

# Pilning & Severn Beach Parish Council

## Meeting held on Monday 1<sup>st</sup> October 2018

### at Severn Beach School, Severn Beach

COUNCILLORS (7) Mrs SC Binns (Chairman) (SCB), Alderman P Tyzack (PT), Mr N Davies (ND), Mrs H Rickards (HR), Mr K Weeks (KW), Mr M Pruett (MP) & Mr T Fennell (TF).

Also Present: - Mrs Victoria Bywater (Clerk) (VB) & two members of the Parish.

Item Number	Details	Action By
<b>2018-10-1</b> <b>Apologies for absence</b>	Apologies were accepted from District Councillor Robert Griffin and Cllr T Chappell, Cllr N Chappell & Cllr C Woodhouse.	
<b>2018-10-2</b> <b>Declarations of Interest</b>	None	
<b>2018-10-3</b> <b>Minutes of the previous Parish Council Meeting</b>	The minutes of the previous meeting held on 3 <sup>rd</sup> September 2018 had been previously circulated and were agreed by all as a true record.	
<b>2018-10-4</b> <b>Matters Arising</b>	<p>SCB updated the meeting regarding the WW1 roll of honour which would soon be delivered to the village halls.</p> <p>SCB further updated the meeting that negotiations are ongoing with a professional Cemetery Clerk and the records will be passed over shortly. SCB had also attended a training course which had been very useful.</p> <p>ND updated the meeting that on review of the documents relating to the planning application for the sea defences the first draft of the response requires a rewrite. ND to rewrite and circulate draft.</p> <p>PT questioned whether a joint committee should review the application instead of the two individual District Councils. It was agreed that VB would write to both Councils asked for a joint committee.</p> <p>PT updated the meeting that the report given within the minutes of the September 2018 meeting regarding Parish Councils having the power to call a planning application to committee had been incorrect. The new procedure is that three District Councillors will need to call a planning application to committee which in fact makes the process more difficult.</p>	VB
<b>2018-10-5</b> <b>Correspondence</b>	<p>Please see Appendix A.</p> <p>To consider a donation request from Four Towns Vale Link Community Transport – After discussion it was proposed by KW, seconded by MP not to make a donation to Four Towns Vale Link Community Transport due to poor financial accounts. All agreed.</p> <p>To consider a donation request from Friends of Marlwood School for a match table tennis table – After discussion PT proposed a donation of £100, seconded by KW for a contribution to a match table tennis table. A</p>	VB

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	vote was taken, 5 for, 2 abstained.	
<b>2018-10-6 Accounts for Payment</b>	Please see Appendix B Accounts for payment were approved. It was agreed that VB should not submit the cheque to Helm Construction Ltd until the carpentry work was completed.	VB
<b>2018-10-7 Planning</b>	<p>a) To discuss the proposed stopping up of the highway adjacent to the former Northwick &amp; Redwick School</p> <p>VB updated the meeting on the submitted application for the stopping up of the highway adjacent to the former Northwick &amp; Redwick School. Plans had been received and circulated to Councillors prior to the meeting. After discussion, it was agreed that the Parish Council had no comment on the application.</p> <p><u>Decisions by South Glos Council</u></p> <p>Warburtons Bakery 8010 Western Approach Distribution Park Severn Beach Bristol South Gloucestershire DESCRIPTION: Installation of an on-site 999KW Combined Heat and Power Plant. REFERENCE NO: PT18/0729/F – Approve with conditions</p> <p>Unit 6030, Plot 6000 Govier Way Western Approach Bristol South Gloucestershire DESCRIPTION: Variation of condition 10 attached to planning permission PT17/2269/F to substitute plans P002K, P005A, P008C, P009B, P010C, P011D and P012D. REFERENCE NO: PT18/3355/RVC – Approve with conditions</p> <p>Central Park Palmer Avenue Severn Beach Bristol South Gloucestershire DESCRIPTION: Display of 1no internally illuminated fascia sign and 1no nonilluminated fascia sign. REFERENCE NO: PT18/3214/ADV – Approve</p> <p>Barn At Foxhole Farm Pilning Street Pilning Bristol South Gloucestershire DESCRIPTION: Prior notification of a change of use from Agricultural Building to 1no. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include operational development.</p>	

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	<p>REFERENCE NO: PT18/3403/PNGR – Approve with conditions</p> <p><u>Withdrawn Application</u></p> <p>Plot 3 Church Road Severn Beach Bristol South Gloucestershire          DESCRIPTION: Variation of condition 13 to substitute plans with drawing numbers 1404/1, 1404/2A, 1404/3, 1404/4 and 1404/5A attached to planning permission P97/2711 (added by PT18/0892/NMA).          REFERENCE NO: PT18/2432/RVC</p> <p>SCB reminded all Councillors to respond to planning applications. It was agreed to change the required number of responses to 4 from the original 5 for a collective response to an application.</p> <p>TF questioned the impact of a Parish Council response. It was confirmed by both VB and PT that it is important to make a response on applications as the planning department are interested in local views.</p>	VB
<b>2018-10-8 Public Participation</b>	The meeting heard from a member of the public on the strategy to enable Pilning Station to continue to be open. The Parish Council were urged to consider applying for platform lighting from the GWR Customer & Communities Improvement Fund (CCIF).	
<b>2018-10-15 CCIF Application</b>	The Chairman brought agenda item 2018-10-15 forward. To decide whether to apply for GWR Customer & Communities Improvement Fund (CCIF) for platform lighting at Pilning Station – After discussion, PT proposed applying for the fund, all in favour. VB to apply for funding for 2x lights at Pilning Station using the costings already submitted on a previous application which total £10K.	VB
<b>2018-10-9 Paths</b>	To agree paths for inclusion on the definitive map PT proposed three paths in the Parish for inclusion on the definitive map (the path at the end of Abbot Road; the path at the far end of Severn Beach Village Hall; and the path which leads from Bank Road to the rear of Pilning Playing field). After discussion, it was agreed that PT would prepare the necessary mapping and supporting evidence ahead of submission to S.Glos Council.	PT
<b>2018-10-10 Severn Beach Toilets</b>	To agree a plan for the opening of Severn Beach Toilets if Mr Collins is unavailable – After discussion, it was agreed that VB should contact Downs Bakery and ask if they would open the toilets if Mr Collins is unavailable.	VB
<b>2018-10-11 A Forgotten Landscape</b>	To discuss the presentation of the sculptures at Severn Beach – SCB explained that a number of residents had complained about the concrete plinths. After discussion, it was agreed that once the sculptures were officially handed over to the Parish Council and a period of weathering had passed, the presentation would be discussed again. PT updated the meeting that he had a bottle of the anti-graffiti solution	

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	<p>used on the sculptures ready for future use.</p> <p>To consider the insertion of further sculptures at Severn Beach – After discussion, it was agreed not to investigate further sculptures at this time. PT offered to find out the cost of a further sculpture for future reference.</p> <p>To agree whether to write to A Forgotten Landscape to find out when the plaques will be inserted on the existing sculptures – SCB updated the meeting that an update had been received since circulation of the agenda and the plaques will be inserted by the end of October 2018.</p> <p>To discuss the ongoing legacy work of A Forgotten Landscape – VB updated the meeting that she had put A Forgotten Landscape in touch with a recently formed farmer-group called Severnvale Guardians and discussions are now ongoing regarding the legacy work. SCB suggested the interpretation posts will need annual oiling and offered to do this in the short term. PT updated the meeting that the benches would be installed shortly. PT further updated the meeting that the print-ready leaflet would be transferred to the Parish Council for future use.</p>	<p>PT</p> <p>SCB</p>
<b>2018-10-12 Trees Northover Court</b>	To agree the decision regarding the trees at the gate to Northover Court, Pilning – SCB reminded the meeting of the previous discussions regarding the trees and landscape buffer at Pilning Playing Field. After discussion, it was agreed that VB should instruct Branchwalkers to remove all necessary trees at the entrance to Northover Court maintenance entrance to the Playing Field.	VB
<b>2018-10-13 Trains Severn Beach</b>	To discuss the ongoing issues relating to bus replacements for cancelled train services – KW explained local hearsay whereby the driver of the bus replacement service had told passengers to expect 46 days of disruption due to roadworks. It was agreed that VB should write to find out if this is correct and if so, when the 46 days starts/ ends.	VB
<b>2018-10-14 Parking near Tea Hut in Severn Beach</b>	To discuss the ongoing issue with parking near the Tea Hut at Severn Beach – VB explained that a resident had complained about the parking near the bollards at Severn Beach next to the new Tea House. SCB suggested deferring this agenda item to the next meeting after which Councillors will have had time to look at the area, all agreed. PT offered to forward a plan map of the area showing the ownership v adopted highway.	VB PT
<b>2018-10-16 Updates</b>	<p>1. Village Halls/ Playing Fields</p> <p>a) Update from Severn Beach Village Hall &amp; Playing Field – SCB updated the meeting that the minutes of the last meeting of the Management Committee had been previously circulated. PT further updated the meeting that quotes for repainting the inside of the hall were being collated along with prices for the emergency exit doors.</p>	

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a) Update from Pilning Village Hall

The Chairman of Pilning Village Hall Management Committee updated the meeting on the following points –

1. the repainting of the inside of the hall had been completed
2. a meeting had taken place with the loss adjustor regarding the subsidence at the hall and the building surveyor is expected shortly on the instruction of the insurance company
3. the work to remove the fallen Willow tree would be undertaken by Branchwalkers shortly.

b) Pilning Playing Field

Report by SCB 29.09.18

Field appeared tidy and well looked after. Little sign of rubbish. Tree/bush is growing through the tennis court fencing and needs removing before damaging the fence.

We viewed the willow tree at the back of the village hall which has collapsed on to the fence, container and hall roof. Victoria has instructed Branch Walkers to deal with the issue as a matter of urgency.

2. Allotments

Pilning – Report by SCB 29.09.18

One allotment has been relinquished with the tenant tidying the plot before leaving. There is someone waiting so they should be able to get access quickly.

One plot does not show evidence of being worked.

Nettles are in need of strimming on railway line. Other pathways are the clearest I have seen them. This is giving the allotment a well-cared for appearance.

Severn Beach –

KW reported one of the unworked plots is now being worked.

1. Cemeteries

Report from SCB – 29.09.18

I recently attended a course on Cemetery Management and Compliance. I found it very interesting and useful as we are currently looking for someone to take on the role of Cemetery Clerk. It is helpful to know what they are expected to do and what is legally required.

Some interesting points were

- It is our cemetery and we make the Rules and Regulations to suit us so long as they can be justified.
- We need to hold regular inspections.
- We must keep the cemeteries safe
- There must be a plan from which we can identify each grave.

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	<ul style="list-style-type: none"> <li>• We may grant burial rights</li> <li>• We may grant memorial rights</li> <li>• We must keep up to date the Register of burials</li> <li>• We are responsible for storing records safely</li> <li>• Nothing can happen in the Cemeteries without the permission of the Authority</li> <li>• There should be an up to date Register of grants</li> </ul> <p>We cannot be responsible for what has happened in the past but moving forward we should put procedures in place following rules and guidelines recommended by the Institute of Cemetery and Crematorium Management if we are to comply with the law.</p> <p>The Cemetery Committee met at Pilning Cemetery which looked tidy and cared for. Grass cutting, and strimming is well done, hedges are trimmed. We started the process of identifying graves according to the plan, not an easy task and will need to be done gradually with the aim of drawing up a plan to replace the old broken and damaged one.</p> <p>A new plan needs to be drawn up for the new Cemetery, so numbering is logical.</p> <ul style="list-style-type: none"> <li>a) Update on Pilning Cemetery – as above</li> <li>b) Update on Northwick Cemetery – SCB reported no visit this month</li> </ul> <p>VB updated the meeting that the site visit ahead of the structural report on Northwick Cemetery is expected shortly.</p> <p>MP reported the signs at the cemeteries state the name of the previous Clerk. It was agreed that this was not a problem and should not be updated.</p>	
<b>2018-10-10 Reports</b>	<p>MP updated the meeting that he had attended the recent Edmonds &amp; Cole Trust meeting.</p> <p>SCB to ask Mike Fish for an update on Sandford &amp; Gray Trust meetings.</p>	SCB
<b>2018-10-11 Report from S. Glos. Council</b>	None	
<b>2018-10-12 Items to add to future agendas</b>	<p>TF requested an updated pollution monitor report. VB to contact S.Glos Council.</p> <p>ND reported more graffiti on the sea wall. VB to report to the Environment Agency.</p> <p>ND further reported the footpaths at Pill Head being overgrown. ND to report.</p>	<p>VB</p> <p>VB</p> <p>ND</p>

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	HR requested a breakdown of the 'MAF' spending commitments of District Councillor Robert Griffin (RG). VB to ask for a breakdown.	VB
<b>Date of Next Meeting</b>	The date of the next Parish Council meeting will be on Monday 5 <sup>th</sup> November 2018 starting at 7pm, there being no further business the meeting closed @ 8.50 pm.	

#### APPENDIX A – CORRESPONDENCE

<b>Date Received</b>	<b>Received by</b>	<b>Details</b>	<b>ACTION</b>
06.09.18	Email	Notice of closure of the link road between A4 and M49 for roadworks	Circulated
06.09.18	Email	SevernNet Transport News	Circulated
10.09.18	Email	Severnside Community Engagement Forum meeting agenda 26.09.18, 7pm Easter Compton Village Hall	Circulated
10.09.18	Email	Latest news from A Forgotten Landscape	Circulated
10.09.18	Email	From a resident of Severn Beach with an update on the ownership of the boundary at the allotment site in Severn Beach	VB responded
11.09.18	Email x 2	From a resident of Severn Beach regarding the Parish Council's response to the recent Anti-Social behaviour in Severn Beach	Circulated
11.09.18	Email	Town & Parish Council Forum – draft minutes 17.07.18	Circulated
12.09.18	Email	S.Glos Council Consultation on The Gambling Act 2005 draft statement of Principles	Circulated
12.09.18	Email	September blog from District Councillor Robert Griffin	Circulated
12.09.18	Email	Agenda for Development Control (West) Sites Inspection Sub Committee, Friday 21 <sup>st</sup> September 2018, Thornbury	Circulated
13.09.18	Email	'Invitation to visit your local library' – Thornbury, Winterbourne & Yate	Circulated
14.09.18	Email	2018 Reputation Assessment Survey – SUEZ	Circulated
14.09.18	Email	Notice of Bristol Parkway Station Closure 15.09.18 – 07.10.18	Circulated
14.09.18	Email	Invitation to visit your library during Libraries Week 8-13 October 2018	Circulated
14.09.18	Email	Proposed changes to the Council Tax Setting Report in 2019/ 20	Circulated
18.09.18	Email	Severnside Community Engagement Forum poster	Circulated
18.09.18	Email	Viridor Community Liaison Group Avonmouth 17 July draft minutes	Circulated
18.09.18	Email	Agenda for Scrutiny Commission, Wednesday 26 <sup>th</sup> September 2018, 3pm, Kingswood Civic Centre	Circulated
20.09.18	Email	Recruitment at Viridor	Circulated
22.09.18	Email	WECA meeting Friday 29 <sup>th</sup> September 2018 10.30am City Hall, Bristol	Circulated
23.09.18	Email	From a resident of Severn Beach complaining about parking near the sea wall bollards	VB responded
25.09.18	Email	From Ald P Tyzack regarding the ASEA postponement of works from Northwick to Aust	No action
25.09.18	Email	From a resident of Severn Beach asking when the plaques on the sculpture would be inserted	VB responded

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26.09.18	Email	A late addition to the agenda for Community Engagement Forum meeting	Circulated
26.09.18	Email	Agenda for Development Control (West) Committee, Thursday 4 <sup>th</sup> October 2018, 11am, Thornbury	Circulated
27.09.18	Email	ASEA Walking & Cycling route update on progress meeting	No action
27.09.18	Email	Agenda for S.Glos Local Strategic Partnership, Friday 5 <sup>th</sup> October 2018, 10a., Yate	Circulated
28.09.18	Email	Agenda for Cabinet, Monday 8 <sup>th</sup> October 2018, 2pm, Kingswood	Circulated
01.10.18	Email	Notes from SB Village Hall meeting 10.09.18	Circulated
01.10.18	Email	Agenda for Audit & Accounts Committee, Tuesday 9 <sup>th</sup> October 2018, 2pm, Kingswood	Circulated
10.10.18	Email	Severn Festival meeting notes 07.09.18	Circulated

#### APPENDIX B – ACCOUNTS FOR PAYMENT

Date	Payee	Details	Net	Reclaimable VAT	Total
01.10.18	Mrs V Bywater	Wages + office payment & fuel allowance	1002.09	0.00	1002.09
01.10.18	HMRC	NI & PAYE	116.08	0.00	116.08
01.10.18	Mr T Dark	Odd jobs	60.00	0.00	60.00
01.10.18	Elm Tree Garden Contractors Ltd	Grass cutting & maintenance	187.58	37.52	225.10
01.10.18	Elm Tree Garden Contractors Ltd	Cemetery grass cutting & maintenance	170.00	34.00	204.00
01.10.18	Mr Collins	Toilet Key Holder	100.00	0.00	100.00
01.10.18	TJ Blackburn Fabrications	Basket ball hoops installation at Pilning	600.00	93.00	693.00
01.10.18	BT	Telephone & Broadband	90.52	18.10	108.62
01.10.18	Helm Construction Ltd	Work at Community Library	1568.50	313.70	1882.20
01.10.18	South Glos Council	Buy Back Scheme July to Sept 2018	1046.52	209.30	1255.82
01.10.18	Severn Beach Village Hall	Donation for library wifi	288.00	0.00	288.00
01.10.18	ICCM	Training course for Cllr Binns - cemetery	135.00	27.00	162.00
01.10.18	Motion Printing Ltd	Build website £299 + VAT - £102 + VAT 1 year hosting	401.00	80.20	481.20
01.10.18	Peter Tyzack	Exps to attend meetings in Yate	13.10	0.00	13.10
01.10.18	Friends of Marlwood School	Donation for table tennis table	100.00	0.00	100.00
01.10.18	Royal British Legion	Donation for wreath	100.00	0.00	100.00
		<b>TOTAL</b>	<b>5,878.39</b>	<b>812.82</b>	<b>6,691.21</b>