

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
5TH OCTOBER 2015
MANOR HALL

PRESENT:

Councillors: B Taylor (chair), J Butler, A Gibbs, A Fay, D Boulton, G Jancey, S Blackmore,
Officer: F Thornton

1852. Apologies for Absence Cllrs M Crumpton, C Nicholls

1853. Declarations of Interest under The Localism Act 2011

None

1854. Reports from South Gloucestershire Councillors on matters relating to the parish

Cllr C Young reported:-

Planning issues

Beech Hill Farm

Although the applicant asked for extra time to bring forward a report demonstrating that the land could not be returned to agricultural use, as proposed in the soon to expire tipping application, the majority of the committee voted to refuse this application. They did not give highways refusal reasons, it was purely about the Green Belt.

Mafeking Hall

The majority of the committee agreed to grant approval.

20 Boundary Road

Following the site visit, this is going to the planning committee on 8th October with a recommendation for approval.

Athelstan House

You will recall that the Parish Council objected to the proposed agricultural building on the grounds it was out of scale with the intended use. I referred it to the committee for this reason and because of concerns about the impact on the neighbour due to the position of the proposed building. The site visit will be on 23rd October.

3 Rose Oak Drive

This also appeared on the Circulated Schedule with a recommendation that a Certificate of Lawfulness for Proposed Development is granted. The Parish Council raised concerns about parking, as did a neighbour who also raised other concerns. However, this was not a full planning application. Under changes to the planning system this year, this type of development does not need a full planning application, providing it meets certain criteria. Instead an applicant formally asks the council whether they can go ahead without planning permission by submitting an application for a Certificate of Lawfulness for Proposed Development. The officer therefore could not take into account the planning merit of the proposals, all they could do was to check whether it met the criteria. It did and hence the Certificate was granted.

Top Yard

The appeal information is still not available online. I have spoken to the case officer who has promised to update me when she's got some information from the Planning Inspectorate.

Kendleshire Golf Course

The applicants have submitted a business plan to the council in support of their special circumstances case and asked for extra time so the officer can consider it.

20mph limit on roads around the Manor School

The proposals for introducing 20mph limits on the roads around the Manor School are out for consultation, with replies required by 9th October.

SSCG meeting

PC Finbar Simmons, Cllr Pat Hockey and I gave feedback on the various road safety issues in Westerleigh ward that were identified as priorities at the last meeting.

- *Ram Hill buses* - Between them the police and CSW visited Ram Hill 9 times to check the speed of buses. Because they weren't trying to gather evidence with regards to prosecution, they could do it more discretely, and they tried a number of different positions, including on the steep hill. Eight buses were found to be doing

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
5TH OCTOBER 2015
MANOR HALL

under 30mph, one other was slightly over but still below the enforcement level. PC Simmons remarked that a number of times he raised the gun convinced they were doing over the limit but they weren't. He concluded that although there was a perception they were speeding, perhaps because of their size on a comparatively narrow road, there is no evidence they are routinely speeding. There is still the question of whether 30mph is appropriate on this road and you may recall that I have asked for a scheme to investigate reducing it to 20mph to be added to the Priority List, but that is a long process even once a scheme gets selected.

- *Pedestrian crossing near Badminton Road/Woodend Road junction* – Cllr Pat Hockey, highways officer Tracey Hamblett and I met on site in the summer to look at concerns that the pedestrian crossing outside the Miners is too close to the junction of Woodend Road. Unfortunately due to entrances to driveways and so on it would not be possible to move the crossing and still keep it close to where people want to cross, to get to the hall and to get to the shops on Woodend Road. The officer is proposing to put warning signage on Woodend Road.
- *Parking at the junction of Southview Road and Badminton Road near the corner of the playing field* – On the same day we looked at this junction. The concern here was about cars parking when there are events on the field making the junction unsafe. The officer suggested an advisory keep clear marking on the playing field side of Southview Crescent (there is already one on the other side).
- *Speeding traffic on Beesmoor Road* – Also on the same day we looked at the problem of speeding traffic making it difficult for residents to exit properties near the sharp bend on Beesmoor Road (on the Manor Close side). Before making any proposals, the officer has arranged for some speed monitoring to take place during the school term time.

Most of the new priorities were in Frampton Cotterell Parish, however I was asked by residents to raise parking and road safety problems around Mafeking Hall.

Yate spur cycle path query

I received the following response from officers to the query raised at the last full Parish Council meeting:

The land agreement for the field section (from the recently constructed refuge on Westerleigh Road to Cornerways at Broad Lane) is still to be completed. This has been delayed as the land owner is unable to provide proof of ownership. It is not practicable to build this section during the winter so we will be looking to carry out construction next financial year, pending funding and the land agreement.

This year's funds need to be spent this financial year so we are looking at where else we can spend the money. We are looking at:

- Construction of a short length of path along the northern verge from the recently constructed refuge, to provide a link to the adjacent side road (request received at the Cycle Forum);
- Improvements to Broad Lane track;
- Improvements along Shire Way between the mini roundabout and Rodford Way roundabout, subject to consultation.

The improvements to Broad Lane track are planned to commence next month. We will consult on the other two proposals once we have finalised the proposals. We are aiming to commence the consultations by the end of this month.

I have since been told that rather than the Shire Way work, they may instead look at doing some work between Nibley Lane and the railway bridge. I will be meeting officers to discuss this later this month.

The Broad Lane track works are due to start this week and take around 8 weeks. I raised the issue of Bristol Water carrying out work to repair Broad Lane, in case there were any conflicts, but those works have now been completed.

Westerleigh smell

Unfortunately after several years when the odour situation had improved, in recent weeks there have been some significant problems. One incident which affected those closest to the abattoir was caused by a breakdown in equipment, which stopped the abattoir killing animals and led to lorries with live animals being parked up on the road leading to the site. The Environment Agency cannot deal with off-site issues but is following up the procedures for dealing with complaints out of hours, as they now inform me the abattoir is operating 24/7 and the residents complained outside office hours. (I have checked with Planning Enforcement that this is permitted from a planning point of view. I have also checked the animal welfare aspects of this incident with Trading Standards.)

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
5TH OCTOBER 2015
MANOR HALL

The other problem has been smells via the sewers. A Trade Effluent officer from Wessex Water was due to meet Tulip this week and I have a meeting with the Environment Agency officer, Wessex Water and Tulip on 14th October.

A verbal update was given as follows:-

Policy and Resources Committee 9th October 15

2 important strategic planning documents are being considered

- i) PSP Plan where officers are recommending we delay submission to enable Council to address concerns regarding the 5 year land supply
- ii) Joint Spatial Plan for West of England. The first stage is going to be an issues and option consultation looking at different ways to deliver housing. The meeting is to ask for support the publication of this consultation.

Cllr C Young will attend Environmental and Leisure Committee on 19th October 15 to update further.

1855. Reports from representatives of Other Bodies on matters relating to the parish

Cllr J Butler reported her attendance at the SSCG meeting – the main point was another PCSO has been appointed so we have 2 for the area, along with the beat area being reduced.

1856. Confirm the minutes of the meeting held 7th September 2015

Proposed by Cllr G Jancey and seconded by Cllr S Blackmore the minutes were approved and signed

1857. Matters Arising

Councillor training – clerk reported Gill Sinclair has asked a suitable person to carry out training to contact the council to make arrangements.

Road Closure Remembrance Service, Westerleigh Village– Cllr B Taylor reported that St James church has been persuaded that it is not necessary to close all three roads, they will informally close just the one side of the green, adjacent to the noticeboard.

1858. Finance – approval of payment of accounts

Proposed by Cllr J Butler and seconded by Cllr G Jancey the attached payments were approved.

1859. Correspondence/Communication with Council

REQUIRING RESPONSES/COMMENTS/ACTIONS/INFORMATION

1. South Glos. CAB letter and report (*)
2. Heritage and Learning in South Gloucestershire: Thursday 8th October 2015, 13.30 to 16.30 at t Poole Court, (*)
3. Agenda for Frome Vale Area Forum, Thursday, 17th September, 2015, 7.00 pm(*)
4. Thank you from parishioner for making safe the trees at Ivory Wood (*)
5. Community grants information sheet (*)
6. SGMRG Talk 21 October "Know your Place Project" (*)
7. agenda for the next meeting of the Town & Parish Councils Forum (T&PCF) to be held on Thursday 8 October 2015 at 10am at Poole Court, Poole (*)
8. Agenda for the next Safer Stronger Community Group meeting on Tuesday 29th September 2015 at 7.30pm at The Brockeridge Centre (*)
9. 2015 is the 800th anniversary of Magna Carta. Parish Councillors are cordially invited to a celebratory event at Gloucestershire Archives, Clarence Row, Alvin Street, Gloucester GL1 3DW on Thursday 22nd October at 7.30pm (*)
10. The South Gloucestershire Mines Research Group have a talk on Wednesday 21 October at 7:30pm in the Miners Institute, Coalpit Heath, South Gloucestershire, BS36 2QB about "The Know Your Place Project"; the talk is by Anne Lovejoy, one of the KYP project team. (*)

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
5TH OCTOBER 2015
MANOR HALL

11. Agenda for the Joint Cycleway Group meeting taking place at Poole Court on Wednesday 30th September from 6.00pm till 7.30pm.
12. Agenda for the next meeting scheduled for 29th October at Dodington Parish Hall, 10:00 - 12:30.

FROM SOUTH GLOUCESTERSHIRE COUNCIL

Consultations:

- a) South Gloucestershire Council is currently consulting on changes to some adult social care charges. We have considered all the adult social care services provided and explored opportunities to increase revenue through the charging policy and hence contribute towards the Council Savings Programme.

The review identified three services areas where additional income could be raised and these are:

- Telecare (sometimes known as "Piper Lifeline" or the "Life Line Service")
- Deferred Charges of care fees
- Home Care Charges (for home care and community based support)

It should be noted that service users who already receive subsidised charges, will not contribute any more due to the proposed increased rates. Only self-funders will be affected.

Further information is available in the attached consultation document or from our website:

<https://consultations.southglos.gov.uk/consult.ti/cahfees2015/consultationHome>

The consultation is open from 7 September until 31 October 2015 (*)

- b) South Gloucestershire Council has undertaken a review of its Street Trading Policy and Guidelines for Applications and is now consulting on a new, draft policy covering the period 2015-2018. As a key stakeholder you may be interested in commenting on the draft policy. A summary of the draft policy is attached or you can access all the relevant documents on the consultation webpage, including a summary of the proposed changes;
<https://consultations.southglos.gov.uk/consult.ti/Streettradingpolicy/consultationHome>

- c) Consultation on the proposed changes to South Gloucestershire Council's Local Planning Application Requirements 2015

In response to the Government's ongoing initiative to promote growth and identify and eliminate needless bureaucracy and red tape from the planning process, South Gloucestershire Council's Strategic Planning Service has reviewed its local planning application requirements against current legislation and policies.

Planning application requirements come in two parts; the first set out the national statutory requirements, which is not subject to this consultation, with the second comprising of the Local Planning Authorities (LPA) own information requirements.

The national lists sets out the statutory requirements; completed application form, fee, ownership certificate, design and access statement along with plans and drawings necessary to describe the development. The local list will comprise of additional information such as; affordable housing information, flood risk assessment and travel plan. Requirement of these items will vary depending on the type of development and application site planning constraints.

The use of validation lists afford both the authority and applicant greater certainty as to the nature and extent of information required in order to validate an application. If an application is submitted without the required information set out in the national and local list, it will not be accepted.

In reviewing our local requirements LPAs must ensure they are relevant, current and clearly identify when a requirement may or may not be necessary.

This review has resulted in a number of minor changes and details of the proposed local requirements for South Gloucestershire can be found on the [Consultation on Local Planning Application Requirement List](#) web page.

In keeping with the Government's approach, the proposed local requirement list is not as extensive as the current list, but this will not prevent the authority from requesting further information on a case-by-case basis if it is found necessary to enable any submitted planning application to be properly assessed.

We would like to hear your views on the proposed changes to the local list. Any comments received will be taken into account when the revised local requirements are taken forward for formal adoption and publication. Please send us your comments on the proposed changes to the local lists by 1 November 2015:

By e-mail to planningapps@southglos.gov.uk,

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
5TH OCTOBER 2015
MANOR HALL

d) Special Expenses

South Gloucestershire Council is consulting on continuing or amending or ceasing the current Special Expenses system from 2016/17. A Consultation Paper with 3 Appendices and a Questionnaire is attached.

e) Local Council Tax Reduction (LCTR) Support Grant to Parish and Town Councils

South Gloucestershire Council has previously indicated that it will be reducing the overall amount which it intends to pay to the Parish and Town Council sector from 2016/17 onwards in respect of a share of the LCTR Support Grant. The attached consultation relates to the options for calculating the total reduced share to be transferred to the Parish and Town Council sector from 2016/17. It does not propose any alteration in how this reduced total share is then allocated across the individual Parish and Town Councils each year which will remain as established in 2013/14 when the LCTR Support Grant was first issued.

Agenda for:-

1. Waste Management Forum, Tuesday, 15th September, 2015, 7.00 pm
2. Children & Young People Committee, Wednesday, 23rd September, 2015
3. Audit and Accounts Committee, Tuesday, 29th September, 2015

Other:-

1. Temporary closure of Nibley Lane -29th September 15 to carry out cleansing (*)
2. Quality of Life Report 2015 (*)
3. Changes to sort it centres (*)

PUBLICATIONS

Westerleigh Village Newsletter (*) Siren Magazine (*)

(*) indicates emailed to all Council members

1860. Planning Matters

There were no planning applications for consideration

Planning Decisions notified to council

1. Mafeking Hall Ram Hill Coalpit Heath

Prior notification, under Class T of Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015, of a change from Scout Hut (Class D2) to Registered Nursery (Class D1) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

PK15/3118/PNVE Approve with conditions

2. Oakley Green Farm Oakley Green Westerleigh South Gloucestershire
Display of 2no. non-illuminated (Tulip) signs (Retrospective).

PK15/3019/ADV Approve

3. 218 Henfield Road Coalpit Heath Bristol South Gloucestershire BS36 2UJ

Demolition of existing outbuilding and erection of single storey detached building to form residential annexe ancillary to main dwelling.

PK15/3059/F Approve with conditions

4. Nibley Court Turner Drive Yate Bristol South Gloucestershire

Erection of entrance porch and canopy, installation of gate, cycle and bin stores. PK15/3253/F Approve with conditions

5. Beech Hill Farm Westerleigh Road Westerleigh

Change of Use of land from agricultural land to caravan storage (Sui Generis) as defined in the Town & Country Planning (Use Classes) Order 2005). PK15/1339/F Refusal

6. 3 Rose Oak Drive Coalpit Heath Bristol South Gloucestershire

Certificate of lawfulness for the proposed erection of single storey side and rear extension PT15/3702/CLP Approve with conditions

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
5TH OCTOBER 2015
MANOR HALL

1861. Council to consider the publication of draft minutes, prior to approval by committee/council

The Clerk advised

For information, The Smaller Authorities (Transparency Requirements) Regulations 2015 provide that smaller authorities (annual turnover not exceeding £25,000) will need to publish draft minutes within 4 weeks of the Council Meetings.

The minutes should make it clear that they are draft minutes until they are approved at the next Council Meeting. If Council's turnover is over £25,000 it is good practice to publish Minutes and also Committee Minutes within this time frame.

The extract reads:-

**THE SMALLER AUTHORITIES (TRANSPARENCY REQUIREMENTS) (ENGLAND)
REGULATIONS 2015**

7. Policy background

7.1 The Local Audit and Accountability Act 2014 introduces a new local audit regime for public bodies. Under the new audit framework, smaller authorities² with an annual turnover³ not exceeding £25,000 will be exempt from routine external audit.

In place of this, the relevant smaller authorities⁴ will be subject to the new transparency requirements set out in the Transparency Code for Smaller

Authorities published in December 2014.¹

7.2 There are currently around 10,000 smaller authorities with around 5,300 having an annual turnover below £25,000. The purpose of the Code is to enable local electors to access relevant information about the authorities' accounts and governance and for this to represent a proportionate requirement on bodies of this size.

7.3 The Code was issued as recommended practice on 17 December 2014. The Local Government (Transparency) (Descriptions of Information) (England) Order 2015 then directed that section 3(4) of the 1980 Act should apply to information relating to the meetings of those smaller authorities to which the Code applies, including the agendas, minutes and any other information concerning matters discussed at meetings.

Following an approval motion in the House of Lords on 26 February 2015 and in the House of Commons on 3 March 2015, the Government now intends to make the Code mandatory through the making of Regulations under section 3 of the 1980 Act.

Cllr S Blackmore also circulated information from other council websites

The Clerk made the following suggestion:-

There is no problem with Full Council minutes as we meet monthly, the problem lies with the committee minutes. I could email Committee Chairman/members a copy of the draft minutes and ask for any comments, (as I did last week with the Finance & GP Minutes)

They could then go on the website, clearly marked as DRAFT until such time as they are approved.

Decision: Proposed by Cllr a Gibbs and seconded by Cllr A Fay that all draft minutes are posted on the website pending approval. Clerk to add narrative to relevant page advising of this. Agreed by all.

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
5TH OCTOBER 2015
MANOR HALL

1862. Council to respond to consultation on 1) South Gloucestershire Council's special Expenses System from 2016/17 onwards, and 2) The LCTR Support Grant to Parish and Town Councils from 2016/17

1. **Special Expenses System** – Cllr B Taylor outlined the consultation and added further detail following his attendance at the briefing meeting this afternoon. It is a system to prevent 'double taxation' and SGC are consulting on whether to retain the system unchanged, amend the existing or cease the system.
Decision: Council wish to retain the system unchanged, with the second preference of the whole system ceasing and lastly amending the existing.
Council commented that it is too short a time frame to explore any alternatives or enter into separate negotiations with SGC to set up a different system which would not be detrimental to parishioners. Therefore Council have chosen the option to keep the current system unchanged until a viable option is suggested.

2. **LCTR Support Grant**– Cllr B Taylor outlined the basis of the calculations and the risks associated with the calculation of the figures.
Decision: Council's preferred option of methodology was option 2 based on SUFA/SFA, with option 1 being their second preferred option and option 3 being their third. Council felt this was potentially the most beneficial option to parishioners.

1863. Council to discuss Badminton Road/Kendleshire Road junction (in light of another accident)

The Clerk circulated to Council members a response to a traffic measures request back in 2014 as follows:-

I refer to your e-mail dated 4 September 2014 addressed to Mark King in respect of the above junction and your request for traffic signals or a roundabout to be installed at the Kendleshire crossroads.

I acknowledge that the queues of traffic have extended towards Damson Bridge whilst Church Road in Frampton Cotterell was closed, however the volume of traffic appears to have decreased since the reopening of the road.

Making it easier for traffic to get out of Down Road and Ruffet Road would make these routes far more attractive to motorists wishing to avoid the congested ring road during peak periods. On previous experience, the increase in traffic using side roads as a result of signals being installed is substantial.

This increase in traffic is likely to be unacceptable for most residents of Down Road, Ruffet Road and roads that feed into these. This increase in traffic is also likely to lead to an increase in accidents along these roads.

The staggered nature of the junction means that signals would not work efficiently. In particular the distance between Down Road and Ruffet Road would mean that the 'inter green time', the time lag between the signals changing to red on one arm of the junction and changing to green on another would be much longer than for a normal crossroads. Because of this, the signals would not be able to cope with the existing flows on the Badminton Road and queuing would occur. When queuing occurs traffic switches to using alternative routes. In this case this is likely to lead to traffic switching from the A432 to the B4058 Bristol Road/Winterbourne High Street and the Westerleigh Road.

With regard to your request for a roundabout, there would be insufficient adopted highway to install such a facility. To increase the width of the crossroads to provide entry widths and exit lanes to the roundabout would require Land Take and Environmental consideration would be required. The Department for Transport's design manual states that mini-roundabouts apply to roads with a 30mph speed limit or less speed which would not apply to the A432 with a speed limit of 40mph.

In recent years, improvements have been introduced at the Kendleshire Crossroads which includes:-

- Resurfacing of the junction,
- the installation of anti-skid road surfacing;
- The existing street lighting at the junction has been up graded in recent years;
- The speed limit was reduced to 40mph in 2000;
- A Green lane scheme was introduced between Henfield Road between the A432 and Westerleigh Road in Spring 2012; and
- Improvements to the definition of the turning lanes.

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL
5TH OCTOBER 2015
MANOR HALL

Cllr S Blackmore outlined the background and the reasoning behind this agenda item; that being the history of road traffic accidents.

Cllr C Young advised that SGC officers are meeting to discuss/look into further investigations. She will keep council updated as to what SGC are doing

Cllr G Jancey reported that he had already been in contact with SGC over this matter. He also outlined his own experiences in travelling along this stretch of road.

His suggestion is to remove the bushes in the Down Road vicinity which would allow greater visibility. This is something he is pursuing with SGC, especially in light of the support/response from his blog.

1864. Items of Report

1. Tour of the parish – clerk to circulate 2 dates as not everyone can make the same day
2. Cllr S Blackmore – pedestrian lights by Miners Club. A parishioner has collecting signatures for a petition to ask for signs to be erected at the end of Woodend Road to warn about the pedestrian lights. This was on Tues 29th Sept & she was planning on attending the Safer Stronger Meeting that night. (Where I understand from Claire's report, it was subsequently agreed that these signs would be installed).
3. Cllr S Blackmore - attended Miner meeting and is assisting in the application for a community grant for fencing.
4. Cllr D Boulton – he has reported to SGC the recent cleansing activities taken place in Nibley lane. Whilst carrying out the works a load of litter was uncovered which is now strewn along the length of the lane. Also the standard of hedge cutting is not satisfactory
5. Cllr D Boulton – has reported to SGC the layby nr Mayshill which has metal sheeting and hardcore dumped in it. He has reported it as fly tipping and asked that it be dealt with
6. Cllr A Gibbs – fly tipping at Crematorium laybys – he will report to SGC
7. Boundary stone has now been moved and installed in its correct location.

1865. Date of Next Meeting

Full Council 2nd November 15 Westerleigh Village Hall

Signed:

Date: 2nd November 2015