

# BROCKLEY PARISH COUNCIL

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Minutes of Meeting 308 of the Parish Council held at St Bridget's Church, Chelvey on 9 January 2018.

**Present:** Dr Julian Ridge (Chairman), Mike Fishwick, Liz Lunn, Dr Antony Ridge, Dr Bryan Smith and Joanna van Tonder (Clerk)

**Distribution:** The Parish Councillors plus Deborah Yamanaka

## 1 Apologies for absence

Apologies were received from Cllr Martin Jarvis and District Counsellor Deborah Yamanaka.

## 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 307 – 7 November 2017

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 7 November 2017 is still outstanding and / or not addressed elsewhere in the agenda:

- Engine Lane: Clerk to establish if planning application has been submitted –  
**17/P/1250/F (decision still awaited)**
- Action:** Clerk to confirm number of dwellings

**Clerk's note:** Planning application 17/P/1250/F is for "Proposed development of **183** dwellings (Use Class C3 including affordable homes), open space (including children's play spaces and replacement playing fields including drainage and associated infrastructure), landscaping, sustainable urban drainage, vehicular accesses, pedestrian and cycle accesses, related infrastructure and engineering works."

## 6 Meetings, Consultations & Correspondence

### a) Town & Parish Planning Forum – 7 December 2017

AR reported that he and the Clerk had attended the forum that focussed on a number of issues including the impending introduction of the Community Infrastructure Levy (CIL). AR explained that Parish Councils without neighbourhood plans would receive 15% of the CIL collected and would be free to use it to fund any project deemed to be of community benefit.

### b) Draft W-o-E Joint Spatial Plan

AR proposed a minor amendment to the wording of the first paragraph of the previously circulated draft. The draft response to the West of England Joint Spatial Plan Publication Document, duly amended, was agreed.

### c) North Somerset Local Plan 2036

As the draft response to the NS Local Plan 2036 was largely based on the draft response to the W-o-E JSP, it was agreed to make the same amendment to the wording as above.

**Clerk's note:** The Parish Council's formal responses to both the Joint Spatial Plan and NS Local Plan 2036, as agreed above, were submitted prior to the 10 January 2018 deadline.

- d) **Circulation envelope**  
LL accepted the envelope.

## 7 **Police Report**

Members noted the following incidents of crime, reported on the constabulary's website:

September 2017:

- no crime reported

October 2017:

- 1 x Violence and Sexual Offences on or near Chelvey Batch (under investigation)

November 2017:

- 1 x Drugs on or near Chelvey Road (under investigation)

## 8 **Planning**

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

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

- **17/P/5095/CQA** – Prior approval for change of use from agricultural building and land to 1no. dwelling (class C3) plus associated operational development comprising of stripping back of barn to retain and reuse existing steel frame, re-cladding of new windows and doors at *Midgell Farm, Chelvey Road, Chelvey*

Council Comment: The PC agreed to stand by its previous comments as submitted for 17/P/1065/CUPA for a similar change of use at the same site.

**LL abstained from discussing and voting on this planning application.**

**Clerk's note:** Notice of NSC's refusal of 17/P/5095/CQA was received on 10 January before the PC had submitted a comment as per the above. No comment was therefore submitted.

- **17/P/5164/OUT** – Outline application for 2 dwellings with access, layout and scale to be considered at *Brockley Nurseries, Main Road, Brockley*

Council Comment: No objection, in principle, to development at the Brockley Nurseries, Main Road, Brockley site. However, the PC would only support the building of **ONE** dwelling replacing the existing accommodation but does not support the current proposal for two dwellings.

- **APPEAL 17/3185309** – Midgell Farm, Chelvey Road, Chelvey (Mr S Davies)

Members heard that an appeal had been made to the Planning Inspectorate against NSC's decision to refuse prior approval of permitted development rights (original application 17/P/1065/CUPA).

It was agreed the PC would make no further representation.

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

- no consents or refusals since the last meeting.

### b) **Enforcement cases**

No follow-up reports had been received.

### c) **Grove Farm, Backwell**

Members were reminded that all residents had received a letter outlining the proposals, the impact on the parish and advice on how comments on the JSP and NSC Local Plan could be made. The PC's website had also been updated to include relevant information and links.

The question of Compulsory Purchase Orders was raised.

**Action:** Clerk to establish if CPOs can be used to acquire land for housing developments

**Clerk's note:** An article published by RICS explains as follows: "Compulsory purchase is when the government, council or a utility company has the legal right to buy or take rights over private property. This is if it falls within a public or private construction project considered important for social and economic change. This can include airport expansion, electricity pylons and cables, housing developments and road and rail projects."

d) **Other**

Bristol Airport

- 17/P/5105/FUL - Land To The West Of A38, adjacent to Bristol Airport, Felton (Change of use from agricultural field to managed grassland as part of the airfield at Bristol Airport with removal of existing hedgerow, erection of a fence and re-grading of land) – members were reminded that the PCAA had objected to the application while Winford PC had opted to support the proposal.
- BS advised that, at the Bristol Airport Christmas get-together, he had been afforded an opportunity to remind Jacqui Mills that an application for a grant to fund the St Nicholas Church water project could be expected in the near future. Friends of the Church were also keen to arrange for Bristol Airport to present a "Behind the Scenes" talk.
- Master Plan – Members were reminded that deadline for comments to this initial consultation was 26 January 2018. LL agreed to draw up a draft response that focussed specifically on the local impact of the proposals.

**Action:** LL to circulate draft comment for discussion and agreement

Youngwood Lane, Nailsea

The Clerk confirmed the outline application for 450 dwellings on the site had not yet been decided. It had been suggested that NSC may look to reduce the number of homes if permission is granted.

It was noted the site was included in both the JSP Publication Document and the North Somerset Local Plan 2036.

## 9 Streets, Open Spaces and Public Rights of Way

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

No known action had been taken since the previous meeting, however, BS reported the debris had been cleared off the Brockley Lane drain.

**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, footpaths and gullies**

The following reports were received:

- Fly-tipping: entrance to Brockley Hall
- Potholes: along Brockley Lane and Chelvey Road
- "SLOW" road markings need repainting at either end of the railway bridge

**Action:** Clerk to report on Council Connect

BS suggested a "SLOW" road marking was needed on Brockley Lane in the vicinity of the "concealed entrance" warning sign.

**Action:** Clerk to discuss with Gregg Brake (NSC Area Officer)

c) **Waste and Recycling**

LL confirmed that there was still a problem with waste and recycling, with only one in ten collections successfully taking place on the correct day. The Clerk advised that NSC were reportedly assessing the problematic Monday/Week 1 round with a view to changing the routes.

BS advised that the arrangement for the flow of traffic at the Backwell Tip had improved. However, the contents of the bins was not being mechanically compressed frequently enough, making it difficult for users to lift their garden waste and other heavy items over the edge and on to the pile.

**d) Parish Maintenance**

MF reported one of the wooden posts surrounding the triangle on Brockley Lane had snapped off. It was confirmed that NSC had installed the posts originally and it was agreed to ask for a replacement to be fitted.

**Action:** Clerk to take up with NSC

**Action:** MF to photograph the post in situ and remove for safe keeping

**e) Footpaths**

JR confirmed that he was waiting for Bristol Water to complete pipeline works before fitting the two gates (see footpath closure, 9(a) above).

## **10 Local Projects**

**a) Facilities at Brockley Church**

AR confirmed that the letter of comfort required by the Parochial Church Council would be considered at the Churches Conservation Trust's next meeting at the end of January.

**b) Wildflower Meadow**

It was agreed that, in light of the prospect of a roundabout and new road at the location of the proposed meadow, this project be abandoned.

## **11 Broadband**

Members noted an article that had appeared in the previous week's local newspaper indicating Gigaclear had begun conducting surveys in Brockley together with two other parishes, with the provision for superfast broadband expected to be rolled out by the spring.

The Clerk suggested early indications of Gigaclear's initial set-up costs for homeowners were in the region of £230 with an additional ongoing monthly charge.

The Clerk had not yet established what competitor, Truespeed's proposition amounted to.

## **12 Finance**

**a) Budget 2018/19**

The Budget, previously circulated, was presented by the Clerk. Members noted that an increase in the precept over previous years was needed to continue to build up the PC's reserves. The Clerk explained that an additional £150 had been added to the budget for Data Protection fees to take into account the requirement in May 2018 to appoint a Data Protection Officer under the proposed GDPR.

JR proposed, BS seconded and it was agreed to accept the Budget (copy attached).

**b) Precept 2018/19**

BS proposed, MF seconded and it was resolved that Brockley Parish Council would request a precept of £4,500 for the financial year ending 31 March 2019.

**Action:** Clerk to advise NSC of Precept requirement

**c) Receipts and Payments**

The Clerk reported that no **receipts** had been received since the last meeting.

JR proposed, LL 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 (November 2017)
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JR proposed, LL seconded and it was resolved to authorise the following **payments** to be made:-

£35.00	Information Commissioner	Data Registration fee
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### **13 Date of next meeting**

<u>DATE</u>	<u>VENUE</u>
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 approximately 8:30 pm.

# BROCKLEY PARISH COUNCIL

Clerk:  
Ms Joanna van Tonder  
Tel: 07586 437769

## BUDGET 2018 / 2019

	Notes	<u>Actual</u> for the year ending 31/03/17	<u>Estimated</u> for the year ending 31/03/18	<u>Budget</u> for the year ending 31/03/19	<u>Budget</u> for the year ending 31/03/18
<b>EXPENDITURE</b>					
<b>Annual General expenditure:</b>					
Clerk's Salary	1	2,339.76	2,363	2,363	2,363
Clerk's Telephone expenses		20.00	30	30	30
Clerk's Travel allowances		45.35	57	60	50
Training		45.00	40	60	60
Printing & Stationery		68.08	90	120	90
Postage		14.28	34	35	15
IT Expenses		34.85	37	40	45
Insurance	2	164.25	168	175	170
Subscriptions		135.86	213	203	187
Data Protection Fees		35.00	35	185	35
Grants	3	200.00	200	200	200
Annual Audit Fees			20	25	25
Room Hire and APM Speakers		105.00	135	140	124
Village Maintenance			70	100	100
General Contingency			0	100	
Other	4		30		100
		3,207.43	3,522	3,836	3,594
<b>Extraordinary expenditure:</b>					
Chelvey noticeboard		137.00	0		
Wildflower meadow					150
		137.00	0	0	150
<b>Projects subsidised by grants:</b>					
Purchase of laptop and scanner	5	288.95	0		
		288.95	0	0	0
VAT paid on expenses to be reclaimed		111.77	28		
<b>TOTAL EXPENDITURE</b>		<b>3,745.15</b>	<b>3,550</b>	<b>3,836</b>	<b>3,744</b>
<b>INCOME</b>					
Precept		4,100.00	4,300	<b>4,500</b>	4,300
Council Tax Benefit Grant (NSC)		18.00	12	4	12
Village Orderly Grant		100.00	100	100	100
VAT reclaimed from previous year		33.40	108	28	108
Interest earned					
Grants received	5				
<b>TOTAL INCOME</b>		<b>4,251.40</b>	<b>4,520</b>	<b>4,632</b>	<b>4,520</b>
<b>BUDGET SURPLUS / (SHORTFALL)</b>		<b>506</b>	<b>971</b>	<b>796</b>	
<b>RESERVES</b>					
Anticipated Cash Balances at FYE 31/03/18	6			2,497	
Add: 2018/2019 Budget Surplus				796	
Less: Unspent grants received	5			-81	
Less: Earmarked reserves	7			0	
<b>RESERVE available for FYE 31/03/19</b>				<b>3,212</b>	
% of annual general expenditure				84%	
<b>EFFECT ON BAND D EQUIVALENT HOUSEHOLDS</b>					
Tax Base (No. Band D equivalent properties)	8	130.70	131.40	134.50	
£ per Band D equivalent household		31.37	<b>32.72</b>	<b>33.46</b>	
			% increase	2.24%	

# BROCKLEY PARISH COUNCIL

Clerk:  
Ms Joanna van Tonder  
Tel: 07586 437769

## BUDGET 2018 / 2019

### Notes to the Budget

#### 1. Clerk's Salary

Clerk's Salary is based on 4.5 hours per week and on the salary scale recommended by the National Association of Local Councils and the Society of Local Council Clerks.

#### 2. Insurance

Insurance cover has been budgeted to take into account an estimated increase of 2.5%.

#### 3. Grants

The Grants budget has been set in line with the Grants and Charitable Donations Policy.

#### 4. Other

#### 5. Projects subsidised by Grants

	<u>Net surplus / (deficit) BROUGHT FORWARD</u>	<u>Project income / (expenditure)</u>	<u>Net surplus / (deficit) CARRIED FORWARD</u>
Airport Community Fund grant (FYE 31/03/15)	0.12		0.12
Transparency Code Compliance grant (FYE 31/03/16)	81.12		81.12
	<u>81.24</u>	<u>0.00</u>	<u>81.24</u>

#### 6. Anticipated Cash Balances at FYE 31/03/18

@ 31/12/2017	
Current account	3,458.64
Deposit account	-
Petty Cash	-
	<u>3,458.64</u>
Less: unpaid estimated expenditure	-1,069.75
Add: anticipated receipts not yet banked	108.00
	<u>2,496.89</u>

#### 7. Earmarked Reserves

<u>Earmarked Reserves BROUGHT FORWARD</u>	<u>Unspent budget earmarked</u>	<u>Earmarked Reserves CARRIED FORWARD</u>
		0.00
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

#### 8. Tax Base (No. of Band D Equivalent Properties)

The tax base increase of 3.1 for the year ending 2019 is explained as follows:

Increase in Band D equivalent properties	2.4
Net overall effect of a reduction in Council Tax benefit claimants, exemptions and discounts	0.7
	<u>3.1</u>