

**SOUTH STOKE PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting held on 11<sup>th</sup> May 2015 at 6:30 p.m.**  
**in the Parish Hall**

**Present:** Mr. G. Davis (Clerk)  
Mr. M. Devenish (Chair - Retiring)  
Mrs. S. Dustin  
Mr. P. Dawson  
Mr. T. Geake

Mrs. C. Fox  
Mr. R. Hellard (Vice Chair)  
Mrs. J. John  
Mr. C. Winpenny

**Also Present:** Dominic Brooks, Ward Councillor Neil Butters (for part of the meeting).

**1. 251 Election of Officers – Chairman and Vice Chairman**

Chris Winpenny indicated his willingness to stand as Chairman for the next year. He was proposed by Robert Hellard, seconded by Sue Dustin, and duly elected unanimously.

Michael Devenish as retiring chairman then stood down and passed the chair to Chris Winpenny. He thanked the councillors and clerk for their support throughout the previous years before leaving the meeting.

Robert Hellard proposed a formal vote of thanks to Michael Devenish for his work as Chairman.

Robert Hellard indicated his willingness to stand as Vice Chairman for the next year. He was proposed by Chris Winpenny, seconded by Jenny John, and duly elected unanimously.

**2. 252 Declaration of Acceptance of Office –** The Chairman and clerk signed the Chairman's Declaration of acceptance of office. The Vice Chairman and clerk signed the Vice Chairman's Declaration of acceptance of office. All Councillors and the clerk then signed their own respective Declarations of acceptance of office. The Council welcomed Clare Fox as a new Parish Councillor.

**3. 253 Apologies for Absence – None.**

**4. 254 Declarations of Interest and Dispensations – None**

**5. 255 Confidential Matters – None**

**6. 256 Minutes of Parish Council Meeting** held on 9<sup>th</sup> March 2015 – Approved and signed by the Chairman.

**7. 257 Minutes of Planning Meeting** held on 30<sup>th</sup> March 2015 – Approved and signed by the Chairman.

**8. 258 Minutes of Annual Parish Meeting** held on 13<sup>th</sup> April 2015 – Approved and signed by the Chairman.

**9. 259 Minutes of Planning Meeting** held on 20<sup>th</sup> April 2015 – Approved and signed by the Chairman.

**10. Annual Return**

**260 Accounts for year ending 31<sup>st</sup> March 2015** – The council approved the accounting statements for the year ending 31<sup>st</sup> March 2015.

**261 Review and Adoption of Standing Orders, Risk assessment, Asset Register** – These documents as reviewed at the previous meeting, which include New Financial Regulations were agreed and adopted by the Council and the chairman signed each document. The absence of a specific section on employment within the Risk Assessment was highlighted by Patrick Dawson, and it was agreed that this should be the subject of further review at the next meeting.

**262 Auditors Report** – The council reviewed the Internal Auditors report presented in his letter and noted each of the comments made. The Council accepted the auditors report and thanks the auditor for his thorough and valuable contribution to the Council.

**263 Annual Return** – The Chairman read the Annual governance statements and the council approved each one. The Chairman and the Clerk then signed the Annual Return accordingly.

**11. Bank Accounts – New Bank Mandates and Internet Banking Application**

**264 Bank Mandate and Change of Signatory Application** - All Councillors completed their sections on the Bank Mandate for the HSBC current account and the Change of Signatory application for the Bath Building Society deposit account. These were countersigned by the Chairman and the Clerk.

**265 Internet Banking Application** – Pursuant to the revised Financial Regulations the Council completed the application for Internet Banking with HSBC for the operation of the current account. Registered users of this facility will be the Clerk as principal user, and the Chairman, Vice Chairman and Councillor Patrick Dawson as additional users. The Council requested the Overall Daily Payment Limit be set at £1,000 and the Daily Bill Payment Limit be set at £500. All other limits to be set at zero.

**266 Direct Debit Instruction for payment of monthly electricity account to E.ON** – The Chairman and Clerk signed the Direct Debit Instruction form for the payment of the monthly electricity account.

**12. 267 Register of Members Interests** – All Councillors reviewed and completed their declarations of pecuniary interests.

**13. 268 General Power of Competence** – It was proposed by Cllr. Tom Geake and seconded by Cllr. Robert Hellard that the Parish Council resolves from 11<sup>th</sup> May 2015, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence. This was carried unanimously by the Parish Council.

#### 14. Parish Council Matters

##### 269 Parish Councillors and their individual responsibilities

The following responsibilities were agreed for the coming year.

Patrick Dawson	Midford Highways, Midford liaison, Financial monitoring..
Sue Dustin	Village Hall Management Committee
Clare Fox	Midford Highways & Sweeper, Midford liaison
Tom Geake	South Stoke Highways & Sweeper, Millennium Wood, Police liaison and Neighbourhood Watch
Robert Hellard	Vice Chairman Planning, VHMC and liaison with BPT
Jenny John	Footpaths, Allotments and Open Spaces, Parish Notes
Chris Winpenny	Chairman Planning, Parish Notes, BPT liaison

**270 Allotments** – It was reported that all rents for the year 2015-16 have now been received. There is one vacant plot.

#### 15. General Parish Matters

**271 Matters Arising from Annual Parish Meeting** – No matters were identified as arising from the meeting.

**272 Village Hall** – It was reported that repairs to the roof will take place this year.

**273 Neighbourhood Watch** – Tom Geake reported that thankfully it was quiet with nothing to report.

**274 Footpaths and Open Spaces** – Cllr. Jenny John requested councillors carry out the annual footpath survey and distributed schedules for completion for the next meeting.

**275 Footpath Maintenance contract** – Cllr. Jenny John reported that the contract was due for renewal/review. The clerk was asked to review this with the current contractor and report.

**276 Village Green** – The Chairman pointed out that the Conservation Area Appraisal highlighted a number of improvements for the village green such as restoration of the horse trough. It was agreed that the Appraisal should be reviewed in the light of this at the next meeting.

**277 Churchyard** – It was reported that cutting and clearing for the churchyard was scheduled to take account of the planned weddings.

#### 16. Planning Matters

**278 Packhorse Public House – Community Asset Registration** – The clerk reported that the entry for the Packhorse Public house will expire and be removed on 3<sup>rd</sup> February 2018. The Clerk was asked find out how soon prior to expiry a further application can be made.

The Save the Packhorse event on 16<sup>th</sup> May and survey was highlighted.

**279 Core Strategy – Development Master Plan - Report on current status** - To date no specific plans for the development, i.e. the draft MasterPlan itself, have been received or had sight of, and the developers continue to keep these detailed plans to themselves. The Parish Council is aware that meetings have taken place between the developers and B&NES Council to which the Parish Council has not been invited.

**280 Traffic Survey Outcomes** – Anomalies were highlighted in the result of the first survey. Consequently the survey has been repeated at no further cost to the Council.

**281 Applications Received - 15/00741/MRES – Fosseway Environment Park, Fosseway, Englishcombe, Bath BA2 8PD** - Approval of Reserved Matters in relation to application 14/00839/EMINW for the proposed erection of residual waste facility including a materials recovery facility, anaerobic digestion plant, reception building, weighbridge, outdoor storage areas and other ancillary development. **Revised Drawings.** It is not thought that the revised drawings represent any change that would require a further submission. The Vice Chairman will review them and confirm that this is the case.

**282 Planning Decisions by B&NES - 14/05511/FUL – Longthorne, Old Midford Road, Midford, Bath BA2 7DQ** - Erection of timber frame carport (Retrospective). - **PERMIT**

**15/00234/FUL – 210 Old Frome Road, Odd Down, Bath BA2 5RH** - Installation of rear dormer following removal of hipped roof and replacement with flat roof and roof lantern. - **PERMIT**

##### 283 Decisions Pending

**15/00702/FUL – Turnpike Cottage Midford Road Midford Bath BA2 7DD** - Erection of single storey front extension and two storey rear extension. Target Decision Date 08/05/2015.

**14/05898/LBA – Midford Castle, Access Road To Midford Castle, Midford, Bath BA2 7BU** - External alterations to provide a painted timber porch with lead roof and half glazed painted timber door and side windows located at the external door on the 1930's extension to Midford Castle. **COMMENT ONLY**

**15/00204/LBA – The Stables Midford Castle, Access Road To Midford Castle, Midford, Bath BA2 7BU** - Internal and external alterations for the restoration and renovation of existing stableblock to include upgrading heating, plumbing, electrics and insulation of building. The replacement of fibre cement roof tiles on rear roof slope with Welsh slate tiles. Rationalisation of contemporary window openings and windows. Removal of modern partitions on West side (left side) of first floor and replacement with new insulated partitions. External stone repairs and structural repairs throughout. **COMMENT ONLY**

**15/01434/FUL – Springfield House, Packhorse Lane, South Stoke, Bath BA2 7DL** - Erection of two storey extension to existing stone building to facilitate conversion to 1 no. dwelling. **COMMENT ONLY**

- 284 **Planning Appeals - NONE**
- 285 **Enforcement Update**  
**13/01070/FUL - Turnpike Cottage Midford Road Midford Bath** – Planning Enforcement have advised the owners that planning permission will be required for extensions at the property and that work should be stopped until such time that approval is given. **Retrospective Application (above) Pending Consideration**
- 286 **Other Planning Matters to Report** – It was reported that there are Static Caravans and activity on land to rear of Harvington, Somersby, and Totannstoc. Usage has been reported with a caravan being lived in at times. Residents have been re-assured by discussion with the owner. However, this activity may constitute a change of use, the clerk was asked to request Planning Enforcement investigate the matter and some potentially associated signage.
17. **Highway Matters**
- 287 **Road Closures** – Nothing further has been reported regarding the A36 closure.
- 288 **Maintenance Update** – The height restriction signage is expected to be in place shortly, except for that on the bridge itself which must wait until bridge repairs, requiring a road closure, can be carried out in September.
- 289 **Road Safety Issues** – The clerk has written to B&NES Highways to request that a proper drain is excavated to take away the spring water so that there is a permanent solution. No reply has been received to-date.
18. **B&NES Matters**
- 290 **Bath Preservation Trust** – Cllr. Robert Hellard reported that the Environs committee meeting is next week, to which the Chairman will report.
- 291 **B&NES Council election Results** ward Councillor Neil Butters reported that the Conservatives now have overall control on the council and highlighted the issues surrounding the choosing of new councillors to fill the various roles such as the chairman of the Development Control committee.
19. **Other Matters to Report** – None
- 292 **Litter Arising from Refuse bags** - The Parish Sweeper has reported that litter is arising from refuse bags put out the night before collection. The clerk was asked to draft a standard letter that can be sent to any resident identified as contributing to this problem.
- 293 **Installation of Deer Gates at Tucking Mill** – All three gates have been installed. The landowner is unhappy with the re-instatement of the fencing on the upper gate and Monkton Combe Parish Council is expected to arrange a remedy with Sustrans.
20. **294 Correspondence Received - Notice of Adoption** – B&NES Planning Obligations Supplementary Planning Document. – Noted.
- 295 **CPRE AGM** – The Council has been notified of the CPRE local branch AGM on 11<sup>th</sup> June. The clerk will circulate details and Councillors will ensure we are represented.
21. **Financial Matters**
- 296 **Section 137 Payments** - The following subscriptions were approved to be paid by the Council under S137 provision.
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|---|--------|
| Bath Preservation Trust                 | £20.00 |
| Council for Protection of Rural England | £40.00 |
| Avon Wildlife Trust                     | £50.00 |
- 297 **RFO Report** – Received and noted.
- 298 **Payments for Approval** - Payments made as standing payments or approved at the previous meeting.
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|------|---|----------|
| 1415 | Void – Cheque Destroyed                                     |          |
| 1416 | ALCA – Subscription 1/4/15 – 31/3/16                        | £71.15   |
| 1417 | E.ON Electricity Bill dated 2-3-2015                        | £20.85   |
| 1418 | Mr. G. Davis – Expenses 9/3/15 – Refreshments PC meeting    | £4.80    |
| 1419 | Mr. Grant Davis – Parish Sweeper 1/3 – 28/3/2015            | £230.76  |
| 1420 | Mr. G. Davis – Parish Clerk 1/3 – 28/3/2015                 | £225.84  |
| 1421 | HMRC – QTR 4 Paye   | £370.80  |
| 1422 | South Stoke Parish Hall – Village Hall Hire 7/2013 – 3/2015 | £408.00  |
| 1423 | Mr. G. Davis – Expenses 30/3/15 – Printer Paper             | £15.00   |
| 1424 | SSE Contracting Ltd. Lighting Maint. Jan-Mar 2015           | £76.10   |
| 1425 | Void – Cheque Destroyed                                     |          |
| 1426 | E.ON Electricity Bill dated 1-4-2015                        | £23.09   |
| 1427 | Mr. G. Davis – Expenses 13/4/15 – Refreshments APC meeting  | £10.00   |
| 1428 | SLCC – Membership Subscription 2015-2016                    | £67.42   |
| 1429 | Mr. Grant Davis – Parish Sweeper 29/3 – 25/4/2015           | £230.76  |
| 1430 | Mr. G. Davis – Parish Clerk 29/3 – 25/4/2015                | £225.84  |
| 299  | <b>Approvals made for expenditure before next meeting.</b>  |          |
| 1431 | Came & Company – Parish Council Insurance Renewal           | £278.95  |
| 1432 | Mr. G. Davis – Expenses 11/5/15 – Parish Sweeper equipment  | £23.97   |
| 1433 | SSE Contracting Ltd. New Street Lamp                        | £2096.81 |

**22. 300 Dates for Future Meetings** – The following dates for meetings for the coming year were agreed.  
**Parish Council Meetings: June 29<sup>th</sup>, September 7<sup>th</sup>, November 9<sup>th</sup>, January 4<sup>th</sup> 2016, March 7<sup>th</sup>**  
**Annual Parish Meeting: April 11<sup>th</sup> 2016**  
**Annual Parish Council Meeting: May 9<sup>th</sup> 2016**

**The meeting closed at 21:28**

Approved and signed 6<sup>th</sup> July 2015

Chairman