

WESTERLEIGH PARISH COUNCIL  
MINUTES OF ANNUAL GENERAL MEETING  
9<sup>TH</sup> MAY 2016  
WESTERLEIGH VILLAGE HALL

**PRESENT:**

Councillors: B Taylor (Chair) J Butler, A Gibbs, A Fay, D Boulton, S Blackmore, G Jancey, M Crumpton, C Nicholls  
Officer: Clerk F Thornton  
District Councillor C Young

**1958. Election of Chair**

**Decision:**

Cllr B Taylor was proposed by Cllr J Butler and seconded by Cllr A Fay  
Vote: 6 in favour, 1 against, 1 abstention

Cllr B Taylor was duly elected Chair.

**1959. Election of Vice Chair**

**Decision:**

Cllr J Butler was proposed by Cllr S Blackmore and seconded by Cllr D Boulton  
Cllr M Crumpton was proposed by Cllr G Jancey and seconded by Cllr C Nicholls  
Vote: Cllr J Butler 6 in favour, 1 against, 2 abstentions  
No further vote was taken as Cllr J Butler had secured an absolute majority.

Cllr J Butler was duly elected Vice Chair.

**1960. Apologies for Absence** None

**1961. Declarations of Interest under The Localism Act 2011**

Cllrs M Crumpton and G Jancey declared an interest in agenda item 15  
Council to agree attendance of Cllrs M Crumpton and G Jancey on two courses at a cost of £35 per course

**1962. Reports from South Gloucestershire Councillors on matters relating to the parish**

**Cllr C Young reported:-  
Planning issues**

***Policy, Sites and Places (PSP) DPD and Joint Spatial Plan (JSP)***

As I have covered in previous reports, houses are still not being built quickly enough on the major sites in South Gloucestershire that were expected to provide the new homes we need. This means developers are likely to get permission for houses on land intended to be protected.

Overall housing numbers for the West of England, including South Gloucestershire's share, are currently being reviewed as part of the draft Joint Spatial Plan (JSP). Planners are currently analysing the hundreds of responses to the first round of consultation earlier this year and the emerging themes have been published on the West of England website. The first draft of the JSP, including recommended transport investment, is due to be published for consultation in September.

On 29<sup>th</sup> June, South Gloucestershire Council will be making a decision on the next steps for the Policy, Sites and Places (PSP) plan. This was originally intended to provide both detailed planning policies to be used when making decisions on planning applications and allocations of additional land for houses. The planning officers are now recommending it should just focus on the policies, with the additional land being allocated through the new Local Plan, after the numbers and broad locations have been identified in the JSP. There will be consultations on the Local Plan later this year and next and it will be completed during 2018.

At this stage no decision has been made on which proposed Local Green Spaces will be recommended for designation. This is expected to be determined at the meeting where the PSP Plan is considered at the end of June. Officers are currently finalising the list of spaces they recommend for designation, based on national and local guidance. They will be taking account of the fact the council is not currently able to demonstrate the required supply of housing sites over the next 5 years. If a space is not recommended for designation, it should not be assumed that the space would be subsequently allocated for housing. There is of course a risk of speculative applications coming in.

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**Site opposite the New Inn, Mayshill**

I have now been advised that the owner has lodged an appeal.

**School at former Grace Church, Westerleigh**

I referred this to committee and spoke at the site visit on Friday 22<sup>nd</sup> April. On Thursday the committee voted 11-1 to approve the application. They did not impose a condition requiring frosted glass, as the Parish Council and the immediate neighbour requested, and as I raised at the site visit. However, they can choose to use frosted glass without requiring a further planning application and the applicant has indicated to me they are willing to do this.

**Top Yard**

I have spoken to the case officer who will be dealing with the appeal hearing and to concerned residents and will be attending the hearing on Wednesday.

**Network Rail**

Since the last Parish Council meeting, I have had a meeting with a South Glos. officer to discuss a number of issues relating to the rail electrification, including biodiversity offsetting and the visual impact. Of particular concern is the choice of gantry to be used. A meeting between Network Rail officials, council officers and local councillors is currently being arranged.

**Replacement for Community Grants**

It is proposed that the community grants that used to be allocated at the now scrapped Area Forum meetings be replaced with a scheme of "Member Awarded Funding". This means each councillor would be given a small sum of money to spend locally – whether for grants to groups, matched funding for local projects or topping up local council services.

I have a number of concerns about what is proposed and would urge the Parish Council and anyone involved in a community group that might want to apply for funding to look on the South Glos website and make your views known before 15<sup>th</sup> July.

**Emergency closure of Henfield Road**

On 20<sup>th</sup> April, a void opened up in the rural part of Henfield Road, between the railway viaduct and Serridge Lane, requiring it to be closed while repairs were carried out. There was some concern about the diversion route, which was initially along Serridge Lane and Ram Hill. After I raised residents' concerns, this was changed to Ram Hill only, however some residents felt it would have been more appropriate to divert people round the ring road and Badminton Road.

This is not the first diversion route issue that has arisen. There have been a number of cases where published diversion routes have had to be changed or which have generated complaints. I established from officers that while there is "best practice" they try to follow, there is no formal policy. Last week I attended the Planning, Transport and Strategic Environment committee to suggest that the council formulated a clear policy on this.

**Ram Hill – potential 20mph speed limit**

At the last Frome Vale Area Forum, it was agreed in response to local concerns that there should be an investigation into a possible 20mph limit on Ram Hill.

On 22<sup>nd</sup> April I met Tracey Hamblett from the South Glos. Assess and Decide team and the Ram Hill Neighbourhood Watch co-ordinator on site as the first step in the investigation. It was unfortunate that this coincided with the emergency closure of Henfield Road, however we were still able to make use of the time.

The council will be putting down loops to monitor the current speed of traffic, which will be a factor in deciding whether further traffic calming measures would be needed. This will probably be done in June or July, while it is still school term time. If officers believe further calming measures would be needed, they would have to take into account factors such as:

- Narrowness of road
- Lack of street lighting
- The road is a bus route
- Desire not to urbanise the road
- Steep hill

We discussed whether it would be better to start the 20mph limit after the business park rather than at the Henfield Road junction. This was partly because the road is wider and has a pavement between there and Henfield Road and

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partly because it would indicate to people coming out of the park that you are entering a stretch of the road with more houses (not to mention a sharp bend) and maybe even discourage vehicles from turning left.

We also said that it would be good to reuse the existing wooden posts if a 20mph limit was introduced. Some might need to be moved to get the appropriate spacing for 20mph.

**Cllr A Fay reported** works to Halfpenny Bridge had ceased and will be scheduled for a later date due to structural reasons

Cllr C Young answered the question regarding the proposed working of the new grant system following the abolishment of the grant process at Area Forums.

Cllr M Crumpton asked Cllr C Young re the site opposite the new inn as to what sort of appeal it was.

**1963. Councillor Reports – written submissions taken as read with questions taken as necessary**

**Cllr B Taylor**

Environmental Link Meeting for Frome and Ladden Vale

I attended the meeting on 14 April.

The only item of particular interest to WPC was confirmation by the Chair of the Biodiversity Steering Group that this Group decided that the monitoring and maintenance of wildlife sites should be done at Parish level, as SGC will not have the resources to do this. The Group consists of wildlife and environmental experts from various organisations, and representatives from SGC.

This leaves us with the problem that WPC has neither the resources nor expertise to do this monitoring and maintenance.

Westerleigh Village Hall AGM

I attended the AGM on 27 April.

The Chair's Report noted the improvements made over the past year:

The floor has been sanded and varnished. The hall has been redecorated, and the gas storage and carpark areas have been cleared. New Gopak tables have been purchased. A new notice board has been installed.

The major annual expenditure is bottled propane for the heating, and the committee is investigating the bulk storage of gas. Some of the external security lights are still causing problems.

The hall remains well-used by regular groups and individuals from within and outside the parish, and is on a sound financial footing.

**Cllr M Crumpton**

Training Courses attended - Successful meetings and Drug and alcohol

On the 4<sup>th</sup> Feb Cllr Jancey and I attended "successful meetings" a course provided by SG learning and development and lead by David Magrath

The Course was 2 hrs. in total and could have easily been longer. It was full of tips and how to's?

Lessons in planning your meetings, engaging with the public and other Cllrs.

Giving yourself structure and knowing your subject. Keeping to the facts and also making sure everyone's opinion is sought, being very aware of those in a meeting who often remain quiet and making sure they get the opportunity to speak.

A brilliant section of the course was identifying types of people in your meeting and how to deal with them.

I would recommend this course for all Cllrs, and have suggested to SG that it be made longer as the subject matter was extensive.

There was ample opportunity to take part in the course and meet and discuss with other Cllrs problems and problem solving.

23<sup>rd</sup> of Feb was the Drug and alcohol course,

A great point of information, looking at who, how, why etc. example case studies and how the relevant agencies get involved and at what point.

Examples of Novel Psychoactive Substances (NPS) or legal highs were shown round the room; these were quite shocking as most were available over the counter.

The session was very interactive and gave an insight in to the work done and the fact that anyone could be affected by Drugs and Alcohol.

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I must say it is a shame that more Cllrs don't go to the training that is offered. It was pointed out that none of us know what contact we may get from the public and as elected advocates we should be more informed about what goes on in our areas and how help and advice can be obtained.

**Cllr S Blackmore**

Coalpit Heath Village Hall - Miners Club report

Having now been a member of the committee for a year I am pleased to report that the Miners Club have continued to go from strength to strength. The bar area was completely repainted & renovated in one weekend in February by a team of volunteers who gave up their time to help out. The solar panels that were installed last year are continuing to provide a good income. The hall is used regularly by a large number of user groups. They also provide a monthly quiz night & regular entertainment evenings, table top sales and fairs.

**1964. Confirm the minutes of the meeting held 11<sup>th</sup> April 2016**

Proposed by Cllr J Butler and seconded by Cllr A Fay the minutes were approved and signed

**1965. Correspondence/Communication with Council**

MEETINGS FOR COUNCILLOR ATTENDANCE

MEETING DATE AND VENUE	COUNCILLOR/S ATTENDING
Yate Town Council Civic Celebration 18 <sup>th</sup> April 2016	Cllr M Crumpton to attend
Cycle Forum meeting on Thursday 26 <sup>th</sup> May 2016	Cllrs B Taylor, A Fay

CORRESPONDENCE FOR RESPONSE

CORRESPONDENCE	COUNCIL RESPONSE
Application for Diversion of Footpath LWE 11 (part) at Nibley - Our Ref. PT.5313	No objection

CORRESPONDENCE OF IMPORTANCE TO COUNCIL

1. United States Bankruptcy Court, Southern District of New York re: Sun Edison. Inc. – revised notice of debtors amended motion for order pursuant to bankruptcy code sections 102 and 105, bankruptcy rules 1015, 2002,9007 and 9036, and local bankruptcy rule 2002 authorizing the establishment of certain notice, case management and administrative procedures. – hearing date 19<sup>th</sup> May 2016  
 The Clerk reported that she has been in touch with AEE Renewables to ascertain the effect of this on the community benefit monies. AEE is an independent company owned by Terraform and not Sun Edison

CORRESPONDENCE FOR INFORMATION ONLY

1. Henfield Social Hall copy of accounts 2015/16
2. Temporary Emergency closure of Henfield road, this closure is required in connection with investigating and repairing a large void which has appeared in the road  
 It is not expected that the closure will occupy the entire 21 days but only such time as is required to complete the works
3. Fire Awareness poster 2016
4. South Glos. Council Gypsy and Traveller Policy

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SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATIONS

CONSULTATION:	COUNCIL RESPONSE
<p><u>Draft Hackney Carriage (Taxi) and Private Hire Licensing Policy 2015-2020.</u> The purpose of the policy is to provide clarity for licensed vehicle owners, drivers, operators and the public as to how South Gloucestershire will undertake its licensing functions. The policy will also seek to assist the Licensing Authority in making decisions. The Council will adopt and carry out its Hackney Carriage and Private Hire licensing functions with a view to promoting five licensing objectives;</p> <ol style="list-style-type: none"> <li>1. Safety and health of drivers and the public</li> <li>2. Vehicle safety, comfort and access</li> <li>3. To prevent crime, and disorder and to protect consumers</li> <li>4. To encourage environmental sustainability</li> <li>5. To promote the aims / vision of South Gloucestershire Council</li> </ol> <p>The full, draft policy has much more detail covering drivers, vehicles, private hire operators, enforcement, fares and fees amongst other areas of focus.</p> <p><b>Find out more and have your say</b> We welcome comments on the draft Hackney Carriage and Private Hire Licensing Policy 2015-2020 between 8th April 2016 and the 1st July 2016.</p> <p>We are particularly keen to find out if you feel that all relevant areas are being considered and whether you think there are any specific impacts or alternatives that the council and its partners should consider.</p> <p><a href="https://consultations.southglos.gov.uk/consult.ti/taxi.licensing/consultationHome">https://consultations.southglos.gov.uk/consult.ti/taxi.licensing/consultationHome</a> A brief survey to accompany the draft policy is now available. This can be completed online via the link below or a paper version is available from the consultation webpage; <a href="http://hosted.southglos.gov.uk/snap/hackney/hackney_carriage.htm">http://hosted.southglos.gov.uk/snap/hackney/hackney_carriage.htm</a></p>	<p>Council are in agreement</p>
<p><u>Re-commissioning of substance misuse services (SMS)</u></p> <p>Substance misuse is defined by the World Health Organisation as “the harmful or hazardous use of psychoactive substances, including alcohol and illicit drugs [which] can lead to dependence syndrome.” The services to be re-commissioned will provide not only treatment to drug and alcohol users but also address other underlying societal problems such as homelessness, unemployment and poor physical health.</p> <p><b>Background</b></p> <p>The last five years have seen some of the most radical changes to the way in which crime, health and social care are commissioned which in many ways has altered priorities and shaped delivery in a very different way. In addition the landscape of substance misuse has altered with a reduction in opiate and crack use and an increase in the use and knowledge of Novel Psychoactive Substances (NPS - also known as ‘legal highs’) and prescribed medications and the increased priority on alcohol treatment. According to the Value for Money calculation (Public Health England, 2013), £1 spent on substance misuse in South Gloucestershire will derive £8.34 of benefit in terms of crime reduction and increased health and wellbeing.</p> <p><b>Proposed Treatment Models</b></p> <p>The Commissioning Intentions Paper provides much more detail on the following key themes: Single Point of Contact: Engagement: Integrated Clinical Support: Through Care and Recovery: Clinical Specialist: Psychosocial Group Delivery &amp; Remote Working and IT Infrastructure.</p>	<p>Council are in support, especially in relation to the proposed treatment models. However, adequate supports must be in place if the local service providers are to be effective.</p>

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<p><a href="https://consultations.southglos.gov.uk/consult.ti/substancemisuseservices/consultationHome">https://consultations.southglos.gov.uk/consult.ti/substancemisuseservices/consultationHome</a></p>	
<p><u>Replacement of community grants with Member Awarded Funding</u> South Gloucestershire Council has previously awarded grants through its Local Area Committees to voluntary groups; charities; and Town &amp; Parish Councils in the form of community grants. In February, the Council agreed to replace community grants in this form with a scheme of Member Awarded Funding. This consultation enables affected groups and organisations to influence the way in which this new scheme will operate.</p> <p>It is essential to ensure that this new scheme meets the Council's legal obligations, and that it provides transparency and clarity for local groups. The scheme also needs to safeguard public funding in a proportionate manner. These factors have been taken into account in developing the proposals contained in this consultation.</p> <p>Further information is contained within the attached consultation document and survey.</p> <p><b>This consultation is open from 21 April 2016 until 15 July 2016.</b></p>	<p>Council feel the process of awarding grants would need to be 100% transparent.</p> <p>Where there is only one ward member in an area, it is suggested a group is formed to consider the requests rather than the individual member</p> <p>Council agree the initiative of joint award funding between members</p> <p>Finally, it was felt the details are currently lacking in this consultation document as to the processes.</p>

All correspondence is emailed to Councillors unless otherwise indicated

**1966. Payment of Account**

**a) Frampton Youth Working Group – condition of grant fairer representation and the withdraw of voting rights to an outside body**

This Council decision of 7<sup>th</sup> March 16 was:-

Decision: Proposed by Cllr D Boulton to make the financial commitment of £2.5k for the financial year 2016/17 for one year only. A full review of data be carried out at the end of this period for council to consider any future commitments and provisions. Council would like to see the makeup of the working group balance redressed as to the size of the participating parishes going forward, and whilst Council acknowledge outside bodies are important for the discussion process, as non-elected members they should not hold voting rights.

Seconded by Cllr G Jancey. All in favour.

In addition, this council request a full explanation as to the choice of provider; as this council do not understand the choice based on the data given.

**Response from Clerk of Frampton Parish Council**

1. Westerleigh PC's decision of 7 March 2016 was reported in full via my written report to the FCPC meeting held on 9 March 2016 when your rep Cllr Mrs Crumpton was present. Minute 335 reads:

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**Notes of Youth Services Working Group – 24 February 2016**

Members considered the notes of the above meeting. (Copy attached at Appendix 4.) The Clerk also circulated at the meeting the responses from both Westerleigh and Winterbourne Parish Councils; each organisation had agreed to commit £2500 for 2016/17 towards the provision of a new youth service for the area.

**RESOLVED UNANIMOUSLY:**

- That the notes of the above Working Group held on 24 February 2016, and all the recommendations contained therein, be approved.

2. The Working Group has not met again since the meeting on 24 February 2016.

3. Future management arrangements for this service have yet to be determined; naturally our partner councils will be involved in this process and of course the issue of representation will be addressed.

I hope that this clarifies the present position for your Members, but please contact me if you require any further information.

I'm sure I will be in touch again fairly soon regarding the next steps.

Clerk to Frampton Cotterell Parish Council

**Decision:**

**Proposed by Cllr M Crumpton and seconded by Cllr G Jancey to delay the payment of this councils contribution until after Frampton Cotterell Parish Council have held their meeting on Wednesday when they are to discuss future arrangements.**

**Vote: 4 in favour, 4 against, 1 abstention. The Chair used the casting vote against this motion.**

**The motion failed.**

**Proposed by Cllr D Boulton and seconded by Cllr S Blackmore that Council pay this contribution.**

**Vote: 5 in favour, 2 against, 2 abstentions.**

**Motion carried.**

**b) Approve payment of accounts**

To Whom	Details	Net (£)	Gross (£)	VAT (£)
Hands Property Maintenance	Empty dog/litter bins April	348.00	348.00	0.00
Konica Minolta	Copier lease quarterly charge	30.99	37.19	6.20
Konica Minolta	Copier copy/print quarterly charges	63.47	76.16	12.69
Frampton Cotterell PC	Contribution to youth services	2500.00	2500.00	0.00
Head Groundsman Ltd	Grounds maintenance April	865.00	865.00	0.00
Playsafety Ltd	Annual inspection of play sites	140.00	168.00	28.00
Staffing Costs	Salary, HMRC, Pension mth 2	2215.55	2215.55	0.00

Proposed by Cllr J Butler and seconded by Cllr M Crumpton the attached payments were approved.

**1967. Appointments to be filled at AGM**

a) Appoint 5 members to the Finance & General Purposes Committee

(As the Chair is ex officio, four other councillors shall make up the committee strength of five)

**Decision:**

**Proposed by Cllr B Taylor and seconded by Cllr D Boulton that the following make up the committee:-  
Cllrs D Boulton, J Butler, C Nicholls, S Blackmore**

**Vote: 7 in favour, 2 against.**

**Motion carried.**

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- b) Appoint 5 members Environment and Leisure Committee  
(As the Chair is ex officio, four other councillors shall make up the committee strength of five)

**Decision:**

**Proposed by Cllr B Taylor and seconded by Cllr D Boulton that the following make up the committee:-  
Cllrs M Crumpton, A Gibbs, A Fay, J Butler**

**Proposal was amended by Cllr M Crumpton and seconded by Cllr C Nicholls to remove Cllr J Butler from this committee and replace her with Cllr G Jancey**

**Vote on amendment: 4 in favour, 5 against**

**Motion defeated**

**Vote on original motion: 6 in favour, 3 against**

**Motion carried.**

- c) Staffing Committee to be appointed by Finance & GP Committee on 23<sup>rd</sup> May 16  
d) Sub-committees are set up by each committee and will replace the current working groups  
e) Planning Committee shall contain 9 members (i.e. all council members)  
f) Members to Outside Bodies to be appointed by Finance & GP Committee on 23<sup>rd</sup> May 16

**1968. Council to approve Section 1 Annual Return – Annual Governance Statement 2015/16**

**Decision: Proposed by Cllr J Butler seconded by Cllr D Boulton to approve section 1 Annual return**

**Vote: 5 in favour, 1 against, 2 abstentions.**

**Motion carried section 1 annual return – Annual Governance Statement 2015/16 was approved by Council.**

**1969. Council to approve accounts for the year ending 31<sup>st</sup> March 2016**

**Decision: Proposed by Cllr B Taylor seconded by Cllr D Boulton that the accounts for the year ending 31<sup>st</sup> March 2016 be approved.**

**Vote: 7 in favour, 0 against, 2 abstentions**

**Motion carried the accounts for the year ending 31<sup>st</sup> March 2016 were approved by Council.**

**1970. Council to approve section 2 Annual Return – Accounting Statement 2015/16 for Westerleigh Parish Council**

**Decision: Proposed by Cllr B Taylor seconded by Cllr A Fay to approve section 2 Annual Return**

**Vote: 7 in favour, 0 against, 2 abstentions**

**Motion carried section 2 annual return – Accounting Statement 2015/16 was approved by Council.**

**1971. Council to discuss/agree/ratify a Social Media Policy**

A draft policy had been circulated by the Clerk for discussion.

Cllr M Crumpton referred to minute item 1955 where it had been agreed the Clerk prepare the draft document. She pointed out that minute item 1926 (Feb. 2016 meeting) it had been agreed Mr Anderson would draft such a document. Under Standing Orders item 7 a resolution shall not be reversed within six months.

Cllr B Taylor felt as this policy had not been in existence and minute item 1926 was a review of policies and procedures therefore this was outside the scope of the decision. Cllr M Crumpton made the point that although the wording said review, the new Planning Committee and the existing Staffing Committee now have written remits that also were not in place for a review so this argument was not valid.

Cllr M Crumpton expressed a wish for more robust minute taking to eliminate any 'interpretation' of council decisions. The Clerk pointed out that Mr Anderson had written the minute item in question.

**Decision: Cllr B Taylor proposed that the existing draft be forwarded to Mr Anderson for review, alteration and then be reviewed at the next meeting of Full Council. This was seconded by Cllr C Nicholls**

**Vote: 7 in favour, 1 against, 1 abstention**

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**Motion carried.**

**1972. Council to agree attendance of Cllrs M Crumpton and G Jancey on two courses at a cost of £35 per course**

Cllrs M Crumpton and G Jancey seek council approval to attend two courses

- a) Public speaking on 14<sup>th</sup> June
- b) Chaining skills on 5<sup>th</sup> July

at a cost of £35 each per course

**Decision: proposed by Cllr B Taylor and seconded by Cllr C Nicholls**

**Vote: 4 in favour, 1 against, 1 abstention**

**Motion carried**

**1973. Bitterwell lake Rottweiler in the ownership of the tenant. Has the council given written permission for the keeping of this guard dog as per tenancy agreement?**

Cllr G Jancey reported that he had visited Bitterwell Lake on Monday 25<sup>th</sup> April 2016 and whilst using the bottom car park was confronted by a very large Rottweiler dog, who was very aggressively trying to escape the chalet garden and attack him.

He believes the dog is not conducive with the tenants' aims of increasing the attendance of disabled children and people fishing or any person from the general public.

He asked if council consider if the dog is appropriate in this setting and has the requirement of the tenancy agreement been observed.

Mr T Smith has advised by email today that he has constructed another inner fence in the garden to keep the dog further away from people

The Clerk reported the contractor on site at the time with Cllr G Jancey had only stated there was a barking dog.

Cllr A Fay reported the problem with horse riders was the dog running at the hedge, not the actual barking.

The additional fencing erected should now resolve this problem.

**Decision: Proposed by Cllr G Jancey and seconded by Cllr D Boulton that the Clerk write to Mr Smith, asking him to make a formal application to have the dog on site and outline what assurances he gives to the containment of this dog to the curtilage of the chalet grounds.**

**All in favour.**

**1974. Councillor Conduct regarding Contacting Tenants**

Cllr M Crumpton stated it was evident that contact with the tenant had been made by Councillors, when it should be, and is agreed by Council that the Clerk is the point of contact.

Cllr B Taylor advised Cllr D Boulton that he should not have forwarded a council email directly to the tenant and that in accordance with standing orders, the Clerk is the proper officer of the Council and all communication to and from the council should be via the Clerk.

**1975. Date of Next Meeting** 6th June 2016 Manor Hall

Signed: .....

Date: 6<sup>th</sup> June 2016