

SOUTH STOKE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 22nd May 2017 at 6:30 p.m. in the Parish Hall

Present: Ms. P. Black
Mr. G. Davis (Clerk)
Mrs. S. Dustin

Mr. P. Dawson
Mrs. J. John
Mr. C. Winpenny

Also Present: Adrian Done, Ruth Haynes, Ward Cllr. Neil Butters

1. 775 Election of Officers – Chairman and Vice Chairman

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

Jenny John indicated her willingness to stand as Vice Chairman for the next year. She was proposed by Chris Winpenny, seconded by Sue Dustin, and duly elected unanimously.

2. 776 Declaration of Acceptance of Office – The Chairman and clerk signed the Chairman's Declaration of acceptance of office.

777 The Vice Chairman and clerk signed the Vice Chairman's Declaration of acceptance of office.

3. 778 Apologies for Absence – Mrs. C. Fox.

4. 779 Declarations of Interest and Dispensations - None

5. 780 Confidential Matters – None

6. 781 Minutes of Parish Council Meeting held on 20th March 2017 – Approved and signed by the Chairman.

7. 782 Minutes of Planning Meeting held on 10th April 2017 – Approved and signed by the Chairman.

8. 783 Minutes of Annual Parish Meeting held on 24th April 2017 – Approved and signed by the Chairman.

9. 784 Parish Councillor Vacancy – Co-option of a new member. Clare Fox has informed the Chairman that she wishes to resign from 1st June 2017, therefore a further vacancy becomes available at the next meeting. Adrian Done agreed to defer his application to be co-opted as a Parish Councillor until the next meeting on 24th July 2017. The Parish Council agreed to co-opt Ruth Haynes and she was proposed by Jenny John, seconded by Chris Winpenny and duly co-opted as Parish Councillor.

10. 785 Declaration of Acceptance of Office – Ruth Haynes and Clerk signed the Councillor's Declaration of acceptance of office.

11. Annual Return

786 Accounts for year ending 31st March 2017 – The council discussed and agreed a number of the items in the accounts and then approved the accounting statements for the year ending 31st March 2017.

787 Review and Adoption of Standing Orders, Risk assessment, Asset Register and Financial Regulations – The Standing Orders were reviewed and were unchanged except that Councillors agreed that the meeting time should be 7:00 p.m. from now on. The Standing Orders were not changed, this Minute being sufficient to note the new time. The Risk assessment was reviewed and updated to reflect the new financial regulations and the data security issues raised by the Internal Auditor. It was noted that the audit arrangements as described in the document were somewhat imprecise, however, as the audit arrangements change in 2017/18 it was agreed that the document would be changed for adoption at the next Annual Parish meeting in 2018. The Risk assessment as presented was agreed and adopted and duly signed by the Chairman. The revised Asset register, which includes the Midford Phone Box was adopted and duly signed by the Chairman. The Financial Regulations were agreed as unchanged and carried forward as the adopted documents of the Parish Council.

788 Auditor's Report – The Council reviewed the Internal Auditor's report presented in his letter and noted that he was satisfied with the accounts and record keeping. They also noted that he wished to retire from the role and thanked him for his service to the Parish Council over the previous five years. They agreed to make a gift of some gardening vouchers as a mark of their gratitude and appreciation of his service to the Parish. Cllr. Jenny John agreed to place an item in the Parish notes to see if anyone in the Parish might be willing to consider the role.

789 Annual Return – Completion and Approval of The Annual Governance Statement 2016/17 - The Chairman read the Annual governance statements and the council approved each one. The Chairman and the Clerk then signed the Annual Return accordingly.

790 Annual Return – Approval of The Accounting Statements 2016/17 - The Parish Council approved the Accounting Statements for 2016/17. The Chairman and the Clerk then signed the Annual Return accordingly.

12. 791 Register of Members Interests – All Councillors confirmed that they had reviewed their declarations pecuniary of interests. Cllr. Jenny John provided an updated form, all other Councillors confirmed there were no changes to their declaration.

13. 792 General Power of Competence – It was proposed by Cllr. Jenny John and seconded by Cllr. Paula Black that the Parish Council resolves from 25th May 2016, 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.

793 General Power of Competence – It was noted that for the year 2018/19 there are likely to be eligibility problems due to the number of co-opted councillors. The implications and possible remedies to this situation will be reviewed during the coming year.

14. Parish Council Matters

794 Parish Councillors and their individual responsibilities

The following responsibilities were agreed for the coming year, but will be reviewed again at the next meeting when it is expected that the Councillors will change again.

Cllr. Paula Black agreed to take responsibility as one of those Councillors who authorise payments.

Paula Black	Midford & South Stoke Highways & Parish Sweeper
Patrick Dawson	Midford Highways, Midford liaison, Cycle Paths, Wessex Water and Sustrans liaison, Financial monitoring.

Sue Dustin	Village Hall Management Committee, ALCA Representative.
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Clare Fox	Midford Highways & Sweeper, Midford liaison, CPRE liaison, Cotswold Conservation Board liaison
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Ruth Haynes	Police liaison, Planning
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Jenny John	Vice Chair	Footpaths, Allotments and Open Spaces, Trees, Millennium Wood, Parish Notes
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Chris Winpenny	Chairman	Planning, Parish Notes, Bath Preservation Trust liaison, ALCA Representative.
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795 Parish Council Documents – Storage and Retention The clerk reported that the Minute Book is full and that storage of documents has reached capacity in both the fire-proof cabinet and the large cupboard in the village hall. The Clerk was instructed to store the minute book as is, and not have made into a bound copy, as all minutes are now held online on the website. Planning application documents held in the storage cupboard can be removed and recycled providing they are held and available on the B&NES Planning Portal, i.e. after 2005.

796 Allotments – It was reported that all rents for 2017-18 have been collected and all plots have now been rented so there are no vacant plots.

15. General Parish Matters

Matters Arising from Annual Parish Meeting

797 Parking and vehicle security issues - It was agreed that the issue required thorough research prior to establishing any solution. Cllr. Paula Black will design a survey for distribution to the entire village, and bring this to the next meeting for agreement and approval. The survey will also invite those residents wishing to be involved to come forward and participate in the committee that the Parish Meeting requested was created.

798 Southstoke Lane and Village Road Safety - Advisory 20 m.p.h. speed limit. – Ward Councillor Neil Butters reported that the B&NES scrutiny committee looking at 20 m.p.h. speed limits throughout the district had been postponed until 17th July. Cllr. Paula Black will attend this meeting and make representations on behalf of the Parish if no outcomes are achieved in the meantime. Neil Butters agreed to follow up the Advisory 20 m.p.h. speed limit that the Parish Meeting called for by a large majority.

Cllr. Paula Black reported that she was awaiting a reply on the installation of bollards on South Stoke lane.

799 Midford Road/Village – road safety issues – Cllr. Patrick Dawson reported on the outcome of the Co-op lorry that had ignored the height restriction, that disciplinary action had been taken by the Co-op.

800 Footpaths BA22/7, BA22/8 and the crossing of the B3110 Midford Road – Adrian Done highlighted the considerable safety issues for footpath users crossing the B3110 from BA22/7 (Combe Park Lawn) to BA22/8 (Horscombe Vale). A minor re-routing of the footpath BA22/7 and the possibility of a barrier on the Horscombe side were raised. Cllr. Jenny John and Adrian Done agreed to discuss the footpath diversion solution with B&NES Public Rights of Way.

801 South Stoke Phone Box and Defibrillator – Progress Report - The Defibrillator is installed and fully operational. The clerk is responsible for submitting monthly reports to ensure it is always functioning. The Phone Box has been repainted. A training course for anyone interested in the village has been arranged for Saturday 3rd June at 10 a.m. in the Village Hall. The course will be advertised to the village.

802 Midford Telephone Box – Progress Report - The Phone Box has now been adopted and the notices have been posted in the box itself. It is now the property of the Parish Council. The Parish Council will now decide on how to use it and Cllr. Patrick Dawson will take this forward with residents in Midford.

803 Village Hall – Cllr. Sue Dustin reported that the roof repairs were now complete. The garden needs to be cleared.

804 Neighbourhood Watch and Police Liaison – Nothing to report. This item will be listed as Police Liaison only in order to better reflect the actual status.

Footpaths and Open Spaces

805 Millennium Wood – Report and Update - The application for replacement trees for those which have ash die back, has been successful and the trees will be delivered in November. A group of volunteers will be needed for planting when they arrive. The clerk has yet to discuss and agree with relevant landowners the possible through footpath as the route still needs some research. It is hoped that this can be achieved in the next two months.

- 806 Wessex Water application to re-route the footpaths at Tucking Mill – Report** - The work to re-route the path and fence and secure the lake is in progress.
- 807 Footpaths** – Cllr. Jenny John requested councillors carry out the annual footpath survey and distributed schedules for completion for the July meeting.
- 808 Village Green** – Nothing to report.
- 809 Churchyard** – Cllr. Jenny John will discuss and clarify with Sylvia Williams the issue she raised in her letter regarding problems with rainwater at the Lych Gate so that appropriate corrective action can be discussed.
- 16. Planning Matters**
- 810 Core Strategy – Development Master Plan - Report on current status** - There is nothing further to report since the summary of the position below.
Sulis Down have produced proposals at an exhibition on 1st November for phase 1 of the development comprising approximately 180 dwellings. A further four phases were shown on the proposals, but only phase 1 is being progressed initially. The Parish Council has responded to the consultation on these proposals. The developers, Sulis Down, are now expected make the planning submission in July/August 2017.
- Applications Received**
- 811 17/00538/FUL – Hay Tor, Old Midford Road, Midford, Bath BA2 7DH** - Erection of single storey side extension. **REVISED APPLICATION**
The Parish Council considers this revised proposal to be of an acceptable scale, volume increase and design. The Parish Council has No Objection to this application as presented.
However, the Parish Council is mindful that it previously considered the two applications 17/00538/FUL and 17/00539/FUL together as a single proposal as they were presented together. Application 17/00539/FUL has been refused, and we have been assured by the applicant that there is no intention to proceed with 17/02240/CLPU as an alternative proposed ‘permitted’ development.
Therefore, if as anticipated, the officer is minded to Permit this application, then the Parish Council would require that permission would include a condition removing all permitted development rights for further extensions and outbuildings without planning permission, as the dwelling is in the green belt/AONB and any further development within the site could be harmful in that respect.
The Parish Council does **OBJECT** to this application 17/00538/FUL **UNLESS** the condition removing Permitted Development Rights is included in any permission.
- 812 Planning Decisions by B&NES**
16/05985/FUL - The North Barn, Southstoke Lane, South Stoke, Bath BA2 7PQ - Conversion of Agricultural Building to Provide B1(a) Office Use; Ancillary Parking & Landscaping **PERMITTED**
17/00539/FUL – Hay Tor, Old Midford Road, Midford, Bath BA2 7DH - Erection of garden building following demolition of existing building. Provision of new access gateway and parking area. **REFUSED**
17/00743/AR - Two Tunnels Cycle Path, Summer Lane, Combe Down, Bath - Display of 5no non-illuminated information boards at 5 locations on the Two Tunnels Greenway between Bellotts Road and Former Midford Station. **CONSENT**
17/01428/FUL – Hillcrest, 144 Midford Road, South Stoke, Bath BA2 5SB - Erection of a single storey rear and side extension and garage following demolition of existing garage and store. **PERMITTED**
- 813 Decisions Pending**
17/00858/FUL - Fosseway Environment Park, Fosseway, Englishcombe, Bath BA2 8PD - Proposed erection of reception building, provision of car parking and weighbridge and erection of lighting column. **OBJECT**
17/01032/FUL – Carron, 167 Midford Road, South Stoke, Bath BA2 5SA - Erection of a 2 storey side extension and a first floor rear extension, replacement of the flat roofs at the front and over the main bedroom with pitched roofs, conversion of garage into living space and erection of a new garage. **OBJECT**
17/01473/FUL - Cranleigh Farm, Cranleigh, South Stoke, Bath - Erection of an agricultural barn. **OBJECT**
- 814 Planning Appeals** - None
- 815 Enforcement Update - 17/00243/NONCOM - The Byre Upper Twinhoe Wellow Bath** - Possible Non Compliance With Materials
The Clerk has received written replies from B&NES Planning Enforcement and the Planning Officer responsible for the decision. The Parish Council agreed that the Clerk should respond to this correspondence making the following points:- That there is considerable upset across the village with this development and that ways of mitigating the impact on the Green Belt and AONB need to be sought; The Planning officer has made a number of incorrect assessments of both the application of the NPPF in determining such a case and in the visual impact the development would have; That the failure to consult South Stoke Parish Council on this application was against B&NES Planning Policy and consultation should have been requested regardless given the close proximity of the site to, and its visibility from, the Parish of South Stoke; To make ~~concrete~~ and constructive suggestions to remedy the problems with the visibility of the riding surface and the railings.

- 816 Other Planning Matters to Report – None**
- 17. Highway Matters** – There was nothing further to report beyond those matters discussed earlier in the meeting.
- 18. B&NES Matters**
- 817 Bathavon Forum** – The new Bathavon Forum inaugural meeting has been postponed and we wait to be advised of the new date.
- 818 Bath Preservation Trust** – The next Environs committee meeting will be held the tomorrow.
- 19. Other Matters to Report – None**
- 20. Correspondence Received - None**
- 21. Financial Matters**
- 819 Section 137 Payments** – The following subscriptions were approved to be paid by the Council under S137 provision. The motion was carried unanimously.

Bath Preservation Trust	£20.00
Council for Protection of Rural England	£40.00
Avon Wildlife Trust	£50.00

- 820 RFO Report** – Received and noted.

Payments approved as standing payments or at meeting on 20th March 2017 which have now been made.

DD266	E.ON	Electricity Bill Dated 2/03/2017	28.60
17:47:55	ALCA	Subscription 2017-18	76.43
17:49:36	Mr. G. Davis	Expenses - Broom for Sweeper	15.49
17:51:35	SSE Contracting Ltd	Lighting Maintenance Jan-Mar 2017	76.10
17:53:24	Grant Davis	Parish Sweeper - 26/2/17-01/4/2017	316.80
17:55:31	Mr. G. Davis	Parish Clerk - March 2017	270.05
17:57:39	HMRC	Month 12 PAYE	146.80
DD266- APR	E.ON	Electricity Bill Dated 1/04/2017	31.67
17:25:51	Mr. G. Davis	Expenses - Apm Refreshments & Painting Materials	24.13
17:27:57	Grant Davis	Parish Sweeper - 2/4/17-29/4/2017	253.60
17:31:41	Mr. G. Davis	Parish Clerk - April 2017	270.25
17:34:15	HMRC	Month 1 PAYE	130.60

Receipts since meeting on 20th March 2017.

25	Bath Building Soc.	Interest	81.19
26	B&NES Council	WCI Payment for 2 Tunnels Planning Application	192.50
27	B&NES Council	Agency Services February 2017	359.55
1a	B&NES Council	Precept	3929.00
1b	B&NES Council	Grant	35.00
2	Allotment Tenants	Rents for year 2107-2018	140.00
3	B&NES Council	Agency Payment Parish Sweeper 2017-2018	4400.89

- 821 Approvals requested for expenditure before next meeting.**

Came & Company – Parish Council Insurance Renewal	£288.43
Bath Preservation Trust – Annual Membership 2016-17	£15.00
Society of Local Council Clerks Membership Renewal 2016-17	£64.01

- 822** It was proposal that the following items continue to be paid by Direct Debit. The motion was carried unanimously.

- E.ON – Monthly Electricity Bill Approx.£25.90 monthly
- Avon Wildlife Trust Annual Membership £48.00
- CPRE – Annual Membership £36.00
- Information Commissioner - Data Protection Registration £35.00

- 22. 823 Dates for Future Meetings** – The following dates for meetings for the coming year were agreed.

Parish Council Meetings: July 24th, September 25th, November 20th, January 15th 2018, March 12th 2018

Annual Parish Meeting: April 16th 2018

Annual Parish Council Meeting: May 21st 2018

The meeting closed at 22:35