

Pilning & Severn Beach Parish Council

Meeting held on Monday 7th September 2015 at 7.00pm at Pilning Village Hall, Pilning

Before the meeting the Parish Council heard from Katie and Deborah of A Forgotten Landscape Project who gave a details overview of the project and an update on progress.

COUNCILLORS (10) Mrs FCA Barr MBE (Chairman), Mrs C Woodhouse, Mrs H Rickards, Mrs S Smith, Mr M Pruet, Mr N Davies, Mr T Fennell, Mrs S Binns, Alderman P Tyzack & Mrs N Chappell.

Also Present: - Mrs Victoria Bywater (Clerk), Mr R Griffin, Mr & Mrs Williams-Lock, Mr N Gannon, Mr I L Roberts, Mr I Roberts, Ms J Latham, Miss H Gathercole, Mr M Green, Mr C James, Mrs S Hankin and Mr D Gwillim

The Chairman asked those present to observe a minute's silence for Ron Singer of Pilning, Tony Aucott of Severn Beach and Lily Ranford, as a mark of respect, who had recently deceased.

| Item Number | Details | Action By |
|--|---|-----------|
| 2015-9-1 Apologies for absence | None | |
| 2015 -9-2 Declarations of Interest | None | |
| 2015-9-3 Minutes of the previous Parish Council Meeting | The minutes of the previous meeting held on 6 th July 2015 had been previously circulated. The minutes of the meeting of 6 th July 2015 were agreed as a true record. Proposed by PT and seconded by NC. All in favour. | |
| 2015-9-4 Matters Arising | None | |
| 2015-9-5 Correspondence | Please see Appendix A Further to Appendix A, MP requested that he attends the ALCA Chairman's training session. All agreed. PT explained the proposals by Coastal Revival and SeverNet and it was agreed that the Parish Council should support the application. VB to respond to SeverNet. | VB |
| 2015-9-6 Accounts for Payment | Please see Appendix B Accounts for payment, proposed by NC, seconded by CW, all agreed. | |
| 2015-9-7 Parish Questionnaire Results | Please see Appendix C It was agreed to discuss the actions arising from the Parish Questionnaire at the next meeting. VB to circulated the Parish Plan. | VB |
| 2015-9-8 Public Participation | Hayley Gathercole addressed the meeting regarding speeding traffic on the B4055 with regard to safety, noise and accidents. FCAB advised that the subject is due to be discussed at a special meeting of Safer Stronger on 30 th September 2015. | |

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| <p>2015-9-9 New Business</p> | <p><u>1. Local Major Developments</u> CW updated the meeting on the current situation with regard to motorcyclists using Western Approaches vacant land. Very dangerous, malicious actions had been seen which are totally unacceptable. CW had reported to S.Glos Council. MP further updated the meeting that he had been in discussion with the local police and landowner and a letter was being prepared so that the police have proof that the motorcyclists are not the owners of the land which is the current claim when challenged by police. MP to continue with this work and circulate the letter to the appropriate authorities. It was agreed to hold a special meeting where the police would be asked to make their representation. VB to organise a meeting for 19th October 2015 at Severn Beach School, SB at 7pm.</p> <p><u>2. Village Halls/Playing Fields</u> a) Severn Beach Village Hall- nothing to report b) Pilning Village Hall – i) to consider the tender applications for the next phase of the plans for Pilning Village Hall improvements. Ian Roberts gave details of the tender quotes for the architectural plans and it was agreed to stay with DZ Architecture as their quote had been the most cost effective. It was proposed by ND, seconded by MP, all agreed to instruct DZ Architecture. VB to instruct DZ to begin this work. Ian Roberts reported that the tennis courts had been well used over the summer months and that a new lock had now been installed with the key being held by Mrs Roe-French.</p> <p><u>3. Albeton Court</u> – to consider the need for a housing survey. After discussion, it was decided that this would form part of the Neighbourhood Plan which is to be discussed at the next meeting.</p> <p><u>4. SevernNet Stakeholder meetings</u> – this had been discussed earlier in the meeting but it was agreed that PT should represent the Parish Council at these meetings and the deputy to be MP.</p> <p><u>5. Sunday Bus service from Severn Beach</u> – Robert Griffin updated the meeting that the current bus timetable is temporary. FCAB advised that the service will be discussed at the next Severnside Area Forum meeting.</p> <p><u>6. Road Safety on the B4055</u> – this had been discussed earlier in the meeting but it was agreed that NC, FCAB, PT, TF and depending on diary commitments PT & SS will attend the meeting on the 30th September 2015.</p> <p><u>7. Allotments</u> – VB reported that there had been a complaint regarding the over-hanging trees and hedges at the Pilning allotment site. VB had already instructed Mr T Dark to trim back the inside of the hedges and the road-side and top of boundary hedge would be cut back in due course by Mr E Hicks. VB to ask Elm Tree Contractors to advise on the trees on the site and report back to the next meeting. FCAB requested that SB40 is now gravelled to make a parking area for allotment holders. VB to arrange the gravelling of this area. FCAB reported a number of unworked allotments at SB. VB to write to</p> | <p>MP</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>PT/ MP</p> <p>VB</p> <p>VB</p> |
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| | <p>these tenants giving them a warning regarding their allotment.</p> <p><u>8.Cemeteries</u> – NC reported that the new neighbour at Northwick Cemetery had requested that a small number of rogue trees were removed adjacent to their building. FCAB and NC had agreed that they could remove the trees.</p> <p>NC further reported that greenery was seen to be growing on the Tower at Northwick. VB to instruct the removal of the greenery.</p> <p>a) Church path between Bank Road and B4055 – VB advised that the weed killing had been undertaken on the path.</p> <p><u>9.Village Matters</u> –</p> <p>NC reported the problem of cars parked opposite Vicarage Road, Pilning especially when the bus is at the bus stop. VB to report to S.Glos Council and request the installation of double yellow lines opposite Vicarage Road. NC noted articles in the InView regarding horse riding on the sea wall. VB advised that the sea wall was now governed by the Localism Act.</p> <p>TF reported the ongoing problem of cyclists v pedestrians on the sea wall. NC further requested the insertion of No Smoking signs at both play areas. VB to arrange for these signs to be put up.</p> <p>ND requested that VB find out if the emergency services had had any difficulty accessing a recent emergency on the lower path of the sea wall.</p> <p>ND requested that VB check New Passage hedges are on the list for hedge cutting by South Glos Council.</p> <p>TL reported that the hedge cutting on Gorse Cover Road had been done.</p> <p>TL further reported a container on the driveway of a house which was having an extension built on Gorse Cover. TL to supply VB with the address and then VB to write to S.Glos Council Enforcement Team to report the container.</p> <p>HR reported that the hedge on Jackson Close had been kindly cut back by a local resident.</p> <p>MP reported that the contact sign had now been installed by the new bollards.</p> <p>PT reminded the Parish Council about a request for picnic tables near the former swimming pool area. It was agreed that VB should investigate the cost of 1no. picnic table to be installed and report back to the next meeting.</p> <p>PT requested that VB contact Katie of A Forgotten Landscape Project and thank her for attending pledge the Parish Council’s support for the project.</p> <p>PT reported that the Parish sign at Swanmore was missing. VB to contact S.Glos Council and request an update on the signage at this junction.</p> | <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> |
| <p>2015-9-10 Adoption of Councillors’ Expenses Policy</p> | <p>Further to Appendix D, SS presented her proposed Councillors’ Expenses Policy. FCAB requested that all Parish Councillors read the policy and revert to the next meeting with their thoughts and suggestions.</p> <p>It was agreed in principal that there is a need for a Councillors’ Expenses Policy.</p> | <p>ALL</p> |
| <p>2015-9-11 Planning</p> | <p>It was agreed that VB should circulated by email all planning applications and give a cut-off date for return of comments.</p> | |

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| | <p><u>Comments submitted to S.Glos Council</u> PT15/3357/F - Erection of single storey side and rear extension to provide additional living accommodation - 1 School Way Severn Beach – Question on the width of the garage proposal.</p> <p><u>Appeal Notification</u> APP/P0119/W/15/3100557 - Land at Valley Farm, Ingst – Erection of 2no. 130m high wind turbines with associated works. APP/P0119/W/15/3028051 – Land Off Church Road, SB – Erection of a building to accommodate the processing and storage of chipped timber etc. (known locally as the Woodpile on A403).</p> <p><u>Sites Inspection</u> – PT15/1586/F Land Adjacent to Church Road and M49 Severn Beach – Installation of 3.5MW ground mounted solar system and associated works – 14th August 2015 at 1pm. PT13/0250/F Land adjacent to Crossland Cottage, Severn Road – Change of use of land from agricultural to horses with associated buildings etc. – 12.30pm 11th September 2015. VB requested that an independent consultant to be instructed to prepare a letter to be sent to members of the planning committee challenging the application given the position on the wetlands. It was agreed for VB to instruct the consultant and send letters to the planning committee.</p> <p><u>Decisions by S.Glos Council</u> PT15/2811/F 4 Albert Road, SB – Approve with conditions PT15/2294/O Land at Station Road, Pilning – Refusal PT15/2338/CLP 12 Beach Av, SB – Approve with conditions PT15/2746/PNGR – Cloud Nine Barns, SB – Refusal PT15/3198/ADV – Unit 5020 Western Approaches, SB – Approve PT15/2436/F Pleasure Gardens, 37 Station Road, SB – Approve with conditions PT15/2615/F – 54 Redwick Road, Pilning – Approve with conditions PT15/1586/F – Land adjacent to Church Rd and M46 – Solar Farm – Approve with conditions PT15/2472/F Grey West Bungalow, 91 Marsh Common Road, Pilning – Approve with conditions</p> <p><u>Withdrawn Applications</u> PT15/2438/CLE Former St. Peters Primary School, Bank Road, Pilning – Certificate of lawfulness for the existing use of rooms for the purpose of religious education.</p> <p><u>Enforcement Notification</u> COM/15/0763/COU – Dean House Farm, New Passage – Agricultural Buildings being used for other uses</p> <p><u>Formal Notice of Public Path Diversion</u> ORN47, ORN48, ORN58 & ORN59 at Tesco Distribution Centre, Western Approach, Pilning</p> | VB |
| 2015-9-12 Reports | Robert Griffin reported that he had called to committee the development adjacent to Crosslands Cottage. He also reported that the appeal on the | |

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| | building at the timber chipping yard had failed. Robert Griffin further reported that fares not being collected on the SB line. The report from SS regarding Children's Groups was deferred to the next meeting. NC gave her apologies for not attending the Pilning Flower Show. | SS/ VB |
| Date of Next Meeting | The date of the next Parish Council meeting will be Monday 5 th October 2015 starting at 7pm there being no further business the meeting closed @ 9.39pm. | |

APPENDIX A – CORRESPONDENCE

| Date Received | Received by | Details | ACTION |
|----------------------|--------------------|---|--------------------------|
| 06.07.15 | Email | Healthwatch S.Glos e-bulletin July 2015 | Circulated |
| 06.07.15 | Email | Agenda for S.Glos Local Strategic Partnership, Friday 10 th July 2015, 9.30am, UWE | Circulated |
| 07.07.15 | Email | Agenda for Council, Wed 15 th July 2015, 7pm, Kingswood | Circulated |
| 08.07.15 | Email | Local Doggy Day and Fair in aid of S.Glos Stray dogs | Circulated |
| 09.07.15 | Email | Planning enforcement news – June 2015 | Circulated |
| 10.07.15 | Email | ALCA bulletin on national developments and meetings | Circulated |
| 10.07.15 | Email | NALC's Direct Information Service | Circulated |
| 14.07.15 | Email | Agenda for Children & Young People Committee, Wed 22 nd July 2015, 2pm, Kingswood | Circulated |
| 22.07.15 | Email | Press Release – Dept for Communities & Local Government – Coastal Community Teams to take control of seaside regeneration | Circulated |
| 22.07.15 | Email | Agenda for S.Glos Severnside Safer Stronger Community Group | Circulated |
| 22.07.15 | Email | Agenda for Development Control (West) Committee, Thurs 30 th July 2015, 11am, Turnberries, Thornbury | Circulated |
| 23.07.15 | Email | Job opportunity for Primary Education Consultant for A Forgotten Landscape HLF Project | Circulated |
| 27.07.15 | Email | S.Glos Council Briefing Note – Waste Research | Circulated |
| 27.07.15 | Email | FOSBR invitation to celebrate the hourly Sunday train service to Severn Beach on Sunday 2 nd August 2015 | Circulated |
| 28.07.15 | Email | Correspondence from SS regarding school sessions and Cllrs Exps | FCAB responded |
| 30.07.15 | Email | From PT – Grants for the arts information | N/A |
| 30.07.15 | Email | Further correspondence from SS regarding Cllr Exps | VB responded & discussed |
| 31.07.15 | Email | Severn Estuary Partnership News – July 2015 E-news | Circulated |
| 04.08.15 | Email | Response from S.Glos dog warden regarding the dog fouling signage | VB responded |
| 05.08.15 | Email | Minutes of the SSCG meeting of 29 th July 2015 | Circulated |
| 05.08.15 | Email | Agenda for Development Control (West) Sites Inspection Sub Committee, Friday 14 th August 2015, 9.30am | Circulated |
| 05.08.15 | Email | Confirmation of registration of New Homes Bonus Grant scheme | Circulated |
| 05.08.15 | Email | Response from Merlin Housing Society regarding Ableton Court, SB | Circulated |
| 06.08.15 | Email | NALC briefing on Financial Services Compensation Scheme | Circulated |
| 06.08.15 | Email | Severn Estuary Forum 2015 – Invitation & Programme Update | Circulated |
| 06.08.15 | Email | NALC briefing on Legal Briefing and New & Updated Legal Topic | Circulated |

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| 06.08.15 | Email | NALC Annual Conference 2015 | Circulated |
| 06.08.15 | Email | Heritage and Learning in South Glos, Poole Court, Yate. Invitation to a Heritage Briefing on Tues 10 th Sept and 8 th October. | Circulated |
| 07.08.15 | Email | News from Robert Griffin | Circulated |
| 07.08.15 | Email | Correspondence from ND regarding Dean (House) Farm, New Passage and use of outbuildings | Circulated |
| 10.08.15 | Email | Update from HR about the proposed siting of new notice board in Pilning | Circulated |
| 11.08.15 | Email | S.Glos. Healthwatch August 2015 e-bulletin | Circulated |
| 12.08.15 | Email | S.Glos. Consultation on Hackney Carriages & Accessibility | Circulated |
| 12.08.15 | Email | Consultation on new proposal for improving minor injuries services in S.Glos. | Circulated |
| 12.08.15 | Email | Severnside Safer Stronger Community Group minutes and issues raised. | Circulated |
| 16.08.15 | Email | Correspondence from Kevin Weeks requesting picnic tables on the former swimming pool area in Severn Beach | Circulated |
| 17.08.15 | Email | Agenda for a special meeting to discuss road safety on the B4055 on 7 th Sept 2015 | Circulated |
| 17.08.15 | Email | Correspondence from Kevin Weeks regarding the waiting list for SB allotments | VB responded |
| 17.08.15 | Email | Minutes of the Oldbury SSG meeting July 2015 | Circulated |
| 18.08.15 | Email | Consultation on S.Glos. Council's draft Statement of Principles | Circulated |
| 18.08.15 | Email | Consultation on S.Glos. Council's draft Statement of Licensing Policy | Circulated |
| 18.08.15 | Email | Agenda for Development Control (West) Committee, Thurs 27 th August 2015, 11am, Turnberries Community Centre, Bath Road, Thornbury | Circulated |
| 19.08.15 | Email | Update from Robert Griffin on the new 625 bus route | Circulated VB displayed |
| 19.08.15 | Email | Update from Rob Wiltsher regarding the bus stops on the B4055 at the Wild Place | Circulated |
| 26.08.15 | Email | Further update from Rob Wiltsher regarding bus stops on the B4055 at Wild Place | Circulated |
| 26.08.15 | Email | S.Glos Council CCG Annual General Meeting – 30 th Sept 2015 | Circulated |
| 26.08.15 | Email | Town & Parish Councils Forum minutes of the meeting 14 th July 2015 | Circulated |
| 26.08.15 | Email | Agenda for Safer Stronger Communities Strategic Partnership Fri 4 th Sept 2015 | Circulated |
| 27.08.15 | Email | Agenda for Safer and Stronger Strategic Partnership Friday 4 th Sept 2015, 9.30am | Circulated |
| 27.08.15 | Email | Revised Legal Topic Note – 56 – The provision of play and sports equipment on village greens | Circulated |
| 28.08.15 | Email | Agenda for Economy and Skills Strategic Partnership, Tuesday 8 th Sept 2015, 9.30am | Circulated |
| 28.08.15 | Email | Severn Estuary Partnership August 2015 E-news | Circulated |
| 28.08.15 | Email | Welcome from GPFA | Circulated |
| 28.08.15 | Email | NALC's Direct Info Services | Circulated |
| 28.08.15 | Email | S.Glos. Clinical Commissioning Group CCG Newsletter Summer | Circulated |

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| 01.09.15 | Email | Training Opportunities with ALCA | Circulated |
| 01.09.15 | Email | Correspondence from E Grierson regarding hedge cutting in SB. | VB responded |
| 01.09.15 | Email | Agenda for Planning, Transportation and Strategic Environmental Committee, Wed 9 th Sept 2015, 2pm, Kingswood | Circulated |
| 01.09.15 | Email | Notification of re-painting of SB toilets | VB responded |
| 03.09.15 | Email | GPFA AGM 6 th Oct 2015, 7pm, Cheltenham Rugby Club | Circulated |
| 03.09.15 | Email | Children's Community Health Services Consultation Launch | Circulated |
| 03.09.15 | Email | Agenda for Development Control (West) Sites Inspection Sub Committee, Fri 11 th Sept 2015, 9.30am, Turnberries | Circulated |
| 04.09.15 | Hand | Thank you from Mr & Mrs Hathway regarding Best Front garden | n/a |
| 04.09.15 | Post | Clerks & Councils Direct – Sept 2015 | Passed to NC |
| 04.09.15 | Email | Agenda for Severn Vale Area Forum Wednesday 16 th Sept 2015, 7pm Turnberries | Circulated |
| 04.09.15 | Email | Coastal Revival Fund & Severn Beach – information on current bid proposals | Circulated |
| 04.09.15 | Email | Consultations on Specific Expenses | Circulated |
| 07.09.15 | Email | Agenda for Public Transport Forum, Monday 21 st September 2015, 7pm, Kingswood | Circulated |
| 07.09.15 | Email | Agenda for special meeting regarding Road Safety on the B4055 | Circulated |
| 07.09.15 | Email | Healthwatch South Glos – Sept e-bulletin | Circulated |
| 07.09.15 | Post | SLCC 2015 Regional Roadshow – Cheltenham Wednesday 25 th November 2015 | Passed to NC |
| 07.09.15 | Post | Four Towns Vale Link – Community Transport Trips – Sept 2015 | Passed to NC |

APPENDIX B – ACCOUNTS FOR PAYMENT

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| Date | Payee | Details | Net | Reclaimable VAT | Total |
|----------|--------------------------|--|-----------------|-----------------|-----------------|
| 17.07.15 | BT (DD) | Telephone & Broadband | 59.76 | 11.95 | 71.71 |
| 07.09.15 | Mrs V Bywater | Wages + office payment & fuel allowance | 815.36 | 0.00 | 815.36 |
| 07.09.15 | Mrs V Bywater | Contribution to use of home computer - £4.69/ week - July to Sept 2015 | 37.52 | 0.00 | 37.52 |
| 07.09.15 | HMRC | PAYE & NI | 132.77 | 0.00 | 132.77 |
| 07.09.15 | Mr T Dark | Odd jobs for July & August 2015 | 90.00 | 0.00 | 90.00 |
| 07.09.15 | Mr M J Fisher | Grass cutting & maintenace | 1810.00 | 0.00 | 1810.00 |
| 07.09.15 | Mr L Liddiatt | Quarterley payment for grass cutting at Northwick | 200.00 | 40.00 | 240.00 |
| 07.09.15 | CFS | Photocopying | 30.28 | 6.06 | 36.34 |
| 07.09.15 | Mrs V Bywater | Disabled toilet key for SB | 5.40 | 0.00 | 5.40 |
| 07.09.15 | ALCA | Good Councillors Guide | 21.98 | 0.00 | 21.98 |
| 07.09.15 | Mrs V Bywater | Stamps (£12.96) & Combination Lock (£14.98) | 27.94 | 0.00 | 27.94 |
| 07.09.15 | SLCC | Clerks Manual | 50.50 | 0.00 | 50.50 |
| 07.09.15 | T Byte | Computer set up | 180.00 | 0.00 | 180.00 |
| 07.09.15 | Grant Thornton UK LLP | Annual Audit | 325.00 | 65.00 | 390.00 |
| 07.09.15 | BT (DD) | Telephone & Broadband | 61.60 | 12.32 | 73.92 |
| 07.09.15 | S.Glos. Council | July - Sept 2015 Localism payment | 768.78 | 153.76 | 922.54 |
| 07.09.15 | Mr C Thompson | Repairs to Pilning & SB play equipment | 340.00 | 0.00 | 340.00 |
| 07.09.15 | CFS | Photocopying | 20.00 | 4.00 | 24.00 |
| 07.09.15 | ALCA | Training course for VB - CiLCA training | 35.00 | 0.00 | 35.00 |
| 07.09.15 | Obsidian Accountancy Ltd | Internal Auditor | 100.00 | 20.00 | 120.00 |
| | | TOTAL | 5,052.13 | 301.14 | 5,353.27 |

APPENDIX C – RESULTS OF THE PARISH QUESTIONNAIRE

Parish Survey – responses

- 1 village halls; station; Salthouse Farm; at shops; at the pub; St Peters Church and Emmaus; next to the official ones
- 2 all said 'No' except one not answered, and one more lengthy 'litter picking and verge maintenance is poor, paths overgrown with brambles, parts look unkempt which can encourage fly-tipping. If the Parish can do better, then yes'
- 3 10pm; midnight; should stay on
- 4 unanimous 'good idea'
- 5 Lido; rugby; bowls; netball; badminton; several not answered
- 6 field for dog walking; a pub; weatherspoons; youth club; benches on sea wall towards Avonmouth; parish should encourage activities such as in Tytherington.
- 1/7 green spaces, the people; peacefulness; quietness; minimal crime; walks; the sea wall; accessibility to Bristol, the countryside and the estuary
- 2/8 too much development; A403; litter; travellers; lorries; A403 traffic; the woodpile
- 3/9 reduce speed limit on A403; M49 junction; more shops; no more development; a pub; better verge maintenance
- 4/10 a pub; no, we are quite well catered for here; several not answered
- 5/11 activities for teenagers; lots not answered
- 6/12 all said yes; for a lido yes; one not answered.. but there were no 'no's

Age groups circled - 30.50.60.70.80.

From: Shaft Rd/Salthouse Park/ Cranmoor Green/ Wick Rd/ Beach Rd/ Riverside Park

P.Tz. July 2015

APPENDIX D – PARISH COUNCILLORS' EXPENSES POLICY

Councillors' Expenses Policy for Parish Councillors of Pilning & Severn Beach Parish Council

- All claimable events are to be approved by a prior meeting of the Parish Council, or in exceptional circumstances by the Chairman outside of the meeting
- Councillors are expected to use the cheapest route/least costly mode of transport available.
- Mileage will be paid at 45p/ mile, and are to be measured from the Parish boundary

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- Claim for a carer relates to the agreed hourly rate of the carer; no additional expenses will be payable
- Claims are to be made using the expenses form, with all VAT receipts/tickets attached, and made via the Clerk within 3 months of the expenditure
- Personal allowance for attendance at the regular monthly council meetings is not available
- There is to be no individual limit for each councillor's expenses, as one councillor may be doing agreed work for the whole council in place of other councillors. However, the limit for expenses for the whole council must be agreed each year, so that the council can budget throughout the year. This figure should be based upon the 'South Gloucestershire Parish Remuneration Scheme', written in 2011.

The Councillors' Expenses Policy should be reviewed annually by the Finance Committee and submitted to Council as part of their budget recommendation.