

CROMHALL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 11th MAY 2016 7.30pm IN THE VILLAGE HALL, TALBOTS END CROMHALL

PRESENT: Cllr M Line (ML), Cllr K White (KW), Cllr R Hobbs (RH), Cllr D White (DW), Cllr S Aston (SA), Ward Councillor John O'Neill and Mrs D Dunning (Clerk)

NO. 1. To ELECT a chair and receive Declaration Acceptance of Office

Cllr K White was proposed by Cllr M Line and seconded by Cllr D White and unanimously elected as Chair.

NO. 2. To ELECT a Vice Chair

Cllr M Line was proposed by Cllr R Hobbs and seconded by Cllr D White and unanimously elected as Vice Chair.

NO. 3. APOLOGIES:

These were received and accepted from Cllr A Gent. Cllr K White to contact Cllr Gent as last attendance was November 2015.

NO. 4. DECLARATIONS OF INTEREST: in any items on agenda:

There were no declarations of interest

NO. 5 ADOPTION of the MINUTES:

Minutes of the meeting on 13th April 2016 were accepted as a correct record of the meeting and signed by the Chair.

NO. 6 To DECIDE way forward to fill vacancy (Co-option)

Following confirmation from SGC that as no requests have been received by the Returning Officer to fill the above casual vacancy, the council are now at liberty to fill the vacancy by co-option, meeting agreed vacancy should be advertised on website and in 5Alive. All councillors agreed to speak to parishioners to encourage support.

Action: Clerk to draft advert

NO. 7 PUBLIC PARTICIPATION:

PRESENT: 2 Members Public

7a Request from PTFA to enlarge the play area for the school

Presentation by Anne Daykin and Philippa Gatehouse:

St Andrew's School PTFA would like to request Cromhall Parish Council's permission to improve the existing play equipment, situated in the school field, which would offer all weather benefits to all children in the local community. The PTFA would fund the new equipment, from our successful fundraising programme as well as from local and national grants.

Given that the land is owned by the Tortworth Estate, we have consulted Robert Killen (Tortworth Estates Director) who has not raised any objections but has advised that we should approach the Parish Council with details in the first instance.

This improvement plan has been initiated by the children of St Andrew's School and actively supported by their Head teacher, Mrs Green. Due to the school field being accessible to the children in all weathers it was felt that the children should be provided with equipment that will enable them to get healthy outdoor exercise and allow them to be creative in how they do this. The existing play equipment is beginning to rot and would become unusable and, in time, unsafe.

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Installing play equipment with an all-weather surface would provide the school children with ways of testing and improving their strength, balance and agility throughout the year. In addition, as the School Field is a communal space, the benefits would be open to all children in the local community, enhancing the opportunities to play and have fun in Cromhall within a safe environment.

Council thanked Anne and Philippa and confirmed that they agreed in principle to the proposal. Cllr O'Neill suggested PTFA contact Tina Rainey at SGC for help and advice.

Action: Clerk to confirm decision in email to Robert Killen and PTFA.

There were no further public questions or issues raised.
As there were no items public participation was closed.

NO. 8 To APPOINT Representative, if appropriate to:

South Gloucestershire Environmental Link – Cllr S Aston
South Gloucestershire Branch of ALCA – Cllrs K White and M Line
Frome and Ladden Valley Environmental Link Group - Cllr Aston
Safer Stronger Community Group - Cllr Hobbs
Quarry Liaison Group - Cllr Hobbs
Village Hall Committee – Cllr M Line
Cromhall Poor Allotment Charity – Cllr D White who will contact Sue Wray

NO. 9 PLANNING APPLICATIONS: The following applications were considered:

9a [PT16/1841/F](#) Erection of log cabin Brookside Bristol Road Cromhall Wotton Under Edge South Gloucestershire

Concerned purpose of log cabin is not clear on the application, no problem if confirmed only use is as an office.

Action: Clerk to submit comments

9b [PT16/1687/F](#) Conversion and extension of existing garage to form 1no. dwelling with associated works. Walnut Tree House Townwell Cromhall South Gloucestershire GL12 8AQ

Council identified concerns over the apparent removal of permitted developments rights and if so have the parking areas marked 1 & 2 on the new plan that have already been constructed been carried out without the required rights?

The referenced Arboriculture Report dated April 2014 references site layout 70226-01-002 Rev A not revision B (which accompanies the application) and planning application PT14/0479/F; whereas this application is PT16/1687/F so this report is not thought to be relevant to the current application.

There are further concerns that the parking space is identified as across the tree route area and there are concerns over the potential to cause damage to the tree.

The already constructed parking spaces marked A & B on site layout 70226-01-003 Rev A were thought to be subject to a recent planning appeal which was refused on street scene grounds and the Council can see no reason why this should not be upheld in this application. The position of parking spaces A & B is situated immediately opposite the main entrance of Townwell Cottage and will present a hazard to the occupants leaving Townwell Cottage with vehicle manoeuvring into these parking spaces.

Council felt strongly that previous refusal is still relevant. In addition, recently approved neighbouring development close to boundary needs to be taken into account. The garage is already used as living accommodation and concerns raised over access to 3 garages via shared driveway and impact on parking.

Agreed: Clerk to liaise with Cllr K White over wording and submit objections

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9c [PT16/0989/F](#) Change of Use of the land for the storage of steam engines and tools (B8) and the erection of a storage building. Change of description and a Design and Access Statement submitted on 20th April 2016. The Old Mushroom Farm Bristol Road Cromhall South Gloucestershire GL12 8AX

Noted

9d PT16/1410/F Erection of two storey side extension to form additional living accommodation. Demolition of front porch and erection of replacement porch. Rose Cottage Jubilee Lane Cromhall Wotton Under Edge South Gloucestershire. **Decision:** Approve with conditions

Noted

9e PT16/0782/F Erection of 1no. detached dwelling with access and associated works. Land At Townwell House Townwell Cromhall Wotton Under Edge South Gloucestershire. **Decision:** Approve with conditions

Noted

9f PT15/5313/F Erection of single storey rear extension to Westminster Suite and construction of terrace and gazebo. Internal alterations to facilitate the creation of 10no new bedrooms and alterations to spa and meeting room facilities. Erection of bin store and construction of new turning head. Tortworth Court Four Pillars Hotel Estate Office Lane Tortworth Wotton Under Edge South Gloucestershire. **Decision:** Approve with Conditions

Noted

9g PT15/5314/LB. Internal and external alterations to facilitate the erection of 10no bedrooms, alterations to spa and meeting room facilities. Erection of single storey extension to Westminster Suite and bin store. Tortworth Court Four Pillars Hotel Estate Office Lane Tortworth Wotton Under Edge South Gloucestershire.

Decision: Approve with conditions

Noted

9h PT16/1353/F Erection of two storey and single storey rear extension to form additional living accommodation. 4 Townwell Cromhall Wotton Under Edge South Gloucestershire GL12 8AQ. Decision Approved with conditions

Noted

No. 10. AGENDA ITEMS

10a TO REVIEW response to Neighbourhood Plan survey and agree next steps including funding

Cllr K White has submitted an expression of interest in applying for funding for Neighbourhood Plan. Meeting agreed that the response to date has been very poor and more promotion is required. Volunteers are also needed to form a group to promote and start developing the neighbourhood plan. Following questions from the printers, Council approved that the Village Plan should be a 16-page stapled booklet so final printing costs can be obtained. It was also agreed that once the village plan is printed, it should be hand delivered to all parishioners with the neighbourhood plan expression of interest form. It was agreed that face to face parishioner engagement was needed to explain need for Neighbourhood Plan.

NO. 11. CORRESPONDENCE

11a Hackney Carriage (Taxi) and Private Hire Licensing Policy 2015 – 2020 (draft). A Summary for Consultation 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;

http://hosted.southglos.gov.uk/snap/hackney/hackney_carriage.htm

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Noted

11b SGC Consultation on member awarded funding

This consultation is open from 21 April 2016 until 15 July 2016

Noted

11c. To APPROVE renewal of insurance for Cromhall Parish Council due on 01/06/2016

Renewal is part of the three-year arrangement.

On reviewing documentation Council approved payment amounting to £532.32

11d. Gypsy and Traveller Policy and Operational Briefing Note

Received from SGC for information.

Noted and Cllr K White to attend training by SGC on above policy if possible

11e. To review Annual Parish Assembly

Attendance was poor and needs to be addressed in future years with better forward planning. Robert Moreton gave a fascinating and interesting talk but having several speakers took too long. Apologies were made for the mix up over the Poor Allotment and although Sue Wray did not make her presentation it will be included in the minutes.

11f To receive draft Year End Accounts following Internal Audit and approve Accounting Statement

Accounts have been internally audited by Iain Selkirk with no issues. Accounts were approved and duly signed.

Meeting agreed dates during which accounts available for inspection 6/6/16-15/7/16, Cllr K White to be the contact during clerk's period of leave. Dates will be added to website and auditors informed

Action: Clerk to post on website and send return to Auditors as required

11g To CONFIRM Standing Orders

Meeting confirmed Standing Orders.

11h To REVIEW Code of Conduct

Meeting reviewed Code of Conduct. Agreed Cllrs Aston and Lines will attend Good Councillor training

Clerk to circulate dates

11i To APPROVE and sign Risk Assessment

Risk assessment was approved and duly signed by chair

11j War Memorial Trust

Councillors discussed war memorial in churchyard. Agreed to visit to see if works needed and liaise with Stephen Youngs.

NO. 12 REPORTS

12a To RECEIVE pre-submitted reports from Councillors

None

12b To RECEIVE Report from District Councillor

Cllr O'Neill advised that as SGC has no 5-year land supply, it is favouring developers and planning applications for new housing are getting through. Recent planning applications affecting the surrounding parishes include Charfield - approval for 106 homes, application by school for 64 homes and following a recent sale of land potential for a further 130 homes, Falfield approval for 115 homes and Kingswood the potential for 300-400 homes. Potentially it would be very easy for 50-100 homes in Cromhall. West of England devolution in the pipeline which could eventually improve the planning situation.

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Updated situation regarding transport issues to KLB, not covered by concessionary transport.

Speeding – Cllr O’Neill to look into options for repeater 30 mph signs which Highways state will not be provided due to lighting. Discussed camera signs. Council would welcome any options that would slow traffic down.

Concerns over visibility splays and repairs to the verge at the showman’s site will be followed up by Cllr O’Neill.

12c To RECEIVE and NOTE a verbal report from the Clerk

Responded to all issues for clerk raised in last minutes.

Accounts completed for 15-16 and audited by internal auditor.

Play area safety report received with no major issues, copy to Cllr Hobbs.

Action: Clerk to circulate report to all councillors.

12d To RECEIVE report on Townwell play area

No issues

12e To RECEIVE report on Environmental link meeting

Cllr Aston reported on bio-diversity BAP report and the idea for parish based initiative to monitor bio-diversity.

Trying to pull together all environmental aspects and access to the environment. Serious fly tipping problem across regions – Cllr O’Neil did confirm that SGC are trying to track offenders through evidence found in the rubbish dumped and are prosecuting. Funding for projects remains problematic although there could be £1.5K available to a parish for environmental projects – Hawkers Knapp for example or something involving school children.

Action: Cllr Aston to find out more.

13f To RECEIVE report on School

Cllr Line reported on improved attendance.

NO. 14. FINANCE

14a To AGREE and sign cheques

Actual bank balance as at 29/4/16 £19350.49. Monies from uncashed cheques from 2014 & 2015 for wayleave payments now received and with 2016 payment, £95.74 banked on 11/5/16. Vat not claimed for 14-15 amounting to £687.91. VAT for 15-16 amounts to £811.45. Return to be submitted 12/5/16.

The following cheques were agreed and signed by two signatories.

	Chq no		Net	VAT	Gross	
Iain Selkirk	1304	Internal Auditor fees invoice 2836	80.00	0	80.00	LGA 1972 s111
John Hicks & Associates	1305	Annual playground safety check	51.30	10.26	61.56	LG(MP)A 1976 s19(3)
CRK Garden Manicures	1306	Grass cutting no 1611 May	262.86	52.57	315.43	Highways Act 1980 s96

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Zurich	1307	Annual insurance	532.32	0	532.32	LGA 1972 s111
HMRC	1308	Tax for April	75.60	0	75.60	LGA 1972 s112(2)
Daphne Dunning	1309	Salary April & expenses	360.18	0	360.18	LGA 1972 s112(2)
SLCC	1310	Membership shared with Rodborough PC	58.67	0	58.67	LGA 1972 s143
					1483.76	

No 15. FUTURE AGENDA ITEMS

Showman's site update

Website cost for Transparency code compliance

The Council meeting closed at **2130**hrs.

Date of next meeting: The next Parish Council Meeting will be on 8th June 2016 at 7.30pm in the Village Hall, Talbots End, Cromhall.

Daphne Dunning

Clerk and RFO Cromhall Parish Council clerk@cromhallpc.org.uk

Contact details: 25 Parkfield Rank Pucklechurch, South Gloucestershire BS16 9NR

CHAIRMAN:-

8th June 2016