SOUTH STOKE PARISH COUNCIL

Minutes of the Annual Meeting held on 14th May 2012 at 6:30 p.m.
in the Parish Hall

Present: Mr. G. Davis (Clerk) — **Mr. T. Haines**
Mr. M. Devenish (Chairman) — **Mrs. R. Harvey**
Mrs. S. Dustin — **Mr. R. Hellard (Vice Chair)**
Mr. T. Geake — **Mrs. J. John**

Also Present: Mr. D. Satow, Internal Auditor, for part of the meeting.
Mr. G. Coles, Mr. S. Pearson, Mr. and Mrs. Knill

1. **536 Apologies for Absence** – Apologies were received from Cllr. Neil Butters.
2. **537 Election of Officers** – Michael Devenish was Nominated as Chairman by Robert Hellard, seconded by Sue Dustin and elected unopposed. Robert Hellard was Nominated as Vice Chairman by Michael Devenish, seconded by Tom Geake and elected unopposed.
3. **538 Declaration of Acceptance of Office** - The Chairman and Vice Chairman signed their acceptance of office and these were countersigned by the Clerk.
4. **539 Register of Members Interests** – All Councillors reviewed their register of members interests. Tom Geake provided the clerk with a revised register, all other councillors confirmed that there were no changes.
5. **540 Minutes of Parish Council Meeting** held on 5th March 2012 – were approved and signed by the Chairman.
6. **541 Minutes of Planning Meeting** held on 2nd April 2012 – were approved and signed by the Chairman.
7. **542 Minutes of Annual Parish Meeting** held on 16th April 2012 – Were noted with no further comment.
8. **Annual Return**

   543 Accounts for year ending 31st March 2012 - The Council resolved to accept the Accounts and were signed by the Chairman and Clerk.

   544 Review of Standing Orders - The Standing Orders were reviewed and it was confirmed that no changes were required.

   545 Risk assessment - – The Risk Assessment was reviewed and it was confirmed that no changes were required. It was noted that the risk of loss of parish documents due to fire was now considered to be very low as they are now stored in a Fire-Proof filing cabinet. The clerk was asked to confirm the location of the keys to this cabinet. The clerk was also instructed to compile an inventory of the documents contained in the cabinet and stored outside the Village Hall.

   546 Asset Register - The asset register was reviewed and confirmed as correct. It was also confirmed that all assets would be written down to a nominal value following practice in previous years.

   547 Auditors Report - The Chairman reported that the Internal Auditor found everything to be in order and he had given his approval of the Accounts. The Internal Auditor, Derek Satow, said that he wished to stand down as auditor and agreed to mentor his replacement in the coming year. The Council thanked Derek Satow for his invaluable work as Internal Auditor.

   548 Annual Return – The Chairman and Clerk signed the Accounting Statements of the Annual Return. The Chairman read out the Annual Statement of Governance and the Council resolved to accept this as agreed and it was signed off by the Chairman and Clerk.
9. **Clerk's Report** – The Clerk presented his report. Each item presented was discussed under the agenda items below.
10. **Parish Council Matters**

    549 Insurance Cover – The clerk reported that a renewal notice had been received together with an invitation to enter into a Long Term Agreement for 3 years. The Long Term Agreement provides for inflation only increases in premium together with an immediate 5% discount. The Council agreed to enter into the agreement and instructed the clerk to sign the document and make payment of this year's premium.

    550 Parish Councillors' Individual Responsibilities – The following areas of responsibility were confirmed and agreed:-

Michael Devenish	- Planning, Midford Policing, Highways
Robert Hellard	- Planning
Tom Geake	- South Stoke Sweeper, South Stoke Policing, Millenium Wood
Rhona Harvey	- Midford Sweeper, Midford Policing
Sue Dustin	- Village Hall (Parish Council Committee Member)
Tim Haines	- Website
Jenny John	- Footpaths & Open Spaces, Allotments

    551 Allotments – The clerk reported that all allotments were now let, that all rents had been received and that all plots were being actively cultivated. It was agreed that the Allotment Rental should increase next year to £10 for parishioners, £20 for non-parishioners.
11. **General Parish Matters**

    552 Matters Arising from Annual Parish Meeting – The working party to re-paint the village green railings has been planned for 30th June at 9:00 a.m. Rhona Harvey will contact Wessex Water concerning the damage caused by their contractors along Tucking Mill Lane.

553 Village Hall Improvements – It was reported that the painting was now complete and the Loop System installed. The specification for the curtains had been agreed and the Parish Council will now raise an order for these and pay for them in accordance with the Parish Council budget.

Footpaths and Open Spaces

554 Wansdyke Interpretation Board – Jenny John displayed a mock up of the boards. She also reported that an agreed amount to cover the designer's expenses will be met from Neil Butters' Ward Councillors Initiative fund. As the approval of English Heritage is dependent on Scheduled Monument Consent, the Clerk was instructed to apply for this consent which applies only to the board at the western end of the Wansdyke in Odd Down.

555 Footpaths - It was reported that a fence had been constructed next to the Millennium Wood by the landowner to keep the footpath clearly marked. This landowner had also removed the laurel hedge that had previously been planted.

556 Village Green – In addition to the working party to re-paint the railings on June 30th other problems would be addressed, namely the area around the litter bin, the removal of the forsythia bush, and the problem of over-running rainwater.

557 Request for Reserved / Disabled Parking Space outside Churchyard – the Parish Council wish to see just a sign erected, and not white lines.

558 Millennium Wood – Tom Geake will confirm the installation of a wooden seat with the Woodland Trust.

559 Diamond Jubilee Celebrations and Beacons – Robert Hellard summarised the arrangements which have been published in the Parish Notes, as follows:-

Bring your own Picnic Sun June 3rd in the Barn 12:30 – 6:30; Monday June 4th Beacon 9:00 p.m. Millennium Seat, lit 10:00-10:30. (Large cuttings and wood needed if you can help).

12. Planning Matters

560 12/01392/AR – Wansdyke, Combe Hay Lane, Odd Down, Bath - Display of 3no. A1 vertical information boards. – Noted as the Parish Council's own application.

561 Core Strategy – Local Development Framework – Examination process - Following the Hearing in Public the Inspector kept the process open in order to take account of the NPPF. It is expected that the inspector will now report in 2 – 3 months time.

562 Neighbourhood Planning Protocol - The consultation on the B&NES Neighbourhood Planning Protocol closed on 11th May 2012. It has become clear that the production of a Neighbourhood Plan is not the most appropriate course of action for South Stoke, but that adoption of the Conservation Area Appraisal and the continuation of existing processes are likely to be most effective.

The Clerk was instructed to commence the compilation of the register of village assets for the Community Right to Bid process. The following assets were identified:- South Stoke Village Hall, Village Green, Millennium Viewpoint, The Grove Path to the viewpoint, Packhorse Public House, Millennium Wood, Hope and Anchor Public House.

563 Conservation Area Appraisal - all of the outstanding Conservation Area Appraisals have been passed to Tony Crouch – World Heritage Site manager - to expedite their adoption. It is now anticipated that these may be brought to full (B&NES) Council for adoption in August/September 2012.

564 Applications Received - None

565 Planning Decisions by B&NES

Packhorse Farm Old Midford Road Midford Bath BA2 7DQ - 11/04606/FUL - **WITHDRAWN**

1 Laura Cottages, Combe Hay Lane, Midford, Bath - 12/00216/FUL - Erection of a two storey side extension to house – **PERMIT**

12/01242/TPO – Longthorne, Old Midford Road, Midford, Bath Fell 1 x Cotoneaster, and 1 x Beech tree, remove 1 x sall Laurel, corwn lift to 3m 2 x Hornbeam and crown lift to 3 m 1 x Prunus trees - **CONSENT**

12/00707/FUL – Castle Farm Barn, Midford Road, Midford, Bath Erection of a temporary agricultural dwelling and an extension to cattle shed. – **REFUSE**

566 Decisions Pending

South Stoke Parish Council - 12/01392/AR – Wansdyke, Combe Hay Lane, Odd Down, Bath - Display of 3no. A1 vertical information boards.

567 Enforcement Update

Church View Packhorse Lane South Stoke - 11/00614/UNDEV - Excavation to form parking area, rebuilding wall and re-cladding garage. – The wall has been replaced and the property has now been advertised for sale.

Tucking Mill Lane - Possible unauthorised use of land into storage and containment of waste - 12/00167/UNAUTH the owner Mr Gary Hamlet states that it is his intention to use the slates and tiles to level out and firm up the gateway area and the materials in the bags are going to be used to strengthen and brace the wall on the south west boundary. These works will be carried out in the next few months.

Opposite Cross Keys Inn, Midford Road. Alleged Unauthorised Advertisement Signs 12/00133/Advert - Two joined boards approximately 2.3 square metres have "deemed consent" that is, the signs do not require advertisement consent under the Town & Country Planning.

Fullers Earth Site – B&NES Legal Dept. have now advised that Enforcement action should proceed, but that 18 months should be allowed for compliance.

Other Planning Matters to Report – None

13. 568 Highway Matters

Mick Devenish reported that:- Tarmac works had removed many potholes on the B3110; Concerns had been raised with B&NES council over possible increases in heavy lorries using the B3110 as a result of the new restrictions in Bathwick Street. A complaint had been received concerning the poor state of the footpath outside Castle Farm. Mick Devenish and the Clerk will respond to the questionnaire on the Snow Warden scheme.

14. B&NES Matters

569 Bath Preservation Trust – Robert Hellard reported that the next meeting will be on Thursday 17th May. The trust continues to provide valuable support to all the parishes and are still trying to co-ordinate the meeting between the parishes and B&NES Planning Department.

15. Other Matters to Report

570 Sale of Packhorse Pub – Gerard Coles addressed the council at the start of the meeting. He outlined the current position in regard of ownership and the discontinuation of the premises as an operating Public House. The Vice Chairman responded stating that it was inappropriate for the Parish Council to act as an intermediary in any negotiations or dealings between interested parties. He further responded that the opinion of several planning professionals was that planning permission would be needed for change of use as the Class of Use would change from A4 to B1. In these circumstance the applicant must show that the property is no longer viable as a Public House. B&NES Local Plan presumes against such a closure and would normally require that it be shown that no reasonable offer to operate the Public House has been forthcoming for a period of at least 6 months. It was further noted that Community Right to Buy is not yet law.

Consequent on the discussion the Parish Council resolved unanimously to instruct the Clerk to :- 1. Register the Pack Horse Public House and the Village Hall in anticipation of and under the Community Right to Buy, and 2. Under the direction of the Chair and Vice Chair to immediately inform B&NES Planning Enforcement of any perceived breach of planning law pertaining to the Pack Horse Public House.

571 Consultation on the Community Infrastructure Levy – The Chair and the Clerk will respond to this consulation.

572 Consultation on Transport Improvement Programme – The Parish Council has no comment to make.

573 Report on the Website – Tim Haines reported that he now had the code for the website and that it was feasible to load this as a functioning website. He will procure and register an appropriate Domain Name.

16. Correspondence Received

574 CPRE Avonside Village of the Year Competition – The Parish Council declines the invitation.

575 St John Ambulance – Defibrillator, access and training – The Parish Council declines the offer.

576 B&NES - Flood assessment Questionnaire – The Chairman will respond.

B&NES – Connecting Devon and Somerset Broadband Project – The consultation has been advertised.

17. Financial Matters

577 Section 137 Subscriptions – These were approved for the coming year.

578 RFO Report – Received and noted.

579 Payments for Approval:

The following payments have been made as standing payments or were approved at the previous meeting.

1157	E.ON Electricity Bill dated 04-03-2012	£23.46
1158	B&NES – Planning Application Fee Wansdyke IB	£167.50
1159	Mr. M. Bambury – Road sweeping 26/2 – 31/3/2012	£164.60
1160	Mr. D. Brown – Road sweeping 26/2 – 31/3/2012	£102.90
1161	Mr. G. Davis – Parish Clerk 26/2 – 31/3/2012	£233.64
1162	HMRC – Quarter 4 PAYE	£258.80
1163	SSE Contracting Ltd. Lighting Maintenance Jan –Mar 2012	£76.10
1164	Mr. G. Davis – Expenses Postage Stamps	£1.46
1165	Mr. G. Davis – Refreshments Annual Parish Meeting	£15.63
1166	E.ON Electricity Bill dated 3-4-2012	£23.46
1167	NALC – Subscription Renewal 2012-13	£15.50
1168	Mr. M. Bambury – Road sweeping 1/4 – 28/4/2012	£131.84
1169	Mr. D. Brown – Road sweeping 1/4 – 28/4/2012	£82.32
1170	Mr. G. Davis – Parish Clerk 1/4 – 28/4/2012	£187.03
1172	SLCC – Membership Renewal 2012-13	£83.00
1173	South Stoke Parish Hall – Hire 2011-12	£240.00
1174	Avon Wildlife Trust – Membership Renewal 2012-13	£48.00
1166	E.ON Electricity Bill dated 6-5-2012	£23.14
1167	Bath Preservation Trust – Membership Renewal 2012-13	£15.00

Approvals requested for expenditure before next meeting.

1171	Broker Network – Parish Council Insurance 2012/13	£265.00
	SLCC – Registration for CiLCA Qualification for Clerk	£150.00

18. Date for Future Meetings

580 Meeting dates – The following dates were set-

2nd July 2012, 17th September 2012, 19th November 2012, 14th January 2013, 11th March 2013
15th April 2013 – Annual Parish Meeting, 6th May 2012 – Annual Parish Council Meeting