

SOUTH STOKE PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held on 21st May 2024 at 7:00 p.m.
In The Village Hall

Present: Cllr. P. Beazley-Long (Chair) Cllr. Amanda Page
Mr. G. Davis (Clerk) Cllr. Andrew Peters
Cllr. Mark Knowlton

Others Present: Ward Cllr. Fiona Gourley, Patrick Dawson, Mick Devenish

1. 688 Election of Officers – Chairman and Vice Chairman

Cllr. Amanda Page proposed Cllr. Paul Beazley-Long as Chair, this was seconded by Cllr. Andrew Peters, and carried unanimously.

Cllr. Amanda Page proposed Cllr. Mark Knowlton as Vice Chair, this was seconded by Cllr. Andrew Peters, and carried unanimously.

Cllr. Paul Beazley-Long indicated his willingness to stand as Chair and he and the clerk signed his declaration of acceptance of office.

Cllr Mark Knowlton indicated his willingness to stand as Vice Chair and he and the clerk signed his declaration of acceptance of office.

2. 689 Apologies for Absence – Cllr. Gary Passmore, Cllr. Anne Ward, Cllr. Jonathan Woodings

3. 690 Declarations of Interest and Dispensations – None

4. 691 Confidential Matters – None

5. 692 Minutes of Parish Council Meeting held on 19th March 2024 – Approved and signed by the Chairman.

6. 693 Minutes of Annual Parish Meeting held on 24th April 2024 – Approved and signed by the Chairman.

7. Annual Return

694 Accounts for year ending 31st March 2024 – The Council approved the accounting statements for the year ending 31st March 2024. The Chairman and the Responsible Financial Officer signed the accounts as Approved.

695 Auditor's Report – The Council reviewed the Internal Auditor's report presented in his letter. They agreed all the points made and will action all of them in the coming year. They thanked the auditor for his work and agreed payment of the invoice and expenses.

696 Review and Adoption of Standing Orders, Risk assessment, Asset Register and Financial Regulations – The Standing Orders, Risk Assessment, and Asset Register were reviewed and not considered to need any change. NALC has issued revised Model Financial Regulations to reflect changes in Banking that have occurred with online banking and payments. The Internal Auditor has also made recommendations for change. The Clerk was asked to produce a new set of Financial regulations for the Council that reflected these changes. These will be brought to the next meeting for Adoption.

697 Parish Council Insurance

It was agreed that the Zurich Renewal Quotation at a premium of £300 continued to provide the most appropriate and economic cover. The Clerk was instructed to make Payment of the Renewal premium.

698 Annual Return – Completion and Approval of The Annual Governance Statement 2023/24 - The Chairman read the Annual Governance Statements and the Council approved each one. The Chairman and the Clerk then signed the Annual Return accordingly.

699 Annual Return – Approval of The Accounting Statements 2023/24 - The Parish Council approved the Accounting Statements for 2023/24. The Chairman and the Clerk then signed the Annual Return accordingly.

700 The Parish Council confirms that there are no conflicts of interest with BDO LLP.

8. 701 General Power of Competence – The Parish Council unanimously resolved that from 21st May 2024, 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.

9. Financial Matters

702 Section 137 Payments – The following subscriptions were approved to be paid by the Council under S137 provision. Avon Wildlife Trust £48, Bath Preservation Trust £40, and CPRE £60. The motion was carried unanimously.

703 RFO Report – Received and noted. The report was signed by the Clerk and Cllr. Amanda Page.

704 Balance per Bank Statements as at 01/05/2024

Current Account HSBC	£11,035.55
Deposit Account Bath Building Society	£8,998.55
Deposit Acc ex.-Base rate Tracker Bond - Bath Building Society	£22,438.95

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Receipts since meeting on 19th March 2024			
25	Robert Williams	Allotment rent 2024-25	10.00
26	Mark Jelbert	Allotment rent 2024-25	10.00
27	Paula Davis	Allotment rent 2024-25	10.00
28	Christina Sandford	Allotment rent 2024-25	10.00
29	Patrick Self	Allotment rent 2024-25	10.00
30	Anne Fox	Allotment rent 2024-25	10.00
31	Neville	Allotment rent 2024-25	20.00
32	McGuire/Dawson&Legard/Carter	Allotment rent 2024-25	40.00
1	B&NES Council	Precept Payment Apr 24	9725.00
2	Maria Tylergill	Allotment Rent 2024-25 2A	10.00
3	Catherine Napper	Allotment Rent 2024-25 1B	10.00
4	B&NES Council	Footpaths Agency Agreement	508.71

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Payments approved as standing payments or at meeting on 19th March which have now been made.			
17:32:47	Mr. G Davis	Toolstation PPE for Parish Sweeper	83.38
DD266-Feb	N-Power	Electricity 01/02/24 - 29/02/24	15.92
BNKChg-Feb	HSBC	Bank Charges February	8.00
19:57:02	Grant Davis	Village Sweeper 25/02/24 to 31/03/2024	591.00
20:00:01	Mr. G. Davis	Parish Clerk March 2024	538.15
20:44:31	Alan Bailes Consultancy	Review of Transport Assessment	2970.00
20:02:15	HMRC	Month 12 Paye	134.60
21:25:09	Office Reailty	Village Hall Chairs	5676.00
21:28:00	Mr G Davis	i-Page Mailbox Extension for PBL	15.59
21:30:38	ALCA	Subs 2024-25	152.98
21:33:48	Mr. G. Davis	B&Q HDMi Extension for Village Hall	17.00
10:36:33	ALCA	Councillor Training Mark Knowlton	40.00
DD266-Mar	N-Power	Electricity 01/03/24 - 31/03/24	16.39
BNKChg-Mar	HSBC	Bank Charges March	8.00
16:20:37	Grant Davis	Village Sweeper 01/04/24 to 28/04/2024	472.80
16:23:43	Mr. G. Davis	Parish Clerk April 2024	538.35
10:28:19	SLCC	Membership Renewal 2024 SSPC portion	117.31
10:33:04	Zurich Insurance	Insurance Renewal	300.00
16:25:30	HMRC	Month 1 Paye 2024-25	134.40

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Payments for approval which have been made since 21 st May 2024 or are yet to be made.			
	SummerLane Books Ltd - P Dawson	Internal Audit Fee 2023-24	125.00
	Somerset Coal Canal Society	Grant Payment for Brushcutters	1189.99

Both payments were approved unanimously by Council.

708 Community Infrastructure Levy (CIL) Funds – Cllrs. Reviewed the CIL report for the current year noting that in the absence of any further receipts the unallocated balance in this reserve now stand at £2,841.94.

709 It was proposed that the following items continue to be paid by Direct Debit. The motion was carried unanimously.

- E.ON – Monthly Electricity Bill Approx.£20.00 monthly
- Avon Wildlife Trust Annual Membership £48.00
- CPRE – Annual Membership £60.00
- Bath preservation Trust £40.00
- Information Commissioner - Data Protection Registration £35.00

10. Parish Council Matters

710 Staffing – Recruitment of Assistant/Trainee Clerk - The Clerk is requesting Council to address the need for additional Officer resource. It is suggested that an additional Officer is sought either qualified or as trainee, on 30 hours per month. Once recruited the existing Clerk will reduce his hours from 45 to 30 per month. If the new officer is unqualified, they will be expected to undertake the CiLCA qualification, which the Council will fund. The Objective in either circumstance of qualified or trainee, is that the new Officer will have the necessary knowledge, experience and qualifications to take the Council through the next Elections in 2027. The Clerk will prepare Job Description and Advertisements for Council to circulate and recruit a suitable candidate.

11. General Parish Matters

- 711 Matters Arising from Annual Parish Meeting** – There were no matters arising from the Annual parish Meeting that are not dealt with in these minutes.
- 712 Parish Councillor Responsibilities** – Individual Parish Councillor responsibilities have not yet been agreed, and this will be done at the next meeting. The Clerk was asked to inform Bath Preservation Trust that Cllr. Paul Beazley-Long and Cllr. Anne Ward will be the representatives for South Stoke Parish Council.
- 713 Midford Telephone Box** – Mick Devenish and Patrick Dawson outlined the current status of the project, indicating that progress had been slow due to achieving agreement of the Landowner and the Railway Society for the proposed site – being the Station Pub Car Park. The owner of the pub has agreed, and a cycle repair shop and book exchange is the proposed use, and not a Defibrillator. In the intervening time the Box has become very dilapidated, and the likely cost for its removal, relocation and refurbishment is some £6,000. It was highlighted that in excess of 50 Midford residents support these proposals, with No Objections. The Parish Council explained that there is and has been a long-standing commitment to funding this project, as the Council is the owner of the Phone Box. To that end a commitment of £6,000 has been placed in the CIL report, and the Council asked for an Outline Plan to be provided as soon as possible, with detailed quotations to follow to the Clerk, so that Purchase Orders can be raised. An application to the Ward Councillors Empowerment Fund will also be made to Ward Cllr. Fiona Gourley.
- 714 Village Hall** – All of the Village Hall improvements have been completed and entirely funded from CIL. The Parish Council considered the latest proposals for Sound & Thermal Insulation noting that the cost exceeded the remaining available CIL fund by some margin. The Council agreed in principle that it could afford the Thermal Insulation element from CIL, but as it is summer, asks the Village Hall Management Committee to seek alternative sources, which are considered likely to be available given the Environmental nature of the project. As, were this element funded elsewhere, then funding the Sound Insulation could then be considered more feasible. The Clerk will also seek funding for the Thermal Insulation from B&NES Council.
- 715 Allotments** – It was reported that all plots are let, and that all rents have been received for the current year 2024-25.
- 716 Police liaison and Neighbourhood Watch** – There is nothing to report.
- 717 Website and IT Upgrades** - Some remaining minor errors remain in the new website. Councillors need to move to the new e-mail addresses, so that the old ones can be set with a re-direction, and then any mail transferred. This to be achieved by the end of July when the hosting of the existing service will expire and cease.
- 718 Noticeboard for Sulis Down, Litter bins, Parish Litter and Sweeping, and other Section 106 matters re:-**
Sulis Down – A meeting will be arranged between the Site Managers and Councillors, to include Ward Cllr. Fiona Gourley.

Footpaths and Open Spaces

- 719 Millennium Viewpoint** – The broken slab on the stone bench – It is reported that Phil Cook (Cookie of Midford) has completed this repair and is not asking for any payment for it. The Parish Council wishes to express its thanks for this excellent and generous work for the Parish. The Clerk will write to thank him.
- 720** It was also reported that the plastic sign is now very weathered and faded. The Clerk will procure a replacement brass plaque.
Footpaths – Nothing to report
Village Green - Nothing to report
- 721 Churchyard** - The Parish Council considered very carefully the request for funding at significant cost the repair to the boundary wall. They considered that this was not an eligible matter for CIL funding. Furthermore, that as the wall was between the Churchyard and a private Residential property, that the Parish Council had no ownership or responsibility in this respect, and must decline the request for funding from the General Electors Reserves to pay for this repair.

12. Planning Matters

- 722 Planning Update** - Sulis Down Developments
22/02169/EOUT - Outline Application with an EIA attached
Site Location: Parcel 4234 Combe Hay Lane Combe Hay Bath Bath and North East Somerset
Description of Proposal: (i) Outline application for Phases 3 and 4 for up to 290 dwellings;
The Application was considered by B&NES Planning Committee on 10th April 2024. It was REFUSED on the following grounds:-
1 Cotswolds Area of Outstanding Natural Beauty
2 Heritage
3 Placemaking Principle - Sustainable Community
4 Trees and Woodland
The Parish Council awaits the response from the Developer. They have 6 months in which to Appeal.

Applications Received - None

723 Planning Decisions by B&NES

24/01186/TCA - Brantwood , Southstoke Lane, South Stoke, Bath, BA2 7DN - T1 Ash Tree – fell - No Objection

23/03924/FUL - Greenacres, 164 Midford Road, South Stoke, Bath BA2 5SE - Erection of a single storey rear extension and hip to gable loft conversion. Permitted

24/00268/CONSLT - Castle Farm, Midford Road, Midford, Bath BA2 7PU - Consultation request from Woodlands Champion Club for the operation of a certified exempted camping and caravan site under paragraph 5 of the first schedule, Caravan Sites and Control of Development Act, 1960 at Castle Farm, Midsord Road, BA2 7PU - No Objection

724 Decisions Pending

24/00781/LBA - Manor Farm , Old School Hill, South Stoke, Bath BA2 7DP - Internal works as described in Design and Access Statement (Retrospective).

23/04626/FUL & 23/04627/LBA - Manor Farm , Old School Hill, South Stoke, Bath BA2 7DP - Installation of replacement front and rear gates (Retrospective).

23/02444/FUL - Hazel Elm, Old Midford Road, Midford, Bath BA2 7BY - Erection of a replacement dwelling, to follow removal of existing house and outbuildings.

23/01069/FUL - Withdean, Old Midford Road, Midford, Bath BA2 7DH - Erection of a replacement dwelling on the footprint of an existing dwelling on site. – Revised Plans received with target decision date of 15/09/2023.

725 Enforcement Update

23/00242/UNDEV – Manor Farm Old School Hill South Stoke Bath - unauthorised gates – See 23/04626/FUL & 23/04627/LBA - Above

21/00420/UNDEV - Midford Castle Access Road To Midford Castle Midford Bath - Alleged, non-compliance with approved plans (planning permission 19/03415/FUL) – Formal Notice issued and being Appealed APP/F0114/C/22/3307537 (see below).

726 Planning Appeals

APP/F0114/C/22/3307537 - Midford Castle, Midford, Bath, BA2 7BU - Site Location: Midford Castle Access Road To Midford Castle Midford Bath

Nature of Breach:

i) Without planning permission, unauthorised engineering works to reprofile land to facilitate, without planning permission, the erection of a two-storey, semi-subterranean building.

ii) Without planning permission, unauthorised engineering works to reprofile and level land to form a hardstanding area.

iii) Without planning permission, the unauthorised formation of an access track to the hardstanding.

Appeal Ref: 22/00058/ENFAPL Enforcement Ref: 21/00420/UNDEV

Planning Inspectorate Appeal Ref: 3307537

Appeal Start Date: 7th October 2022 Appellant(s): Mr Kenneth Scott Adams

Further to our previous letter in connection with the above appeal, we are writing to inform you that a date has now been arranged for the Informal Hearing.

An Inspector will attend the following venue on the 30th May 2024 at 10.00am to conduct the Informal Hearing. The Brunswick Room, The Guildhall, High Street, Bath, BA1 5AW

Anyone may attend the Informal Hearing and at the Inspector's discretion, give their views on the proposal.

Electronic booklets entitled 'Guide to Taking Part in Planning Appeals' are available for download on the Council's website. Alternatively, you can also access these documents via the Planning Inspectorate website at <https://www.gov.uk/government/organisations/planning-inspectorate>

Cllr. Amanda Page will attend the Appeal

Other Planning Matters to Report

727 Local Plan Options consultation 12th February to 8th April. – The Parish Council has responded to the Local Plan Options document.

13. Highway Matters

728 Midford Road/Village – TRO Midford Village 20 m.p.h. speed limit – The Speed Limit scheme has been fully implemented. It is reported that it has had a noticeable effect.

14. B&NES Matters

729 Parish Liaison Meeting – Next meeting 26th June 2024. The Chair and the Clerk will attend.

730 Bath Preservation Trust – The new Bath Rural Area Forum meeting is to be held on 4th June at 12:00 – 15:00 in Kelston Village Hall.

15. Other Matters to Report

731 South Stoke Fete – The Parish Council is supporting this event with funding for programmes and tickets.

16. Correspondence Received – None

17. Dates for Future Meetings – The following dates were agreed for the coming year's meetings:-

Tuesday 23rd July 2024 – 7:00 p.m. - Parish Council Meeting

Tuesday 24th September 2024 – 7:00 p.m. - Parish Council Meeting

Tuesday 26th November 2024 – 7:00 p.m. - Parish Council Meeting

Tuesday 21st January 2025 – 7:00 p.m. - Parish Council Meeting – Budget & Precept

Tuesday 25th March 2025 – 7:00 p.m. - Parish Council Meeting

Tuesday 22nd April 2025 – 7:30 p.m. – Annual Parish Meeting

Tuesday 20th May 2025 – 7:00 p.m. – Annual Parish Council Meeting

The meeting closed at 21:50 p.m.