



## **Pilning & Severn Beach Parish Council Meeting held on Monday 7<sup>th</sup> December 2020 Virtual Meeting via Zoom 7pm**

**COUNCILLORS** : Alderman P Tyzack (PT) (Chairman); Mrs S Binns (SCB); Mr K Weeks (KW); Mr M Pruettt (MP); Mrs O Taylor (OT); Mr I Roberts (IR); Mrs Heather Rickards (HR)  
Also attending Mr Jonathan Edwardes Parish Clerk (JE), 2 members of the public, Rebecca Griffin (RVG) and Rose Seagrief (RS)

**DEATHS:** The meeting held a silence in remembrance of those who had recently died.  
Norman Humphries of Pilning  
Brian Fisher of New Passage  
Morfydd Pope of Pilning  
Four workers killed at the Wessex Water plant in Avonmouth

OT requested that because of the tragic incident at Avonmouth she would like to put a comment in the parish council article in View directing residents to the Justgiving page for the men.

**Proposed OT seconded PT carried unanimously**

**Action OT**

### **1 Apologies for absence**

Alex Smith (AS), Carol Woodhouse (CW)

### **2 Declarations of Interest**

None

### **3 Minutes of the previous Parish Council Meeting**

Finance meeting to now start at 8pm on 14<sup>th</sup> December 2020

**Vote to agree the minutes of the November meeting as a true record, proposed SCB seconded HR carried unanimously**

### **4 Matters arising**

Footpaths PT explained there are nine paths that are being claimed for the definitive map. Work has been divided up between councillors. 1-3 are with HR, 4-5 with MP, 6-8 with PT assisted by JG and 9 with a volunteer from the parish.

Defibrillator SCB asked about the £1000 outstanding from Almondsbury Charity and JE confirmed that the money has been put into the parish council account.

Pump track PT and MP facilitated by JE met with Lucy Fisher (LF) from Access Sport. The recommendation is to build a tarmac pump track as it is multi-disciplinary and will last longer. LF will supply photographs of other pump tracks and send link for potential funding. She is happy to help wherever she can. LF will be sharing a feasibility study tool with us in the new year to help with the decision making. Parish council will have to consider the insurance implications of a pump track. MP has formulated a list of potential locations. PT has confirmed Highways England owns a piece of land at Shaft Road that is under consideration. JE has been keeping interested helpers in the picture.

**Resolved for JE to circulate list of sites and to contact LF again for information, item for January agenda.**

**Action JE**

Low level noise pollution PT had found something useful about Infrasound which he has passed to MP. The item was from a Professor at Coventry University on the impact that low level sound can have on the public. MP says that the Environment Agency have been contacting Suez and that Suez claim they have three things that they are pursuing to rectify the issue. MP stated that the parish council will have to wait until the end of the abatement order (January) to see if there is any improvement.

Highways Letter from Toby Savage. PT thinks that the letter has missed the point of what was being requested by the parish council. PT reiterated that the parish council should be consulted before any public consultation takes place. SCB read from the letter that the parish council does need to be consulted by South Gloucestershire Council regarding issues in this area. Officers would be happy to arrange a briefing with the parish council prior to future work. PT noted that this felt like South Gloucestershire Council telling the parish council what was going to happen rather than being in partnership with it.

PT proposed that a letter is sent to Mark King pointing out that we would like a meeting, not a briefing.

**Resolved to draft a letter to be written and circulated for council to comment  
Letter to be sent to Mark King cc'd to Dave Perry and Toby Savage**

**Action JE**

A403 mud issue – Ableton Lane / Orchard Pools SCB thought that the situation had improved in the last week. This was strongly rebuffed by KW and MP who said there had been no change and possibly it had become worse. KW said that as well as the mud problem, new powerful lights have been erected on the opposite side of the road and they are blinding oncoming traffic. MP stated that they are breaking the law and so this is a police matter and should be reported as such.

## **5 Correspondence**

Local plan phase one PT asked if councillors were going to make individual responses or should the council undertake a joint response.

**Resolved PT and JE to put together a response for councillors to comment on**

**Action PT and JE**

## **6 Accounts for Payment**

Accounts for payment were approved by all

**Action JE**

## **7 Public Participation**

New resident the parish council welcomed a newcomer to the area who was listening in to the meeting.

Gypsy Platt Bridlepath A member of the public reported that they had cycled along the improved bridle path between Church Road and the A403 and were impressed by it.

Little Green Lane The same resident also noted that Little Green Lane was looking very tidy and wondered if that was part of the same work. PT replied by saying that was just part of the usual flailing work that is undertaken. It was also mentioned that the fly tipping on Little Green lane had been cleared up quickly and the resident was pleased to see that had been done promptly.

**Resolved to write a letter of thanks to South Gloucestershire Council for clearing this work quickly**

**Action JE**

Dead trees on Little Green Lane the parishioner noted that there are two nearly dead trees that have fallen into each other and two dead elm trees that could potentially come down onto the road.

**PT to report this to South Gloucestershire Council Report it. Action PT**

Ramps in Pilning the parishioner stated that the speed ramps in Pilning seem reasonable compared to the ones in Easter Compton, not that they like any of the ramps though. The parish council were asked if there was any more information on the Severn Beach proposed speed humps. PT explained that the parish council had just been discussing a letter from South Gloucestershire Council about the subject. See 4. Matters arising Highways

## **8 AGENDA ITEMS**

### **8.1 Decide the next steps in creating a Community Land Trust**

PT welcomed Rose Seagrief (RS) to tell the parish council about community land trusts. RS explained that she works for Power to change a charitable foundation that supports community businesses. A parish council has a statutory duty however a community business is much more independent and as a result more versatile. A community business can access a different range of funding as well as grants and blended funding (grants and loans) it can raise community shares, crowd funding and it can trade and generate income in way the parish council cannot. Parish councils have found that setting up a community business has given them the flexibility with funding.

RS advised that the first things that need to be done are to have a clear idea of what you want to achieve and making sure any kind of trust is the right legal entity / constitution for that objective. There are a variety of models to use depending on how you want the trust to run. There is some very good advice available on how to get to the next steps, locally there is an enabler called Community led homes West, although they predominantly deal with home building, they have a lot of legal advice available for all types of trust and how to properly set them up. RS will be sending the clerk links to circulate to the councillors.

For general advice there are organisations such as Cooperatives UK, good for community share issues, Locality, works with a range of projects large and small and the Plunket foundation, good for community led shops or pubs. They all have extremely good advisors who can give step by step guidance. RS finished by saying that it will not be an easy thing to take on but the parish council with its deep local knowledge and advice from one of the organisations could be successful.

SCB and HR both asked what the best next step would be and RS mentioned Susan Cataldi at Community led homes West would be the best starting point.

OT asked if a CLT would be a good for taking on Northwick Tower? RS explained that any asset owning community body could take on something like Northwick Tower. Care needs to be taken as to how maintenance and income are achieved.

IR enquired if it could be used for village halls? RS said that there are many parish halls that are owned by community owning vehicles. Also, that a different range of grants would be available to a trust running a parish hall rather than parish council funding. IR continued that the redevelopment of Pilning Village Hall stalled because funding was difficult to find as the asset is own by the parish council. RS replied that many halls have become trusts to enable crowdfunding and other activities, possibly the Plunket foundation might be the best organisation to start with.

HR wondered what assets the parish has, PT replied that we have Northwick Tower, allotments and a village hall.

IR proffered other ideas, car parking at Severn Beach station, Severn Beach toilets and residential flats for the elderly.

JG had spotted that there is an online event on Thursday 10/12/2020 by the Plunkett organisation that might be helpful for councillors to attend.

**Resolved to put the item on the January agenda, in the meantime councillors are encouraged to think about what a CLT might be able to achieve in the community.**

**Action ALL**

### **8.2 Consider the future location of Severn Beach defibrillator**

Rebecca Griffin (RVG) explained that there have been difficulties with where the defibrillator is located lately and a new location needs to be found. A new location has been identified on the joining wall between the Estate Agents and their immediate right hand neighbour on (117) Beach Road and both parties are willing to host the equipment, including power and internet from the Estate Agent. Plans need to be formulated as to how to relocate the unit neatly.

RVG wanted to know if the parish council are happy to support and fund the moving of the cabinet. MP asked if RVG had any ideas on the cost of moving the cabinet, she said that to re-site the one at the Plough was £250, so it is going to be a similar figure or hopefully a lower amount.

**MP proposed the sum of up to £250 be used for the moving of the cabinet seconded by KW and carried unanimously**

**Action JE to liaise with RVG**

PT mentioned that he and JE had been thinking about further locations for, RVG was asked for suggestions

**Resolved to put the item on the January agenda**

**Action JE**

### **8.3 Review changes to the 2021/22 Action Plan**

JE had circulated the updated Action Plan

JG thought it might be a good idea to assign a lead person to each action

OT wondered why Pilning Station does not feature on the Action Plan

**Resolved to put the item on the January agenda, councillors asked to consider which items they would take on and to add an item regarding Pilning Station**

**Action ALL and JE**

### **8.4 Decide on a course of action after recommendations from the Digital frontage working Group**

JE explained that the first stage is choosing and securing the domain name. Mythic Beasts which MP has used before appears to be good value. JE recommends psbpc.gov.uk for the domain name. For emails and cloud storage Google is the recommended platform for the data. The costs to the council are as follows. Mythic Beasts Ltd £143.40 for two years (inc VAT) £71.70 per year and Google, 10 ordinary users at £4.14 each per month – subtotal £41.40. 1 super user at £13.80 each per month Monthly total £55.20. Grand yearly total £662.40. Complete package £734.10. This will be reviewed annually to ensure value for money.

**Proposed KW and seconded OT carried unanimously**

### **8.5 Discuss ideas for the Severn Beach Centenary**

Future Agendas PT requested that the Severn Beach Centenary has its own entry on future agendas

**Action JE**

HR asked if the parish council were planning to run a survey to find out what people might want to happen at the centenary celebrations. OT has this in mind for a future edition of In View.

Contacts PT has had input from two residents and a gentleman from Bristol who has done research into the Stride family archive. PT has had positive contact with Joe Nemeth and further conversations need to be had regarding possible steam engines / fun fairs. PT has spoken in passing to the Bristol

Deputy Mayor Asher Craig and mentioned if there was anything Bristol City Council would like to donate to Severn Beach.

Royal visit Following a residents' suggestion PT has written to the Lord Lieutenant to ask if a royal visit could be organised. The reply from the Lord Lieutenant said they were not yet looking at 2022 but suggested that contact is made again when the diary would be open.

Logo Gail Smith at Motion Print has volunteered to design a logo for the event. This means there can be unified publicity across all platforms.

Railway Station As the centenary is based on the opening of the first station JE wondered whether getting a steam rail tour to visit would be worth pursuing. PT asked JE to get in contact with one of the residents he contacted who had come up with the same idea. Also suggested that Vicki Pipe and Geoff Marshall from "All the stations" YouTube channel would come and visit again.

Dates JG asked if there was a specific date, JE mentioned the 24<sup>th</sup> June 1922 as the opening date for the first station [post meeting note it is the 5<sup>th</sup> June 1922] this coincides with the Queen's platinum Jubilee from the 2<sup>nd</sup> to 5<sup>th</sup> June 2022. PT suggested that the period between the Platinum Jubilee and the Severn Vale Festival could be earmarked for a variety of events from different organisations.

Organisation PT asked if the parish council were happy to lead on the event or let the History Group take the lead. SCB said the History Group were unlikely to want the responsibility but suggested that it would be better to have a Centenary Celebration Team with representative from each group (including the parish council) taking part. OT to draft an item for the In View on this subject.

National Celebrations Locally IR wondered if there were any national celebration like lighting beacons as has been done previously. PT said that these things were still being worked on and more will be known in the New Year.

## **8.6 Consider a course of action over trees and hedges in the parish**

Ash dieback JE mentioned that the parish is to lose over the next few years a lot of trees to ash die back as it has been identified in the ash trees along Cross Hands Road.

Tree saplings concern has been raised about the saplings planted in Pilning Playing Field and that they appear to be either dying or dead.

Hedge survey PT mentioned that there has been from an external source requesting data about hedged in the parish.

Tree Preservation Orders MP has been contacting South Gloucestershire Council with suggestions for significant trees in the parish worthy of a tree preservation order (TPO) MP to give JE a copy of what has been sent to South Gloucestershire Council.

**Resolved to contact South Gloucestershire Council to establish the status of TPOs in the parish**

**Action MP and JE**

Willows on Promenade Gardens PT advised the council that a circle of willows by one of the sculptures had died and South Gloucestershire Council (Matthew Lipton) had it on their list to replace the tree. PT stated that the parish council had requested several times that for the avenue of trees to be replanted. Lipton said they already have six trees on order for Severn Beach Hippophae Salicifolia 'Streetwise' related to the Sea Buckthorn and Ulmus Rebona - a disease resistant Elm. These are also trees appropriate for exposed locations where sea salt is present. PT would like to see this completed for 2022, it gives three planting seasons to get the avenue established.

**Action PT**

## **8.7 Decide on a response to A403 camera operation**

The A403 camera is old technology South Gloucestershire Council says it will not replace it against the number of accidents that have been recorded at the junction.

IR noted the serious accident back in the summer and Highways appear to work is in a reactive way only doing something when harm has taken place. JG added that it seems wrong to have to wait for a serious accident or a fatality to make the road safer. IR continued that the jumping of the red light at Redwick Junction is a consequence of the poor driving and speeding that is going on along the A403. SCB suggested a response that the traffic lights have been there a long time but traffic now is so much heavier than it used to be with bigger vehicles coming at speed therefore not stopping as easily. IR noted another issue that is becoming a problem is the junction onto Western Approaches where vehicles are stationary waiting access to the Royal Mail sorting office. IR wanted to know the last time a traffic survey was carried out by South Gloucestershire Council and that rush hour centres around 6 o'clock when shifts change. SCB commented that the impact of the traffic increase on the A403 has not been fully understood by South Gloucestershire Council.

**Resolved JE to write a reply to South Gloucestershire Council regarding the above**

**Action JE**

## **9 The Neighbourhood Plan**

PT mentioned that the framework document has been sent round and that councillors and that they have had the chance to look at the Charfield plan. PT suggested to councillors that they might like to take on various sections of the neighbourhood plan which are of interest to them. JE mentioned that the Charfield plan was heavy on aspirations and not policies, the independent assessor was not happy with this. Also see Reports from External Meetings

## **10 Updates**

### **10.1 Village Halls**

#### **10.1.1 Severn Beach Village Hall**

Councillors were curious at some of the comments made by the Severn Beach Village Hall Committee.

Alcohol Licence the minutes say that the alcohol licence is on hold, however PT remembered that the question of a licence had come up before and the Charity Commissioners had said that Severn Beach Village Hall was not allowed to have an alcohol licence.

Festival Funds It was reported that a cheque has been paid out to Pat Jackson to remove the festival funds from the Village Hall account. Concerns were raised as to where the money has gone, does the festival committee have its own bank account, committee, constitution etc. HR said that they were going to get their own account although there is no proof that has happened.

Pump track and running track it needs to be established if Severn Beach Village Hall are planning their own pump track, the committee are to be asked what their plans are for this as they could clash with the parish council plan for a pump track. SCB noted that the parish council plan for a pump track is mentioned in their minutes. JE to get confirmation of the committee's thoughts.

Funding concern was expressed over the comment that the parish council has allegedly given over seven thousand pounds to Pilning Village Hall and the Severn Beach Village Hall has received nothing. SCB stated that there is no budget for giving Pilning Village Hall that amount of money. PT noted that no request for any funds has come from Severn Beach Village Hall Committee and that they are to be encouraged to apply for a grant from the parish council through the usual grant application process.

**Resolved to write a letter to Severn Beach Village Hall Committee**

**Action JE**

### **10.1.2 Pilning Village Hall**

Nothing to report for the Village Hall they have cancelled the December meeting and their next meeting will be the 25<sup>th</sup> January 2021. JG and IR are still waiting to receive the minutes from the last meeting.

### **10.1.3 Pilning Playing Field**

Report submitted by HR, SCB said the Playing Field was looking tidy but there was broken glass on the basketball court. The broken goalpost has been cut up and taken away. SCB reported that they have had a look at the saplings, some have died but it was expected that not all of the saplings would take, therefore naturally thinning out the planting. The rate is one tree in every seven will grow to maturity.

Basketball hoops IR stated that this was still work in progress, he is considering replacing the backboards with perforated galvanised sheet steel as this will be stronger than wood.

**JE to ask TD to clear the glass**

**Action JE**

**Replacement of the basketball backboards**

**Action IR**

### **10.2.1 Severn Beach Allotments**

General note that JE has sent out the invoices for the 2021 fees

Request from a resident that the allotments should be better promoted and that the council should consider creating half sized plots and that might encourage people daunted by a whole plot.

There are five tenants giving up at Severn Beach, SCB thought that the council wouldn't need to look for additional land for allotments.

There are two or three that can come from the waiting list

### **10.2.2 Pilning Allotments**

We have one tenant giving up at Pilning allotments

SCB said that Pilning was looking tidy

### **10.3.1 Pilning Cemetery**

Tree work undertaken by Tim Roper has inspected and he has made a very good job of it.

Grave decoration SCB noted that seeing the cemetery without the summer vegetation highlights the number of decorations that are on graves, up to twenty in some cases. In January the grave decoration policy will start to be implemented on a "slowly slowly" basis.

Dump SCB reported that the dump in the corner of the old cemetery has been tidied and the fence gate shut properly.

Railings PT asked if the council was able to decide about the railings. JE commented that eleven people had undertaken the survey and that the results were inconclusive. PT noted that CW was adamant that the railing should not be removed.

JE suggested just getting the one section of metal fencing replaced leaving the rest as it is. SCB considers that the income will increase over the years from the cemetery and that it should cover the cost eventually and that it is the council's duty to keep it tidy, particularly bearing in mind potential health and safety issues. PT suggested the green wire welded mesh fencing but this was unpopular with the other councillors. JG wondered if the issue is that the council are just baulking at the cost of the fencing, if it is going to be done it should be done properly. SCB referred to the budget meeting on 14<sup>th</sup> December and said that would be a good time to find out if the council had the funds or not.

**KW proposed and HR seconded that the cemetery fencing should be replaced with black hoop topped railings throughout**

**Vote four in favour, two against and two abstentions, motion carried**

**Defer this item to the Finance Committee and the next full council meeting**

**Action JE**

### **10.3.2 Northwick Cemetery**

SCB said that Northwick Cemetery was looking tidy

### **10.3.3 Northwick Tower update**

Councillors were sent details from the NALC solicitor regarding the potential sale of the tower.

The parish council can dispose of the tower should they decide to. At present no decision has been made to do so, note minute 2019-12-8. IR requested a list of the caveats / conditions that are placed on the tower. After an exchange of views PT reminded the councillors that they all work for the people of the entire parish.

**JE to produce a list of the conditions and defer to the next meeting**

**Action JE**

### **10.4.1 Pilning Station**

Passenger numbers Office of Road and Rail (ORR) have published new figures for the usage of Pilning station (1<sup>st</sup> December 2020) The data collected runs to 1<sup>st</sup> April 2020, just before the pandemic. There is positive news for both Pilning and Severn Beach railway stations. Severn Beach had an increase of 19.5% 251,994 to 301,154 passengers, mainly due to the extra nine trains now running on a Sunday and Pilning station had a 55% increase despite having only two trains a week in one direction. OT had written to ORR and Network Rail (NR) to point out the increase and the possibility of a new footbridge. The reply was that the absolute passenger numbers are still too small to consider a new bridge.

Planning enforcement OT mentioned that she and JE had been working on getting the forecourt of the station tidied up. Planning Enforcement email OT to say they had closed the case on the 12<sup>th</sup> November saying that the level of fly tipping was "acceptable" OT reported three full skips of rubbish at the station and there is rubbish piled under the sign from South Gloucestershire Council warning against fly tipping. PT was appalled that the case file had been closed without consultation to the complainant.

**JE to liaise with OT regarding this subject**

**Action JE and OT**

## **11 Communication**

### **11.1 In View**

OT Outlined the content for the next edition of In View to include Orchard Pools, Low Level Noise pollution, invitation to the January meeting where Community Land Trusts and additional defibrillators would be discussed. Invitation for volunteers to the Centenary Celebration Team and the increase in passengers at both railway stations. JE asked if OT was going to include the information about the census. KW asked for a line to be added about the allotments.

### **11.2 Other**

PT informed the meeting that he decided to send out Christmas cards from the Chairman. The cards have been sent to former councillors and local businesses with a letter detailing the upcoming Neighbourhood Plan.



## **12 Reports from external meetings**

PT reminded anyone that goes to external meetings to ensure that they get the report or minutes from those meetings circulated as soon as possible.

South Gloucestershire Heritage Meeting JG and PT attended where Danny Dixon from South Gloucestershire Council was speaking about Neighbourhood plans. What was interesting was that the Neighbourhood Plan will form the first tier in the planning framework, much more than the old Parish Plan ever could. The Neighbourhood Plan will have equal weight to the South Gloucestershire Local plan when considering a planning application. In addition, the government requirement under the Localism act says that the unitary authority has to assist and advise with the writing of the Neighbourhood plan.

## **13 Update from Councillors on "Report it" reference numbers**

Nothing to report

## **14 Planning**

P20/17383/CLP Homeland Cottage 111 Marsh Common Road Pilning South Gloucestershire BS35 4JU Erection of 2no. outbuildings incidental to the enjoyment of the main dwelling house. Approve Certificate of Lawfulness.

P20/19839/OHLE Land South Of Church Road, Pilning South Gloucestershire Application for consent under Section 37 of the Electricity Act 1989 to install 1 no. new pole to support overhead service lines and remove 2 no. existing poles to facilitate an underground diversion. The application is made under section 5(2) of The Overhead Lines (Exemption) (England and Wales) Regulations 2009 - Planning Act 2008. No Objection.

PT18/5034/F Ableton Court Ableton Lane Severn Beach Bristol South Gloucestershire Erection of 2no. two storey rear extensions to form an additional 9no. self-contained flats (C3) erection of cycle store, creation of access and associated works. Refusal.

P20/17513/TRE Ash Tree Cottage Wainbridge Crescent Pilning South Gloucestershire BS35 4LH Works to crown reduce 1no. Ash tree by 2.5m as covered by tree preservation order 467 dated 4th March 1996. Approve with Conditions.

P20/16777/ADV Central Park, Travelodge Goldcrest Way Severn Beach South Gloucestershire BS35 4GH Display of 1 no. internally illuminated totem sign and 5 no. internally illuminated fascia signs. Approve.

P20/20366/F St Nicholas View Church Road Severn Beach South Gloucestershire BS35 4PW Erection of a single side extension to form incidental annex (amendment to previously approved scheme P19/6948/F). Approve with Conditions.

P19/19403/F Land North of Central Avenue Western Approach Severn Beach BS35 4DJ Installation of gas vehicle fueling facility, creation of new access and associated works. Approve with Conditions.

## **15 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)
3. Transport developments (OT)
4. Homeless policy (MP)
5. Speeding on the A403 (IR – OT)

New items

6. Sea wall info panel ref Severn railway tunnel (SCB / MP)
7. Severn Beach Centenary (JE)
8. Hybrid Meetings (PT)

9. Village gateway signs (MP)
10. Councillor training (JE)
11. Clerk training (JE)
12. Traffic Camera at Redwick Junction (IR)
13. Bristol Zoo / Wild place and additional traffic through Pilning. (PT)

### **16 Report from S. Glos Council**

No report from Cllr Griffin for this meeting

### **16 Date of Next Meeting**

The date of the next Parish Council meeting will be on Monday 4<sup>th</sup> January 2021 using Zoom. There being no other business the meeting was closed at 21:21

## APPENDIX A CORRESPONDENCE

<b>Date</b>	<b>Type</b>	<b>Detail</b>	<b>Action</b>
28/10/2020	Email	South Gloucestershire Online Consultations	Circulated
30/10/2020	Email	Emergency Contact Numbers	JE action
03/11/2020	Email	Remembrance Sunday	Circulated
03/11/2020	Email	Planning application 111 Marsh Common Road	Circulated
03/11/2020	Email	South Gloucestershire Council: Preparing for lockdown in South Gloucestershire	Circulated
05/11/2020	Email	PSBPC Accounting statements 2019-20	JE action
05/11/2020	Email	Damaged Bridge (Wainbridge)	JE action
05/11/2020	Email	Comment from resident re PT18/5034/F Ableton Court Planning Application	JE action
05/11/2020	Email	Sevenside Virtual CEF Meeting Wednesday 18th November 2020 at 7PM	Circulated
05/11/2020	Email	Pilning and Severn Beach CiL form	JE action
05/11/2020	Email	Fireworks tonight?	Circulated
06/11/2020	Email	Orchard Pools correspondence for ELF	JE action
06/11/2020	Email	Lockdown 2 - Guidance from ACRE	Sent to VH Chairmen
06/11/2020	Email	Estimate of Rough Sleepers in South Gloucestershire	Sent to MP
08/11/2020	Email	Blocked Drain (outside Old Vicarage)	JE action
09/11/2020	Email	West of England Spatial Development Strategy	Circulated
09/11/2020	Email	South Gloucestershire Heritage Partnership Meeting South Gloucestershire Heritage Partnership Meeting on 30th November 2020	Circulated
10/11/2020	Email	Greener Places engagement exercise: closing date extended	Circulated
11/11/2020	Email	South Gloucestershire Council: Covid-19 Cases at All-Time High: If We Don't Follow the Rules Now, Restrictions Will Last Longer	Circulated
12/11/2020	Email	Electoral Register 2020 - 2021	JE action
12/11/2020	Email	The Future of the Region (WECA)	Circulated
12/11/2020	Email	South Gloucestershire Council: 'The Best of Us' Community Groups and Individuals Continue to Offer Support to Those In Need	Circulated
12/11/2020	Email	Planning Enforcement Response Letter (Pilning Station)	Circulated
12/11/2020	Email	South Gloucestershire Council: Almost £570,000 funding welcomed to support those in need this winter	Circulated
13/11/2020	Email	Crown Reduction Ash Tree Cottage	Agenda item
13/11/2020	Email	Rubbish at the Wainbridge in Pilning	JE action
13/11/2020	Email	Garage at Northwick School	JE replied

<b>Date</b>	<b>Type</b>	<b>Detail</b>	<b>Action</b>
16/11/2020	Email	Wetland Reserve	Circulated
16/11/2020	Email	Census 2021 info for Town / Parish newsletters etc	To OT for In View
16/11/2020	Email	Land ownership enquiry	JE replied
16/11/2020	Email	Wetland Reserve and fishing permits	JE replied
17/11/2020	Email	Sevenside Virtual CEF Meeting Wednesday 18th November 2020 at 7PM	Circulated
17/11/2020	Email	Understanding how electric vehicle charging might work for you?	Circulated
19/11/2020	Phone	Issue with the defibrillator at Severn Beach	Agenda item
19/11/2020	Email	Digital frontage working group meeting	Circulated
19/11/2020	Email	Highway Improvements newsletter November 2020	Circulated
20/11/2020	Email	Email of thanks to the parish council re Ableton Court planning application refusal	Circulated
20/11/2020	Email	Local Plan 2020, Phase 1 – Issues and Approaches consultation	Circulated
20/11/2020	Email	Thornbury SORT IT Centre - emergency closure	Circulated
24/11/2020	Email	Tree planting at Pilning Playing Field	Agenda item
24/11/2020	Email	West of England Placemaking Charter – Community Summit	Circulated
25/11/2020	Email	NALC advice - Northwick tower	Agenda item
25/11/2020	Email	Response from South Gloucestershire Council re A403 lights	Agenda item
26/11/2020	Email	Local Plan 2020, Phase 1 – Issues and Approaches consultation	Circulated
26/11/2020	Email	South Gloucestershire Council: Statement Re: Entry into Tier 3 - Very High Alert level	Circulated

## APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	NET VAT	RECLAIMABLE VAT	TOTAL
05/11/2020	PS COLLINS	Severn Beach Toilet	£33.33		£33.33
05/11/2020	ELM TREE GARDEN	Grounds Maintenance	£463.60	£92.72	£556.32
09/11/2020	PKF LITTLEJOHN	AGAR Audit	£300.00	£60.00	£360.00
12/11/2020	TIM ROPER GARDENING	Tree work at Pilning Cemetery	£520.00		£520.00
16/11/2020	SOUTH GLOS COUNCIL	Localism Charge	£1,188.39	£237.67	£1,426.06
17/11/2020	BT	Telephone / Broadband	£112.65	£22.53	£135.18
19/11/2020	NOW PENSIONS	Pension contribution	£82.58		£82.58
19/11/2020	ROYAL BRITISH LEGION	Donation	£150.00		£150.00
01/12/2020	DUNKLEYS	Payroll administration	£38.00	£7.60	£45.60
08/12/2020	MR J EDWARDES	Wages / Office	£987.35		£987.35
08/12/2020	MRS O MCINTOSH	Wages	£24.00		£24.00
08/12/2020	MR T DARK	Odd Jobs	£56.25		£56.25
08/12/2020	SLCC	Annual Membership	£166.00		£166.00
		<b>TOTAL</b>	<b>£4,122.15</b>	<b>£420.52</b>	<b>£4,542.67</b>