

FLAX BOURTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD
AT THE VILLAGE HALL, FLAX BOURTON
MONDAY 12th February 2018

Meeting Commenced: 7.30pm

Meeting Concluded: 9pm

PRESENT: Councillors: Mrs Ellis (Vice Chair), Lillington, Burton and Walker. Clerk: Sarah Jezard.

APOLOGIES: Councillor Mrs Moss, Councillor Higgins, Councillor Mrs Buckley.

IN ATTENDANCE: 3 members of the public present.

The meeting was opened to the public at 7.30pm and 3 members of the public were in attendance. The main issue raised was the progress with the Joint Spatial Plan (JSP) and what happens next. Councillor Mrs Ellis stated that following feedback from residents at the Parish Council meetings on 11th December 2017 and 8th January 2018, the working party of Councillors Mrs Moss, Mrs Ellis and Higgins formulated their comments and sent them to the West of England Joint Spatial Plan. These comments can be found on the Parish Council website. Councillor Mrs Ellis explained the next stage is believed to be a Route Options Assessment that will look at all possible routes for a new link road, which forms part of the Joint Transport Plan. It is believed this will also go to consultation in the Spring and the development of the local plans will follow. The JSP will go to the Secretary of State for approval.

The public thanked the Parish Council for all the work they are doing on behalf of the residents.

The public section of the meeting closed at 7.43pm.

The Parish Council meeting commenced at 7.45pm.

1. To note any apologies for absence

Apologies: Councillor Higgins, Councillor Mrs Moss and Councillor Mrs Buckley.

2. To receive Councillors' declarations of interest in items on the agenda and to consider any written applications for dispensations.

None declared.

3. To approve and sign the minutes of the monthly meeting of the Parish Council held on Monday 8th January 2018.

It was resolved to approve and sign the minutes of Monday 8th January 2018. Proposed by Councillors Burton; seconded by Councillor Lillington; vote taken and all in favour.

4. Planning Licensing and development

- **Local Development Plan (Core Strategy) and Joint Spatial Study update.**

It was confirmed the Parish Council provided comments on the JSP and Local Plans which are available on the Parish Council website. No further update was provided as the progress of the JSP was covered in the public section of the meeting.

- **Formally note and agree the responses to the JSP and Bristol Airport Consultations.**

Proposed by Councillor Lillington and seconded by Councillor Burton; Vote taken and all in favour.

- **To discuss any issues raised on the following applications;**

17/P/5335/FUL	Graham House, The Sumachs, Peel House, Constable House Old Weston Road Flax Bourton	Variation of condition 2 (approved plans) on application 15/P/0593/F (Change of use of existing buildings from a residential care home (Use class C2) to provide 4no dwelling houses (Use class C3)) to vary the approved plans to allow for amendments to porch, windows and garage location to Peel House. The Council noted their view was permission granted and no reason to object. However, it is thought this application has already been approved.
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17/P/5081/LBC	Castle Farm Main Road Flax Bourton	Listed building consent for replacement windows and internal refurbishment. The Council noted it 'fully supported' this application. Clerk to note these comments on the NSC Planning website by 14.2.18.
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17/P/5370/FUH	30 Rosemount Road, Flax Bourton, BS48 1UQ	<p>Rear facing first floor rear extension, installation of roof lights, creation of rear dormer and installation of window on side elevation.</p> <p>The Council agreed the following comments;</p> <p>Flax Bourton Parish Council would like to draw the Planning Officer's attention to comments made on a previous planning application for this property. Specifically, this property was subject to Planning Application 16/P/0736 /F in July 2016. The house has changed ownership since that date. Of particular importance, under the Notice of Decision/Grants Consent Notice issued by North Somerset Council at that time, paragraph 4 states:</p> <p>Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 or any other Order amending or revoking and re-enacting that Order, no additional windows, roof lights or dormers shall be inserted in the West or East elevations of the extension hereby permitted or the Eastern elevation hereby permitted or the Eastern elevation of the existing dwelling without prior written consent.</p> <p>The full report produced by the Council to be sent directly to Sam Watson on 13.2.18.</p>
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17/P/5364/FUH	32 Rosemount Road, Flax Bourton, BS48 1UQ	<p>Erection of a first floor extension and installation of roof lights.</p> <p>The Council agreed the following comments;</p> <p>Flax Bourton Parish Council would like to draw attention to the Planning Officer's comments on a previous application on the adjoining property. The adjoining property (30 Rosemount Road) was subject to a previous Planning Application 16/P/0736 /F in July 2016. Of particular importance to this application is that under the Notice of Decision/Grants Consent Notice issued by North Somerset Council, paragraph 4 states: Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 or any other Order amending or revoking and re-enacting that Order, no additional windows, roof lights or dormers shall be inserted in the West or East elevations of the extension hereby permitted or the Eastern elevation hereby permitted or the Eastern elevation of the existing dwelling without prior written consent. A further planning application has now be submitted 17/P/5370/FUH which requests planning permission for a dormer, further windows and roof lights.</p>
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5. Financial reports

a. To approve the monthly expenditure, budgetary control and bank reconciliation reports.

All three reports were taken en bloc and it was resolved to approve the cashbook, budgetary control and bank reconciliation reports for January along with expenditure of £5,136.17 for February 2018, detailed as follows;

Flax Bourton Youth Group	568.75	0.00	568.75
Bin-it Dog Bins (Dec)	105.82	17.64	88.18
Bin it Dog Bins (Jan)	105.82	17.64	88.18
Key Transport Consultants	3,308.64	551.44	2,757.20
Playground Inspections - Jan (GBSport)	120.00	20.00	100.00
Clerk reimbursement - printed agendas (Jan)	9.00	1.50	7.50
Clerk reimbursement - printer cartridge	44.98	9.00	35.98
Staff salaries	859.66	0.00	859.66

Clerk reimbursement - printed agendas (Dec)	13.50	1.58	11.92
TOTAL	5,136.17	618.80	4,517.37

Proposed by Councillor Mrs Ellis and seconded by Councillor Lillington; Vote taken and all in favour.

b. North Somerset Council Budget Report

Report acknowledged by Councillors present.

6. To discuss progress with the Parish Council's lease of Designated Community Land (DCL) adjoining the school from North Somerset Council.

i. Lease progress.

Some outstanding issues on the lease are currently being progressed with NSC and Thrings Solicitors. These are not major issues but things that need to be ironed out before FBPC takes out the lease of the DCL from NSC. The lease will not be signed until the school expansion work is complete. It is looking increasingly unlikely that FBPC will take out a lease on the additional land owned by the Trustees of the Wraxall Estate as we have not heard from Savill's their Solicitors about potential terms. NSC is looking into whether the water supply on the old Youth Club site can be brought into the FBPC premises (FBPC's view is that this may be useful, but not essential.) Accordingly, whatever happens with the water supply, FBPC require an indemnity for any disconnection charges (a clause has been added to the lease). If the water supply isn't brought into the DCL, FBPC does not require a right to connect it later. In terms of an agreement with the school on the use of the land, this will be looked at after the school's move to a 'Multi-Academy Trust' is complete in the Spring. Any agreement made now would have to be revisited after this point. Finally, FBPC needs to consider whether or not it wants to conduct a survey on the Designated Community Land. It has been agreed the Clerk will go back to Steve Schofield of Thrings Solicitors to ask them to put us in touch with Hartnell Taylor Cook re: obtaining a quote for a survey and an understanding of what a land survey involve.

ii. Appoint a working group to look at the use of the DCL.

Councillors Lillington and Walker agreed to be part of the working group who will look at a proposed plan for the Designated Community Land in terms of what it can be used for and who by. This will need to be presented to NSC prior to the signing of the lease. Councillors Lillington and Walker to come back to the next Parish Council meeting with their suggestions. Councillor Mrs Buckley was unable to attend this Parish Council meeting but may also wish to be part of the working group. N.B this plan will need to be approved prior to completing the lease.

iii. Public school expansion meeting.

A neighbourhood school expansion meeting will be held at Flax Bourton Church of England School on Wednesday 21st February at 7pm in the school hall. Members of the public are invited to attend.

iv. Agree response to NSC re: the speed limit on Station Road.

Following a meeting with Rob Thomson of the Highways department last year, where Flax Bourton Parish Council discussed the desire to have a speed limit of 30mph

instead of the proposed limit of 40mph, it was agreed a speed survey would be conducted to properly assess the speed of the traffic. Speed measurements were conducted at two sites in late 2017, one near the Festival Way crossing and one near Mill Cottage. The results were as follows;

At Festival Way the results were;

7-day average speed: 28.6 mph
7-day 85th %ile speed: 30.9 mph

At Mill Cottage the results were;

7-day average speed: 20.8 mph
7-day 85th %ile speed: 22.3 mph

The result of the speed survey on Station Road suggested there should be a 30mph limit. The Clerk contacted Rob Thomson of the Highways Department at NSC in January to ask him to confirm if this now means there will be a 30mph limit set.

However, he has stated that despite the results of the speed check, NSC feel 40mph is a more appropriate limit for this road. The Councillors do not agree with this proposal and it was agreed the Clerk would contact Rob Thomson to arrange a meeting to discuss the suggested speed limit on Station Road.

7. General Data Protection Regulation (GDPR)

i. To note the key points and agree next steps.

NALC is planning to publish a GDPR Toolkit for Town and Parish Councils which will be sent out to all member councils very soon. NALC continues to lobby government to mitigate the implications for the sector and the options for a national DPO service are being explored.

Consideration is being given to setting up a sector body (as with External Audit) for data protection and cyber security to co-ordinate future activity and support. Meanwhile all councils are encouraged to demonstrate they have a route map / action plan to compliance in place, (as it is recognised that compliance by 26th May 2018 is likely to be unachievable) while we wait for the final government guidance. Councillor Burton to consider the action plan.

ALCA is organising a GDPR workshop in April – details to be confirmed. GDPR will be an ongoing agenda item at Parish Council meetings in the run up to May.

8. To agree purchase of new noticeboards.

The Clerk presented several options for a replacement noticeboard on Station Road including aluminium, aluminium with wood finish and wood only options. It was agreed that wood is more expensive and not as hard wearing, therefore aluminium is the preferred option. It was stated that the village is progressive and forward thinking and

therefore a modern, practical noticeboard would be the preference. The Clerk will now source 3 quotes for an aluminium noticeboard with the following specification.

- 8 A4 page – single notice board
- 8 A4 page – double notice board (one lockable cabinet, one unlockable)
- 12 A4 page – single notice board
- 12A4 page – double notice board (one lockable cabinet, one unlockable)

9. To agree to put the insurance contract up for tender.

It was agreed the Council will put the insurance contract up for tender. The Clerk will source 3 insurance quotes, with consideration to the lease of the DCL land, for the March meeting.

Proposed by Councillor Lillington; seconded by Councillor Mrs Ellis. Vote taken and all in favour.

10. To agree to put the grounds maintenance/grass-cutting contract up for tender.

Glendale currently undertakes the grounds maintenance and grass cutting for Flax Bourton Parish Council. Councillor Higgins has suggested maintaining the contract with Glendale, particularly as they are the current provider for North Somerset Council. Clerk to ensure they incorporate the Church Lane footpath into their contract. Decision to maintain the contract with Glendale was proposed by Councillor Mrs Ellis and seconded by Councillor Burton; Vote taken and all in favour.

11. To agree next steps with regards to the cleaning of the play area.

It was agreed to do nothing at this stage as the current state of the play area is thought to be to do with the wet weather.

Proposed by Councillor Mrs Ellis and seconded by Councillor Walker. Vote taken and all in favour.

Clerk to also check the current status of the graffiti on the bench.

12. To receive an update on the progress of actions from previous meetings.

i. Earth encroachment on the A370

Clerk and Councillor Lillington met with Gregg Brake on the 25th Jan 2018. The following actions were agreed:

- Push back the earth encroaching on the pavement outside Flaxton House.
- Clear the footway on Post Office lane.
- Push back the earth encroachment between the Cricket Club field and Post Office Lane to 1m.
- Clarify who should be emptying the bin in the children's play area as it is not currently being emptied.
- Raise the issue of the condition of the road surface on Church Lane with the Highways Department.

Gregg to raise works orders for the above and confirm timings.

ii. The website

The website has been moved to a new server and now has the required SSL Security Certificate. The Clerk's mailbox size has been increased and new email addresses for all Councillors have been set up. Draft website copy has been written which now needs to be shared with the working group. When working on the new website, GDPR requirements of capturing new contact information and keeping residents informed need to be considered.

In addition, there are a number of documents on the website that now require updates e.g. complaints policy and online Register of Interest forms.

13. Open forum.

An opportunity to propose any items for the next agenda including any relevant issues raised by the public.

The condition of the road surface on Station Road was raised by Councillor Lillington along with the road sign on Parson's Mead which is in very poor condition. Councillor Lillington will raise this with NSC and also suggest to residents that things such as this are more likely to be dealt with if residents also raise these issues with NSC. This can be done via the FBPC website.

14. The next meeting of Flax Bourton Parish Council is on Monday 12th March 2018 at 7.30pm at Flax Bourton Village Hall.

There being no further business, the Vice Chair closed the meeting.

Signed Dated