewal Term Required	Noted
26/05/2023	Email	Re: Social Housing in Severn Beach	Circulated
26/05/2023	Email	South Gloucestershire Online Consultations - Footpaths	Circulated
26/05/2023	Email	SGC Street cleaning and maintenance work	Noted
27/05/2023	Email	Agenda item - Severnside Festival	Circulated
27/05/2023	Email	Blocked drains	JE Replied
28/05/2023	Email	Compliment re grass cutting on Frances Barr Walk	Noted
29/05/2023	Email	Pilning & Severn Beach Green Spaces	JE replied
30/05/2023	Email	Pilning allotment plot 9	JE Replied
30/05/2023	Email	Broken bollard at the end of Station Road	Noted
31/05/2023	Email	Social Housing in Severn Beach - query response	Circulated
31/05/2023	Email	Weight restriction removal for B4055 during diversions	Circulated
31/05/2023	Email	Severn Estuary Partnership E-Newsletter - May 2023	Noted
31/05/2023	Email	Cancellation of Induction session at Yate library Monday 5th June	Noted
31/05/2023	Email	Funding available to plant trees!	Circulated
31/05/2023	Email	Age Friendly Community Plan Pop-up meeting	Circulated
31/05/2023	Email	Town and Parish Forum member list	JE Replied
01/06/2023	Email	Report on Pilning allotments, Cemetery and playing field	Noted
01/06/2023	Email	Invitation: ASEA Ecology Mitigation and Flood Defence Project Quarterly Community Forum	Circulated
01/06/2023	Email	Volunteers' Week 2023 - A Time To Say Thank You	Noted
01/06/2023	Email	Upcoming work on the Severn Tunnel - June 2022	Noted
02/06/2023	Email	Cricket Ground Saturday Availability	JE Replied
03/06/2023	Email	Severn Beach Allotments	JE Replied
05/06/2023	Email	Asset purchase Govt link	Noted
06/06/2023	Email	Severn Beach playground concern	JE Replied
06/06/2023	Email	End of Station Road Severn Beach Junction Riverside Park	Noted
06/06/2023	Email	Severnside Community Engagement Forum 6 June	Noted

06/06/2023	Email	Pilning Village Hall Minutes	Circulated	
07/06/2023	Email	Litter bin at Pilning Shop	Noted	
07/06/2023	Email	Sirens Trust	Circulated	
08/06/2023	Email	Reminder of Severn Tunnel rail closure starting tomorrow	Noted	
08/06/2023	Email	Invitation for Code of Conduct seminar	Circulated	
08/06/2023	Email	Standing Orders	JE Replied	
08/06/2023	Email	Circulated Schedule	Circulated	
09/06/2023	Email	M5 overnight closure this weekend; June Business Breakfast - get involved; and more	Circulated	
09/06/2023	Email	ASEA-Passage Road	Noted	
09/06/2023	Email	WERN recruitment	JE Replied	
09/06/2023	Email	FREE! NALC and SLCC to co-host an online event on the Community Ownership Fund	Circulated	
09/06/2023	Email	Planning; Land at Orchard Pools	Noted	
11/06/2023	Email	Steps near The Tea Cottage	JE Replied	
11/06/2023	Email	WERN Trustee morning strategy meeting	Circulated	
12/06/2023	Email	Litter Picking	JE Replied	
12/06/2023	Email	Severn Beach Allotments - 8yd Skip Delivery - Proforma Invoice	JE Replied	
12/06/2023	Email	TPC Forum 27/7/23 @ 10am Bradley Stoke Activity Centre	Circulated	
12/06/2023	Email	NP Website Up-date	JE Replied	
12/06/2023	Email	Community Engagement Forum invite and British Sign Language service information	Circulated	
12/06/2023	Email	Salthouse Farm Development	Noted	
13/06/2023	Email	Temporary Closure Severn Road, Severn Beach & Temporary Environmental Weight Limit Restriction Suspension B4064/B4055	Circulated	
13/06/2023	Email	Channel 4 Filming Enquiry	JE Replied	
13/06/2023	Email	Planning enforcement issue	JE Replied	
13/06/2023	Email	AGAR 2023 Pilning & Severn Beach Parish Council	Noted	
13/06/2023	Email	Oldbury SSG - Text for SSG membership - OFFICIAL	JE Replied	
13/06/2023	Email	Annual General Meeting SLCC Gloucestershire and South Gloucestershire Branch Tuesday 20th June 2023	Noted	Noted
13/06/2023	Email	Next Clerks and Officers network	Noted	
14/06/2023	Email	Important planning update for clerks	Noted	
14/06/2023	Email	Severn Beach Village Hall minutes 11th May 2023	Circulated	
14/06/2023	Email	Street Trading Fees Consultation	Circulated	
14/06/2023	Email	ALCA May/June 2023 In short	Noted	
14/06/2023	Email	Petition - Prospect Road and Gypsies Plat Severn Beach	Noted	
14/06/2023	Email	Future Bright	Noted	

14/06/2023	Email	WESTlocal Fund - bespoke bus service	Noted
14/06/2023	Email	Proposed Centenary Oak Tree	Agenda
15/06/2023	Email	Severn Beach allotment	JE Replied
15/06/2023	Email	Asea meeting 14.6.23	Noted
15/06/2023	Email	Water testing kits	Circulated
15/06/2023	Email	RiverBlitz Email Confirmation	Noted
15/06/2023	Email	Pilning Tennis Court Usage Survey	JE Replied
15/06/2023	Email	Coronation Grant	Noted
15/06/2023	Email	PC Facebook page	JE Replied
15/06/2023	Email	ASEA-A1-New Passage Road	Noted
15/06/2023	Email	ASEA-A1-New Passage - access to river bank	Noted
15/06/2023	Email	Compliant	JE Replied
15/06/2023	Email	Come Work With Us - new submission	JE Replied
16/06/2023	Email	Cross Hands Court Case	Noted
16/06/2023	Email	M49 Link Road - Aquatic and ecology surveys - 19 June 2023	Circulated
17/06/2023	Email	Severn Beach Signage for the public	Noted
18/06/2023	Website	Email from website - allotments	JE Replied
19/06/2023	Email	Temporary Closure - PROW ORN/47	Circulated
19/06/2023	Email	Network Rail - Severn Tunnel Update 19/06	Noted
19/06/2023	Email	GWR: Thank you for your bid	Noted
19/06/2023	Email	Local Nature Action	Circulated
20/06/2023	Email	Reminder for Decarbonising Portbury Avonmouth Severnside - Th. June 22nd - 7:30	Circulated
20/06/2023	Email	Parish Council school awards	JE Replied
20/06/2023	Email	Hemlock Water Dropwort	Circulated
20/06/2023	Email	Confirmation of your Road marking report: SGC-173083-J5F9	Noted
20/06/2023	Email	Litter bin at Pilning Shop	Agenda
20/06/2023	Email	Invitation for D-Day 80 - 6th June 2024	Circulated
21/06/2023	Email	Reminder: Streetcare Satisfaction Survey 2023	Circulated
21/06/2023	Email	Letter of Support for M49 Link Road project	Circulated
21/06/2023	Email	Weeds	JE Replied
21/06/2023	Email	News Bulletin - 21 June 2023	Circulated
22/06/2023	Email	Temporary Road Closure - Bilsham Lane, Pilning	Noted
22/06/2023	Email	Temporary Road Closure - Bilsham Lane, Pilning - POSTPONED	Noted
22/06/2023	Email	A403 Severn Road - overnight closures	Posted publicly

22/06/2023	Email	South Gloucestershire Circulated Schedule	Circulated
23/06/2023	Email	Severn Beach Station Fence Painting	Noted
23/06/2023	Email	Salthouse Farm	JE Replied
23/06/2023	Email	Pilning & Severn Beach Parish Council Renewal Quote [Quote Ref: 593999004	Noted
23/06/2023	Email	First electric passenger train to stop at Pilning	Noted
26/06/2023	Email	A403 Speed calming feasibility study request	Noted
26/06/2023	Email	The Development of Orchard Pools and EIR Request	Noted
26/06/2023	Email	Guides, planning a new unit in the area	Noted
26/06/2023	Email	Memorial bench on Binn Wall	JE Replied
26/06/2023	Email	Repeat Order form - The Play Inspection Company Ref: 90140	Noted
26/06/2023	Email	Footsteps Police Parish review	JE Replied
27/06/2023	Email	Concrete quote for Gorse Cover Road	Noted
27/06/2023	Email	Litter bin options	JE Replied
27/06/2023	Email	Village Agent Steering Group, Monday 3rd July 11.00 @ St Peter's church	JE replied
28/06/2023	Email	PRoW issues	Agenda

APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	REF	NET	VAT	RECLAIMABLE VAT	TOTAL
05/06/2023	ELMTREE GARDEN	Grass Cutting	LG MP 1979 s19	£	716.00	£ 254.64	£ 1,527.82
05/06/2023	ELMTREE GARDEN	Northwick Cemetery	s214	£	223.00		
05/06/2023	ELMTREE GARDEN	Pilning Cemetery	s214	£	334.18		
05/06/2023	MRS NICOLA HILLS	Severn Beach Toilet	PHA 1913 s87	£	33.33		£ 33.33
05/06/2023	NOW PENSIONS	Pension Contribution	s111	£	120.98		£ 120.98
08/06/2023	GOOGLE	Email & Data Storage	s111	£	83.09		£ 83.09
09/06/2023	PLAY INSPECTION CO	Independent play equipment inspection	LG MP 1979 s19	£	204.00	£ 34.00	£ 170.00
09/06/2023	SEVERNNET	Membership	s111	£	30.00		£ 30.00
09/06/2023	HMRC	Tax and NI	s111	£	236.19		£ 236.19
09/06/2023	PLANIT GARDENS	Pilning Playing Field	LG MP 1979 s19	£	66.50		£ 209.00
09/06/2023	PLANIT GARDENS	Pilning Cemetery	s214	£	19.00		
09/06/2023	PLANIT GARDENS	General Maintenance	s111	£	47.50		
09/06/2023	PLANIT GARDENS	Allotments	SHaH 1908 ss23 ss25	£	76.00		
13/06/2023	GROUNDWORK UK	Return of NPSG Grant underspend	Localism Act 2011 ss116-121	£	404.56		£ 404.56
13/06/2023	G A SHEPPARD	NPSG Expenses	Localism Act 2011 ss116-121	£	222.00		£ 222.00
14/06/2023	O2	Mobile Phone	s111	£	12.90	£ 2.58	£ 15.48
19/06/2023	BT	Telephone	s111	£	28.07	£ 5.61	£ 33.67
21/06/2023	SMITHS	Skip hire for Severn Beach allotments	SHaH 1908 ss23 ss25	£	272.00	£ 54.40	£ 326.40
22/06/2023	GB SPORT & LEISURE	Replacement matting at Severn Beach play area	LG MP 1979 s19	£	295.00	£ 59.00	£ 354.00
27/06/2023	MOTION PRINT	Minute printing	s111	£	39.20	£ 7.84	£ 47.04
30/06/2023	MR J EDWARDES	Wages Office & Broadband	s111	£	1,484.71		£ 1,484.71
30/06/2023	MRS O MCINTOSH	Wages	s111	£	188.00		£ 188.00
		Totals		£	5,136.21	£ 418.07	£ 5,486.27

Neighbourhood Plan Steering Group (NPSG) Report to Parish Council 3rd July 2023 – delivered by Richard Edwards

NPSG meeting since last PC meeting was on 13th June. Matters discussed and arising since as follows:

Steering Group Membership:

Robert Goard has taken on the role of Secretary, and we are pleased to receive an application from Gill Cox to join the Steering Group, formally at our next meeting.

Funding:

Despite now being more than 3 months into this financial year, government funding for 2023-24 for the Neighbourhood Planning Support Programme is still not available. This now presents a risk to our progress.

Evaluation of Sites:

The Steering Group has continued with its own evaluation of sites for availability, having meetings with landowners and/or their agents. There are a few sites where despite our efforts, landowners have been unwilling to engage with us. We have therefore concluded, for the time being, these sites are not available and not to be taken forward in the plan.

Meeting with SGC

We have a meeting arranged on the 6th July with the Strategic Planning Team of SGC. We will discuss with them land and assets where they are stakeholders. We have informed them of the sites that are identified as available and considered most suitable for various uses. We hope to agree with them, the appropriate strategy for addressing issues such as flooding and green belt.

Sevenside Festival 8th July

The Steering Group will be having a stand at the festival this Saturday to up-date the public with progress. As in the previous presentations, we will display maps showing potential sites. We anticipate this will generate an increasing level of interest and provide opportunities to answer concerns and misconceptions appearing, for example, on social media.

Next SG meeting 18th July 7pm.