

BARROW GURNEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the village hall, Barrow Gurney,
at 7:30pm on 9 July 2018.

Present: Claire Arbery (Chairperson), Phil Carnell, Geoff Coombs, Eric Gates, Andy Robbins, Andrew Sheridan and Joanna van Tonder (Clerk)

Distribution: The Parish Councillors plus Nick Wilton and PC Martin Faithfull

Agenda item **1: Vice Chair Declaration of Acceptance of Office** was held over until the arrival of Cllr Andy Robbins a few minutes after the start of the meeting.

2 Apologies for absence

There were no apologies for absence.

3 Declarations of Interest and dispensations

a) Declarations of Interest

No declarations of interest were made.

b) Receive requests for dispensation

No requests for dispensation were received.

c) Grant requests for dispensations

No requests for dispensation were granted.

4 Minutes of the previous meeting – 14 May 2018

Geoff Coombs proposed, Andrew Sheridan seconded and it was agreed the minutes of the last meeting having been circulated previously be taken as a true and accurate record.

5 Vacancy arising from resignation of Cllr Rob McKenzie

The Clerk confirmed that both she and the Chair had received Rob McKenzie's written resignation on 12 June 2018. As a result, NSC had been notified and had published the Notice of Vacancy with a deadline date of 10 July for a minimum of ten electors to claim a poll and trigger a by-election.

The Clerk informed all present that the PC would be notified of the outcome of the Notice after 10 July and, in the event a by-election was not called, the PC would be invited to co-opt. If this were the case, it was agreed to invite a member of the Village Green Committee to join the Parish Council for the remainder of this term of office.

Action: Clerk to make enquiries and conduct discussions

Clerk's Note: No by-election was called and the PC have been invited to co-opt to fill the vacancy.

1 Vice Chair Declaration of Acceptance of Office

Andy Robbins, having been duly elected as Vice Chair in absentia at the last meeting, completed his Declaration of Acceptance of Office form in the presence of the Clerk.

6 Renewal of Committees, appointment of Chairs and adoption of Terms of Reference

a) Village Green Committee

The Clerk advised that, as a result of the resignation of Rob McKenzie, the Village Green Committee was not lawfully constituted at present.

It was agreed that, in the event the Council was invited to fill the vacancy by means of co-option, a member of the VGC would be recruited at the earliest opportunity, thus ensuring at least one member of the Council sat on the VGC.

The Clerk reported that Rob McKenzie had agreed to remain a member of the VGC.

Phil Carnell proposed, Andy Robbins seconded and it was agreed to suspend Committee Regulations (11 November 2013) 1.1 requiring the chairman of a committee to be a member of the Parish Council, thus permitting a non councillor to act as chair. The suspension of Regulation 1.1 would take effect immediately and would be in place until no later than May 2019 (following elections).

It was agreed to invite Rob McKenzie to remain as chair of the VGC until May 2019.

b) **Village Walkways Committee**

Members considered that, while negotiations around Bristol Airport's S106 obligations resulting from their current expansion application would require a great deal of input and pressure from the Parish Council, that would not fall within the remit of the Village Walkways Committee.

Andy Robbins proposed, Claire Arbery seconded and it was resolved to dissolve completely the Village Walkways Committee with effect 9 July 2018.

7 Police Report

The following incidents of crime were reported on the constabulary's website:

April 2018:

- 1 x Vehicle crime on or near Vicarage Lane (under investigation)

May 2018:

- 1 x Other theft on or near Bridgwater Road (under investigation)

8 Public Questions

There were no members of the public present.

9 Actions Arising

The following action arising from the meeting of 14 May 2018 are still outstanding or addressed as follows:

Min 6 (12/03/18): Actions Arising – Speedwatch camera	Andy Robbins to vary locations and repeat data collections with Speedwatch camera at night	See <i>Councillor Reports – 9 July 2018</i> (copy attached)
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10 Planning

a) **Planning applications since the last meeting**

*The following **planning applications** have been **received**:*

1	18/P/3209/MMA	Variation of conditions #2, 13 and 20 on application 15/P/2301/F to allow a revised plans and document list, a revised accommodation schedule and a revised landscape drawing at Former Barrow Hospital, Wild Country Lane <u>Council comment:</u> no objection
2	18/P/3555/FUL	Application to vary condition #4 on application 18/P/2140/FUL to allow 24 hour use of the site at Former Petrol Station, Bridgwater Road <u>Council comment:</u> strongly objects Action: Clerk to submit strong objection on the grounds of i)

		unacceptable light nuisance, ii) impact on neighbouring residents' quality of life and iii) an increased risk of anti-social behaviour.
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The following **Tree Protection Order** has been made:

1	TPO 1083	2x Oak (T1 & T2) within field; 25x London Plane, 2x Copper Beech, 1x Ash, 1x Oak (G1) surrounding field at <i>Land on the south side of Hospital Road, Barrow Gurney</i>	Order dated 21/05/2018
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b) Consents, refusals and enforcement cases since the last meeting

The following **planning applications** have been granted **consent**:

18/P/2323/LBL: Certificate of Lawfulness for proposed work to a listed building to make alterations to garden wall at <i>Wall at end of Barns Close, between Springhead Farmhouse and Springhead Barn, Barns Close</i>	LAWFULNESS CERTIFIED 01/05/2018
18/P/2140/FUL: Replacement of petrol station canopy and redevelop existing filling station site into self-service filling station. Existing on-site building to be made weatherproof for use of filling station / electrical equipment. Erection of 3x floodlights at <i>Former Barrow Gurney Filling Station, Bridgwater Road</i>	CONSENT GRANTED (with conditions) 08/06/2018

The following **enforcement cases** are still **pending**:

Naish Lane bonfires: Reports of industrial waste being burned in the front garden of a property in Naish Lane; possible risk of fire spreading when left unattended; alleged aggressive behaviour towards neighbours	
Action: Clerk to gather further information for submission to NSC and EA	

c) Barrow Hospital – update

Members heard that Claire Arbery, Andrew Sheridan and the Clerk had met with Linden Homes representatives the previous week where the revised plans for plots A to D of the site (previously to have been developed by Crest Nicholson) had been explained. It was agreed the proposed amendments as contained in 18/P/3209/MMA were sensible. It was felt the planning consent amendments Linden Homes would be seeking on plot E of the site would be more problematic. Proposals to build more four bed rather than five bed homes would result in an increase in the number of properties from 14 to 21.

Members heard that Hospital Cottage residents were growing increasingly concerned with the volume and speed of both residential and construction traffic along Hospital Road with reports of two recent accidents having been forwarded to Andrew Sheridan. Cottage residents were asking the Parish Council to assist in securing better signage and speed reduction measures along the road. Claire confirmed that the need for signage had been communicated to Linden Homes who had offered to look into options. It was agreed to investigate whether the road meets with NSC's adoptable standards.

Action: Clerk to look into this and report back to Council

Andrew advised the railway bridge works, a requirement of the S106 agreement entered into with David Wilson Homes, were still outstanding as plans approved by NSC and Network Rail had been rejected by another party and progress had now stalled.

Action: Andrew Sheridan to follow up with Neil Underhay, NSC

Action: Clerk to liaise with Long Ashton Parish Council

Andrew reported that fly-tipping on del Piero land was, once again, being burned regularly very near to the woods. He advised the fire service had to be called just a few days before.

Action: Clerk to report to NSC and Environment Agency

d) Other Planning matters

Ashton Vale / Taylor Wimpey development

Claire Arbery reported that she, Geoff Coombs and Eric Gates had met with representatives of both Long Ashton and Dundry Parish Councils where it was agreed the three PCs would work together in counteracting the publicity put out by Taylor Wimpey. Claire confirmed that, while the three would seek to respond jointly, no monies would be spent on public relations activities.

It was agreed to canvass views on the future of Ashton Vale to ensure the PC fairly represented parishioners.

Members went on to discuss the current mood amongst other parish councils regarding the sanctity of the Green Belt and NSC's suggestions that, while the extent of the Green Belt would be protected, they might be willing to consider swaps.

Bristol Airport / Parish Councils Airport Association

Members noted an e-mail received from BA press office on 20/06/2018 wherein it was reported that Bristol Airport had won the *Best Airport Award* in the 5-10 million passengers category at a recently held ACI Europe ceremony.

Members were reminded that the PC had responded to Bristol Airport's consultation ahead of the planning application to increase passenger numbers from 10mppa to 12mppa. Members discussed the airport's plans to grow passenger numbers in the short term and the infrastructure program that would be needed to support such growth.

It was noted that the airport was heavily reliant on parking revenues and it was apparent that, as demand for cheaper parking rose, greater pressure would be placed on the Green Belt surrounding the airport site.

11 Conservation Area status

Members noted Eric Gates' report as contained in *Councillor Reports – 9 July 2018* (copy attached).

Action: Clerk to write letter of thanks to Roger Willmot, NSC

Eric advised that he and a fellow parishioner had attended a Local History meeting and were looking for other people in the parish who would be interested in exploring the village's history. He suggested he would put together a display to be exhibited at the Flower Show.

12 Highways, pavements, verges and footpaths

a) Action taken by North Somerset Council since the previous meeting

Location	Problem	NSC Action
Naish Lane	Fly-tipping of large green drum	No evidence of the item upon inspection (Clerk)
Barrow Court Lane	Pothole	Pothole filled
Slade Lane	1. Verges not cut 2. Potholes	Potholes filled and verges cut
Street light on A38	Lamp replaced after RTA is not working	Passed to Street Lighting – Still not fixed

b) Condition of roads, pavements, verges and footpaths

The following reports were noted and/or received:

- A38 / Barrow Lane – road sign overgrown
- A38 / Dial Lane – bottom half of road sign opposite Dial Lane junction missing
- Barrow Street nameplate (at A38 traffic lights) overgrown and not visible
- A38 verges in the vicinity of Barrow Lane exit sight lines overgrown
- Verges (Lanes): Dial, Wild Country, Barrow, Newditch, Freemans, Naish and Hobbs

- A38 pavements overgrown
 - A370 (west bound) just before Barrow Gurney slip-road – dangerous dip in the road
- Action:** Clerk to report on Council Connect

Temporary road closures / speed amendments

- A38 (SBLR to Downside Road) – PARTIAL ROAD CLOSURE; DIVERSION IN PLACE
 - diversion from SBLR to A38 along A370 and Brockley Combe
 - effective from **7 July 2018** to **8 July 2018** between 05:00 and 12:00

Clerk's Note: After initially rescheduling for the following weekend (due to the impact of the prolonged heatwave), the works to the A38 have been postponed until Spring 2019.

- A370 (Stancombe Lane to the Jubilee Inn) – TEMPORARY PROHIBITION OF USE BY VEHICLES

- effective from **12 July 2018** to **14 July 2018** between 20:00 and 05:00
- effective from **15 July 2018** between 07:00 and 12:00

- **GREAT WESTON RIDE 2018** – passing through Barrow Gurney on **15 July 2018**

c) Footpaths

Members discussed Andy Robbins' report as contained in *Councillor Reports – 9 July 2018* (copy attached).

Andy Robbins proposed, Claire Arbery seconded and it was resolved to purchase the Stihl FS91 Brush-cutter at a cost of £425 (excl. VAT) and to be funded from earmarked reserves.

It was agreed that, in addition to the brush-cutter, safety equipment would need to be purchased.

Action: Andy Robbins to submit quotations for consideration at the next meeting

13 Village Walkways Committee report

Members received the final report of the Village Green Committee, as contained in *Councillor Reports – 9 July 2018* (copy attached).

It was agreed the Parish Council would request the outstanding walkways works be completed with a road closure over two to three days during working hours only and that a preferred commencement date of Monday, 10 September would be communicated to NSC.

14 Village Enhancements

a) Telephone Box

1. Consider options for renewal of telephone box
 Claire Arbery advised that the Parish Council was successful in its bid for grant funding for the refurbishment of the telephone box from Bristol Airport Community Fund in the amount of £1,000.
2. Consider suspension of Financial Regulation 11.1(a)
 Following a consideration of the quotations received, Geoff Coombs proposed, Claire Arbery seconded and it was resolved to suspend Financial Regulation 11.1(a) – requirement to invite three tenders for expenditure over £500, in light of the difficulty the PC had experienced over the past two years to find enough contractors willing to quote.

Claire Arbery proposed, Eric Gates seconded and it was agreed to accept Quotation A, as previously circulated, in the amount of £810 to include labour and materials required to refurbish and paint the Barrow Street telephone box, and install shelving.

Action: Clerk to notify successful contractor

b) Flower beds and tubs

Members noted Andy Robbins' report as contained in *Councillor Reports – 9 July 2018* (copy attached).

- c) **Defibrillator**
Members considered various options to facilitate a defibrillator in the village. It was agreed to ask the Prince's Motto if they would be prepared to fund the running costs of a unit if one could be positioned on an outside wall of the pub.
Action: Clerk to enquire if free electricity could be provided to run a defibrillator in the telephone box

15 Village Green Committee report

Members noted Rob McKenzie's report as contained in *Committee Reports – 9 July 2018* (copy attached).

16 Governance Review: Adoption of revised documents

- a) **Standing Orders**
Claire Arbery proposed, Andy Robbins seconded and it was resolved to amend the draft **Standing Orders v2018** as circulated previously, removing the imposition of a time limit on the length of meetings and to adopt the Standing Orders so amended.
- b) **Financial Regulations**
Eric Gates proposed, Andrew Sheridan seconded and it was resolved to adopt without amendment the draft **Financial Regulations v2018** as circulated previously.
- c) **Supplementary GDPR Policies**
 1. Data Retention and Disposal Policy
Due to the complexity of this policy document, it was agreed to allow the Clerk more time to present a draft before the Council.
 2. Data Security Breaches Policy
Eric Gates proposed, Claire Arbery seconded and it was resolved to adopt without amendment the draft **Data Security Breach Reporting Form** as circulated previously.
 3. Subject Access Requests Policy
Andrew Sheridan proposed, Andy Robbins seconded and it was resolved to adopt without amendment the draft **Subject Access Request Form** as circulated previously.

17 Finance

- a) **Clerk's Salary: cost of living increase 2018/19**
Members were advised of the revised salary scales for local council clerks effective from 1 April 2018 that had been published by NALC. Andrew Sheridan proposed, Andy Robbins seconded and it was resolved that the clerk will receive the recommended cost of living increase of 2% as of 1 April 2018. The clerk's salary would rise by £99.78 to £5,088.69 per annum.
A payment of £24.95 would be due to the Clerk for the increase backdated to 1 April 2018.
- b) **Amendment of the Clerk's salary standing order**
In accordance with 17(a) above, it was resolved to amend the monthly standing order set up with the Co-Operative Bank to pay the clerk's salary from £415.74 to £424.06 with effect from July 2018.
- c) **Receipts and Payments**
The Clerk reported the following **receipts** had been received since the last meeting:-
£395.13 HMRC VAT refund FYE 31/03/2018
- Claire Arbery proposed, Andy Robbins seconded and it was resolved to ratify the following **payments** made since the last meeting:-
£415.74 Ms Joanna van Tonder / HMRC Clerk's salary (May 2018)
£415.74 Ms Joanna van Tonder / HMRC Clerk's salary (June 2018)

Claire Arbery proposed, Andy Robbins seconded and it was resolved to authorise the following **payments** to be made:-

£36.00	Campaign to Protect Rural England	Annual subscription 2018/19
£50.00	Parish Councils Airport Association	Annual subscription 2018/19
£24.95	Ms Joanna van Tonder	Backdated salary increase (April, May, June 2018)

The Clerk reported the balance in the bank accounts after taking into account cheque payments, above, totalling £110.95 would be CURRENT £3,892.63 and DEPOSIT £12,512.60.

18 Commemoration of the end of WWI

Claire Arbery confirmed that the outcome of a grant application submitted to fund a *There but not there* "Tommy silhouette" was awaited.

Clerk's Note: The PC have since been informed that the grant application was successful and two silhouettes will be provided.

19 Open Forum for the Parish Council

Broadband

Geoff Coombs advised that Gigaclear anticipated completing the government funded rural broadband roll-out of the parish by June 2019.

Bristol Airport Community Fund

Geoff reported that, at the ALCA North Somerset AGM held the previous week, guest speakers representing Bristol Airport had said further applications to the fund would be welcomed.

20 Future meetings

2018 meeting dates: 10 September and 12 November 2018

2019 meeting dates: 14 January, 11 March, 13 May, 8 July, 9 September and 11 November 2019

The meeting closed at 9:45 pm.

BARROW GURNEY PARISH COUNCIL

Councillor Reports

Meeting date: 9 July 2018

9. Actions arising not addressed elsewhere: Speed data

I have carried out speed checks at 4 different locations over periods of ¾ hour at times when there has been sufficient traffic flow without queueing. The figures are based on traffic movements of between 160 and 190 at the various points. When vehicles have been slowed by give way situations creating stoppages I have discounted these inputs. This means that the averages are based on relatively free flowing traffic and average speeds would be significantly lower if constrained speeds were included.

There is a high degree of convergence in the figures with the single exception of traffic flowing down through the School Lane chicane. Traffic leaving the village with priority and a clear view is obviously less constrained by highway features but speeds are still encouragingly under 30 mph in average terms. This average includes 7 outliers that stand out as unrepresentative. If these are excluded the more normal distribution of speeds falls by a few miles per hour.

The average speeds and distribution of actual speeds for relatively free flowing traffic is as follows:

	Average Speed mph	10 to 24 mph %	25 to 32 mph %	Over 32 mph %
Village Tap	21.3	82.5	17.0	0.5
Willows	21.4	79.3	19.6	1.1
Chicane Up	21.8	71.6	28.4	0
Chicane Down	29.1	15.9	69.5	14.6

I have attached charts of the measured speeds at each location.

Submitted by: Andy Robbins

11. Conservation Area

I am delighted to say that the Conservation Area was approved by North Somerset Council last week [w/c 25/06/18].

It might be appropriate to send a letter of thanks to Roger Willmot, with a particular note of appreciation for the efforts of Kate Hudson-McAulay. I suggest that this agenda item can now be deleted.

Submitted by: Eric Gates

12(c). Footpaths

I have obtained a favourable quote for brush-cutting equipment from George Carr Power products. Both options are appropriately powered for footpath work and are capable of dealing with established brambles etc. with the included metal tri-blade. In recognition of the fact that the purchase is community related they have agreed very healthy discounts (25% in the case of the petrol version) and inclusion of harness and cow-horn handles.

The rechargeable option is attractive from an ease of use and maintenance standpoint but the disparity in pricing points to petrol option as the most appropriate. I have included their quotation below:

"With reference to the conversation you had with my colleague this morning, please find prices as follows for Stihl equipment :

1 X Stihl FS 91 Brushcutter c/w nylon line & triblade @ £ 425 inc VAT (£565.50 RRP)
1 X Stihl FSA 130 Cordless Brushcutter c/w AR 1000 @ £ 990 inc VAT (£1165.00 RRP)
Backpack Battery & AL 500 Charger

Both are kept in stock & would be supplied fully assembled & ready to work"

I would be grateful for your approval to proceed to purchase.

Submitted by: Andy Robbins

13. Village Walkways Committee report

I have finally obtained confirmation from Katharine Diver at North Somerset Highways that they ready to complete the outstanding works that we had previously agreed as being necessary.

She has confirmed that the contractors will need a road closure order and that this will introduce a 6 week approval delay so it was suggested that we could set a target date of say 1st September. She has suggested that we have two possible options:

1. A road closure of 2/3 days working normal hours, or
2. A closure of 1 day with overnight working.

The tasks to be completed are:

- i. Relocation of the priority sign at the end of School Lane to the first narrowing point to aid the establishment of the appropriate waiting area.
- ii. Embedding of 3 bollards to constrain traffic at Springhead Barn and Thatched Cottage areas.
- iii. New drainage solution at Memorial speed cushion.
- iv. Replacement of missing manhole cover at Springhead Barn.

We will need to discuss the pros and cons of the two options above.

Submitted by: Andy Robbins

14(b). Flowerbeds

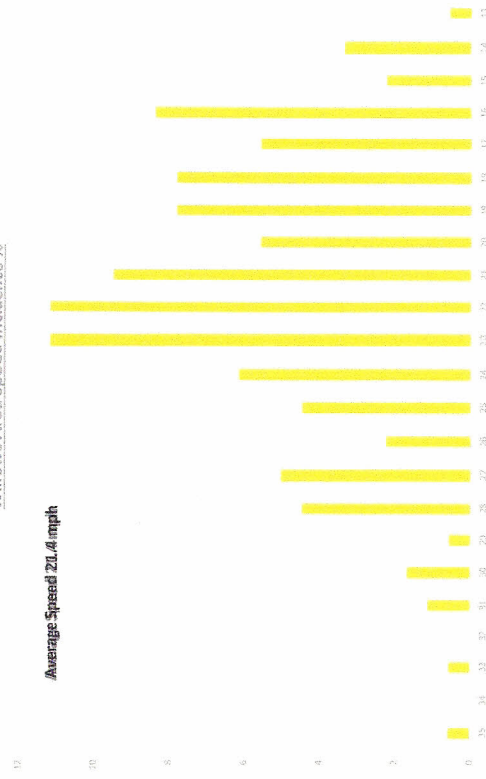
I have cleared one of the 4 gateways for planting but the exceptionally hot and dry weather has intervened to make clearance of the remaining three beds very difficult as the soil is not workable. In any event the planting process cannot be started until the autumn as natural watering needs to be re-established before young plants can be laid out in the beds.

Submitted by: Andy Robbins

Village Top Speed Incidence %



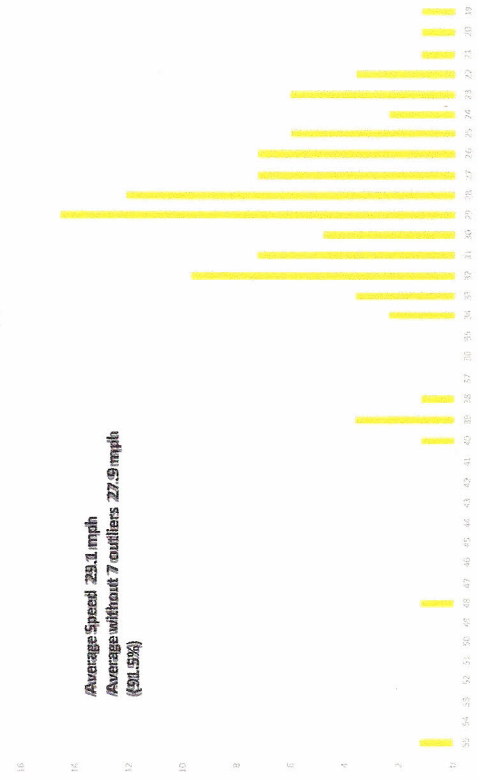
Willows Area Speed Incidence %



Chicane Up Speed Incidence %



Chicane Down Speed Incidence %



BARROW GURNEY PARISH COUNCIL

Committee Reports

Meeting date: 9 July 2018

15. Village Green

The 18th May Tidy up was a success. Big Turnout from the village to help with Hedge Weeding and laying the new Stone Dust in the boules.

There was a little water ingress after the flooding at the bottom of Barns Close which caused a small amount of gullyng on the newly laid stone dust around the gates.

Newly laid grass in the play area appears to be holding up well.

Currently maintaining the hedge is requiring additional voluntary work: Its been trimmed 3 times this year already to help with shape. Additional weeding is needed to keep it looking tidy and to reduce competition on the new whips. Finally as the hedge is lower more frequent strimming is required along the length of the hedge to reduce nettle and weed growth.

Submitted by: Rob McKenzie (Interim Chair, VGC)