



Pilning & Severn Beach Parish Council Meeting held on Tuesday 4th May 2021. Virtual Meeting via Zoom 7pm

COUNCILLORS: P Tyzack (PT) (Chairman); S Binns (SCB); K Weeks (KW); M Pruett (MP); I Roberts (ISR); Carol Woodhouse (CW); Heather Rickards (HR); Jacqs Graham (JG); Olga Taylor (OT)

Also attending Jonathan Edwardes Parish Clerk (JE), three residents of the parish. District Councillor Robert Griffin (RG) and Ian S Roberts (ISR) joined later.

DEATHS: The meeting held a silence in remembrance of those who had recently died. Aileen Lloyd of Pilning and Marleen Cushion of Severn Beach

1 Apologies for absence

Alex Smith (AS)

2 Declarations of Interest

None

3 Minutes of the previous Parish Council Meeting

The minutes of the previous Parish Council Meeting held on the 6th April 2021

Amendment made to 8.2 regarding the residents parking scheme and to Orchard Pools on page 9 where references to S106 have been struck.

Following these alterations, the minutes were unanimously approved as a true record.

4 Matters arising

Tree preservation orders The Clerk created a Google Earth map and shared with MP to share with South Gloucestershire Council. MP is still expecting a visit from South Gloucestershire Council Arboreal Services.

Action MP

Northwick Notice Boards No delivery date as yet. The Clerk has chased the production manager and expects an answer soon.

67/274 Action JE

Hinkley Connection presentation this has been deferred by them to July.

67/275 Action JE

Fly tipping cameras RG had not yet joined the meeting to report back. A suggestion for a future meeting would be to find out the cost of getting our own through South Gloucestershire Council.

Litter on A403 The reply from Mark King is not very satisfactory.

Traffic in Severn Beach Data is being collected by volunteers. The Clerk has witnessed five breaches of the road layout in an hour three weeks ago. Details have been passed onto South Gloucestershire Council.

BAM Nuttal footpath improvement JE contacted BAM again and still waiting for confirmation. Further question to be asked of them regarding seating between New Passage and Aust.

67/276 Action JE

Woodland Trust tree planting SCB reported that the trust is still to open applications. A start has been made on identifying locations for tree planting. Proposal to come back to a future meeting.

63/127 Action JE

Pump track MP is planning to put together a report on the pros and cons of the available sites and consider insurance, design implications and "user-build" schemes. Also, to start getting people who showed an interest before to get involved. This is with a view to submitting to South Gloucestershire Council for their consideration. MP to liaise with the Clerk.

68/278 Action MP & JE

Cemetery railings Both sides have been installed, more information during the cemetery report.

Post box at Station Road This has been replaced and the resident is pleased about it.

Audit of bins This is work in progress; the Clerk has received a list from South Gloucestershire Council. Locations of the bins will be put on a spreadsheet / digital map for future reference.

63/134 Action JE

Additional bin on the Binn wall Between New Passage and Shaft Road. The Clerk has spoken to South Gloucestershire Council regarding this. They will monitor the situation, particularly as the bins are currently being emptied daily. South Gloucestershire Council are happy to give a price for an additional bin should the Parish Council require it. The Clerk to speak to South Gloucestershire Council week commencing 10/05/2021.

68/279 Action JE

Consider signage on Gypsy Platt MP was expecting ideas from Councillors. Various options considered, to be considered further at the July meeting.

68/280 Action JE

Cleaning of the War Memorial A resident spoke to the meeting, he is getting together a working party of veterans to clean the structure. Discussion was had regarding working at height and possible insurance implications. Volunteers will need to give names and contact details to the Clerk for insurance purposes. Full details can be found in the Parish Council policy on the website. Northwick Tower Advice was given by the West of England Rural Network officer about the South Gloucestershire Council grants officer and suggested the public works loan board as a potential source of finance. The Clerk was also reminded of the Enover grant body.

68/282 Action JE

Arrangements for 7th June meeting. The Digital Frontage working group met and went through the various options open to the Parish Council. Since that meeting the position regarding remote meetings has been clarified and only in person meetings are permitted from 7th May 2021. The Clerk has booked Pilning Village Hall and Severn Beach School hall for meetings from 6th July onwards.

Proposed CW and seconded HR not to hold a meeting in June but to delegate powers to the Clerk in consultation with three Council members in the interim as required.

68/282 Action JE

5 Correspondence

Filming consultation. Filming is taking place in Severnwood Gardens for a new drama series. Residents of that road already know about this. Proposed that contact be made with SGC regarding any money that might be available to the Parish Council.

Resolved to ask South Gloucestershire Council re the above

68/283 Action JE

Limited governance review this is partly from the wish of Charlton Hayes to form its own Parish Council and a review by South Gloucestershire Council of parish boundaries. A check needs to be made between where the internal boundaries are in the parish.

Resolved for the Clerk to prepare a map using the electoral roll.

68/285 Action JE

Barriers at Bristol Bridge A resident asked about the bull nosed kerbing stored at Bristol Bridge at the end of Cross Hands Road. Following the Great Heck accident in 2001 (twenty years) a survey was carried out and it was found there was no barrier stopping a vehicle doing the same thing at Bristol Bridge. There is now a palisade fence, chevron signs and lineside equipment covering the

gap. The bull nosed kerbing was not installed because it would permit access to the bridge parapet. Now that the bridge parapet has been raised, in part, perhaps consideration could be made to get the kerbing installed now.

Resolved to write to Mark King to ask what is happening with these kerbing stones.
68/286 Action JE

Joint statement from Almondsbury and Pilning & Severn Beach Parish Councils Following on from a letter regarding the M49 junction and a phone conversation. A proposal was made that a joint statement is prepared by the two Parish Councils to go to South Gloucestershire Council about the lack of progress around transport and repairs to roads. Both Councils are encountering the same frustration with South Gloucestershire Council.

Resolved for the two Clerks to prepare a joint letter to send to South Gloucestershire Council

68/287 Action JE

6 Accounts for Payment

Please see Appendix B

Additional items came in after Appendix B was created.

Proposed KW and seconded MP, accounts for payment were approved unanimously.

7 Public Participation

None

8 AGENDA ITEMS

8.1 To adopt a proposed addition to Standing Orders 3x, 3y. see appendix C.

The Clerk circulated this previously.

Proposed KW and seconded HR

8.2 To decide on the next steps with Orchard Pools.

PT has a telephone call with the Environmental Law Foundation barrister on Friday 7th May. PT thanked MP for sharing the documents from the Frances Barr MBE archives. There is some incredibly helpful information from the inspector (at the appeal) that will back up what the Parish Council have been saying. We do not want to have a battle with South Gloucestershire Council but rather for them to do the right thing and work with us. The expectation is that the barrister will have greater heft to encourage South Gloucestershire Council in looking at this issue again. MP will keep the original CD with the data on as a form of "hard copy".

8.3 To decide upon the "Call for sites" information from South Glos.

A request was made for authorisation for a council member, the Clerk or multiple council members to attend the Development Management Committee meeting should any of these contentious sites come up between now and the next meeting in July. In particular

- Plot 9000
- "Woodyard" on Church Lane

Suggestion was made that the more Councillors that can go the better as the meeting can be quite intimidating.

Proposed SCB and MP all in favour.

The Clerk shared the online "Call for sites" page from South Gloucestershire Council.

Note regardless of any planning application these are sites the owners have put forward aspirations for future development. These will still be subject to South Gloucestershire Council Local plan and planning approval. The Parish Council are being proactive in getting their suggestions into South Gloucestershire Council.

This land is implicit in the Severn levels, flood plain and coastal zone. The Creswell Report must be considered before any permission is given to developing this land. The Parish Council have no problem with the 1957 development only where encroachment is being considered to other areas of the parish.

SG033 Land at Church Road, Severn Beach Residential 100 properties

Better described as the piece of land between Prospect Road and Gypsy Platt bridleway. This field has been designated as of wildlife importance; the South Gloucestershire Council Ecology Officer was hoping to get funding to purchase it to make it into a wildlife reserve. Sadly, the serious ill health of the officer has meant no progress has been made on this proposal. This site does come up as being a wildlife area on South Gloucestershire Council documentation. How strong the protection is could be called into doubt. This is given what has happened in other locations where wholesale weedkilling of a field deemed to be agricultural has taken place before a subsequent application.

SG135 Land to the west of Ableton Lane, Severn Beach Residential 150 properties over 50 years

Proposed some years back for either residential or warehouses, this planning application was not pursued. No further action since then, could be developed as and when required. Note this site is covered by the Creswell report.

SG136 Land at Bank Road, Pilning Residential 20 properties

SG807 Pilning Village Hall and playing field. Residential 72 properties

SG808 Bank Road, Pilning BS35 4JG Residential 40 properties

If Pilning is permitted to grow then these three plots of land should be available for expansion. This also strengthens the case for Green Belt near to Whitehouse Farm see SG593. This argument was first made at least fifteen years ago.

SG213 Land at Severn Road, Severn Beach (Orchard Pools) Residential 300 properties

Currently the land is being raised, the Parish Council are certain this parcel of land was taken out of the 1957 consent by the S106 agreement. Please see the minute in Matters Arising regarding the Environmental Law Foundation barrister. As this item has appeared on call for sites it may mean there is doubt over what is proposed. This land was allocated as an Estuary buffer and community forest and was planted as such. The Parish Council will continue to strongly oppose this development.

SG481 Land to the east of the B4055, Pilning Station Mixed Use 586 properties

SG616 Land at Gislake Farm, Pilning Residential 180 properties

SG755 Swanmoor Stoke Residential and mixed use 3000 properties

SG812 Land at Gislake Farm Residential 500 properties

This forms part of the Green Belt however there could be benefits for Pilning Station in the future. However, unless there is a comprehensive plan for a new settlement then none of it should be entertained.

SG593 Whitehouse Lane / Butchers Lane B1, B2 & B8

This land is not in the 1957 permission and it is the setting for a grade II listed building. The Parish Council thinks that this land should be in the Green Belt.

SG746 Land at Pilning Railway Station, Station Road, Pilning BS35 4JW Mixed use / Residential 9 properties

This appears to be already being developed without proper planning permission.

SG778 Land to the East of Severn Beach station Residential 75 properties

This is land that the Parish Council wants to see developed with a station car park paid for by the developer.

SG794 Green Lane Residential, Wind Turbine, Solar Panels etc

Considered not to be a good place for a wind turbine or residential but solar panels would be acceptable.

SG799 Land adjoining 1-6 Aust Road, Northwick Residential 5 properties

Proposed to have five properties on this site, it is more likely, given the current planning rules, to have between ten to fifteen houses (possibly twenty) on it considering the plot size. The site is remote from the settlement and services and is in the Green Belt, so it is not supported.

SG870 Plot 9000, Western Approach Business Park. Govier Way B1, B2, B8

Never part of the 1957 or Western Approach permission, the only mention in the Western Approach permission was that this land was allocated for landscaping. Development of the Warburtons site and the site next to it, both are in the new permission created for the Western Approach agreement. The trade off being for the Estuary buffer zone which previously had permission. See SG213. The Parish Council has already objected to this planning application.

The Clerk is to circulate the link to the interactive map to Councillors.

68/294 Action JE

Note that the "Call for sites" process is likely to take around three years as part of the South Gloucestershire Council Local Plan and some of these aspirations may not be progressed. In addition, the Neighbourhood Plan will need to align itself with the Local Plan as it is developed. What the Parish Council is doing now is pointing South Gloucestershire Council towards what the parish wants to see.

8.4 To decide on advertising in 2021/2022 In View magazine

Request from Compton Publishing for the Parish Council to pay £150 per month for three pages in In View. Total bill for the year being £1800. Two pages will be for Parish Council business and the third page will be predominantly for the Neighbourhood Plan Steering Group items.

OT asked the Compton Publishing trustees if there was ever any feedback on the Parish Council articles. The ad-hoc feedback they get appears to be positive. The question was also asked about a digital version, this is already undertaken by Compton Publishing to supplement the magazine. It would not be cost effective or practical to pick and choose which houses do and do not want the magazine.

Proposal by SCB seconded by CW that the Parish Council accept the request from Compton Publishing for £1800 in 2021/2022. To be reviewed again in 2022.

Seven in favour one abstention

Motion carried.

Cllr Robert Griffin joined the meeting.

8.5 To consider eco-initiatives in the parish.

Inspired by the excellent work undertaken by two youngsters in the parish OT proposed that working together with the community and South Gloucestershire Council a difference can be made to the local environment to benefit humans and wildlife.

- Improving facilities for plastic recycling.
- Separated recycling and rubbish bins, sea wall for example.

- Asking South Gloucestershire Council how the rubbish and recycling are processed.
- Declaring a climate emergency in support of the one already called by South Gloucestershire Council. To be put on a future agenda to see what can be achieved as a Parish Council.
- Inclusion on the Neighbourhood Plan.
- PT to raise this at the Parish Council Forum.
- The Clerk to forward any relevant information from other Parish Councils.

68/288 Action JE

Resolved for the Clerk to speak to the officer at South Gloucestershire Council regarding this.

68/289 Action JE

To be put on a future agenda

68/290 Action JE

8.6 To decide on future hybrid meetings.

As the law permitting virtual meetings ends on the 7th May 2021 the proposal is to have some form of live stream or podcast of meetings and what the implications might be. The Clerk added that any virtual interaction by members of the public to a face-to-face meeting would not be legal. Consideration could be given to how much a live feed might cost. Pressure is still being put on the government by NALC and to get blended or virtual meetings approved. The call for evidence from NALC is still live if any Councillors want to contribute their thoughts.

8.7 To decide on a grant application for Above & Beyond.

This grant application was distributed by the Clerk previously. After discussion, the proposal for a grant of £100 be given to Above & Beyond.

Proposed SCB and seconded JG to grant Above & Beyond the sum of £100 carried unanimously.

68/296 Action JE

9 The Neighbourhood Plan

OT reported back from the Neighbourhood Plan Steering Group, things are getting going with documentation being prepared and pages on the Parish Council website being created for Neighbourhood Plan purposes. There will be a meeting with South Gloucestershire Council's Neighbourhood Plan consultant on Thursday evening to seek further guidance. The next meeting will be on the 17th May 2021. <https://www.psbpc.co.uk/neighbourhood-plan>

10 Severn Beach Centenary

Sevenside Estate Agents want to get involved, with a display in their window and to act as a ticket office for events, should the need arise. The idea is forming that events will take place between the five weeks between the Queen's Platinum Jubilee and the Severn Vale Festival. MotionPrint have created a logo which has been used in In View already, it will be refined further to look like a section through a stick of rock. MotionPrint are also looking to get t-shirts printed up with the logo.

11 Updates

11.1 Village Halls

11.1.1 Severn Beach Village Hall

Play equipment is in the process of being painted. PT expressed disappointment that the front wall has not been repainted following the graffiti attacks.

11.1.2 Pilning Village Hall

JG reported that a meeting was held recently. No minutes have been received from them yet. Bookings are beginning to return but financially it is still precarious.

Ian S Roberts (ISR) joined the meeting.

11.1.3 Pilning Playing Field

SCB reported that the backboards are now on the basketball hoops.

The Clerk informed the meeting that the swing and zip wire are work in progress and that contact has been made with Wicksteeds and DragonPlay regarding improving the surfaces under the play equipment at Pilning and Severn Beach play areas.

ISR was congratulated for getting the backboards replaced.

ISR was talking to users of the field and a request was made for the goal posts to be converted into rugby posts. Costs range from temporary plastic ones for £200 and permanent posts for £1200. Suggestion was made to investigate sports grants or approach a local rugby club for the equipment in the future.

Resolved for the Clerk to get prices for the swings and zip wire and come back to a future meeting.

64/143 & 64/144 Action JE

11.2.1 Severn Beach Allotments

Skip to be delivered on Friday 7th May.

KW to create a sign for the allotments asking for green waste only.

Action KW

Couple of allotments need additional work to get them up to standard. The Clerk to encourage the tenants.

MP noted that the allotment gate needs painting in a bright colour. The Clerk suggested that left over paint from the play equipment could be used for this. KW to organise volunteers to do this.

Action KW

11.2.2 Pilning Allotments

It was reported that all the allotments are being worked and looking very tidy.

The grass has been cut as requested.

11.3.1 Pilning Cemetery

Now the new railings are in place there is one gate that looks shabby in comparison. Scotty's Gates have quoted £565 + VAT.

Consideration should be given to just painting the gate to make it match.

The other gates are going to be repainted and the gate with spikes will have them sawn off before repainting.

SCB proposed and seconded by HR that the gate is changed as per the quote above and reuse the redundant gate for the allotments.

Seven for and one against and one abstention

Motion carried.

68/291 Action JE

SCB was pleased to report that a lot of the glass vases and bottles etc have gone from the cemetery following the article in In View.

A working party is needed for the cemetery, two dates are proposed first day 12th June and second day if required 26th June both starting at 10am.

PT has refurbished the two dog fouling signs for reattachment to the new railings.

11.3.2 Northwick Cemetery

Nothing to report.

11.3.3 Northwick Tower update

Please see the entry in matters arising.

11.4.1 Pilning Station

More people have discovered that despite the poor level of service it is possible to have a good day out from Pilning Station. Recent images were shared by OT of the station with Councillors. These she found disturbing and has forwarded them on to Network Rail, Mark Hopwood at GWR, British Transport Police, South Gloucestershire Council and Jack Lopresti MP.

11.4.2 Severn Beach Station

Noise is still a problem at Severn Beach station with Class 165/166 units. MP is keeping a record of when there is a disturbance. South Gloucestershire Council have also been made aware of the issue.

RG has been in contact with someone on the railway and was told that the person in charge of the train is responsible for health & safety and that the class of unit was not designed to stand for any length of time at locations. As a result, there is a reluctance to switch the engines off as the loss of air may cause the unit to run away.

This issue needs to be tackled in the same way as any other noise disturbance.

Resolved that MP and RG are to liaise to take the issue to South Gloucestershire Council Environmental Health.

Action MP & RG

12 Communication

12.1 In View

- Annual Parish Meeting
- Neighbourhood Plan
- Northwick Tower
- Eco-initiatives
- Severn Beach 100, re publish the survey.
- Working party at Pilning cemetery
- Volunteers / skills for the pump track
- Calling 101 to deal with parking issues.

13 Reports from external meetings

PT circulated information from the Town and Parish Forum and SevernNet meeting.

MP will send out any information he can following a meeting of Edmonds & Cole governors.

14 Update from Councillors on "Report it" reference numbers.

Fly tipping on Church Lane reported

RG had a conversation with a South Gloucestershire Council officer who was puzzled why the number of fly tipping reports are extremely large in his ward compared to other areas? Most of the fly tipping appears to be by the lorry load. One possible explanation would be the high number of people coming into the area daily and seeing their chance to fly tip on some of the quieter roads.

15 Planning

P21/00542/F 1500 Western Approach Distribution Park Severn Beach South Gloucestershire BS35 4GG Elevational alterations to the existing warehouse building, the erection of a waste dock and canopy, external plant, ancillary structures and associated works. Approve with Conditions.

P20/21237/F St Marys Church (Formerly St Peter's Primary School) Bank Road Pilning South Gloucestershire Erection of single storey extension to western side of building to extend nave and form entrance lobby with disabled access ramp. Installation of electronic vehicle access gates with a new access, a stone cross and a stone cross with fountain and other associated works. Approve with Conditions.

P20/24010/F Land at Severn Road Pilning South Gloucestershire BS35 4HW Erection of extension to an existing agricultural building. Approve with Conditions.

P21/00486/F Unit 10 Central Park Avonside Severn Beach South Gloucestershire BS35 4GG Proposed change of use from an existing warehouse (Use Class B8) to a multi-disciplinary veterinary referral hospital (Use Class Sui Generis) with associated minor alterations, parking provision and service areas. Approve with Conditions.

P21/02492/TRE Ash Tree Cottage Cross Hands Road Pilning South Gloucestershire BS35 4JB Works to fell 1no Ash tree covered by TPO467 dated 4th March 1996. Approve with Conditions.

16 Items to add to future agendas.

Items from previous agendas

1. The installation of electric car charging points at both village halls (solar panels) (PT)
2. Community Land Trust (PT) July 2021.
3. Hybrid meetings (PT)
4. Northwick tower (JE)

New items

5. Declaring a climate emergency (PT)

17 Report from S. Glos Council

RG has spoken with the police again regarding parking in Severn Beach and surrounding areas. The police have said they have a resource problem and that to get any action residents will need to phone 101 to call them out. A line to be added to the In View article.

18 Date of Next Meeting

The date of the next Parish Council meeting will be on Monday 5th July 2021 at Pilning Village Hall. There being no other business the meeting was closed at 21:39.

APPENDIX A – CORRESPONDENCE

Date	Type	Detail	Action
26/03/2021	Email	Severn Beach Station Graffiti	Circulated
26/03/2021	Email	Radio Bristol interview	Circulated
27/03/2021	Email	Severn Beach centenary idea	JE replied
29/03/2021	Email	Suspicious Vehicle	JE replied
29/03/2021	Email	Latest Hospice News enclosed	No action
29/03/2021	Email	Staff committee TOR	Filed
29/03/2021	Email	Yoga classes - Pilning Playing Field	JE replied
29/03/2021	Email	Graffiti complaint	JE replied
29/03/2021	Email	Dunkley's Business Update: March 2021	Noted
29/03/2021	Email	VF 37396 - Pre-Application Consultation - Base Station Upgrade - 54 Redwick Road	Circulated
30/03/2021	Email	NALC How to Conquer Town & Parish Council Accounting and Stop Worrying	No action
30/03/2021	Email	Station Road Post Box - Enquiry Reference: 210325-008172	No action
30/03/2021	Email	New cemetery railings	Circulated
30/03/2021	Email	Play equipment quote (Wicksteed)	JE replied
30/03/2021	Email	EU citizens on Parish Councils	JE replied
31/03/2021	Email	Update (Neighbourhood Plan)	JE replied
31/03/2021	Email	Glass on the basketball field	Action TD
31/03/2021	Email	Planning Enforcement response letter (Pilning Station)	Circulated
01/04/2021	Email	NALC Remote meetings - call for evidence	Agenda
01/04/2021	Email	Sea wall rubbish	JE replied
01/04/2021	Email	Census 2021 - Social Media content update (Easter)	FB page
01/04/2021	Email	Response from Mark Hopwood at GWR re Pilning Station	Circulated
01/04/2021	Email	Your financial update – St Peter's Hospice	No action
01/04/2021	Email	Severn Beach Village Hall graffiti	JE replied
02/04/2021	Email	Empowering Our Communities online event	PT circulated
02/04/2021	Email	Information re new M49 Travelodge	MP circulated
03/04/2021	Email	Broken bench reported at New Passage	Action TD
06/04/2021	Email	NALC Online events	Noted
06/04/2021	Email	Shrubs on Blue Lagoon site	JE replied
06/04/2021	Email	Grove Farm/Next to Warburtons	Circulated
06/04/2021	Email	Complaint about a blocked footpath on Bank Road	JE replied
06/04/2021	Email	Severn Beach 100 centenary celebration team and possible Royal visit	Circulated
06/04/2021	Email	Northwick tower funding	JE replied
06/04/2021	Email	Blocked path on Bank Road	JE replied

07/04/2021	Email	Pilning Village hall website	JE replied
07/04/2021	Email	Pilning Village Hall - Escape from Lockdown 3 - Correction to ACRE guidance	JE replied
07/04/2021	Email	Pilning Village Hall Draft Minutes	Circulated
07/04/2021	Email	April In Short and FAQ's May meetings 2021	Noted
08/04/2021	Email	Question from a resident re M49 junction	JE replied
08/04/2021	Email	Zip wire	JE replied
08/04/2021	Email	Complaint regarding the rear of "The Old Cross Hands"	JE replied
08/04/2021	Email	FAO Owners and Guardians of iPad SP1 defibrillators	Forwarded to Becky Griffin
08/04/2021	Email	Heritage Open Days 10th to 19th September 2021. Theme: Edible England	Circulated
08/04/2021	Email	Wessex Flood Warden Newsletter - Spring 2021	Circulated
09/04/2021	Email	One way system (Severn Beach)	JE replied
09/04/2021	Email	Community near Bristol seeks split from town council accused of treating residents like a 'cash cow' - Bristol Live	PT circulated - July agenda
09/04/2021	Email	One way system complaint 2	JE replied
09/04/2021	Email	Advice note - Death of a Senior National Figure	Noted
09/04/2021	Email	NACO Newsletter 090421	Noted
09/04/2021	Email	Local Government Lawyer Newsletter (remote meetings)	Circulated
09/04/2021	Email	One way system complaint 3	JE replied
09/04/2021	Email	One way system complaint 4	JE replied
10/04/2021	Email	Question from a resident re M49 junction	JE replied
11/04/2021	Email	Nine principals - for local democratic civic leadership	PT circulated
11/04/2021	Email	Land owned by offshore companies	MP circulated
12/04/2021	Email	Expression of Condolence HRH Prince Philip	Circulated
12/04/2021	Email	Further guidance on the death of HRH The Prince Philip	Noted
12/04/2021	Email	Reminder - Clerks and office staff Networking	Noted
12/04/2021	Email	Urgent - period of Mourning Calculation of time	Noted
12/04/2021	Email	ELF Membership Payment	Action JE
12/04/2021	Email	Volunteer litter picker Severn Beach	JE replied
12/04/2021	Email	Severn Beach - filming consultation	Noted
13/04/2021	Email	Parish Council website	JE replied
13/04/2021	Email	Opening up after Lockdown - Briefing Workshops	Noted
13/04/2021	Email	South Gloucestershire Council - Limited Community Governance Review	Agenda
14/04/2021	Email	ICCM annual membership fee	Action JE
14/04/2021	Email	Step by step guide to the AGAR - includes furlough and closure grants	Noted
15/04/2021	Email	Update on virtual meetings and period of mourning	Circulated
15/04/2021	Email	Village hall bin	JE replied
15/04/2021	Email	Circulated list 15/21	Circulated
16/04/2021	Email	P32 payments	Action JE

16/04/2021	Email	Reply from South Gloucestershire Heritage Partnership	Circulated
16/04/2021	Email	Zip wire information	Noted
16/04/2021	Email	Plot 9000 response	Action JE
16/04/2021	Email	Bad pavements and potholes, Pilning	Noted
16/04/2021	Email	Comments regarding the draft minutes	JE & PT replied, circulated
16/04/2021	Email	South Gloucestershire Library Service Annual Report	Circulated
17/04/2021	Email	TRAPP'D February Newsletter	PT Circulated
19/04/2021	Email	Proposed road layout changes in Severn Beach	JE replied
19/04/2021	Email	Planning Weekly List	Circulated
19/04/2021	Email	Tea Cottage white lines	JE replied
19/04/2021	Email	Next Town & Parish Council Forum Meeting	Circulated
19/04/2021	Email	VAT claim confirmation	Filed
19/04/2021	Email	Orchard Pools - Barrister	PT circulated - agenda
19/04/2021	FB	Complaint from a parishioner to a planning approval	Circulated
20/04/2021	Email	Annual Inspection Reports - Pilning & Severn Beach Parish Council	Filed and circulated
20/04/2021	Email	Safety barriers at Bristol Bridge Pilning	JE replied
21/04/2021	Email	M49 junction - update	PT circulated
21/04/2021	Email	Unattended horse on the loose - Northwick Road	JE replied
21/04/2021	Email	Playing field access via Northover Court complaint	JE replied
21/04/2021	Email	Allotment plot SB08	JE replied
21/04/2021	Email	Agenda for Development Management - Sites Inspection, Friday, 30th April, 2021, 10.30 am	Circulated
22/04/2021	Email	Teen Shelter Spare parts (Perspex)	Circulated
22/04/2021	Email	South Gloucestershire Circulated Schedule	Circulated
22/04/2021	Email	Plot "9000" Western Approaches Severn Beach	Circulated
23/04/2021	Email	San Andreas roundabout overnight surfacing works	Circulated
23/04/2021	Email	Call for sites - results	Circulated
23/04/2021	Email	Grant application	Agenda
26/04/2021	Email	Parish boundaries	JE replied
26/04/2021	Email	UPDATE - The court hearing on remote meetings	Circulated
27/04/2021	Email	Parish boundaries	JE replied

APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	NET VAT	RECLAIMABLE VAT	TOTAL
06/04/2021	PS COLLINS	Severn Beach Toilet	£ 33.33	£ -	£ 33.33
03/03/2021	ELM TREE GARDEN	Grounds Maintenance	£ 463.60	£ 92.72	£ 556.32
05/03/2021	GOOGLE LTD	Email & storage	£ 99.62	£ -	£ 99.62
19/04/2021	HMRC	Tax July to March	£ 1,654.99	£ -	£ 1,654.99
19/04/2021	INSTITUTE OF CEMETERY CLERKS	Membership	£ 95.00	£ -	£ 95.00
19/04/2021	BT	Telephone / Broadband	£ 108.63	£ 21.72	£ 130.35
19/04/2021	ENVIRONMENTAL LAW FOUNDATION	Membership	£ 100.00	£ -	£ 100.00
19/04/2021	NOW PENSIONS	Pension contribution	£ 106.08	£ -	£ 106.08
19/04/2021	SCOTTY'S GATES	Cemetery railings	£ 3,186.11	£ 637.22	£ 3,823.33
19/04/2021	ELTREE	Additional work at Pilning Playing Field	£ 250.00	£ 50.00	£ 300.00
29/04/2021	BATEMAN SKIP HIRE	Skip for Severn Beach allotment	£ 350.00	£ 70.00	£ 420.00
30/04/2021	MR J EDWARDES	Reimbursement for Zoom for April	£ 11.99	£ 2.40	£ 14.39
30/04/2021	MR J EDWARDES	Wages / Office	£ 1,177.14	£ -	£ 1,177.14
30/04/2021	MRS O MCINTOSH	Wages	£ 36.00	£ -	£ 36.00
30/04/2021	MR T DARK	General Maintenance	£ 137.75	£ -	£ 137.75
30/04/2021	HMRC	Tax & NI for April	£ 125.52	£ -	£ 125.52
05/05/2021	PLAY EQUIPMENT COMPANY	Play equipment safety inspections	£ 170.00	£ 34.00	£ 204.00
05/05/2021	MR M ARCHER SMITH	Audit and AGAR preparation	£ 200.00	£ -	£ 200.00
05/05//2021	DUNKLEY'S	Payroll processing	£ 62.50	£ 12.50	£ 75.00
		TOTAL	£ 8,368.26	£ 920.56	£ 8,684.30

Appendix C

Standing Order extract

3.

x A meeting may be adjourned for any reasonable length of time. Only the remainder of the agenda may be considered on resumption of the meeting and no new business can be introduced without being on an agenda with due notice.

y A meeting cannot be adjourned to a date after the next regular meeting, nor to a date after new councillors come into office following an election, because the new councillors will not have received the old agenda.

APPROVED