SOUTH STOKE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 19th November 2012 at 6:30 p.m. in the Parish Hall

Present: **Mr. G. Davis (Clerk)** **Mr. R. Hellard (Vice Chair)**
Mr. M. Devenish (Chairman) **Mrs. J. John**
Mrs. S. Dustin **Mr. C. Winpenny**

Gerard Coles, Simon Pearson and **Penny Townsend** attended the first part of the meeting and addressed the council. They impressed upon the Council the need to register the Packhorse public house as a community asset under the provisions of the Localism Act 2011. This being necessary to ensure that the community would be made aware if it were put up for sale and would be therefore given the opportunity to bid. The Parish Council responded, stating that is was a matter of some urgency for them to do so on the Packhorse public house and other assets in South Stoke and Midford.

The matter of the tent structure (in the form of a TeePee) visible from a number of locations and properties within the parish was raised by several residents. As the exterior tent material covering has been removed it is not clear whether this still constitutes an encampment. The Clerk was instructed to seek an opinion from B&NES Planning Enforcement.

Cllr. Neil Butters also attended the first part of the meeting. He reported that an old van had been abandoned in Cranliegh, and that this had been drawn to the attention of B&NES Planning Enforcement.

1. 652 Apologies for Absence – Mr. T. Geake, Miss. R. Harvey

2. 653 Minutes of Parish Council Meeting held on 17th September 2012 – Approved and signed by the Chairman.

3. 654 Minutes of Planning Meeting held on 1st October 2012 – Approved and signed by the Chairman.

4. Clerk's Report – The Clerk presented his report. Each item was discussed under the agenda items below.

5. Parish Council Matters

655 Parish Councillor Vacancy – Mr. Christopher Winpenny attended the meeting and was willing to serve as a Parish Councillor. His election as councillor was proposed by Sue Dustin and seconded by Robert Hellard, and he was duly elected to serve as councillor. Mr. Winpenny and the Clerk signed the acceptance of office.

656 Code of Conduct – Exemplar materials have been received from B&NES Democratic Services but there has not been sufficient time to prepare a new code of conduct and register of interests forms for this meeting. These will be prepared and circulated shortly to give councillors time to review this prior to their adoption and completion at the next meeting.

657 Allotments – Nothing to report.

658 Parish Sweepers – Hours of Work The Parish Council approved the arrangements put forward by the clerk to invoice Hinton Charterhouse PC for work carried out on their behalf. The clerk was authorised to complete these arrangements if they are satisfactory to Hinton Charterhouse Parish Council.

6. General Parish Matters

659 Village Hall Improvements – Robert Hellard presented Invoices for the completed works which were approved for payment later in the meeting.

659 Remedial works for the Churchyard – The Parochial Church Council are in discussion with parishioners in respect of the proposed works. They will contact the Clerk when a decision has been reached.

660 Parish Council Website – The website is now complete. The Chairman asked councillors to give any further feedback to the clerk as soon as possible. The clerk has yet to receive instruction on how to load new files. No request for payment has been received.

Footpaths and Open Spaces

661 Wansdyke Interpretation Board – All three boards have now been installed and the Clerk has produced final accounts for each one. The clerk was instructed to return the respective surplus's to the two Ward Councillors Initiative Funds.

662 Footpaths Report – Cllr. Jenny John presented the completed footpaths report. The Clerk confirmed that it had been sent to B&NES Public Rights of Way department. The Parish Council were very pleased to note the scrub clearance work along the Wansdyke path undertaken by Charles Hignett. The clerk was instructed to write to Charles Hignett expressing there gratitude for the improvement this has made and the work involved in achieving this. The Parish Council had organised the parish sweepers to litter pick the entire section of path. The Parish Council thanked Cllr. Jenny John for the outstanding work she has done in improving the Wansdyke path.

663 Village Green – Further improvements – Discussions with residents are ongoing about further remedial measures for the shrubbery.

664 Request for Reserved / Disabled Parking Space outside Churchyard. The clerk has further pursued this matter with B&NES parking services who now better appreciate the issue and will respond in the near future.

665 Millennium Wood – The seat has been purchased and will be installed in the early spring when the weather is more appropriate for its use.

7. Planning Matters

666 **12/04637/LBA - Southstoke Hall, Packhorse Lane, South Stoke, Bath** - Internal alterations for the removal of wall to join and expand two existing openings. – The Council has NO OBJECTION.

667 **12/04641/LBA - Midford Castle, Access Road To Midford Castle, Midford, Bath** - Internal and external alterations to include the replacement of existing felt roof and roof lantern with lead roof and timber roof lantern, insertion of 2no. windows in either end wall to matching existing windows, replacement of existing timber windows with new timber windows detailed to match existing with slimlite glazing and replacement of inner blockwork leaf with new blockwork wall plaster skimmed internally. - The Council has NO OBJECTION, but makes the comment that it would be disappointed if further retrospective applications were presented.

668 **Assets of Community Value – Nomination Process** – The Council considered the required process and instructed the clerk to proceed initially only with the Packhorse Public House as a pilot case and because this is the most urgent.

669 **Conservation Area Appraisal –** The Clerk has written to Tony Crouch, World Heritage Site manager, requesting an update on progress. At the time of meeting no response had been received. The clerk was instructed to continue to chase this matter.

670 **Core Strategy – Local Development Framework – Examination process** – The Inspector reported his preliminary conclusions, B&NES has suspended the process whilst it re-assesses housing needs and demands in the manner required by the NPPF.

The Parish Council has been invited to a briefing on the Local Development Framework (18:00 Monday 26th November at the Guildhall), which will give an update on the Core Strategy and preparation for the Placemaking Plan. The clerk was asked to book places for Mick Devenish and Robert Hellard to attend.

. **671** **Neighbourhood Planning Protocol** - The Council is invited by CPRE to attend a number of Neighbourhood Planning Workshops which will provide training on Neighbourhood Planning. The clerk was asked to register the interest of the Parish Council in attending, and to establish contact with the new B&NES CPRE group.

The 'My Neighbourhood: A Neighbourhood Planning Protocol for B&NES' is now the adopted policy on Neighbourhood Planning and community engagement, and in particular details the registering of Community Assets. Details of this process and the appropriate forms and guidance have been provided for consideration.

672 **Applications Received** - **12/04637/LBA - Southstoke Hall, Packhorse Lane, South Stoke** – See 666 above.
12/04641/LBA - Midford Castle, Access Road To Midford Castle, Midford, Bath - See 667 above.
12/04834/FUL - Pack Horse Farm, Old Midford Road, Midford, Bath, BA2 7DQ - See 677 below.

673 **Planning Decisions by B&NES - 12/02548/REG04 - St Gregory's Catholic College, Combe Hay Lane, Odd Down, Bath, BA2 8PA** - Erection of a sixth form building linked to St Gregory's Catholic College with associated highway works and landscaping at Combe Hay Lane. - **PERMIT**

12/03410/FUL – Street Record, Tucking Mill Lane, Midford, Bath Creation of a shared use path along former railway line, to form part of the Bath Two Tunnels Greenway (National Cycle Network). Path designed for public access by pedestrians, wheelchair users and cyclists. – **PERMIT**

12/03530/LBA - **Midford Castle, Access Road To Midford Castle, Midford, Bath -** External alterations to replace painted timber front doors, frame and glazed fanlight over with new doors, frame and glazed fanlight detailed to match existing (Regularisation). **– CONSENT**

12/03819/FUL – The Old Post Office, Tucking Mill Lane, Midford, Bath - Erection of a single storey rear extension – **PERMIT**

12/03529/LBA - **Midford Castle, Access Road To Midford Castle, Midford, Bath –** Internal and external alterations for the refurbishment of existing lower ground vaults to include replacement timber windows, replacement tanking system and plaster boarding, flooring and services and replacement link roof timbers, roof lights and roof tiles. The Council comments that correct procedure should be followed. **– CONSENT**

674 **Decisions Pending - 12/03395/FUL – Longthorne, Old Midford Road, Midford, Bath -** Erection of replacement dwelling. The Council OBJECTS in Principle.

675 **Planning Appeals - 12/00072/RF– Castle Farm Barn, Midford Road, Midford, Bath -** Erection of a temporary agricultural dwelling and an extension to cattle shed.

676 **Enforcement Update - APP/F0114/C/12/ 2179426 – The Old Fuller Earth Works, The Firs, Combe Hay, BATH, BA2 8PD**, Easting: 3729353 Northing: 1611894 **-** Gazelle Properties Limited - C/Enforcement Appeal**.** Without planning permission, the change of use of the land from agriculture and general industrial use (B2) to the mixed use of the land. The Parish Council has registered its wish to appear at the hearing on 29th January 2013, and will attend to ensure that the Parish Council's views are heard and taken into consideration.

677 **Other Planning Matters To Report - 12/04834/FUL - Pack Horse Farm, Old Midford Road, Midford, Bath, BA2 7DQ** - Change of use of land to equestrian, retention of 2no. mobile stable units for current DIY livery business and conversion of existing outdoor turnout area/starvation paddock to an all-weather riding arena (revised resubmission).

The Council OBJECTS in Principle. The Council considers that the paraphernalia associated with such a change of use will have an adverse impact on the openness of the Green Belt and the visual amenity of the Area of Outstanding Natural Beauty. Furthermore that the traffic movements proposed would have a detrimental impact on local residents on the narrow access lane.

678 **Proposed facilities at St. James the Great Church, South Stoke –** The Council cannot comment until a planning application is received. The drawings were of interest and the detail looked good.

8. Highway Matters

679 Midford Footway – The footway is now complete and planting of Daffodils in the verges has been carried out by residents of Midford. Cllr. Butters agreed to fund this from the money remaining in his Ward Councillors Initiative Fund after settlement for the Wansdyke Information Boards. The purchase of the bulbs by Mick Devenish was approved for payment later in the meeting.

680 Snow Warden Scheme – Open Evening and Update – The clerk reported on the Snow Warden Feedback and confirmed that it was in operation again this year. The Clerk was asked to produce an instruction leaflet for the Grit Bins, to be laminated by Robert Hellard, so that residents would be clear about how to use the grit efficiently and effectively.

. **681 Maintenance Update** – Nothing further to report.

682 Road Safety Issues – The Parish Council noted that Wessex Water and Sustrans have made contact with residents on Tucking Mill lane and are agreeing to make good damage caused by their vehicles.

9. B&NES Matters

683 Bath Preservation Trust – Robert Hellard reported that the next meeting will take place on Wednesday where he will raise the matters of Packhorse Farm and the Conservation Area Appraisal.

684 Parishes Liaison Meeting – The clerk reported on the following matters raised:- The New Standards Regime, The Provision Of Youth Services, The Community Right To Buy, The B&Nes Core Strategy, Planning Enforcement, Gypsies, Travellers And Travelling Show People Site Allocations Development Plan Document, Localising Council Tax Support and its Implications for the Taxbase and Town/Parish Council Precepts, Rural Broadband Project

10. 685 Other Matters to Report - Signpost to Twinhoe (In Midford) – It was reported that this was in need of replacement. Mick Devenish will follow up on this matter.

11. 686 Correspondence Received

Consultation on Cotswold AONB Management Plan – Cllr. Jenny John will repond.
Consultation on Supported Bus Services – The Parish Council has no comment to make.
Connecting Devon & Somerset – Broadband progress update. - Noted.

12. Financial Matters

687 Audited Interim Accounts - Robert Williams has agreed to act as auditor for the Parish Councillor and has completed an interim audit. These accounts were presented to the Council together with a letter from Robert Williams. The Council thanked Robert Williams for this work and agreed to make all of the changes he has recommended. The Council passed unanimously a motion to formally appoint Robert Williams as Internal Auditor and the Chairman will write to him and confirm this appointment.

688 RFO Report – Received and Noted.

689 Payments for Approval

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

1199	E.ON Electricity Bill dated 1-9-2012	£23.30
1200	Mike Chapman – Artwork WIBs	£125.00
1201	Mike Chapman – Artwork WIBs	£400.00
1202	Mr. M. Bambury – Road sweeping 26/8 – 29/9/2012	£164.60
1203	Mr. D. Brown – Road sweeping 26/8 – 29/9/2012	£102.90
1204	Mr. G. Davis – Parish Clerk 26/8 – 29/9/2012	£233.64
1205	HMRC – Quarter 2 Payment	£258.60
1206	Mr. G. Davis – Expenses Millennium Wood Seat	£119.85
1207	SSE Contracting – Lighting Maint. Jul – Sept 2012	£76.10
1208	E.ON Electricity Bill dated 2-10-2012	£22.34
1209	The Information Commissioner – Data Protection registration	£35.00
1210	DAB Graphics – WIB1 B&NES WHEF	£1100.40
1211	DAB Graphics – WIB2 Odd Down WCI	£1100.40
1212	DAB Graphics – WIB3 BathAvon South WCI	£1100.40
1213	Mr. M. Bambury – Road sweeping 30/9 – 27/10/2012	£181.18
1214	Mr. D. Brown – Road sweeping 30/9 – 27/10/2012	£123.48
1215	Mr. G. Davis – Parish Clerk 30/9 – 27/10/2012	£537.03

Approvals requested for expenditure before next meeting.

Mendip Fireplaces – Materials for re-painting village railings	£75.96
Mendip Fireplaces – Village Hall curtains and materials.	£305.45
Expenses G Davis – Backup Media SSPC Data, & Refreshments.	31.28
Expenses M. Devenish – Daffodil Bulbs for B3110 verges	£136.62

The Parish Council also approved in principle expenditure on electricity for the Christmas lights.

13. Dates for Future Meetings

The dates for future meetings were confirmed:- 14th January 2013, 11th March 2013, 15th April 2013 – Annual Parish Meeting, 6th May 2013 – Annual Parish Council Meeting.

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