

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
11th April 2016
MANOR HALL

PRESENT:

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

1948. Apologies for Absence Cllr G Jancey, M Crumpton, C Nicholls

1949. Declarations of Interest under The Localism Act 2011

None

1950. Reports from South Gloucestershire Councillors on matters relating to the parish

Cllr C Young reported:-

Planning issues

Conclusion of review

I have had the following email from Robert Walsh, Head of Safe Strong Communities at South Gloucestershire Council:

As you will recall both John McCormack and myself have previously written to you to advise you of the review that was being undertaking in relation to the provision of information by officers to third parties regarding regulatory enforcement issues. We agreed to provide you with an update of the review and to provide you with some guidance concerning information relating to enforcement matters being put in the public domain. This update is provided on behalf of both John McCormack and myself.

I can confirm that legal officers have met with my staff on a number of occasions and together they have reviewed the statutory and other regimes that relate to the disclosure of information generally. As you are aware from the mandatory training you undertake as a councillor certain information is subject to the provisions of the Data Protection Act and a failure by an individual to comply with the requirements of the Data Protection Act can have very serious consequences. In addition officers and councillors are required to comply with the provisions of the Local Government Act 1972 in particular Schedule 12A – Exempt Information. The Schedule contains a number of categories under which it can be appropriate to exclude information from the public domain. These include for example, information about an individual (category 1) and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime (category 7). These categories of information are pertinent to enforcement cases.

You have been asked to provide an update to your parish council on a number of enforcement issues, when doing so you must have regard to the above. It is incumbent on you not to breach data protection or to release information that is exempt information. This applies irrespective of whether others have put information in to the public domain.

As a councillor you are also bound by the Code of Conduct. The Code requires that you abide by legal obligations and any requirements contained in the authorities policies and protocols. Whilst the Code contains provisions relating to “Openness” for example, this provision does not override your duties to comply with statutory requirements.

As a Councillor you have a common law right to be provided with information if you can demonstrate that you have a need to know the information so as to be able to discharge your role as a councillor. This is commonly known as the “need to know”. Members do not have a roving commission and the mere curiosity of the member or requests for information from others via a councillor are not sufficient reasons to be provided with information. You will however at times be provided with information as a direct result of your role as a councillor, but which is not appropriate to share with or disseminate to others.

The review has highlighted improvements to be made in the way my team communicate information to councillors. In future they will highlight whether the information is capable /appropriate for placing in the public domain or not. This will assist you with identifying what information you can share.

In terms of information provided to complainants, officers have reviewed the pro-forma documentation they use and again they have improved the processes for identifying what information it is appropriate for them to provide. The overriding issue being the requirement that no information is released to any party which could prejudice an investigation of a potential crime.

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
11th April 2016
MANOR HALL

I understand that in relation to Ram Hill you brought a potential enforcement issue to the attention to my team on behalf of another individual. From our perspective it is far more efficient if the individual who has identified the potential breach refers the matter to us direct, this ensures that there is no delay in us gathering all relevant information first hand. Where appropriate we will ask the individual who made the referral to us to act as a witness in the event of proceedings being issued, and this will also mean the complainant will have the relevant first-hand knowledge.

Can I suggest if you are asked to refer a matter to the Planning Enforcement team that you provide the individual with the contact details of the enforcement team and recommend that they contact the team direct. Details and a complaint form can be found at www.southglos.gov.uk/environment-and-planning/planning/development-control/development-control-enforcement/making-planning-enforcement-complaint/ or alternatively concerns can be logged by telephoning 01454 868004.

Ram Hill Cottage

At the Parish Council meeting on 2nd November, Cllr Crumpton said that she had raised via me planning enforcement concerns about a mobile home at Ram Hill Cottage. The case officer has now advised me as follows:

I carried out a site visit at the property on 16th March 2016 in order to inspect the works. I can confirm that a section of the southern part of the building and the decking between the building and the boundary to the west have been removed. The building now measures 2 metres away from the boundary of the property.

As a result, I now consider that the outbuilding itself meets the size criteria in the permitted development legislation and does not have a significant impact on the residential or visual amenity of neighbouring occupiers. Therefore, I consider that it would not be expedient to pursue further enforcement action in respect of this matter.

As such, I will be bringing my investigations into this matter to a close.

Site opposite the New Inn, Mayshill

I have been advised that the time for compliance has expired and the Enforcement Team is making further contact with the owner before determining what, if any, further course of action is necessary.

Mafeking Hall

Following the submission of revised plans, the conditions were discharged in a notice issued on 23rd March. The applicants have one month to ensure that all aspects of the Travel Plan have been implemented and to implement the visibility splays approved and three months to implement the approved parking and turning facilities.

Boundary review of South Gloucestershire Council wards

It was agreed cross-party at the March full council meeting to invite the Boundary Commission to carry out a review of the boundaries for the South Gloucestershire Council wards, both to equalise the number of electors per Member and to reduce the overall number of Councillors from the current 70. Westerleigh ward, which comprises all of Westerleigh Parish and the South ward of Dodding Parish, is currently one of those with a higher than average number of electors.

Devolution bid for the West of England

It was announced in the budget on 16th March that an in-principle deal had been agreed between the Government and the 4 West of England authorities on devolution. You can read the document on the Government's website. The deal requires there to be a directly elected metro mayor. There will be a public consultation in April/May before the 4 councils make their decisions in June.

Coalville Road garage development

I attended the drop-in on Thursday 10 March. Merlin and their developer Lovell are looking to carry out the demolition of the garages in winter 2016/17, then start work in early summer 2017 with the aim to be complete before the following winter. Throughout the Coalpit Heath developments, residents will be able to drop in to the site welfare facility on Oldlands Avenue between 10.30 and 12 on Thursdays to raise any queries or issues they have.

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
11th April 2016
MANOR HALL

Roads around the Manor School

There has been a delay in publishing the formal advertisement for the 20mph speed limit. Having contacted the manager of the team to find out what was happening, I am advised that the formal advertisement period is now expected to start in May.

Safer Stronger Community Group

I attended the first meeting of the new enlarged Safer Stronger Community Group, which now takes in Winterbourne and Frenchay as well. Speeding on the rural part of Henfield Road was agreed as a new priority, and road safety on Serridge Lane was left open from the previous meeting.

The meeting was held at the Greenfield Centre in Winterbourne and it was agreed to continue holding the meetings there as it was a central point and would ensure consistency. I suggested that to make it easier for people of working age to attend, the meetings should start at 7.30pm, as the old Frampton Cotterell, Westerleigh, Coalpit Heath and Iron Acton ones did, rather than 7pm, as this meeting did. Those there agreed a 7.30pm start time for the next meeting. There are now only going to be three meetings a year, with the next planned for Tuesday 5th July.

Works on Halfpenny Bridge

Network Rail have sent me a briefing note about the works they will be carrying out on Halfpenny Bridge as part of electrification. The parapets will be extended to 1.85m to prevent access to the new electric power cables when they are installed. As the bridge is narrow, they will have to close the footpath to the general public while works are being undertaken, but most of the works will happen at night. Pedestrians and cyclists will be able to cross the bridge as normal when no works are being undertaken.

Work will take place between 22.00hrs and 08.00hrs on the following dates:

Weekend nights in April - 9th, 16th, 23rd,
Midweek nights in April - 25th, 26th, 27th, 28th
Weekend nights in May - 7th, 14th, 21st, 22nd

They will do everything possible to minimise the impact on neighbours. For more information contact **Toby Elliott**, Public Affairs Manager at toby.elliott@networkrail.co.uk or 07734 648 408 or **Claire McGine**, Communications Manager at claire.mcgine@networkrail.co.uk or 07734 647 240.

Bus service changes

There are a number of changes to the 47/X47 services:

- There will be two more X47 journeys departing Chipping Sodbury at 0620 and 0850.
- Extra time and an extra bus has been added to Service 47 to ease some of the current issues of poor punctuality and reliability.
- An additional evening journey from Bristol on Service X47 will also be added. The times of the departures of Service X47 in the evenings will change.
- Following customer requests an additional 0500 departure from Bristol Bus Station has been added to Service 47, this will allow customers to arrive into Yate before 0600.

Following agreement with the parish councils, a nightbus service will be running but it will be renumbered and will go straight down Badminton Road rather than round Frampton Cotterell (Beesmoor Road/Woodend Road/Church Road) as it used to.

Chair's Community Awards

I had a very enjoyable evening with volunteers from across South Gloucestershire who were being presented with Chair's Community Awards. Local winners included:

- Celia Morrish, who volunteers for Great Western Ambulance Charity
- Eileen Holcombe and Shirley Owen, who provide hot lunches at Paul's Place and help the charity in other ways

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
11th April 2016
MANOR HALL

- Mary Head, who is active in a long list of voluntary groups and activities inside and outside of South Gloucestershire, including many involving St Saviour's Church
- Trevor Thompson, who volunteers at St Saviour's as well as spending time sharing his great knowledge of local history

Help for those in fuel poverty

Those who live in fuel poverty, don't have a central heating system and whose property has an Energy Performance Certificate Rating of E, F or G, could be eligible for a grant of up to £4,000 to have a new central heating system installed. The funding is available until 31st August 2016. Further information and energy efficiency advice is available by calling the Warm and Well advice line on 0800 500 3076, by emailing warm&well@severnwye.org.uk or by texting 'WARM' to 83010.

Anyone considering installing a central heating system should also ensure that their home is insulated and again there are grants available. Information on these is also available from Warm and Well.

A verbal update was given to the fuel spillage at Bitterwell Lake which occurred on Sunday and is continuing.

Mafeking Hall – a parishioner asked what happens if the conditions are not met within timescales.

Top Yard appeal is 11th May 16 at 10.00am Poole Court. A parishioner requested a parish councillor attend this meeting to represent parishioners.

1951. Councillor Reports – written submissions taken as read with questions taken as necessary

None

1952. Confirm the minutes of the meeting held 7TH March 2016

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

1953. Finance Matters

a) Approve payment of accounts

To Whom	Details	Net (£)	Gross (£)	VAT (£)
C R Belcher	Play area, bus shelter inspections and any remedial works Nov – March 16	1,160.00	1,392.00	232.00
Hands Property Maintenance	Empty dog/litter bins – March 16	357.90	357.90	0.00
Anderson Accounts	Development and update to council policies	643.00	643.00	0.00
ALCA	Subscription 2016/17	529.21	529.21	0.00
Manor Hall	Room Hire	32.50	32.50	0.00
Head Groundsman	Grounds Maintenance March 2016	865.00	865.00	0.00
Staffing Costs	Salary, HMRC, pension	2215.55	2215.55	0.00
ALCA	External Audit Briefing	10.00	10.00	0.00
Manor Hall	Room Hire	71.50	71.50	0.00
CPRE	2016/17 subscription	36.00	36.00	0.00

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

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
11th April 2016
MANOR HALL

1954. Correspondence/Communication with Council

MEETINGS FOR COUNCILLOR ATTENDANCE

MEETING DATE AND VENUE	COUNCILLOR/S ATTENDING
Yate Town Council Civic Celebration 18 th April 2016	Cllr M Crumpton

CORRESPONDENCE FOR INFORMATION ONLY

1. Joint Cycleways Group – notes from meeting held 22nd March 2016
2. ALCA up2date information sheet
3. ALCA Information Service sheet about the Broadband Universal Service Obligation Consultation
4. Joint Parishes Night Bus – update
5. April 2016 Bus Service Changes
6. Celebrations and service changes at Gloucestershire Archives
7. Acton Court 2016 events

SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATIONS

CONSULTATION:	COUNCIL RESPONSE
<p><u>Draft Tobacco Control Strategy</u> Tobacco use remains one of our most significant public health challenges. One in two people who use tobacco will die as a direct consequence of its use. Whilst smoking rates have declined over recent decades, tobacco use in South Gloucestershire remains around 14% or just under 30,000 smokers.</p> <p>A call to action The health burden: tobacco use is the single greatest cause of preventable death in England, killing over 80,000 people per year: Health inequalities: higher smoking prevalence is strongly correlated with areas of socio-economic deprivation: Costs to society: it is estimated that smoking costs South Gloucestershire £57.5 million a year:</p> <p>Delivering the strategy This three year strategy sets out a range of actions across the following three themes: Prevention – Protection – Cessation Please refer to the full, draft Tobacco Control Strategy for further details and actions on these themes.</p> <p>https://consultations.southglos.gov.uk/consult.ti/tobaccocontrol/consultationHome</p>	<p>Council support this initiative</p>

All correspondence is emailed to Councillors unless otherwise indicated

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
11th April 2016
MANOR HALL

1955. Council to 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: Proposed by Cllr J Butler and seconded by Cllr S Blackmore, agreed by all. The policies were ratified by Council. (Cllr J Butler to forward typo, grammar amendments to Clerk)
Cllr S Blackmore asked that we now move onto the next level of policies and asked for a social media policy and email policy be drafted for the next agenda. Clerk to also prepare drafts of additional policies to be considered at future council meetings for agreement and ratification. Agreed by all.

1956. Date of Next Meeting

9th May 2016 Annual General Meeting at Westerleigh Village Hall

Cllr S Blackmore proposed Standing Order item number 3d seconded by Cllr A Fay and agreed by all. The public were excluded from this agenda item.

1957. Mr T Smith to meet with Council to discuss the Chalet and Fishing Rights

Signed:

Date: 9th May 2016