

# Pilning & Severn Beach Parish Council

## Meeting held on Monday 11<sup>th</sup> May 2015 at 7.00pm at Severn Beach School, Severn Beach

COUNCILLORS (9) Mrs FCA Barr MBE (Chairman), Mrs C Woodhouse, Mrs S Smith, Mr M Pruett, Mr N Davies, Mr T Fennell, Mrs S Binns, Alderman P Tyzack & Mrs N Chappell.

Also Present: - Mrs Victoria Bywater (Clerk), Mr D Nethercott, SB; Mrs J Macleod, SB; Mr Ian Roberts, SB; and Mr N Pearce, Pilning.

**The Chairman asked those present to observe a minute's silence for Mr. Headington, late of Severn Beach, Mr. Kelloway, late of Severn Beach and Percy Locke, Church Road, Severn Beach, as a mark of respect, who had recently deceased.**

Item Number	Details	Action By
<b>2015-5-1 Apologies for absence</b>	Apologies were accepted from Mrs H Rickards.	
<b>2015 -5-2 Declarations of Interest</b>	None	
<b>2015-5-3 Minutes of the previous Parish Council Meeting</b>	The minutes of the previous meeting held on 7 <sup>th</sup> April 2015 had been previously circulated. The minutes of the meeting of 7 <sup>th</sup> April 2015 were agreed as a true record. Proposed by CW and seconded by NC. All in favour.	
<b>2015-5-4 Matters Arising</b>	<ul style="list-style-type: none"> <li>• Parking spaces at Northwick. The Clerk advised that some investigation had been made but no progress. PT suggested contact S. Glos Council. VB to contact S.Glos Council.</li> <li>• Litter on the A403. FCAB advised that only the Highways Agency can litter pick on the A403 due to health &amp; safety and a litter-picker team had been seen recently in the area.</li> </ul>	VB
<b>2015-5-5 Correspondence</b>	Please see Appendix A Further to Appendix A, a donation request had been received from The Castle School Trust for the prizes evening. It was agreed to donate £20 as requested by the school. FCAB advised that she is no longer available to attend the Wild Place on the 14 <sup>th</sup> May 2015. SB offered to go in her place. VB to let Wild Place know regarding change of name and forward information to SB.	VB SB VB
<b>2015-5-6 Accounts for Payment</b>	Please see Appendix B After a proposal from ND a vote was taken on not continuing the CPRE membership. 6 for, 1 against, 1 abstained, carried. Accounts for payment, proposed by PT, seconded by SB, all agreed.	
<b>2015-5-7 Public Participation</b>	None received.	
<b>2015-5-8 Standing Order Change</b>	A proposed Equality & Diversity Policy and a Safeguarding Policy as presented at the April meeting (see Appendix C) had been circulated. It was proposed by CW and seconded by NC to accept the policies as	VB

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	written. All in favour.	
<b>2015-5-9 New Business</b>	<p><u>1.Local Major Developments</u>  MP advised that a new warehouse was under construction at Western Approaches site and the builders' yard was obstructing the cycle path. MP to contact S.Glos Council to report the issue.</p> <p><u>2.Village Halls/Playing Fields</u>  a) Severn Beach Village Hall- KW had attended the village hall meeting.  b) Pilning Village Hall –NC reported that a cleaner had now been appointed for the Village Hall.</p> <p><u>3.Allotments</u> – FCAB &amp; MP to inspect the allotments. VB to chase any outstanding payments.</p> <p><u>4.Cemeteries</u> – FCAB to continue to try and obtain quotes for the work at Northwick Cemetery. VB to ask Mr Mike Fisher to repair the fence at Pilning Cemetery. VB to ask Mr Les Liddiatt for a report on Northwick Cemetery.</p> <p><u>5. Parish Notice Boards</u> – Jenny Macleod offered a position at Severn Beach Village Hall. VB to ask Becky Cooper regarding the scout hall. VB to put a request in the InView Magazine for suitable sites across the parish.  VB &amp; MP to look at updating the website to incorporate a notice board style page.  PT plus 1 other to investigate the possibilities and workings of circulating a Parish Questionnaire on what the Parish Council can do for the parish.</p> <p><u>6.Village Matters</u> – NC asked who owns the field where the new road will be sited across Marsh Common so that the statistics on Owl nesting and Bat boxes can be examined. VB to ask the Enforcement Team at S.Glos if they have this information.  PT suggested a letter of congratulations should be sent to Robert Griffin and Jack Lopresti. VB to write to both RG and JL.  PT further requested that the blue arrow sign on the war memorial be moved away from the monument as it is unsightly where it is currently positioned. VB to ask S.Glos Council if this is possible.  SB suggested VB write to all non-elected members to thank them for their time/ effort.  TF asked if there was any need of further action on the Northwick Road appeal. FCAB confirmed no action required at this time.  MP asked if the new registered landowner for the site where the motorbikes race at the weekend could be located. VB to ask the Land Registry, MP to provide full details of the field in question.  SS asked for guidance on protocol. FCAB gave guidance.  VB to circulated the names and contact details of councillors to councillors.</p> <p><u>7.Reports</u> – no reports</p>	<p>MP</p> <p>FCAB/ MP  VB  FCAB  VB  VB</p> <p>VB  VB &amp; MP</p> <p>PT</p> <p>VB  VB</p> <p>VB  VB</p> <p>VB/ MP</p> <p>VB</p>
<b>2015-5-9</b>	<u>Comments sent to S.Glos Council</u>	

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<b>Planning</b>	PT15/1274/F – 19 Cranmoor Green, Pilning – No comment PT15/1490/FDI – Alterations to footpaths – Strong objection PT15/1297/F – Installation of doors to outer aperture of church porch - Support <u>Decisions by S.Glos Council</u> PT15/0630/LB – Severn Lodge Farm, New Passage – Internal and external alterations to outbuilding including new windows and doors and external rendering – Approve with conditions <u>Renewal of Street Trading Consent</u> The Layby, Holloway Road, Western Approach Distribution Park, SB	
<b>Date of Next Meeting</b>	The date of the next Parish Council meeting will be Monday 1 <sup>st</sup> June 2015 starting at 7pm there being no further business the meeting closed @ 8.27pm.	VB

**APPENDIX A – CORRESPONDENCE**

<b>Date Received</b>	<b>Received by</b>	<b>Details</b>	<b>ACTION</b>
08.04.15	Email	Agenda for S.Glos Local Strategic Partnership, Friday 17 <sup>th</sup> April 2015, 9.30am, City of Bristol College	Circulated
09.04.15	Email	Open Spaces Society manifesto for the general election May 2015	Circulated
09.04.15	Email	Agenda for Policy & Resources Committee, Fri 17 <sup>th</sup> May 2015, 2pm, Kingswood	Circulated
09.04.15	Email	Invitation to Wild Place Project, Thurs 14 <sup>th</sup> May 2015	Circulated & responses given
10.04.15	Email	Healthwatch S.Glos April 2015 e-bulletin	Circulated
15.04.15	Email	Response from S.Glos Council regarding Grass-cutting in the parish	Circulated
17.04.15	Email	From P Tyzack – Village SOS 16 April 2015 – latest news	Circulated
17.04.15	Email	FOSBR – Rail Hustings, Tuesday 28 <sup>th</sup> April 2015	Circulated
19.04.15	Email	NALC Finance Briefing	Circulated
19.04.15	Email	DIS Extra from NALC	Circulated
19.04.15	Email	‘Hello – is there anybody there?’ Village Players performance	Circulated
20.04.15	Email	Agenda for Safer and Stronger Communities Strategic Partnership, Tues 28 <sup>th</sup> April 2015, 9.30am Kingswood	Circulated
20.04.15	Email	FoSBR launch of Ashton Gate Station Campaign	Circulated
21.04.15	Email	Town & Parish Forum info on Glos Playing Fields Association	Circulated
21.04.15	Email	Closure of the Parish Matters e-group	Circulated
21.04.15	Email	Vacancy of Clerk to support Town & Parish Councils Forum	Circulated
22.04.15	Email	Agenda for Development Control (West) Committee, Thurs 30 <sup>th</sup> April 2015, 2pm, Thornbury	Circulated
23.04.15	Email	Information from KW regarding the proposed Slave Memorial at SB	Circulated
23.04.15	Email	Update from S.Glos regarding white lines on Ableton Lane, SB	Circulated
23.04.15	Email	Further response from Merlin Housing Society regarding the rotten window at Ableton Court. Confirmed window safe.	Circulated
23.04.15	Email	Update from S.Glos regarding the insertion of bollards at SB	Circulated
27.04.15	Post	Notice of Safer & Stronger meeting – 7pm 29 <sup>th</sup> April 2015, SB School	Circulated
27.04.15	Email	Information on submission by Historic England for War Memorial	Circulated

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		at Pilning	
28.04.15	Email	Briefing note Viewpoint March 2015	Circulated
29.04.15	Email	Advance warning of 1) Consultation on the Proposed Submission version of the Policies, Sites and Places Plan and 2) Local Green Spaces	
29.04.15	Email	Notification of major road works at J17, M5 starting on 9 <sup>th</sup> May 2015	Circulated
30.04.15	Email	Severn Estuary Partnership April 2015 e-news	Circulated
01.05.15	Post	Donation request from Castle School for Achievement Evening	Agreed
04.05.15	Email	Latest news from Severn Estuary Partnership – April 2015	Circulated
06.05.15	Email	Information from FoSBR – 15.05.15 coffee and speakers	Circulated
06.05.15	Email	NALC's Direct Information Service – issue 858 – 1 May 2015	Circulated
07.05.15	Post	Clerks & Councils Direct – May 2015 issue 99	Circulated
07.05.15	Post	The Clerk Magazine – May 2015, Vol 46, No. 3	Circulated

**APPENDIX B – ACCOUNTS FOR PAYMENT**

Date	Payee	Details	Net	Reclaimable VAT	Total
11.05.15	Mrs V Bywater	Wages + office payment & fuel allowance	815.56	0.00	815.56
11.05.15	HMRC	NI & PAYE	152.17	0.00	152.17
11.05.15	Mr N Pearce	Odd jobs	111.67	0.00	111.67
11.05.15	Mr M J Fisher	Grass cutting & maintenance	1210.00	0.00	1210.00
11.05.15	Mrs V Bywater	Stamps & postage of Chairman's chain of office	20.52	0.00	20.52
11.05.15	BT (DD)	Telephone	57.15	11.43	68.58
11.05.15	Shaw & Sons Ltd	New Declaration of Acceptance book	120.00	24.00	144.00
11.05.15	Randall & Co	Internal Audit Fee	275.00	0.00	275.00
11.05.15	Lister Wilder	Repairs to lawn mower	124.53	24.91	149.44
11.05.15	South Glos Council	Lease of land at SB for Allotments	500.00	0.00	500.00
11.05.15	AR Fabb Bros Ltd	Engraving of Chain of Office and associated works	201.22	40.24	241.46
11.05.15	Aon UK Ltd	Insurance for 2015/ 2016 year	2928.06	0.00	2928.06
11.05.15	Chew Valley Trees	Planting plan and specification for Pilning Village Hall	200.00	40.00	240.00
11.05.15	Castle School Education Trust Fund Acc	Contribution to the funding of awards	20.00	0.00	20.00
11.05.15	Mrs V Bywater	Exps for lock at Pilning Village Hall and expences paid to Mr I Roberts	221.00	0.00	221.00
		<b>TOTAL</b>	<b>6,956.88</b>	<b>140.58</b>	<b>7,097.46</b>