

BROCKLEY PARISH COUNCIL

Minutes of Meeting 307 of the Parish Council held at St Bridget's Church, Chelvey on 7 November 2017.

Present: Dr Julian Ridge (Chairman), Dr Bryan Smith, Liz Lunn, Dr Antony Ridge, Martin Jarvis and Joanna van Tonder (Clerk)
Deborah Yamanaka (District Councillor)
PCSO Kate Turner
3 Residents

Distribution: The Parish Councillors plus Deborah Yamanaka

JR advised the Council that John Wilkinson had been reassigned to another Parish Council in his role as NSC Parish Liaison Officer. In a telephone conversation with the Clerk the previous week, John expressed how much he had enjoyed acting as PLO for Brockley Parish Council and wished the Council well.

Action: Clerk to forward a letter of thanks

1 Apologies for absence

Apologies were received from Cllr Mike Fishwick.

2 Declarations of Interest

No declarations of interest were made.

3 Public Participation

There were no matters raised by the public.

4 Minutes of the previous meeting 306 – 5 September 2017

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

5 Matters Arising

The following action arising from the meeting of 5 September 2017 is still outstanding and / or not addressed elsewhere in the agenda:

- 17/P/1065/CUPA: Midgell Farm, Chelvey – The Clerk made enquiries into additional documents that had appeared on the online record for this previously refused application. NSC replied as follows:

"The amended plans were assessed and form part of the refusal decision. There is no further comments to be made on this decision."

6 Meetings, Consultations & Correspondence

a) ALCA AGM – 7 October 2017

The Clerk reported that she had attended the AGM. The keynote speaker, Cllr Peter MacFadyen of Frome TC, had given an inspirational talk on community-led local governance. Minutes would be circulated as soon as they became available.

b) Town & Parish Forum (General) – 1 November 2017

The Clerk, who had attended the forum, reported the topics covered had included cyber security for Parish Councils, useful feedback on updates to the NSC website and the present status of the rural broadband roll-out.

c) CPRE AGM – 4 November 2017

AR reported the overarching theme of this year's AGM, held in Bath, was the emaciation of local councils as a result of relentless cuts to finances. Other topics discussed had covered the increase in the number of plans being submitted for developments within the Green Belt

and Areas of Outstanding Natural Beauty, the lack of affordable housing being built and Bristol Airport's Master Plan to be consulted upon at the end of the year.

- d) 2018/19 Local Government Finance Settlement (Precept) Consultation**
The Clerk confirmed the Parish Council had responded in line with comments submitted last year to a similar consultation, as was agreed by members via e-mail.
- e) NSC Site Allocations Plan: Proposed Modifications Consultation**
Members noted the Modified Site Allocations Plan had included an additional 22 housing sites, one of which was the Youngwood Lane site.
- f) NSC Draft Local Planning Application Requirements – Part 1: Consultation**
It was agreed to support the amendments proposed to the Draft Local Planning Application Requirements – Part 1.
- g) North Somerset & Mendip Bats Special Area of Conservation Guidance: Draft SPD**
Members discussed a report submitted to the Parish Council by Tim Lunn wherein concerns were raised regarding the method used to establish the parameters of the Special Area of Conservation.
It was agreed to support the Draft Supplementary Planning Document but with the inclusion of a general comment about the use of the Mean Feeding Distance to limit the Special Area of Conservation.
- h) Disqualification criteria for Councillors and Mayors: Consultation**
It was agreed to support the additional disqualification criteria proposed in the Department for Communities and Local Government consultation documents.
- i) Joint Spatial Plan: update**
Members noted that, following consideration and approval by each of the four West of England Unitary Authorities, the Draft Joint Spatial Plan was expected to be published and open to consultation around 22 November and would run until 10 January 2018.
DY advised NSC were holding Local Plan drop-in sessions around the end of November, beginning of December.

Clerk's Note: One such session is scheduled to be held at Backwell Hall on Thursday, 30 November 2017 between 4pm and 8pm. Planning and transport officers will be on hand to answer questions.
- j) Circulation envelope**
BS accepted the envelope.

7 Police Report

Members noted there had been one count of vehicle crime on or near Chelvey Road in July 2017. There had been one count of bicycle theft and one of drugs crime on or near Chelvey Road and one count of other theft on each of two locations, one on or near Brockley Lane, the other on or near St Nicholas Way in August 2017. All still under investigation.

PCSO Kate Turner reported that the parish enjoyed low levels of crime and that the majority of incidents the police were called to in the area were road traffic collisions. She confirmed that Brockley Stores had been offered crime prevention advice in an effort to reduce shoplifting.

PCSO Turner asked to be excused from the remainder of the meeting and JR thanked her for taking the time to attend.

8 Planning

a) Planning applications, consents and refusals since the last meeting

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

- **17/P/2240/F** – Demolition of existing warehouses and the construction of 2no. Detached dwellings with associated access arrangements, parking provision and landscaping at *Chelvey Boarding Kennels, Brockley Lane, Brockley*

Council comment: No objection (retrospective)

2. *The following planning application has been refused / granted consent:*

- **17/P/1525/LDE** – Certificate of Lawful Use existing for the continued use of buildings and land for purposes incidental to the main class A1 retail unit at *Land and buildings at Brockley Store, Main Road, Brockley* – Certificate issued 18/10/2017

b) Enforcement cases

- **2017/0238**: Brickyard Wood Barn, Brockley Lane (Unauthorised works and structures in field without consent) – No evidence of containers; CASE CLOSED

- **2017/0378**: Chelvey Boarding Kennels, Brockley Lane (Conversion of building to warehouse and office / workshop. Use of outside area for external storage) – NEW CASE; site visit pending

c) Other

Bristol Airport

Members noted the PCAA had circulated a comprehensive response to Bristol Airport's proposed new aircraft stand (17/P/2360/PAI) which the PC had supported.

The Clerk advised members that the draft Master Plan was due to be published shortly and would be consulted upon. A number of drop-in sessions had been scheduled at venues across the district.

Action: Clerk to circulate the list of dates & venues as well as PCAA Hilary Burn's set of presentation slides on the Master Plan

Clerk's note: The first round of consultations on Bristol Airport's Master Plan has begun; deadline for comment is 26 January 2018.

Youngwood Lane, Nailsea

Members noted that the Youngwood Lane site had been included in the Modified Site Allocations Plan.

Action: Clerk to establish if a planning application covering Engine Lane, Nailsea had been submitted yet

Grove Farm, Backwell

AR reported on a pre-meeting presentation conducted by Taylor Wimpey that Backwell PC had invited members to.

The purpose of the presentation was to outline pre-application proposals for a 700 dwelling development to the west of Backwell and adjacent to the parish of Brockley on land around Grove Farm. Members noted the proposal included a substantial "link road" to Nailsea along part of existing Chelvey Road that would culminate in a roundabout at the A370 end. It was the intention of the developers that infrastructure works and the progression of the development would be completed in a sequential manner.

Clerk's note: At a subsequent public drop-in session with Taylor Wimpey, it was noted that approximately one third of the development would fall within the parish boundaries and, in addition to residential units, included a school.

9 Streets, Open Spaces and Public Rights of Way

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

No action had been taken since the previous meeting.

Temporary road closures / speed amendments

- Footpaths LA4/7/10 and LA4/7/20 (entire length) – EXTENSION OF TIME (CLOSURE TO FOOT PASSENGERS)

- effective from **16 January 2017** to 16 July 2018 or until the works are complete

b) Condition of roads, pavements, verges and footpaths

The following reports were received:

- Brockley Lane: pothole outside Brickyard Wood metal gate
 - Brockley Lane: overgrown vegetation around the post box near the A370 traffic lights obscuring road signs
 - Chelvey Road: flooding around the drain at the railway bridge
- Action:** Clerk to report on Council Connect

Recycling

LL reported, and residents concurred, that black wheelie bin / waste collections on the *Monday / Week 1* collection round were being routinely missed. It was reported that residents were finding it necessary to take accumulated rubbish to the tip as the missed fortnightly collection was resulting in a 4 week gap between collections.

It was commented that litter dropped by bin men during collections was being left on the street.

Action: Clerk to address with North Somerset Council

Action: Clerk to follow up a reply to the PC's letter from Colin Russell

c) Prioritised gullies and schedule for clearing

BS reported the Brockley Lane / Brockley Hall drain was once again blocked and silted over.

Action: Clerk to report on Council Connect

d) Parish Maintenance

There was nothing to report.

e) Bristol Water pipeline

There was nothing to report at this time.

f) Footpaths

It was agreed that no further clearance along the footpath network would be undertaken until Bristol Water had completed the works to the Resilience Pipeline.

g) Modification of Definitive Map: Inclusion of Bridleway (Grid ref: ST4766)

Members discussed the notification for a proposed modification to the Definitive Map to include a bridleway falling within the parish of Cleeve.

It was agreed to submit a response stating that the Parish Council had no comment to make as the bridleway was not within Brockley Parish but would like to be kept informed of the outcome.

10 Local Projects

a) Facilities at Brockley Church

AR reported that a key permission for the pipe's route would be required from the Parochial Church Council (PCC) rather than the Churches Conservation Trust (CCT). Indications were that the PCC would be in agreement subject to the conditions that the PCC officiate the contract, were not liable for any fees and that the meter be situated outside the curtilage of the church in order to ensure the PCC were not liable for the cost of usage.

Subject to the provision of a letter of comfort from the CCT that the conditions would be met, it was anticipated work could begin in the Spring.

b) Wildflower Meadow

JR confirmed that there had been no further progress to date.

11 Broadband

The Clerk explained the background to the roll-out of superfast broadband in the region and the delays that had occurred in the awarding of the Phase II contract to Gigaclear as a result of a legal challenge by rivals, Truespeed.

The Clerk advised that Gigaclear was yet to announce the schedule for roll-out and it was not known how soon Brockley would be able to receive superfast, fibre broadband prior to the 2019 completion date.

Resident James Benson advised he had been in contact with Truespeed who were claiming that, subject to sufficient indications of interest, they would provide the infrastructure for free with the only charge to residents being an ongoing rental.

Members discussed this further and it was agreed to encourage residents to register their interest with both Gigaclear and Truespeed in an effort to ensure Brockley achieves greater priority in the programme.

Action: Clerk to investigate Truespeed's claims

12 Finance

a) Half Year Financial Review

The Clerk presented the Half Year Financial Review (copy attached), as previously circulated.

b) Allocation of Grants 2017/18

Members noted there had been only one request received for the FYE 31 March 2018. After consideration, it was agreed to turn down the request submitted by Wellspring Counselling on the grounds that insufficient evidence of local benefit had been shown to meet criterion 2b) of the Parish Council's *Grants & Charitable Donations Policy*.

c) Budget 2018/19

The Clerk requested all expenditure for consideration and inclusion in the budget for the year 2018/19 be forwarded to her by Friday, 15 December 2017.

d) General Data Protection Regulation (25 May 2018)

The Clerk advised members of the proposed replacement of the European Data Protection Directive with the General Data Protection Regulation, to come into effect on 25 May 2018. Members considered the implications of the GDPR on the Parish Council, especially the requirement for the appointment of a Data Protection Officer and the cost that would incur.

e) Clerk's refund of PAYE deducted in September 2015

JR proposed, LL seconded and it was agreed to pay back to the Clerk the £33.60 refund received from HMRC in respect of an overpayment of PAYE made in respect of her first month's salary in September 2015.

f) Receipts and Payments

The Clerk reported that the following **receipt** had been received since the last meeting.

£2,150.00	North Somerset Council	2 nd Precept payment
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AR proposed, BS seconded and it was resolved to ratify the following **payments** made since the last meeting:-

£196.93	Ms Joanna van Tonder / HMRC	Clerk's salary (September 2017)
£196.93	Ms Joanna van Tonder / HMRC	Clerk's salary (October 2017)

AR proposed, BS seconded and it was resolved to authorise the following **payments** to be made:-

£40.00	Avon Local Councils Association	Clerk's training – <i>Information Security and Plain Guide on Planning</i>
£33.60	Ms Joanna van Tonder	Refund of PAYE deducted (see Minute 12(e), above)

12 Date of next meeting

<u>DATE</u>	<u>VENUE</u>
9 January 2018	St Bridget's Church, CHELVEY
6 March 2018	St Bridget's Church, CHELVEY
1 May 2018	St Nicholas' Church, BROCKLEY
3 July 2018	St Nicholas' Church, BROCKLEY
4 September 2018	St Nicholas' Church, BROCKLEY
6 November 2018	St Bridget's Church, CHELVEY

The meeting closed at 8:30 pm.

BROCKLEY PARISH COUNCIL

HALF YEAR FINANCIAL REVIEW 2017/2018

	Actual for the 6 months ending 30/09/17	Estimated for the year ending 31/03/18	Budget for the year ending 31/03/18	
INCOME				
Precept	4,300.00	4,300	4,300	0
Council Tax Benefit Grant (NSC)	12.40	12	12	0
Village Orderly Grant	100.00	100	100	0
VAT reclaimed (2016/2017)		108	108	0
Interest earned		0		0
Grants received		0		0
	4,412.40	4,520	4,520	0
EXPENDITURE				
Annual General expenditure:				
Clerk's Salary	1,147.98	2,363	2,363	0
Clerk's Telephone expenses	15.00	30	30	0
Clerk's Travel allowances	17.10	48	50	2
Training		90	60	-30
Printing & Stationery	49.86	73	90	17
Postage	21.88	25	15	-10
IT Expenses	16.56	37	45	8
Insurance	168.00	168	170	2
Subscriptions	197.85	198	187	-11
Data Protection Registration Fee		35	35	0
Grants		200	200	0
Room Hire & Speakers	45.00	124	124	0
Annual Audit Fees	20.20	20	25	5
Village Maintenance	70.00	70	100	30
Other	29.50	130	250	121
	1,798.93	3,612	3,744	132
Extraordinary expenditure:				
	0.00	0	0	0
Projects subsidised by grants:				
	0.00	0	0	0
VAT paid on expenditure, to be reclaimed (2017/2018)	16.79	25		
	1,815.72	3,637	3,744	132
SURPLUS TO RESERVES / (SHORTFALL FUNDED FROM RESERVES)				
		884	776	

	Cash Balances as at 30 September 2017	Net impact on Cash Flow of anticipated income & expenditure	Projected Cash Balances as at 31 March 2018
Current account	4,123.03		
Deposit account	0.00		
	4,123.03	-1,713	2,410