

Westerleigh Parish Council
Full Council Meeting 7.15pm Monday May 8th 2017
Newman Room, Manor Hall

PRESENT:

Councillors: B Taylor (Chair), J Butler, A Gibbs, A Fay, S Blackmore, T Clark, P King,
Officer: Locum Clerk S Simmons

PLEASE NOTE: IN ACCORDANCE WITH COUNCIL MINUTE ITEM 1910 THIS MEETING MAY BE RECORDED AS AN AIDE MEMOIRE UNTIL SUCH TIME THE WRITTEN MINUTES ARE APPROVED. THIS RECORDING WILL THEN BE DELETED. [Ref: standing orders item 3j]

2128. Apologies for absence Received from Cllrs M Crumpton and D Boulton

2129. Declarations of Interest under The Localism Act 2011 – none

2130. Update on end of year financial reporting process and AGM

The Locum Clerk explained that the end of year Annual Return is being progressed prior to Internal Audit on Monday 15th May. As last years internal auditor is not available, and due to tight deadlines, a recommended qualified Parish Clerk is being used – P Trull from Wickwar. The external auditors, Grant Thornton have allowed an extra month (to 19/6/17) due to the WPC circumstances.

The AGM will take place on Monday 12th June with the accounts being made available to the public for 30 days from June 13th. (Exercise of Public Rights period). The accounts will be sent to Grant Thornton after June 12th, meeting the extended deadline of June 19th. The Council were happy with this situation and thanked the Locum Clerk for all the work in the last month to get this on track.

2131. Reports from South Gloucestershire Councillors on matters relating to the Parish - *No report this month, as we are in the General Election purdah period*

2132. Councillor Reports – written submissions, taken as read with questions taken as necessary

Report from Cllr Taylor – Joint Cycleways Group meeting 24 April 2017

Report: Ann Fay and I attended this meeting. The major items of interest were:

The two sections of the Yate spur to the cycle path (bottom of Kidney Hill to Broad Lane, Westerleigh, and Railway viaduct to Rodford Way roundabout) that are scheduled for 2017/ 2018 are expected to be started in July.

The design work for the remaining (Rodford Crossing to Gibbs Corner) will be completed this financial year with the intention of building it in 2018 /2019.

The Yate Spur consultation responses have been posted on the South Glos Council website. 49 of 67 replies are said to support the spur, but a large number have expressed concerns about the proposed Nibley Lane crossing. SGC have stated that a major remodelling of the junction is beyond the scope of the cycleway scheme.

Councillors asked why an alternative option has not been investigated for the Nibley Lane crossing and Cllr Taylor reported that it has been stated there is insufficient money for a more complicated scheme.

Report from Cllr Taylor – Drainage of Westerleigh playing fields

Report: The Environment and Leisure Committee meeting of 20 February agreed that I should approach South Gloucestershire Council “to identify a list of potential companies that can carry out a professional inspection and quotation.”

I have looked at the remit of the South Glos Council Grounds Team, and have concluded that an approach to members of the Land Drainage Contractors Association would be the best course.

There are two members in the immediate area (Stonehouse and Clapton-in- Gordano) and I shall work with the locum clerk to send a request to them.

Report from Cllr Taylor – Meeting with CPS Ground Maintenance

CPS (Grounds) has merged with The Head Groundsman Ltd, who cut the grass on Westerleigh Parish Council land. The owner of CPS had requested the meeting to discuss the contents of the contract to make sure they understand what we want.

The meeting was attended by Chris Richardson – CPS, Steve Drew – CPS (formerly The Head Groundsman Ltd), Sue Simmons – Locum Clerk, Paul Gosling – Westerleigh Cricket Club, and me.

The locations of the six locations to be cut were confirmed. CR confirmed that it was his policy to continue to be flexible within the terms of the contract to try and achieve the best playing conditions for Westerleigh Cricket Club, eg cutting the grass late in the week, and once per week in the playing season.

The contract is still with The Head Groundsman, and it requires novation to CPS. Chris Richardson signed the document that will do this, and passed it to the Clerk.

The Council will be asked to decide whether the Clerk should sign this at the next WPC meeting.

CPS (Grounds) Ltd were also asked whether they could recommend any companies that were experienced in drainage of playing fields. They stated that they, themselves, had a section that dealt with such projects, and had extensive experience with drainage on school and club grounds.

Cllr Taylor added that the financial terms of the contract remain the same for the remainder of the 5 year contract. It was proposed that the Locum Clerk sign and return the novation document. Proposed J Butler Seconded P King

Report from Cllr Fay – Ram Hill Colliery meeting May 4th

The website is to be upgraded and improved. A facebook page is planned.

The AGM will be on June 21st at the Miners at 7.30pm.

David Godden is intending to retire from being in charge of the voluntary work parties in 2 years time. He also will not be doing any physical maintenance work except for lime mortaring.

More volunteers are needed urgently including work party leaders.

Open day on May 29th. Volunteers needed.

Additional reports

Cllr Butler – Manor Hall

Cllr Butler reported that the large container outside the Manor Hall is to store the contents of the outbuilding whilst it is being reroofed.

Cllr Taylor – Westerleigh Village Hall

Cllr Taylor passed on information from the Chair of Westerleigh Village Hall regarding the installation of an underground Bulk Propane Tank to replace the smaller two cylinder arrangement that has been in place which is insufficient to meet the needs. This requires a large hole to be dug but once completed only the port will be visible.

2133. **Confirm Minutes of meeting held 10th April 2017** The minutes were agreed, proposed by Cllr Butler and Seconded by Cllr Clark and duly signed by the Chairman.

2134. **Council to consider any planning applications considered urgent that have been posted on South Gloucestershire Council planning list since the last Parish Council's meeting**

17/00025/REFUS | Change of use of land for the siting of 2no. mobile homes with hard standing and associated works. (Retrospective). | Greenacres Park Ram Hill Coalpit Heath South Gloucestershire BS36 2UB Expiry date 29.5.2017

The Council reiterated their objection to the siting of these 2 mobile homes on a residential bungalow plot in a Green Belt area. Clerk to submit comments to the Appeals Casework Portal.

PT17/1668/F 129 Badminton Road Coalpit Heath Bristol - Demolition of existing garage. Installation of front dormers to form loft conversion. Erection of two storey side extension to form additional living accommodation and integral garage. | 129 Badminton Road Coalpit Heath Bristol South Gloucestershire BS36 2SY

WPC have no objections to this application.

PK17/1660/F Erection of 3no. detached dwellings with parking and associated works (amendment to previously approved scheme PT16/5701/F) | 288 Badminton Road Coalpit Heath Bristol South Gloucestershire BS16 6NT

WPC have concerns over the 'over-development' of this piece of land and of the parking arrangements. Clerk to submit an objection.

PK17/1479/F Extension to existing office block to facilitate change of use into ground floor training centre (Class D1) and first floor offices (Class B2) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended) with parking and associated works. | 5 Stover Road Yate South Gloucestershire BS37 5JN

Westerleigh PC has no objections.

2135. **Correspondence/Communication with Council**

Correspondence – Meetings/Training

- **ALCA Training course Plain Guide to Planning for Local Councillors Bickeridge Centre on Wednesday 31st May at 7pm Emersons Green Village Hall 10th June 2017 10:00 - 12:30**
Cllrs Blackmore & Clark to attend 31st May
Cllr Butler to attend 10th June
Clerk to make bookings.
- **M Slucutt – Invitation to AGM of The South Glos Over 50's Forum Monday 22nd May at 2pm at Chipping Sodbury Town Hall. Request that member of WPC attends.**
Clerk has sent further details to Cllr Butler
- Kristy Spindler - Environment and Resource Group meeting Wednesday 10 May 2017. ***Cancelled due to General Election purdah period***
- Highways England "Planning future investment in England's strategic roads" events: London – 12 May 2017; Peterborough – 16 May 2017; Exeter – 17 May 2017; Birmingham – 18 May 2017 ***Postponed due to General Election purdah period***

- M4 Junction 18a Link Study - Second Briefing Session – ***Postponed due to General Election purdah period***

Correspondence for Response

- Linda Allport – Zurich Insurance – Annual insurance renewal £1807.12. This is part of an ongoing contract. The invoice was signed off by Cllrs Butler & Fay.

SUMMARY OF CURRENT INSURANCE SCHEDULE

Items insured – as per council assets lists

Money – limit of one loss £250,000, in transit or premises or safe £5000

Public liability £10,000,000

Employers liability £10,000,000

Libel and Slander £250,000 excess of 10% of every claim or £1000 whichever is lower

Fidelity Guarantee - £100,000 with £100 excess

Personal accident - £500,000 limited to any one person and £2,000,000 any one accident

Legal expenses - £50,000 limit

Schedule of all risks items of property insured was issued to members

- Dee Gregson - Request for possible filming in Henfield playground by Bitterwell Lake. On behalf of Story Films. The Council have no objection providing all safeguarding steps are covered and insurance is in place covering council property.
- Graeme Stark – Invitation to join the Joint Local Access Forum (JLAF).
<http://www.bathnes.gov.uk/services/streets-and-highway-maintenance/public-rights-way/local-access-forum>
Cllr King has been approached by one of the SGC PROW team encouraging him to join the JLAF which he is happy to do. Cllr Fay is already a member of the Forum.

Correspondence for Info only

- Dodington PC – email confirmation they are unable to help WPC with archive storage
A solution is being investigated with Frampton Cotterell PC.
- Rebecca Toms - Badminton Road Office car park update
- Julie Doherty – Avon Wildlife Trust – Says Court farm update
- RoSPA – Annual Play Area Inspection reports
- Ram Hill Road closure for 1 week

SOUTH GLOS CONSULTATIONS.

- Paul Hulbert - The summary document and the full schedule of all the responses to the consultation on the latest parts of the Yate Spur cycle route have been published by South Glos here -
<https://consultations.southglos.gov.uk/consult.ti/YateSpur2016/consultationHome>
- Running Free: LAIS Consultation on preserving the free use of public parks – Clerk to submit to Consultation:

The concept of Government preventing Councils from being able to make their own decisions on the subject of how their playing fields and public areas are used or charged for goes against the acknowledged processes of devolution and localism.

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Westerleigh Parish Council therefore feel that government should not impose rules preventing the charging of use of facilities if the use is for commercial purposes and/or volume of use results in damage to areas which the Council would then have to use funds to repair and upkeep for normal use.

Westerleigh Parish Council would seek to retain free use of facilities for local residents but where an activity was taking place involving people from a wider area then potentially the council should have the right to consider reimbursement/payment of some kind.

- Preliminary Flood Risk Assessment (PFRA) Dan Sheppard -Drainage and Flood Risk Management, South Gloucestershire Council, Department for Environment and Community Services – WPC need to notify any known flooding incidents since Jan 1st 2011 – Clerk to submit information on Damson Bridge/Down Road and Besom Lane
- War Memorial sites – a project to record and research memorials, WWI names of the fallen and preserve Memorial sites
<http://www.southglos.gov.uk/environment-and-planning/historic-environment/archaeology/war-memorial-sites/>
Clerk to send information of Westerleigh Cenotaph and plaque inside Henfield Hall

2136. COUNCIL TO APPROVE PAYMENT OF ACCOUNTS

TO WHOM PAID	DETAILS	FINANCE £	ENV & LEISURE £	TOTAL PAYMENTS £	VAT £
Anderson Partnership	Locum Clerk Services March 2017	646.70		646.70	
CAB South Glos	Grant	800.00		800.00	
F Thornton	Salary	848.81		848.81	
HMRC	PAYE	67.43		67.43	
APF BANES	Pension	141.50		141.50	
RoSPA	Play equipment Inspection		140.00	168.00	28.00
Simmons Resources Ltd	Locum clerk services	439.80		439.80	
Westerleigh Village Hall	Hall hire	20.00		20.00	
Frampton Cotterell PC	Youth Provision		2,500.00	2,500.00	
Konica Minolta	Copier charges	30.99		37.19	6.20
Head Groundsman	Grounds Maintenance inv 1.2.17		865.00	865.00	
Head Groundsman	Grounds Maintenance inv 1.3.17		865.00	865.00	
Head Groundsman	Grounds Maintenance inv.1.4.17		865.00	865.00	
Npower	Bitterwell Lake		23.61	24.79	1.18
Hands Propert Maintenance	Dog & Litter bins		348.00	348.00	
Alide Hire	Bitterwell Lake portable loo		80.00	96.00	16.00
Simmons Resources Ltd	Locum clerk services	267.92		267.92	
Avon Wildlife Trust	SAYS Education/Community/Monitoring		5219.00	6262.80	1043.80
Manor Hall	Room Hire	27.00		27.00	
Manor Hall credit note	Room Hire	-27.00		-27.00	
		3,263.15	10905.61	15263.94	1095.18
Add Zurich Insurance renewal		1807.12		1807.12	

List accepted: Proposed Sarah Blackmore Seconded Jean Butler. All invoices signed.

2137. Council to consider a grant application from Green Community Travel Ltd

GCT have informed Clerk that in 2016 the service was used 2326 times by Coalpit Heath residents and 689 times by Westerleigh residents. They are requesting £449.95 for one of four computer towers that need replacing.

<http://www.greencommunitytravel.co.uk/volunteering/introduction-green-community-travel>

£449.95 was approved by all 7 Cllrs

2138. Council to discuss facilities at Bitterwell Lake

Cllr Taylor reported that he has seen photos of the completed fencing and it looks good. There is still some rubbish to be removed from the corner. He asked if the fencing behind the hardcore also needs doing. Cllr Butler said this wasn't critical as it borders residential rather than public area.

A new litter bin is needed – Clerk to action

Signs still needed – Cllr Butler to action in Cllr Crumpton's absence

Toilets – Cllr Fay impresses that a permanent toilet is needed. One toilet with disabled and for male/female use is all that is required. The siting of this is where the last one was as drainage and water are available. Clerk to investigate options. Cllr Gibbs recommended new not reconditioned.

Picnic Benches – Clerk to research plastic vandal proof versions.

It was asked if the request for a Memorial Seat had been made – Clerk not aware of request.

2139. Items considered urgent or exempt by the Chairman (if any)

As no public were now present The Chairman gave the Locum Clerk time for questions and comments.

Clerk suggested a meeting to compile the AGM Agenda with Chair and Vice Chair. Dates to be forwarded.

Clerk advised Councillors that standard practice should be to use a dedicated email address for Council matters to avoid any issues with Freedom of Information requests in future. Some Cllrs already have dedicated ones but for new ones the suggested format is for example – CllrTClark@(gmail or outlook). Councillors to inform Clerk when new email set up.

2140. Date of Next Meeting – Monday 12th June at 7.15pm at Westerleigh Village Hall

This will include the AGM.