

## MINUTES FOR THE MEETING OF CHEW MAGNA PARISH COUNCIL

Meeting held in the Old School Room, Upper Hall on Tuesday 6 June 2017

At 7.45pm

**Present** Cllr Nick Scholefield, Vice Chairman Cllr Easton  
Cllr Rodney Andrews Cllr Paul Cornelius  
Cllr Andy Matthews Cllr Nick Hasell  
Cllr Heather Montague Cllr Ian Cox  
Ward Cllr Liz Richardson

**Item 1 Apologies**

Apologies were received from The Chairman and Cllr Jerrome.

**Item 2 Code of Conduct - Register of Councillors' Interest**

None

**Item 3 Minutes of Previous Meetings.**

The minutes of the previous meeting were signed by the Vice Chairman, proposed by Cllr Easton and seconded by Cllr Matthews.

**Item 4 Public Participation**

The Council heard from a resident regarding the Parish Council's comment on a planning application to B&NES, which the resident had then subsequently withdrawn. The Vice Chairman confirmed that the Parish Council comments on applications conform to B&NES guidelines for planning. During discussions it was agreed that Cllr Montague and Cllr Easton would revisit the site and meet with the resident regarding a new application.

A resident of Tunbridge Road addressed the Council regarding speeding in the village and requested that Tunbridge Road be added to the areas needing speed enforcement. The Vice Chairman said that the Council are aware that Tunbridge Road is a problem regarding speeding. A faded road sign on the approach to Tunbridge Road from Denny Lane was highlighted by another resident as possibly contributing to the problem. And a second resident from Tunbridge Road also had concerns about speeding along this road. The Vice Chairman confirmed that all their comments were noted regarding the Council's speeding policy.

The Council were advised that the Valley Fest will be taking place earlier this year on 4, 5 and 6 August 2017. B&NES have requested that an Events Licence Management Plan is submitted this year rather than a formal application.

A resident from Norton Lane enquired if the Parish Council knew of any progress on the pre application for Affordable Housing at a site on Norton Lane. The Vice Chairman confirmed that the Council are not aware of any progress on this pre application. Ward Cllr Richardson said that the Affordable Housing site would need a public consultation period.

**Item 5 Report back on meetings and progress**

- a) Areas of Responsibility for Councillors – for confirmation

**Planning Committee**

The core members will be the Vice Chairman and Cllrs Hasell and Andrews, together with the

Councillor who lives nearest to the property.

**Footpaths Working Group**

Cllrs Hasell, Cllr Cox and the Chairman. Cllr Hasell will be responsible for operation of the B&NES Footpath agency scheme, chair the group and be spokesperson on all other matters.

**Responsibility for King George V Playing Fields matters**

Cllrs Easton, Cllr Matthews and Cllr Cornelius

**Finance**

The Chairman and the Vice Chairman, Cllrs Andrews & Matthews

**Spokesperson on trees, hedges and verges**

The Vice Chairman and Cllr Hasell

**Public transport issues**

Cllr Cox

**Crime and public safety**

Cllrs Cornelius and Cllr Montague

**Public Realm**

Cllrs Easton, Cllr Hasell and Cllr Jerrome

**Spokesperson on BIA issues including representative to Parish Councils' Airport Association**

Cllr Montague

**Representative on Teg Trust**

Cllr Nick Hasell

**Representative on Richard Jones Foundation**

Cllr Nick Hasell

**Flood Warden Scheme**

Cllr Easton and the Chairman

**Representatives on the OSR Management Committee**

Cllrs Andrews, Cllr Easton and Cllr Hasell

**Liaison with Chew Magna Primary School**

The Vice Chairman and Cllr Easton

**Heritage Interpretation**

The Chairman

**Website Management**

Cllr Jerrome

**Affordable Housing**

Cllr Cornelius, the Vice Chairman, Cllr Andrews, Cllr Montague and Cllr Hasell

The Chairman and Vice-Chairman will continue their close oversight of and involvement in key issues in the Parish, and will involve relevant Councillors.

- b) Website  
Cllr Andrews had noted some inaccuracies in the Business listings. The Clerk will email current Businesses to ask them to advise of any amendments. The Clerk has had an enquiry regarding Businesses from outside of Chew Magna being listed on the website. It was agreed that they Clerk would investigate other websites regarding this request and report back at the next meeting.
- c) Parish Charter revised draft. Questionnaire to be completed by 31 July 2017  
Circulated to Councillors prior to the meeting.
- d) Chew Valley Forum - next meeting to be held on Monday 3 July 2017 6pm  
The Vice Chairman, Cllr Andrews and Cllr Montague will attend.
- e) PCAA – next meeting 22 June 2017  
Cllr Montague to attend

**Item 6            Transportation, Highways and Footpaths**

- a) Speeding Issues: Chew Lane, Silver Street and other areas  
The Council are still waiting for a response from the Police via the Chairman regarding the sites that will be targeted for speed enforcement checks. Cllr Easton agreed to contact Highways at B&NES to request an update on the speeding measures, which had been agreed to be put in place.
- b) Temporary prohibition of use by vehicles – for 20 m outside of Nutgrove House on Nutgrove Lane on 20 June for 7 days  
For information
- c) Road marking for the junction of Norton Lane and The Batch/North Chew Terrace  
Cllr Easton agreed to query this with item 6 a)
- d) Car Parking Issues  
Cllr Montague raised whether the Council needs a criteria for car parking. Cllr Matthews agreed it is easiest to move forward on this item if a group is formed. Councillors agreed to discuss this more at the next meeting.
- e) Harford Square/High Street Paving  
The Chairman has agreed to write a letter regarding this.
- f) Green Tarpaulin Screens on the High Street  
Clerk has had official confirmation from the B&NES Inspector that they have no jurisdiction to ask that the screens be removed, as they are not on the Highway.
- g) Footpaths  
Cllr Hasell has concerns with 2 footpaths and he will report these to the Contractor.
- h) Chew Magna ‘Stone’ Stanton Road  
The Chairman has agreed to right the stone.
- i) Cllr Andrews reported that vegetation on the left side corner of Norton Lane (at the junction with B3130) needs to be cut back to provide better visibility. Cllr Hasell will report this to the Contractor.
- j) Cllr Hasell reported that there are 2 lights near Woodbine Farm, High Street, which are staying on during the day. The Clerk will report this to the lighting contractor.

**Item 7            Finances**

- a) Expenditure approved June  
Proposed by Cllr Cox and seconded by Cllr Hasell.

Description	Amount £	Cheque Number
E.On – May 2017 Street lighting	144.00	S/O
Mr D W Stephenson – monthly website maintenance	40.00	S/O
Broxap – timber platform for playground	1500.00	102007
Branching Out – Grass Cutting March and April	555.00	102008
Mat’s Imaginarium – fingerpost repair	1300.00	102009
Zurich Insurance June 17 – May 18	1130.45	102010
Chew Magna Society re contribution to plants for Norman Reed Memorial Garden	50.00	102011
Mike Reed – Footpath Maintenance May 2017	312.00	102012
Mrs K Headlong (Clerk’s expenses – May 2017)	66.80	102013
POST DATED CHEQUES 1 July 17 as HMRC require RTI (Real Time Information) reporting submitted before PAYE date (1 <sup>st</sup> of month)		

T Hillard (Road sweeper salary June 2017)	428.00	102014
K Headlong (Clerk's salary June 2017 includes back pay of £13.07 x 2 for Apr and May re NALC National Salary Award)	688.44	102015

b) Receipts June

Description	Amount £	Cheque Number
B&NES Footpath Scheme 17/18	1233.79	BACS
HMRC VAT Refund 16/17	4863.30	48287135

c) Risk Register

The Risk Register was circulated prior to the meeting. Cllr Andrews raised that the Annual Updating of the Code of Conduct register had not been done at the May meeting. It was agreed to do this at the meeting next month. All agreed with the Risk Register.

d) Asset Register

The Asset Register was circulated prior to the meeting and all agreed.

e) Insurance Policy Renewal

The Insurance Policy was circulated prior to the meeting and matches the Asset Register, all agreed.

f) Audit

The internally audited 16/17 accounts were approved by the Council, proposed by Cllr Andrews and seconded by the Vice Chairman, signed and witnessed by the Vice Chairman and the Clerk for submission to Grant Thornton.

The papers considered

i) Annual Governance Return

ii) Accounting Statements

g) ALCA Membership

The Clerk raised the issue that the Council is now the only Parish Council in B&NES not in ALCA and they could be a useful source of support and information for a new Clerk. She agreed to obtain further information to bring the next months meeting.

**Item 8 Planning**

a) Applications in circulation

17/13 17/00910/FUL 10.03.17	Dr Angela Raffle Parcel 0034 Denny Lane Chew Magna Erection of 3 no Yurts to be used for educational and training purposes <i>Chew Magna Parish Council supports this application that is intended to further the successful education and involvement activities of the Community Farm. The existing Yurt has been established for some years without causing access problems according to the Highways report, but it is noted that the influence of the proposed increased capacity requires some clarification. The low impact structure of the yurt complex, and the proposed well screened and relatively remote placing will have minimal adverse effect on its rural surroundings or the openness of the Green Belt.</i>
17/16 17/01436/FUL 24.03.17	Dr & Mrs M Watts Manor House Battle Lane Chew Magna Bristol BS40 8PT Erection of new security fence on western boundary <i>Chew Magna Parish Council supports this planning application. The derelict, vandalized former Sacred Heart School site that abuts this listed Manor House poses an increasing security and safety risk to the Manor Estate. The proposal is to install a fence and hedge along the shared boundary, and we have been assured this is a temporary measure until the enduring problems of the school site are finally resolved. The Parish Council has agreed to make an enforcement complaint.</i>
17/20	Mr R Pierce-Williams

17/02054/FUL 05.05.17	Padua Cottage 12 South Parade Chew Magna Erection of single storey rear and side extensions and front porch (Resubmission) <i>Commensurate with Chew Magna Parish Council's previous comment (12/01169/FUL) regarding this application, we have no objection to this resubmission, as we are not aware of any material change of circumstances.</i>
17/23 17/02242/TCA 11.05.17	Mr Anthony Evans North Elm Farm, Norton Lane, Chew Magna. BS40 8RW T1 Willow: Pollard to reduce height T2 Willow: fell as is dead <i>Chew Magna Parish Council has no objection to this routine management of two mature Willows</i>
17/24 17/02342/TCA 18.05.17	Robert Webb Highfield House, Winford Road, Chew Magna. BS40 8QE T1: Lime – Fell to expose and encourage Oak tree behind.
17/25 17/02369/FUL 19.05.17	Mr J Ashman Rackledown Far, North Wick, Chew Magna. BS41 8NW Proposed insertion of two new windows to existing right hand elevation at second floor level. <i>Chew Magna Parish Council does not object to this application. The proposed new windows are in similar style to the existing, and are unlikely to affect the amenity of the farmhouse's adjacent neighbour.</i>
17/26 17/02478/TCA 24.05.17	Mr Andrew Fawkes Greystones, Butham Lane, Chew Magna. BS40 8RQ 1 x Solitary Flagpole Cherry - remove <i>Chew Magna Parish Council does not object to the removal of this unsubstantial tree. It is apparently causing problems for the owners and its removal will not affect immediate neighbours.</i>
17/27 17/02458/FUL 25.05.17	Mr Martin Massey Portbridge House, Limeburn Hill, Chew Magna. BS40 8QL Erection of detached double garage <i>Chew Magna Parish Council does not object to this proposal. There appears to be hard standing for two vehicles on the proposed site, and a garage erected here would be unlikely to affect the amenity of the nearest but distant neighbours.</i>

b) Results

17/14 17/00982/FUL 14.03.17	Mr Martin Rose Anvil Cottage, 1 Harford Square, Chew Magna BS40 8RA Erection of a one and a half storey rear extension following demolition of existing extensions. <i>Chew Magna Parish Council supports this application that proposes to demolish the existing poorly designed and constructed extensions with new, well designed build complying with current construction specifications. The proposed roof ridge height remains below that of the main building and to the rear, and consequently has no noticeable impact on the street view.</i>	Permit
17/15 17/01254/FUL 21.03.17	Mr And Mrs M And W Winter The Byre House, Knowle Hill, Chew Magna BS40 8TF Change of use of existing barn to holiday accommodation. <i>Chew Magna Parish Council supports this application that is commensurate with the Council's aspiration to convert sympathetically redundant agricultural buildings for residential use. The proposal to convert this little used 'barn' into a holiday let seems to fulfill relevant planning guidelines, there is no extension to the existing traditional structure, and the locality is most suitable for the new use.</i>	Withdrawn
17/18 17/01740/FUL 12.04.17	Mr Mick Hanley The Everygreens, Streamleaze, Chew Magna BS40 8SE Erection of part two storey, part single storey side and rear extension and associated external alterations. Construction of new roof. <i>Chew Magna Parish Council are concerned about the increase in mass,</i>	Withdrawn

	<i>and consequently the negative affect the proposal might have on the immediate amenity. Although the proposed increase in volume is just within the acceptable guidelines for a property both within the Greenbelt and the CM Conservation Area, the extensions and height of the building would not be commensurate with the secluded street view or surrounding dwellings. Chew Magna Parish Council consequently does not support this application.</i>	
17/19 17/02026/TCA 28.04.17	Mrs Walkden Waterdown, ! Norton Close, Chew Magna BS40 8RW Row of Dawsons G1 – fell. Row of Leyland Cypress G2- fell. <i>Chew Magna Parish Council does not object to this proposal. The identified trees lie at the bottom of a steep incline and are clearly suffering from overcrowding. There is also a line of well spaced younger trees and a mature Willow on the other side of the stream</i>	No objection
17/21 17/02129/TCA 08.05.17	Mrs Rosemary Hayhow Cedar High 1 Madams Paddock, Chew Magna. BS40 8PN Tree of Heaven, Maple, Yew, Horse Chestnut, Maple, Holm Oak and Cherry G1 - Crown lift to 4 m over access road and tidy damaged and torn snags. <i>Chew Magna Parish Council has no objection to these tree works that seem reasonable garden maintenance</i>	No objection
17/22 17/02183/TCA 10.05.17	Mr Jamie Thompton Riverview, Tunbridge Road, Chew Magna. BS40 8SP T1 Willow – Remove <i>Chew Magna Parish Council does not object to the application to fell and remove this mature Willow, as there is clearly professional evidence that the tree poses potential structural damage to the adjacent dwelling.</i>	No objection

- c) 16/05498/AR Bristol Water Visitor Centre, illuminated signs. Appeal 17/00049/AFFF  
Ward Cllr Richardson advised that the appeal could take 6 months. During discussions the Vice Chairman agreed to write a letter to Highways regarding the speed limited of 50 mph on the bend of Walley Court Road/Denny Lane.
- d) Norton Lane – change of use of garages  
The Chairman has agreed to write a letter regarding change of use.
- e) Affordable Housing  
Cllr Matthews reported that he wants to make a concise process which references B&NES processes. He requested the Council agreement to keep the group to a minority of 5 Councillors, all agreed. He requested the Council agreement that the Affordable Housing Advisory Group report to the Council monthly to be minuted, all agreed. He confirmed that he will liaise with Cllr Cornelius and Ward Cllr Richardson regarding which documents will be put into the public domain and that a version of the document will be ready for next months meeting. And, hopefully a preferred site would be identified by the end of the year.
- f) Cllr Cornelius said he has had it brought to his attention that a driveway on Norton Lane extends out into the road.  
The Vice Chairman agreed to write a letter to Highways regarding this encroachment.

**Item 9 Environmental Issues and initiatives**

a) Riparian Owner Support

Cllr Montague said the Riparian Owners main concern was about wildlife and residents wanted more information on what is and is not helpful to do on the riverbanks.

The Flood Wardens are having a lunch, to thank them for their major contribution to the EA sustainability and resilience award for all involved in flood protection shown on the parish notice board, on June 10 2017.

b) Playground

Cllr Matthews has circulated information and photographs of vandalism to the newly renovated playground prior to the meeting. Ward Cllr Richardson offered to find details re discreet CCTVs that B&NES use to monitor the playground and Councillors agreed to monitor the playground whenever possible, and a rota system might be considered.

**Item 10 Correspondence**

a) Email request from resident requesting Council support for improved internet connection in village

The Vice Chairman said that this avenue had been explored recently but there was insufficient interest to warrant the required community investment.

b) Email notification of a vacancy on the Council's Standards Committee – representations by Friday 9 June 2017

Circulated prior to the meeting.

c) Email from resident regarding speeding and litter issues

For speeding see item 6 a). Regarding the litter issues, the Clerk offered to contact the Co-op, as this was the main area of concern

d) Email regarding Parish baptism, marriage, burial records

The Clerk will advise the resident to contact Chew Magna Church.

**Item 11 Any Other Information for Notification for Next Meeting**

Cllr Cornelius has had an offer of Parish Online Training which he will investigate and arrange a date.

**Meeting closed at 10.10 pm.**

**Next meeting will be on Tuesday 4 July 2017  
7.45pm The Old School Room, Upper Hall**

Kirsty Headlong, Parish Clerk 28 June 2017