

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
7th March 2016
WESTERLEIGH VILLAGE HALL

PRESENT:

Councillors: J Butler (vice chair), A Gibbs, A Fay, D Boulton, M Crumpton, S Blackmore, G Jancey
Officer: F Thornton/ V Anderson (locum)
District Councillor C Young

Vice Chair Cllr J Butler chaired the meeting in the absence of Cllr B Taylor

1932. Apologies for Absence Cllr B Taylor, C Nicholls

1933. Declarations of Interest under The Localism Act 2011

None

1934. Reports from South Gloucestershire Councillors on matters relating to the parish

Cllr C Young reported:-

Planning issues

Site opposite the New Inn, Mayshill

As there was no appeal against the enforcement notice, it is now in effect. It requires the owner to remove all of the vehicles by 25th March.

Mafeking Hall

A new discharge of conditions application has been submitted.

Budget

The total council tax rise of 3.99%, including the 2% towards rising social care costs, was confirmed at the February budget meeting. There were some changes between the budget the administration proposed at the Policy and Resources meeting and the one at council, as the Government announced some last minute transitional funding for the next two years only. More detail is available in the meeting papers. One thing that did not change is that there will no longer be a proportion of the New Homes Bonus money spent locally in the areas that take the new housing. It is all being kept in the central budget, including the money not released to the Area Forums in 2015/16.

Area Forum

It was also confirmed that the Area Forums will no longer meet in the coming council year and the Safer Stronger Community Groups will become community engagement forums, based on the new 14 SSGC areas and meeting no more than 3 times per year. There are still no details on how grant money might be devolved to individual councillors. Frome Vale Area Forum met last Thursday. The main item of local interest was that residents from Ram Hill came along to speak in favour of a 20mph speed limit being investigated for Ram Hill and the forum selected this as one of our three investigation schemes.

Devolution bid for the West of England

You may be aware from the press that the West of England is pursuing a devolution bid to Government, with a lot of the discussion focussed on the requirement for a metro mayor. At the February council meeting we were given an update. At the Strategic Leaders Board on 22 January, the 4 Unitary Authorities that make up the West of England agreed the basis of a draft deal to be presented to the Government. That is now being considered by the Government and is subject to a negotiation process. Any "agreed" deal will have to be ratified by each of the proposed Unitary Authority Members of the Combined Authority at their own (Full Council) level. Separately, a Strategic Governance Review is underway.

Badminton Road Council offices

The council has started a consultation on office accommodation, which runs until 13th May. This is about the principle of how the office accommodation should be rationalised, not the details of any extension to the offices and parking at Nibley.

Libraries consultation

The consultation on the libraries has started and runs until 13th May. There will be drop-in sessions at the libraries - the Yate one is 9:30am to 1pm on 2nd April, full details of all of them are on the consultation page on the South Glos website.

Customer services consultation

One consultation that you might at first glance not realise is relevant to the Parish is the consultation on the Council's One Stop Shops and Customer Services. The administration's preferred option is to close the Thornbury One Stop Shop. However, it's worth noting that other options proposed would affect Westerleigh parishioners – making both Thornbury and Yate One Stop Shops part time or cutting staff from the customer contact centre. Again, the consultation runs until 13th May.

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Extra Care Housing Services consultation

Until 30th March, South Glos is consulting on proposals to change how they charge for Extracare Housing services, in order to cut £200,000 from the budget.

Extracare Housing is housing designed with the needs of frailer, older people in mind and offers different levels of care and support on site. Currently, service users are charged using a series of charging bands as opposed to an hourly rate, as used for services in the community. There are only 3 bands, which no longer reflect the actual service provided, so they are proposing to increase the number of bands to 7.

Coalville Road garage development

Merlin have now appointed Lovell to build the new homes on the garage site. This is the same firm as is doing the work in Newlands Avenue and Oldlands Avenue. They are holding a drop-in event on Thursday 10 March from 3.30pm to 6.30pm at the Miners.

Roads around the Manor School

Officers have now published the results of the 20mph consultation online, with the balance of the responses in favour of it going ahead. They will be formally advertising the Traffic Regulation Order this month. They are still analysing the results of the consultation on the parking restrictions review and those will be formally advertised later in the year.

Yate spur Cycle path update

Work has started on the section between the Nibley Lane junction and the railway bridge by the Shire Way roundabout.

Sort It Centre registrations

Last month I reported that you could now register your vehicles to access the Sort It Centres, although at that time the council hadn't started its publicity drive. It now has. You need to register at least 24 hours before you want to access the Sort It Centre.

#RegAFriend campaign

South Glos is promoting the national #RegAFriend campaign, aimed at getting young people to register to vote. Young people are often one of the lowest represented groups on the electoral register. The Electoral Commission are working with the National Union to Students, asking young people to encourage their friends to register to vote by sharing photos of their "voter cross" and using the hashtag #RegAFriend.

1935. Councillor Reports – written submissions taken as read with questions taken as necessary

Cllr Michaela Crumpton

Library Closures

As previously discussed, I spoke to the Head of Literacy at the Manor C of E School regarding the proposed closures. We spoke about the ability of the children to generate interest and concern regarding this and that our download culture is in danger of stopping future generations of children benefitting from reading actual hard copy books.

The school work very hard with its literacy programme and have an extensive library, regular book sales, always update the books with input from the children, encourage the children to take part in the local library reading challenge. And have recently taken on a team of reading assistants. The school also has a selection of children who do librarian duties to keep on top of the growing library.

I will work with the lead to start writing letters from the children saying how important books and access to them is, we then hope to present these to SG possibly with a literacy guest. !!

World Book day which is on the 3rd March this year is always a success at the school and this year they are promoting it with a sponsored read, prizes for the most read in school as well as at home and if the school can raise £600 then Osbourne books will give 60% books free to the school. If the council would like to support this project or individual Cllrs donate to this I'm sure it would be greatly received and show the only school in our parish how important our next generation of readers are

Cllr Jean Butler

Library User Group meeting

The last meeting of the Library Users group was well attended by the public, who expressed serious concerns about the proposal from South Glos Council to close Chipping Sodbury Library and also to cancel the mobile library service. Several constructive suggestions were made, but probably most important is that everyone should express their opinion via the consultation which runs until May 13th. This can be done via the website, with all information available from www.southglos.gov.uk/librarychanges - or the local libraries will have some printed copies available. There will also be a number of drop-in events for people to ask questions, details of which are also on the site.

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Can all Councillors please pass this information on to as many people as possible, particularly those who use the mobile library!

Also attached is a poster publicising the consultation – please print off and put up on any available noticeboards.

1936. Confirm the minutes of the meeting held 1st February 2016

Proposed by Cllr S Blackmore and seconded by Cllr A Fay the minutes were approved and signed

1937. Finance Matters

a) Approve payment of accounts

To Whom	Details	Net (£)	Gross (£)	VAT (£)
Information Commissioner	Data protection registration (paid by DD)	35.00	35.00	0.00
Manor Hall	Room hire	52.00	52.00	0.00
Anderson Accounts	Locum cover for Clerk	1889.10	1889.10	0.00
Hands Property Maintenance	Empty dog/litter bins - February	348.00	348.00	0.00
Head Groundsman Ltd	Grounds Maintenance contract	865.00	865.00	0.00
Westerleigh Village Hall	Room hire	50.00	50.00	0.00
South Glos. Council	Localism services – grass cutting Final quarter	381.45	457.74	76.29
Almondsbury Forge Works Ltd	Deposit for order of gates for Bitterwell lake (minute item 1894 refers)	460.00	460.00	0.00

Proposed by Cllr S Blackmore and seconded by Cllr D Boulton the attached payments were approved.

b) Note spend reports v budget 2015/16

Figures up to and including January 2016. Noted by Council
Bank reconciliation to February 2016. Noted by Council

c) Note internal audit report

Noted by Council

d) Appointment of internal auditor 2016/17

Decision: Proposed by Cllr D Boulton and seconded by Cllr A Gibbs, agreed by all C Jacob was appointed internal auditor for 2016/17.

e) Agree draft budget 2016/17

Proposed by Cllr S Blackmore and seconded by Cllr D Boulton. Agreed by all.

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1938. Correspondence/Communication with Council

MEETINGS FOR COUNCILLOR ATTENDANCE

MEETING DATE AND VENUE	COUNCILLOR/S ATTENDING
Environmental Forum meeting Thursday 14 th April 2016 at the Tortworth Estate Office, GL12 8HF, commencing at 10:00am.	Cllr A Fay, B Taylor
The next SSCG meeting for the Winterbourne, Frampton Cotterell, Westerleigh, Coalpit Heath, Iron Acton, Hambrook and Frenchay Group will be on Tuesday 8 th March 7pm in the Greenfield Centre, Winterbourne.	Cllr A Fay, J Butler
South Glos ALCA area group meeting 7 th March 16	Apologies tendered as it clashes with this Full Council meeting
Youth Services Working Group 24 th February 16 Brockeridge Centre	Cllr M Crumpton
Frome Vale Area Forum 3 rd March 16 7pm Chipping Sodbury Baptist Church	None
Joint Parishes Night Bus Group 9 th March 2016 6.30pm – 7.30pm Poole Court	Cllr C Nicholls (if can not attend Cllr S Blackmore to attend)
Network Rail Drop In Session – Chipping Sodbury Town Hall 15 th March 2016 between 4pm – 8pm to give the local community an opportunity to ask questions about our forthcoming work at Dodington Road bridge in Chipping Sodbury.	Any Councillor who is available will drop in

CORRESPONDENCE FOR RESPONSE

CORRESPONDENCE	COUNCIL RESPONSE
Local Government (Miscellaneous Provisions) Act 1982 Application for a Renewal Street Trading Consent in South Gloucestershire Re: Layby Badminton Road Coalpit Heath Trading As: The Bigger Eater	Signage should be removed when they are not needed. No objection to renewal.

CORRESPONDENCE FOR INFORMATION ONLY

1. Joint Cycleways Group – copy of press release
2. Avon Valley Wardens' Guided Walks
3. Event Safety Training for South Gloucestershire FREE event 7th March 2016
4. Shopmobility meeting minutes, which took place on Monday 18th January at Poole Court.
5. Cycling for people with dementia
6. Environmental Forum November 15 – meeting report
7. The Quadrangle Westerleigh – large pot hole (reported as urgent to streetcare)
8. Minutes for the Joint Parish Night Bus Group meeting which took place on Wednesday 10th February 2016
9. Latest news and funding news from NALC
10. Minutes for the Joint Parish Night Bus Group meeting which took place on Wednesday 10th February 2016
11. Public Service Ombudsman - Local Association Information Service
12. Bus Registrations – 24th April 2016, details thereof
13. Letter to parish council re: Track at Pansy Vale (to be discussed once quotations for new works obtained)

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SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATIONS

Adult Social care Charging Policy Review - Extracare Housing Consultation

Extracare Housing is housing designed with the needs of frailer, older people in mind and offers different levels of care and support available on site. It is also known as very sheltered housing, assisted living, or simply as 'housing with care'. The Extra Care Housing component of the adult social care charging review has a saving target of £200k.

Existing Arrangement for Extracare Housing Charges

The existing method for charging service users uses a series of charging bands as opposed to an hourly rate, as used for services in the community. The issue with the existing banding is that there are only 3 bands, which no longer reflect the actual service provided. This means that a proportion of service users are effectively being under-charged due to this wide banding and the Council has not been covering its costs in many cases.

Proposed Arrangement for Extracare Housing Charges:

We are proposing to change the banding model by increasing the number of bands from 3 to 7. By doing this both the lower and upper limits of each of the new bands are more reflective of individual's needs and they are charged more appropriately for the service they receive.

Council response:- No comments

South Gloucestershire Library Consultation

The Council Savings Programme adopted as part of the 2014/15 budget sets out savings of £812k to be achieved "by looking at future provision and how buildings and services can be operated more effectively across the councils portfolio (for example through the potential development of community hubs) and the potential greater use of voluntary groups in their running

Council response: - Many in the parish rely on the mobile library as a rural community so Council would like to see some form of service retained, even if it is a reduced sized vehicle.

Members did point out that services must be used to retain them. Community transport is a valuable tool to be able to get people to the libraries to actually use them.

Consultation on review of council accommodation in Kingswood and Yate

South Gloucestershire Council has launched a consultation on the review of council accommodation in Kingswood and Yate. We have identified several potential options to consolidate our estate without impacting frontline service provision, enabling residents to access the One Stop Shop, library and other council services locally. These options consider our likely future needs as an organisation. They take account of changing ways of working, likely future use of office space, training rooms and Civic requirements and support the aims of our community hubs project, (i.e. developing a model of co-located services), including libraries, One Stop Shops and potentially other public sector organisations in single, easy-to-access facilities.

At this stage the council's preferred option is to:

- Consolidate and rationalise office accommodation at Badminton Road, building an extension for a flexible council chamber and meeting rooms, and to
- Extend and remodel the existing Kingswood library to form a community hub including the One Stop Shop and other council and potentially partner services, and to
- Dispose of the Kingswood Civic Centre, investigating options for commercial use to create employment opportunities in the area.

This combination maintains a civic presence and delivers strong annual cost savings whilst offering good flexibility to meet future accommodation requirements. We welcome your views on this proposal and the other options outlined in this consultation.

This consultation runs from 22 February until 13 May 2016.

Council response:- Council agree that the Badminton Road offices should be made larger to accommodate the relocation of staff from Kingswood. A presence should be kept in Kingswood in the form of a one stop shop; library provisions should be utilized to ensure services are accessible to the wider population.

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Consultation on review of one stop shops and customer services

South Gloucestershire Council has launched a consultation on the review of one stop shops and customer services. Like all councils, we are facing significant funding pressures and through our council savings programme we are working towards delivering £22M of savings a year between now and 2020. Customer services, including one stop shops (OSS) and the contact centre have been identified as an area where a further saving of £60,000 a year by October 2017 could be found on top of £230,000 of savings which have already been achieved or are currently being implemented since 2014.

This project has identified options to achieve the £60,000 of remaining savings. On a pro-rata basis this would broadly equate to a loss of 2 to 3 FTE (full time equivalent) posts dependent on grade.

- Option 1: Closure of the Thornbury OSS and replacement with a digital by default option – this is the council's preferred option at this stage or
- Option 2: Part time opening of Thornbury OSS and also either Patchway OSS or Yate OSS, or
- Option 3: Further reduction of up to 3 FTE in the Corporate Contact Centre, equivalent to a 12.5% reduction in current contact centre resources and a 46% reduction overall in recent years.

Council response:- Council support option 2

1939. Planning Matters

PLANNING DECISIONS

Says Court Barn Says Court Farm Badminton Road Coalpit Heath Bristol

Prior notification of a change of use from agricultural building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) and associated works.

REFERENCE NO: PK15/5388/PNGR DECISION: REFUSAL

The Woodlands Ram Hill Coalpit Heath Bristol South Gloucestershire

Certificate of lawfulness for 2no. proposed outbuildings to provide a garden store and home office, gym and bar/playroom

REFERENCE NO: PT15/5279/CLP DECISION: REFUSAL

21 Beesmoor Road Coalpit Heath Bristol South Gloucestershire BS36 2RS

DESCRIPTION: Change of use from Newsagents shop (Class A1) to dog grooming salon (sui generis) as defined in Town and Country (Use Classes) Order 1987 (as amended).

REFERENCE NO: PK15/5444/F DECISION: APPROVE WITH CONDITIONS

101 Badminton Road Coalpit Heath Bristol South Gloucestershire BS36 2TD

DESCRIPTION: Prior notification of a change of use from Offices (Class B1a) to 2no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)

REFERENCE NO: PT15/5334/PNOR DECISION: APPROVE WITH CONDITIONS

288 Badminton Road Coalpit Heath Bristol South Gloucestershire BS36 2NN

DESCRIPTION: Demolition of existing bungalow and erection of 2no. detached dwellings with associated works. (Resubmission of PT14/3970/F).

REFERENCE NO: PK15/4365/F DECISION: APPROVE WITH CONDITIONS

The Old Nursery The Hollows Coalpit Heath South Gloucestershire BS36 2UU

DESCRIPTION: Erection of Single Storey Side Extension to provide additional living accommodation.

REFERENCE NO: PT15/5273/F DECISION: APPROVE WITH CONDITIONS

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Paddock Opposite Kendleshire Golf Club Henfield Road Coalpit Heath South Gloucestershire BS36 2UH
DESCRIPTION: Erection of 1no detached dwelling with associated works
REFERENCE NO: PK15/5446/F DECISION: REFUSAL

Badminton Road Trading Estate Badminton Road Yate South Gloucestershire BS37 5GG
DESCRIPTION: Extension to existing car park area and additional external cladding.
REFERENCE NO: PK15/5443/F DECISION: APPROVE WITH CONDITIONS

1940. Information to be noted by Council from Westerleigh Parish Council Staffing Committee

Noted

1941. Council to consider proposal that Council provide a monthly surgery for the public to be able to raise concerns with the parish council

Decision: Cllr S Blackmore proposed doing this on a trial basis for a period of 3 months to see how successful it was. It would run from 6.30pm to 7pm. Seconded by Cllr A Fay. Agreed by all.

To be advertised on noticeboards and all public forums. Clerk to circulate list of dates for Councillors to sign up to.

1942. Council to review, discuss, adopt and ratify the following draft policies:-

- a) Standing Orders
- b) Financial Regulations
- c) Committee Terms of Reference
- d) Grievance Procedure
- e) Disciplinary Policy
- f) Public Participation at Council Meetings

Decision: Council agreed documents subject to final approval of corrections/revisions. Documents be brought back to Full Council for Ratification at April meeting

1943. Council to note report from Investigation Panel

Noted

This item was moved to the end of the meeting on the request of Cllr M Crumpton due to the sensitivity of the data included in the meeting papers.

1944. Council to decide on amount of allocation towards Youth Services (joint venture with Frampton etc.)

1945. Request of formal agreement between AEE and Westerleigh PC – Says Court

The Clerk advised that the agreement document does not state the 25yr period and has requested an updated document is issued.

Decision: Defer to Environmental & Leisure Committee meeting on 21st March 16 when it is hoped the revised draft document will be available.

1946. Date of Next Meeting

11th April 2016 Annual Parish Meeting followed by Full Council to be held at Manor Hall

1947. Clerk to report Financial Matter

Cllr M Crumpton proposed Standing Order item number 39 seconded by Cllr G Jancey and agreed by all. The public were excluded from this agenda item.

Signed:

Date: 11th April 2016