

## CHEW STOKE PARISH COUNCIL

**Minutes of the meeting held on Thursday 1<sup>st</sup> December 2016, commencing at 7.30pm,**

**Church Hall, Pilgrims Way, Chew Stoke.**

Minute Ref	Agenda Item	Action
	<p><b>Present:</b> Cllr G McKay (GM), Cllr Dick Raffety (DR), Cllr N Baker (NB), Cllr P Wring (PW) , Cllr N James (NJ) Cllr Hindle (SH), Cllr D Stephenson(DS)</p> <p><b>In Attendance:</b> Parish Clerk, Mrs Catherine Parkman (CP) Ward Cllr Liz Richardson (LR)</p>	
136/16-17	<b>Chairman's welcome and introductions</b>	
137/16-17	<p><b>Emergency procedures:</b> Councillor McKay highlighted the evacuation procedures and exits</p>	
138/16-17	<p><b>Apologies for absence:</b> Cllr N Cowell (NC), Accepted</p>	
139-16/17	<p><b>Declarations of Interest relating to Items on the agenda :</b> Providence House Planning – Cllr Baker</p>	
140/16-17	<p><b>Approval of minutes from last meeting:</b></p> <p>The draft minutes of the meeting held on Thursday 3<sup>RD</sup> November have been circulated to members. The Minutes were approved as printed Proposed by Cllr Wring Seconded Cllr Baker</p>	
141/16-17	<p><b>Public Participation:</b></p> <p>A Parishioner read a statement regarding the ongoing code of conduct investigation and suggested the Parish Council continues with Council business only whilst Monitoring officer determines the outcome.</p>	
142/16-17	<p><b>Matter arising from last meeting :</b></p> <p>Clerk was asked to contact ALCA to clarify if an addendum can be added to last month's minutes. Clerk was advised to offer strong advice to Councillors against adding the statement which Cllr James had requested. This is due to the wider ongoing issue of the past 18 months with the code of conduct enquiry and much more information would need to be included to give a true and thorough account of the events.</p> <p>Discussion held and agreement made that Cllr Baker will prepare a paragraph for approval at the next meeting.</p> <p>No Parking sign for Rectory Field on order.</p> <p>Clerk to chase fencing quote for Quarry Hay Account Audit to be put on website</p> <p>Cllr Hindle has met with B&amp;NES Highways and Parishioner regarding speeding traffic on Pagans Hill. Parishioner has video evidence and will forward to B&amp;NES. White lines are to be repainted and scrubland/hedges are to be trimmed back.</p> <p>Finger posts – Clerk to contact Chew Magna Parish Council</p> <p>Village Sweeper Contract– See Below</p>	<p>CP</p> <p>NB</p> <p>CP CP CP</p> <p>CP</p> <p>NB</p>

	Xmas tree – See Below	DS
143/16-17	<p><b>Ward Councillor Matters :</b></p> <p>Chew Valley Neighbourhood plan referendum date to be set early in the New Year.</p> <p>Flood Representative required for Chew Stoke. Jayne James offered to stand. Clerk to send contact details to Jim Collings at BANES.</p>	CP
144/16-17	<p><b>Correspondence:</b></p> <p>Clerk received correspondence from 2 Parishioners urging Councillors to suspend discussions regarding Councillor investigation and allow the monitoring officer to make her own decision.</p> <p>Cllrs Stephenson and Baker are awaiting a report from B&amp;NES Monitoring officer. Cllr Baker/Cllr Stephenson and Clerk to meet to review email correspondence.</p> <p>Email received from Parishioner regarding traffic speed on Pagans Hill.</p> <p>Email received regarding the mud on School lane post flood. Cllr Baker to contact Council Connect for cleaning. Clerk to arrange Council connect details to be placed onto website for Parishioners use.</p> <p>Bill received from Parish Magazine £100 – payable at January meeting.</p> <p>Tree report received from Matt Bennett and circulated. Clerk to chase A3 laminated survey sheets.</p>	CP
145/16-17	<p>Alltree services ltd quote received for tree works. Further quotes to be sourced.</p> <p><b>Finance</b></p> <p>Clerk salary &amp; expenses £315.33  Dan Stephenson/ website £40  Hugo King £350  Matt Bennett £500</p> <p>Proposed Cllr Raffety  Seconded Cllr Sara Hindle  All in favour</p> <p>Clerk to circulated Precept / Budget forecast 17/18  Proposed - Cllr James  Second- Cllr Stephenson  Vote held – All in favour</p>	
146/16-17	<p><b>Outstanding Applications</b></p> <p><b>Burnside, Walley Court Road, Chew Stoke, Bristol, BS40 8XN</b>  Erection of 2no two storey detached dwellings with attached garages and extension to existing garage following demolition of existing workshop building (Re-submission)  <b>Appeal In Progress</b></p> <p><b>Pilgrims House , Pilgrims Way, Chew Stoke, Bristol, BS40 8TZ</b>  Replacement of an outbuilding providing a home office, garden store and wood store ancillary to the existing house  <b>PC already commented</b></p> <p><b>New Applications</b></p> <p><a href="#"><u>Providence House, Pilgrims Way, Chew Stoke, Bristol, Bath And North East Somerset, BS40 8TY</u></a>  Conversion and extension of an existing ancillary building.  Application reference: 16/05748/FUL received on 24/11/2016</p> <p><a href="#"><u>5 Webbs Mead, Chew Stoke, Bristol, Bath And North East Somerset, BS40 8TP</u></a>  Alder (T1) - reduce to previous pruning points, reshape and balance. Ash (T2) - reduce to</p>	

previous pruning points, reshape and balance. Sycamore (T3) - reduce to previous pruning points, reshape and balance. 2x Sycamore (G4) - reduce both trees to previous pruning points, reshape and balance. Elm (T5) - fell  
Application reference: 16/05719/TPO received on 23/11/2016

**Stoke Hill House, Stoke Hill, Chew Stoke, Bristol, Bath And North East Somerset, BS40 8XF**

Erection of two storey extension.  
Application reference: 16/05647/FUL received on 18/11/2016  
Planning Portal reference: PP-05638550

**4 Mendip Houses , Walley Court Road, Chew Stoke, Bristol, BS40 8XL**

Erection of a second storey extension over existing garage  
Application reference: 16/05636/FUL received on 18/11/2016  
Planning Portal reference: PP-05636497

**Field House, Church Lane, Chew Stoke, Bristol, Bath And North East Somerset, BS40 8TU**

Beech (T4) - Reduce height and lateral extent by up to 2m. Works are to improve light levels to 'Airdale' and have been agreed with the tree owner  
Application reference: 16/05609/TCA received on 17/11/2016  
Planning Portal reference: PP-05633370

**Oaklands Lodge, Church Lane, Chew Stoke, Bristol, Bath And North East Somerset, BS40 8TU**

Sycamore (T2) and Hornbeam (T3) - Reduce crown height and lateral extent by 2.5m max, reshape and balance 6no. Lawson/Leyland Cypress (G5) - Fell to ground level.  
Application reference: 16/05608/TCA received on 17/11/2016  
Planning Portal reference: PP-05633329

- 147/16-17 **Quarry Hay – Approval of Fencing Quote - Clerk**  
Quote to be sent imminently – Clerk will circulate. CP
- 148/16-17 **Village Finger Signposts – Update. Clerk January**
- 149/16-17 **Sweeper/ Cleaning Contract - Update. Councillor Baker**  
To be circulated prior to January meeting.
- 150/16-17 **Chew Valley Neighbourhood plan - Update. Councillor Baker**  
See Ref 143/16-17
- 151/16-17 **Village Christmas Tree/ Siting - Update. Cllr Stephenson**  
Tree was to be planted today. Electricity and light supply yet to be ascertained.
- 152/16-17 **Chew Stoke School Community Week – Cllr Hindle**  
Cllr Hindle recently attended the school during community week. The pupils have since written a letter to the Parish Council, giving some ideas from their perspective what our village needs.  
Ideas included –  
Picnic table/bench to be installed in Bilbie Road playground  
New/updated Dog Mess signs  
Cllr Hindle will draft a letter in response.  
Councillors to discuss possibilities of assisting with the requests.
- 153/16-17 **Email protocol - Cllr Stephenson**  
Discussion held regarding email correspondence. The Parish Council is to learn from errors of the past, don't write things in email if you don't want it available to all. Emails should be available to all Councillors.
- Motion – all in favour**
- 154/16-17 **Transparency Grant Application – Cllr Stephenson**

The grant is available to councils with a turnover of less than £25000 to enable the PC to work towards compliance with the transparency code. Clerk will send Dan Stephenson the application form and Guidance notes for completion.

155/16-17 **Church Hall Wi-Fi – clerk**

Dan Stephenson sent details of Wi-Fi contract for Church Hall  
£15 per month for 12 months, £30 thereafter.  
Cllr Raffety to act as Liaison point

156/16-17 **Appointment of staffing/personnel working group**

Re –assignment of working group with new Councillor in January

157/16-17 **Parishioners correspondence regarding 2015 Casual Vacancy**

Letter received from Parishioner Querying the co-option process undertaken in January 2015.

Parishioners and Councillor were advised that the Parish Council worked within B&NES guidelines to advertise the Casual Vacancy. There are no specific guidelines set down within the Parish Council or at National Association of Local Councils level for co-option procedures.

Cllr MCKay to email Cllr James regarding co-option process.

Parishioner had written a second email asking further questions after the agenda was published.  
To be added to January meeting.

158/16-17 **Items for Inclusion at January Meeting**

Payment parish magazine  
Village fingerposts  
Sweeper/cleaning contract  
Wi-Fi direct debit form  
Appointment of staffing/personnel working group  
2<sup>nd</sup> email from Parishioner for discussion

159/16-17 **Date of Next meeting**

5 January 17