

Minutes of Meeting of Abbots Leigh Parish Council

Monday 12th September 2011 at 7.30 p.m. in the John Butler Room, Village Hall, Abbots Leigh.

Present:

**Cllr S. Talbot-Ponsonby (Chairman), Cllr E. Anderson, Cllr L. Cleeve, Cllr D. Parkinson,
Cllr A. J. Telling,
Mr. J. Bridge (Clerk), Mr. C. Wright (parishioner)**
Apologies: Mr D. Edwards (PLO)

1. **Declarations of Interest.** Cllr AJT declared a personal interest in Item 5(i) (planning application – Oakfields, 15 Church Road). No other interests were declared.
2. **Police Report.** There was no police report. Clerk reported that correspondence with Police regarding speed camera checks on the A369 was ongoing. It was noted that there had been a number of burglaries from sheds in the village over recent months. **[Action. Clerk to arrange more speed checks on A369]**
3. **Previous Meeting.** Minutes of the PC Meeting on 8th August 2011 were accepted and signed.
4. **Matters arising.**
 - 4.1. Village Events. It was reported that the Festival in the Field had been cancelled.
 - 4.2. Village Character Statement/ Neighbourhood Plan. Clerk reported that discussions with the Civic Society (Anoo Jain) were yet to take place. Preliminary work on a Village Statement to support the Neighbourhood Plan was ongoing but it was unclear if funding could be obtained.
[Action. Clerk to report progress]
5. **Planning Applications.**
 - 5.1. 11/P/1577/F – Oakfields, 15 Church Road. Cllr ST-P reported that late arrival of the application from NSC had left insufficient time for consultations. The matter was deferred to the next meeting.
[Action. Clerk to confirm with NSC that PC recommendation be made before Decision Date]
 - 5.2. Clerk reported the status of planning applications still in progress with NSC.
 - Signage for Brackenwood – approved.
 - Cotham Park RFC – approved.
 - North Barn, Home Farm Road – approved.
6. **Village Matters.**
 - 6.1. Village Hall.
 - 6.1.1. Decorations. Cllr LC confirmed that redecoration of the Hall had been started in August and was near-completion. Council approved the work carried out so far and authorised payment of £500 to Mr Prodger for his work. It was further agreed that a letter of appreciation should be sent.
[Action. Clerk to instigate]
 - 6.1.2. Curtains. Cllr LC further reported that following the change of colour scheme, the VH sub-committee was recommending new curtains as relining of curtains (£1100) was considered to be uneconomical. Three quotations for replacement had been obtained, of which the most affordable was £1800 (net of VAT). Clerk reported that the budget for Hall maintenance after 6 months was substantially committed with Drainage replacement yet to be resolved. It was agreed that the curtains proposal could be approved if additional funding was secured.
[Action. Clerk to seek financial donation from Civic Society]
 - 6.1.3. Caretaker Leave. Clerk reported arrangements in hand to cover Caretaker leave in October followed by possibility of Caretaker Jury Service (to be confirmed).
[Action. Clerk to circulate details].

6.2. Skittle Alley. Cllr ST-P reported that the pre-planning application submission had now been made to NSC. If a positive response was received to this, it was proposed that a joint meeting of the Parish Council and SADG would review the development proposals with a view to agreeing a basis for Village Consultations. The Village Approval process (by meetings, referendum, etc.) would be a prerequisite for any formal planning application that might follow.

[Action. Cllr ST-P/ Clerk to report progress]

6.3. Drainage.

6.3.1. *Cesspit Replacement*. Cllr ST-P reported conflicting advice from NSC on requirements for the planning application for drainage improvements. Clerk reported that Solicitor negotiations on new easements were ongoing. However, separate discussions between parties were to be arranged with a view to clarifying differences.

[Action. Bell Haynes to proceed with Planning and Building Regulations applications]

[Action. Clerk and Cllr ST-P to meet with representatives of Mcfeat family]

6.3.2. *Outflow Registration*. Clerk reported that under the European Union Water Framework Directive there was a requirement to register sewage outflows with the Environment Agency. The extent of applicability of this legal change to the Village Hall or to domestic installations was to be clarified.

[Action. Clerk to monitor and report]

6.4. Traffic and Footpath Issues.

6.4.1. *Beggar Bush Lane*. Cllr ST-P reported relocation of Ashton Court entrance still under discussion but "Listed" consent required for changes to stone walls. To facilitate planning approval, an NSC planning application fee would need to be paid. It was resolved to make a Council donation towards planning fees incurred by any third party or village group.

[Action. Cllr ST-P to report back]

6.4.2. *Dennyview Road*. Clerk reported that due to financial and resource constraints, NSC had deferred any action on the Dennyview Road proposals in the current financial year. Council agreed that this response was extremely disappointing. It was further agreed that representations be made to District Cllr CFP and to NSC Highways.

[Action. Clerk to write to Cllr CFP with copy to NSC Highways]

[Action. Clerk to circulate correspondence to Dennyview petitioners]

6.4.3. *NSC Roads maintenance*. Cllr ST-P noted there had been little progress on outstanding maintenance issues despite the site visit earlier in the year by NSC Highways (blocked gullies, broken road signs, road verges with poor visibility).

[Action. Cllr ST-P to contact NSC Maintenance]

6.4.4. *A369*. Council discussed the VAS on the A369. It was unclear if the sign was faulty or obscured by overhanging branches.

[Action. Clerk to write to NSC Highways]

6.4.5. *Street Lighting*. A number of faults to Abbots Leigh street lights were noted. Cllr DP agreed to take action if identification and contact details could be made available.

[Action. Clerk to provide information to Cllr DP]

6.4.6. *General Village Maintenance*. Clerk confirmed that under Parish Plan actions, Village Orderly duties would be reviewed for 2012.

[Action. Clerk to review VO Duties]

6.5. Playing Fields.

6.5.1. *ROSPA*. Cllr AJT reported findings of the ROSPA safety review of playing field equipment. Analysis was yet to be completed but recommendations were for minor changes and improvements only.

[Action. Cllr AJT to instigate changes]

6.5.2. *Village Green notices*. Cllr AJT reported consultations with residents on proposed parking notices on the green outside Holy Trinity Church. Despite a mixed response it was planned to proceed with signs in the Parish Council name.

[Action. Cllrs ST-P/ AJT to instigate]

6.5.3. *Wildlife Group*. Cllr AJT reported Wildlife Group proposals to plant wild flowers in suitable locations around the village. Council agreed to make a donation towards planting costs.

[Action. Cllr AJT to advise T Walmsley]

6.6. Communications.

6.6.1. Parish Plan. Clerk reported that actions and discussion topics arising from the sub-committee had been circulated for member comments. **[Action. Parish Plan as future agenda item]**

6.6.2. Queens Diamond Jubilee. The possibility of Civic Society collaborative projects was still to be investigated **[Action. Cllr EA to consult with CS]**

7. **Financial.**

7.1. July/ August payments (separate schedule) duly authorised

7.2. Financial Position. Clerk reported receipts and expenditure to 31 August in line with budget expectations.

7.3. Banking. Clerk reported that as Bank of Scotland had withdrawn interest on current accounts alternative arrangements were under consideration. **[Action. Clerk to submit proposals]**

8. **Clerks Report.**

8.1. Accounts to 31 March 2011. Clerk confirmed satisfactory completion of External Audit for the previous year. **[Action. Clerk to post statutory notices]**

8.2. Neighbourhood Plan. Clerk reported that possibility of funding for preparation of a Neighbourhood Plan had been investigated. **[Action. Clerk to monitor]**

8.3. NSC Tree Warden Network. Clerk reported that T Walmsley had been nominated as Tree Warden for Abbots Leigh. **[Action. TW to provide feedback]**

8.4. Open Spaces /DEFRA Village Greens. Clerk reported a request for consultation on this topic. Council resolved not to participate.

8.5. Severn Estuary Forum. Clerk circulated invitations to attend this Forum on wider development in Severnside. **[Action. Members to respond if interested]**

8.6. North Bristol NHS Foundation Trust. Clerk reported a request for consultation on this topic. Council resolved not to participate.

8.7. Affordable Rural Housing. Clerk reported advisory and guidance documents on this topic.

8.8. Avon and Somerset Police – Strategic Plan 2011-2014. Clerk reported that this document was available for consultation. **[Action. Members to respond if interested]**

8.9. CPRE Countryside Voice. Clerk reported a significant increase in levels of interest from external organisations (CPRE, National Trust, etc) concerned at the planning and development implications of the Localism Bill. **[Action. Clerk to maintain watching brief]**

There being no further business the meeting was declared closed at 10.00 p.m.

Date of next PC meeting: Monday 10th October 2011 at 07.30 pm.

Minutes of Meeting of Abbots Leigh Parish Council
Monday 8th August 2011 at 7.30 p.m. at 60 Church Road, Abbots Leigh.

Present:

**Cllr S. Talbot-Ponsonby (Chairman), Cllr E. Anderson, Cllr L. Cleeve, Cllr A. J. Telling
Mr. J. Bridge (Clerk)**

In Attendance: District Councillor C. Francis-Pester

Apologies: Cllr D. Parkinson, Mr D. Edwards (PLO)

-
1. **Declarations of Interest.** Cllr. ST-P declared a personal interest in planning application 11/P/1249/F.
 2. **Previous Meeting.** Minutes of the PC Meeting on 11th July 2011 were accepted and signed.
 3. **Matters arising.**
 - 3.1. A369 Speed Check. Clerk reported that the Police had conducted a speed check of west bound traffic above Dennyview Road which had been statistically inconclusive. Council decided to request further checks to support the petitioners request for action by NSC Traffic Engineers.

[Action. Clerk to request further speed checks by Police]
 - 3.2. Village Event Responsibilities. Following a recent Civic Society meeting, Clerk confirmed that a Risk Assessment pro-forma had been forwarded to Mike Crabtree for completion by CS. Cllr EA reported that event responsibilities would be agreed at a further CS meeting on 30th August. Clerk also confirmed that a TEN license had been obtained for the planned Festival.

[Action. Cllrs to attend CS meeting if convenient]
 - 3.3. Village Character Statement. Clerk confirmed discussions with Anoo Jain (CS nominee) on preparation of the Neighbourhood Plan were yet to take place. **[Action. Clerk to arrange meeting]** Cllr STP reported that other local PCs were exploring the possibility of NSC funding for Neighbourhood Plans. **[Action. Clerk to investigate]**
 - 3.4. Village Hall. Cllr LC reported that following a meeting of the Village Hall sub-committee a number of improvements had been recommended for Council approval. These included Hall redecoration, curtain cleaning and new linings, replacement of spotlights, new blinds for kitchen and toilet windows (estimated cost of improvements £1500). Council approved the expenditure which was within the Maintenance Budget. **[Action. Clerk to instigate payment as necessary]** Further items were recommended for future consideration (replacement wall lights and stage improvements). **[Action. Deferred subject to Budget availability]**
 - 3.5. Skittle Alley Development Group. Cllr ST-P reported that pre-application submission of the SADG proposal had been submitted to NSC Planners as previously agreed by Council. Computer simulations of the proposal were presented which were confirmed to be conceptual only and subject to revision as further development work was approved by Council.

[Action. Cllr ST-P to report further]
 - 3.6. Drainage. Clerk confirmed that Meade King had been briefed to negotiate drainage easement charges as previously agreed by Council. NSC PLO was yet to advise on planning application requirements before instructions could be issued to Bell Haynes.

[Action. Clerk to report outcome of negotiations]
[Cllr ST-P to progress response from NSC PLO]
 - 3.7. Traffic Issues.

<i>Beggar Bush Lane.</i> Response from NSC Highways still awaited	[Action. Cllr ST-P to progress]
<i>Dennyview Road.</i> Proposals still awaited from NSC Highways	[Action. Cllr CFP to progress]

Roads Maintenance. Actions noted following NSC site visit still outstanding

[Action. Cllr ST-P to progress with P. Smart]

Myrtle Cottage. Cllr CFP advised referral to D. Turner

[Action. Cllr ST-P to instigate]

3.8. Playing Fields. ROSPA report not yet received.

[Action. Clerk to progress]

4. **Planning Applications.**

4.1. 11/P/1202/ADV; Entrance to Leigh Court Estate, Pill Road. No objections raised but it was

suggested that the proposed Garden Centre signage should be co-ordinated with existing Leigh Court signage.

[Action. Clerk to write to NSC]

4.2. 11/P/1244/F; Club House, Cotham Park RFC, Upper Farm, Beggar Bush Lane. No objections raised but Council noted comments from neighbours requesting hours restrictions (not after 10 pm), use of pollution free lighting and potential traffic impact (increased traffic turning from/ onto Beggar Bush Lane). Council agreed to support the observations

[Action. Clerk to write to NSC]

4.3. 11/P/1294/F; North Barn, Home Farm, Home Farm Road. Cllr. ST-P did not participate in this item. Council noted that the application now reflected its previous comments regarding flat roof extensions. No objections were raised

[Action. Clerk to write to NSC]

5. **Village Matters.** Deferred to next meeting.

6. **Financial.** Deferred to next meeting.

There being no further formal business the meeting was declared closed at 08.45 p.m.

Date of next PC meeting: Monday 12 September 2011 at 07.30 pm.

Minutes of Meeting of Abbots Leigh Parish Council
Monday 11th July 2011 at 7.30 p.m. in the John Butler Room, Village Hall, Abbots Leigh.

Present:

Cllr S. Talbot-Ponsonby (Chairman), Cllr E. Anderson, Cllr L. Cleeve.

Mr. J. Bridge (Clerk)

Apologies: Cllr D. Parkinson, Cllr A. J. Telling, Mr D. Edwards (PLO)

1. Declarations of Interest. None

2. Police Report. There was no police report. Clerk reported the Police had been asked for assistance to set up speed camera checks on the A369. With regard to the Woodecombe nuisance problems, Clerk confirmed that the complaints procedural advice agreed at the last meeting had been circulated to local residents. NSC PLO had also confirmed the NSC Environmental Health contacts previously advised.

[Action. Clerk to progress Police advice on speed checks]

3. Previous Meeting. Minutes of the PC Meeting on 13th June 2011 were accepted and signed.

4. Matters arising.

4.1. Village Event Responsibilities. The Festival in the Field was scheduled for 11th September 2011.

[Action. Cllr EA to seek CS liaison on Risk responsibilities]

[Action. Cllr ST-P to revise Risk Assessment for publication]

[Action. Clerk to organise TEN License and notify insurers]

5. Planning Applications.

5.1. 11/P/1050/NMA; The Warren, Knightcott Road. No objections were raised but Council agreed to confirm its original recommendation on the application. **[Action. Clerk to notify NSC]**

5.2. 11/P/1129/F; Monks Bench, Manor Lane. Council resolved not to object to the application.

[Action. Clerk to notify NSC]

5.3. Clerk reported the status of planning applications still in progress with NSC.

- St. Katherines School – approved.

- Staddlestone House, Sandy Lane – refused.

- North Barn, Home Farm Road – withdrawn.

5.4. Village Character Statement (VCS). Clerk confirmed that the Civic Society had confirmed its support of the VCS. Mr Anoo Jain had been nominated to review the VCS suitability as planning guidance prior to Council submission of a Neighbourhood Plan. **[Action. Clerk to liaise with AJ]**

5.5. DCLG Planning Consultation. Nothing to report.

5.6. NSC Empty Property Survey. Clerk confirmed no further action on this item.

5.7. NSC Housing Condition Survey. NSC notification was noted.

6. Village Matters.

6.1. Village Hall. Cllr LC confirmed that the Hall sub-committee was to meet on 25th July 2011.

[Action. Cllr LC to report]

6.2. Skittle Alley. Cllr ST-P and Clerk reported that the SADG had met in the last month. The Architect would have outline drawings for SADG & Council approval before finalising the pre-planning application. **[Action. Clerk to circulate latest SADG papers]**

6.3. Drainage. Cllr ST-P reported further discussions with Farmer C. Pearce (Wills Estate tenant) regarding the effect of cesspool outflow on livestock. Clerk confirmed the offer to pay for temporary fencing but to date there was no progress. **[Action. Clerk to await claim]**

Cllr ST-P was awaiting advice from NSC PLO on the planning application for drainage improvements. Clerk confirmed that negotiations on new easements were yet to be agreed

(indicative cost £1400) and a Solicitors brief was being prepared. Council resolved to accept the recommendations of the Bell Haynes report (indicative cost £16,500) and proceed with quotations for drainage improvements as soon as the requisite permissions were obtained.

[Action. Meade King to negotiate new easement charges]

[Action. PLO to investigate planning requirements & report back]

[Action. Cllr ST-P to seek building regulation clearance through Bell Haynes]

6.4. Traffic and Footpath Issues.

6.4.1. *Beggar Bush Lane.* Cllr ST-P reported that relocation of the Ashton Court entrance was still under discussion but "Listed" consent was required for changes to the stone walls.

[Action. Cllr ST-P to report]

6.4.2. *Dennyview Road.* Cllr ST-P reported following the NSC site meeting which had been attended by ST-P, LC, Clerk, Cllr CFP and several residents. Representations to the NSC traffic engineer had been well received and a number of options were under consideration. Clerk confirmed that Police advice had been requested regarding speed camera checks.

[Action. NSC Highways to respond to site meeting]

6.4.3. *NSC Roads maintenance.* Cllr ST-P reported a visit by NSC Highways on outstanding issues. A number of issues had been taken away for action (blocked gullies, broken road signs, road verges with poor visibility). **[Action. NSC Maintenance to respond to site meeting]**

6.4.4. *Myrtle Cottage.* Cllr ST-P responded to a parishioner complaint. Photographic evidence was provided for further action. **[Action. Cllr ST-P to write to NSC]**

6.4.5. *Rapid Transit Route.* Clerk reported an invitation to an update meeting from Bristol NPN regarding Rapid Transit routes affecting the village. Council acknowledged the invitation.

6.5. Playing Fields. The ROSPA safety review of playing field equipment had not been received. Clerk reported an offer from Sovereign Play Systems Ltd to conduct a survey of existing equipment. Council noted the offer but decided not to respond. **[Action. ROSPA to report]**

6.6. Communications.

6.6.1. *Parish Plan.* Sub-committee review meeting to be held on 8th August 2011.

[Action. All to attend]

6.6.2. *NHS North Somerset.* Clerk reported receipt of the NHS (North Somerset) Operational Plan for 2011/2012. Council noted receipt of the document.

6.6.3. *Queens Diamond Jubilee.* Clerk reported this would be from 2nd-5th June 2012. There was possibility of funding for community-based events to celebrate the Jubilee. Council confirmed it had decided not take action but would consult CS on possible collaborative projects.

[Action. Cllr EA to consult with CS]

7. **Financial.**

7.1. June payments (separate schedule) duly authorised

7.2. Financial Position. Clerk reported receipts and expenditure to 30 June in line with budget expectations.

8. **Clerks Report.**

8.1. Low Carbon Gordano. Clerk reported an offer from a local company to meet with local councils with a view to providing community advice on energy-saving and reducing carbon emissions. Council decided that there was only limited relevance for Abbots Leigh.

8.2. NSC CYP. Clerk reported an NSC initiative to improve communications on Children and Young Peoples (CYP) services. Council resolved not to respond.

8.3. Local Councils Association. Clerk advised that proposals for the merger of various local authority associations (NALC/ALCA) and professional bodies (SLCC) were under consideration.

[Action. Clerk to report further]

There being no further business the meeting was declared closed at 10.15 p.m.

Date of next PC meeting: Monday 12 September 2011 at 07.30 pm.

Minutes of Meeting of Abbots Leigh Parish Council
Monday 13th June 2011 at 7.30 p.m. in the John Butler Room, Village Hall, Abbots Leigh.

Present:

**Cllr S. Talbot-Ponsonby (Chairman), Cllr E. Anderson, Cllr L. Cleeve, Cllr D. Parkinson,
Cllr A. J. Telling.**

Mr. J. Bridge (Clerk).

In attendance: Mr D. Edwards (PLO) (part of meeting only)

1. **Declarations of Interest.** Cllr. ST-P declared a personal interest in planning application 11/P/0777/F.
2. **Police Report.** There was no police report.
Clerk reported further instances of anti-social behaviour by visitors staying at Woodecombe, Glen Avenue. Complaints had been made to District Councillor C. Francis-Pester and a local Residents Association had been formed. Council supported the complaints and agreed that the situation was unacceptable. Council noted earlier Police advice that complaints should be telephoned to Nailsea police station. PLO also suggested that anti-social noise nuisance could be reported to NSC Environmental Health for which contact details were provided.

[Action. Clerk to circulate Police advice and contact details]
3. **Previous Meeting.** Minutes of the PC Meeting on 9th May 2011 were accepted and signed.
4. **Matters arising.**
 - 4.1. Village Event Responsibilities. **[Action. Cllr ST-P to revise Risk Assessment for publication]**
5. **Planning Applications.**
 - 5.1. 11/P/0758/F; St. Katherines School. Council agreed to recommend approval of the application.

[Action. Clerk to notify NSC]
 - 5.2. 11/P/0765/F; Staddlestone House, Sandy Lane. Council resolved not to object to the application.

[Action. Clerk to notify NSC]
 - 5.3. 11/P/0777/F; North Barn, Home Farm Road (Cllr ST-P did not participate in discussion of this item). Council noted that plans included a flat roof over an extension which was non-compliant with the Village Character Statement (VCS). Subject to this observation, Council resolved not to object to the application.

[Action. Clerk to notify NSC]
 - 5.4. Clerk reported the status of planning applications still in progress with NSC.
 - Leigh Court Farm –approved.
 - Burnt House, Sandy Lane – status unclear (Clerk to report back).
 - Leigh Lodge, 3 Church Road –approved.
 - 17 Dennyview Road –approved.
 - 5.5. 07/P/2018/F; 16B Dennyview Road. During construction of the above property, parishioner complaints had been made of a compliance issue (height of property). Council agreed to support the complaint.

[Action. Clerk to write to NSC]
 - 5.6. 10/P/1463/F; 13 Dennyview Road. During construction of the above property, a parishioner complaint had been made of a compliance issue (roofing slates used instead of tiles). Council agreed to report the complaint.

[Action. Clerk to write to NSC]
 - 5.7. Church Road walls. Following discussion at the May meeting, NSC had confirmed that planning permission was not required for the Linden Gate (19 Church Road) wall changes. Council considered “conservation area” classification for protection of desirable village features. The matter was deferred for further investigation.

- 5.8. Village Character Statement (VCS). Clerk reported a Civic Society (CS) email on the VCS. Clerk had confirmed that registration of the VCS as a Neighbourhood Plan (Localism Bill 2011) was an outstanding action from the Annual Parish Meeting. Council resolved to ask the CS to update the VCS for PC approval prior to submission. **[Action. Clerk to write to CS]**
- 5.9. DCLG Planning Consultation. Clerk reported a consultation on relaxation of planning rules on change of use from Commercial to Residential properties. Council recognised the significance of implications for rural locations. **[Action. Clerk to investigate and report back]**
- 5.10. NSC Planning procedure. Clerk reported that cost-saving proposals by NSC only to circulate hard copy plans of planning applications to Parish Councils on request had now been withdrawn.
- 5.11. Leiston Town Council. Clerk reported a request from "Local Works" for support of a proposal by Leiston under the Sustainable Communities Act. It was proposed that all applicants for major developments should attend public meetings with local Councils/communities to answer questions before submission of planning applications. It was also proposed that the applicants should bear the costs of such meetings and of independent reviews of such applications. Council resolved to support the proposal. **[Action. Clerk to confirm Council support]**

6. Village Issues.

- 6.1. Village Hall. Cllr LC proposed formation of an advisory committee to oversee improvements to VH facilities. Council agreed but Cllr ST-P requested the involvement of Cllr AJT (previous experience) and Parish Clerk (budgetary implications). **[Action. Cllr LC to report back]**

[Action. Clerk to issue VH Maintenance Schedule to Cllr LC]

Cllr LC proposed a Caretaker float to fund VH expenses. Council agreed a float of £100 from which receipted expenses would continue to be submitted for approval. **[Action. Clerk to instigate]**

Cllr EA reported a request from Abbots Leigh CS for dispensation from hiring charges for village functions. In view of increasing running costs, it was decided not to change the discounted hiring charges currently offered to hirers within the village. **[Action. Clerk to write to CS]**

- 6.2. Skittle Alley. No specific report. The SADG had noted the drainage developments (item 6.3) and had reviewed the discussions and action taken elsewhere. A further SADG meeting was to be held before the July PC meeting. **[Action GC to report]**

- 6.3. Drainage. Clerk reported on discussions with Meade King (Solicitors). Installation of the proposed treatment works was considered to be within existing drainage rights. However it was likely that new easements would be required if new properties were added to the existing drainage system. Clerk proposed investigation of extension of existing drainage rights into Wills Estate property. Pending clarification of the above, Council agreed that a planning application for drainage improvements should be instigated. Cllr LC tabled additional contractor details for competitive quotations for the treatment works. **[Action. Meade King to provide written report]**

[Action. PLO to investigate planning requirements & report back]

[Action. Cllr ST-P to initiate planning application through Bell Haynes]

[Action. Clerk to write Smith Gore regarding Wills Estate implications]

Cllr ST-P reported a complaint from Mr. C. Pearce regarding the effect of cesspool outflow on livestock in adjacent fields. Pending long-term resolution of the drainage problems Council agreed to pay for temporary barrier fencing (Estimate £200).

[Action. Clerk to compensate with Mr. Pearce for fencing costs]

- 6.4. Traffic and Footpath Issues.

6.4.1. Beggar Bush Lane. Cllr ST-P reported on discussions with NSC (J. Painter).

[Action. NSC to confirm]

6.4.2. Dennyview Road. Cllr ST-P reported a disappointing response from NSC to the Dennyview Road petition. A Council response that the particular concerns of the petition be addressed was yet to be answered. **[Action. NSC to reply]**

[Action. Clerk to copy to District Cllr CF-P]

[Action. Clerk to issue progress report to Dennyview Road residents].

6.4.3. **A369 Footpath.** Cllr ST-P reported that NSC had taken up an action on this problem.

[Action. PLO to progress NSC action]

6.4.4. **Footpaths.** Cllr EA reported footpath clearance work for the Village Orderly.

[Action. Cllr AJT to instruct VO]

6.4.5. **A369 Lay-by.** Clerk reported that NSC had sent a costed proposal to Mr Dowling (Bankside Cottage) for construction of a lay-by but to date there had been no response. It was reported that the Bankside Cottage property was currently for sale.

6.5. Playing Fields/ Events, etc. Cllr DP reported on exchanges with Woodland Trust which could lead to planting of additional trees in the village.

The results of a ROSPA safety inspection of playing field equipment was awaited.

CS had confirmed the dates of the Festival in the Field and Bonfire Party.

[Action. ROSPA to report]

[Action. Clerk to notify insurers and obtain TEN licences]

6.6. Communications.

6.6.1. **PC Minutes.** Clerk reported a CS request for minutes to be posted on notice boards. Clerk reported that minutes were now published on the Village website. [Action. Clerk to respond]

6.6.2. **Parish Plan.** Council agreed there was a need for a sub-committee meeting to discuss the future of the Parish Plan. [Action. Clerk to convene Parish Plan Review meeting]

7. Financial.

7.1. Annual Accounts 2010-2011. Clerk tabled Final Accounts which were approved and signed.

[Action. Clerk to complete Annual Return and submit for External Audit]

7.2. Annual Governance. Clerk tabled confirmation of internal control procedures which was approved.

[Action. Clerk to complete Annual Return and submit for External Audit]

7.3. May payments (separate schedule) duly authorised

7.4. Financial Position. Clerk reported receipts and expenditure figures to 31 May.

7.5. Internal Audit. Clerk reported that following changes in legislation, the requirement for an annual review of internal audit would in future be discretionary. Council resolved however to retain the current Internal Auditor appointment to provide an annual review of internal controls.

8. Clerks Report.

8.1. NSC PLO Liaison. Clerk reported a consultation request from ALCA on the role of the PLO.

Council agreed that the current PLO relationship was working well. [Action. Clerk to respond]

8.2. Public Sector Mapping Agreement (PSMA). Clerk reported that Abbots Leigh had registered under the PSMA under which access to OS maps of the village would be available.

8.3. Empty Property Delivery Plan. Clerk reported a consultation request from NSC on a proposed Empty Property Delivery Plan. Council confirmed interest in the impact of such a plan on empty properties within the village. [Action. Clerk to investigate and report back]

8.4. Tree Warden Network. Clerk reported an NSC request to nominate a Tree Warden for the village. It was agreed to notify Mr. T. Walmsley, who had been Tree Warden under the Parish Plan.

[Action. Clerk to confirm TW availability and notify NSC]

8.5. Insurance. Clerk confirmed the change of insurer to Aviva effective from 1 June 2011.

There being no further business the meeting was declared closed at 10.30 p.m.

Date of next meeting: Monday 11 July 2011 at 07.30 pm.

Minutes of the Annual General Meeting of Abbots Leigh Parish Council
Monday 9th May 2011 at 7.30 p.m. in the John Butler Room, Village Hall, Abbots Leigh.

Present:

Cllr S. Talbot-Ponsonby (Chairman), Cllr D. Parkinson (retiring chairman), Cllr E. Anderson, Cllr L. Cleeve, Cllr A. J. Telling.

Mr. M. Crabtree (Acting Clerk).

In attendance: PC T. Byford (item 3 only), Mr D. Edwards (PLO), District Councillor C. Francis-Pester (part meeting).

1. **Declarations of Interest.** Cllr. Andersen declared a personal interest in planning application 11/P/0615/LB.

2. **Election of Chairman and Deputy Chairman**

Cllr. D. Parkinson as retiring Chairman, took the chair for the election of the new Chairman. After all elected Councillors had signed Declarations of Office, nominations for Chairman were requested.

Councillor S. Talbot-Ponsonby was proposed for Chairman by Councillor A. J. Telling, seconded by Councillor E. Anderson and duly elected unanimously. Councillor S. Talbot-Ponsonby took the chair for the remainder of the meeting.

Cllr. A. J. Telling was proposed for deputy Chairman by Cllr. S. Talbot-Ponsonby, seconded by Cllr. L. Cleeve and duly elected unanimously.

All councillors completed 'Register of Interest' forms and provided specimen signatures. Council authorised revision of the Council Bank Mandate to reflect Councillor changes following the 2011 elections.

[Action. Clerk to notify BOS]

3. **Police Report.** PC Byford reported incident statistics for April which continued to be at lower than average with only 3 crimes recorded for the month. It was noted that the beat team now consists of PC Trevor Byford and PCSO Penelope Gateby as PC Jock Cameron has been transferred to the Portishead beat.

4. **Councillor Responsibilities**

After discussion Councillor responsibilities were agreed as follows:

Councillor Talbot-Ponsonby (Chairman) – PC representation, Highways, Cycle paths, Rubbish, Village Market, Quarry and Abbots Pool..

Councillor Telling (Deputy Chairman) - Planning, Playing Field and Village Orderly.

Councillor Andersen - Transport, Footpaths, Parish Plan, Civic Society Liaison.

Councillor Cleeve - Public Relations, Village Hall and Skittle Alley.

Councillor Parkinson - Public Lighting, Abbots Pool, Website, Communications.

5. **Previous Meeting.** Minutes of meeting held on 11th April 2011 were accepted and signed.

6. **Matters arising.**

- 6.1. Village Event Responsibilities. It was noted that following the change of the Council's insurers there is now a requirement to notify them in advance of either a bonfire or fireworks display.

[Action. Cllr STP to revise Risk Assessment for publication]

- 6.2. Village Character Statement. Council resolved to investigate reinstatement of the VCS as a Neighbourhood Plan under the pending Localism Bill.

[Action. Clerk to investigate Neighbourhood Plan adoption]

6.3. Burnt House (10/P/2218/F). District Councillor Francis-Pester commented on this application which is going before the NSC Planning and Regulatory committee for approval as the North area committee had gone against the Council officer's recommendation.

7. **Planning Applications.**

7.1. 11/P/0615/LB; Leigh Lodge, 3 Church Road.

Council resolved to recommend approval of the application.

[Action. Clerk to notify NSC]

7.2. 11/P/0707/F; Abbots Leigh Cricket Club, Abbots Leigh Road.

Council resolved to restate its objections to this proposal and recommend refusal of the time extension.

[Action. Clerk to notify NSC]

7.3 Clerk reported the status of planning applications still in progress with NSC.

- Burnt House, Sandy Lane – approved by Area Planning Committee but referred to NSC P&R.
- Priorsgate, Harris Lane - approved.
- 17 Dennyview Road – awaiting decision.

8. **Village Issues.**

8.1. Village Hall. – nothing to report.

8.2. Drainage. Cllr ST-P and the Clerk have had a meeting with Mr. McFeat to discuss proposals for the drainage system. 'Like for like' replacement will be approximately £12k whereas increased capacity to support skittle alley development will be £16.5k. Council agreed it was necessary to resolve drainage issues before proceeding with further work on skittle alley development.

8.3. Skittle Alley Development. Cllr GC had reported SADG agreement on a financial model for the proposed development to replace the Skittle Alley. Assumptions within the model had been circulated for Council approval. Next project steps would be preparation of a Design Brief for appointment of Consulting Architect and submission of a pre-planning application to NSC. Clerk had attended the last SADG meeting (7 April) and noted a number of issues concerning the project requiring professional advice (legal and financial). Council resolved to proceed with next steps as proposed and for Clerk to seek requisite assurances to safeguard the Council position. Cllr GC agreed to continue her involvement with SADG after the May elections.

[Action. Cllr GC to oversee SADG preparation of Design Brief]

[Action. Clerk to consult (Solicitors and NALC) on project issues]

8.4. Traffic and Footpath Issues.

8.4.1. ***Beggar Bush Lane.*** A response is awaited from J. Painter following the meeting on 4th May.

[Action. NSC to progress]

8.4.2. ***Dennyview Road.*** Cllr STP reported that Frank Cox from NSC had acknowledged receipt of the petition and that NSC were following it up.

8.4.3. ***A369 Footpath.*** Cllr STP gave a parishioner report about the footpath linking Blackmoor Road and Leigh Court. The stone wall had collapsed and was considered to be dangerous.

[Action continues. PLO to request NSC action]

8.4.4. ***Litter Pick.*** Cllr STP reported that rubbish had now been collected.

8.4.5. ***Church Road Parking.*** Cllr AT asked why proposed yellow lines outside the Village Hall had not been actioned. This is awaiting a new traffic order.

[Action continues. PLO to request NSC action]

8.5. Playing Fields. Cllr AT noted that the annual assessment of the field by RoSPA is due shortly and a number of items need addressing. These include refixing of the posts for the junior swings, tightening of the nuts and bolts and work to make the Hornbeam tree safer.

[Action. AT to contact orderly].

9. **Financial.**

9.1. April payments (separate schedule) duly authorised.

9.2. Financial Position. Clerk reported that expenditure for the month of April was £5,984 and receipts were £11,953.

10. **Clerks Report.**

10.1. Community Payback Project. An opportunity exists for the Council to benefit from individuals working under the Community payback scheme. Tasks which can be carried out include painting, grass cutting etc. **[Action. ST-P to follow up].**

10.2. Councillor Shadowing Scheme. Clerk reported that there is a scheme for young people to shadow local councillors and make them aware of their concerns and aspirations.

[No Action.]

10.3. Western Power Stakeholder Workshop. Clerk reported that there was a workshop on future WPD investment plans at Bristol Zoo (18th May).

There being no further business the meeting was declared closed at 9.30 p.m.

Date of next meeting: Monday 11 June 2011 at 07.30 pm.

Minutes of Meeting of Abbots Leigh Parish Council
Monday 11 April 2011 at 7.30 p.m. in the John Butler Room, Village Hall, Abbots Leigh.

Present:

Cllr S. Talbot-Ponsonby (Acting Chairman), Cllr J.R. Blain, Cllr G. Coleman, Cllr A. J. Telling

Mr. J. Bridge (Clerk).

Apologies: Cllr D. Parkinson, Mr D. Edwards (PLO)

In attendance: Ms L. Cleeve, PC T. Byford (item 2 only), Mr. R. Starzack & Mr. M. Poole (items 1- 5 only)

[Mr. R. Starzack made a statement to Council in objection to the planning application at 17 Dennyview Road]

1. **Declarations of Interest.** None.

2. **Police Report.** PC Byford reported incident statistics for February and March which continued to be at lower than average. Cllr STP referred to a reported incident concerning a man with a shotgun walking around the village. PC Byford asked that any recurrence of this should again be reported in the interests of public safety. A shotgun license did not grant license holders carte blanche to use weapons in public areas. Reports of anti social behaviour at a property in Glen Avenue were discussed. PC Byford advised that 999 assistance should be requested if it happened again..

[Action. Cllr JRB to forward background information to PC Byford]

3. **Previous Meeting.** Minutes of meeting held on 14 March 2011 were accepted and signed.

4. **Matters arising.**

4.1. Village Event Responsibilities. **[Action. Cllr STP to revise Risk Assessment for publication]**

4.2. Village Character Statement. Clerk reported correspondence from NSC explaining the changes in the formal status of the VCS as Supplementary Planning Guidance. NCS stated however that the VCS continued to be a "material consideration". Council found little evidence of this in planning decisions over recent years. Council resolved to investigate reinstatement of the VCS as a Neighbourhood Plan under the pending Localism Bill. **[Action. Clerk to respond to NCS letter]**
[Action. Clerk to investigate Neighbourhood Plan adoption]

5. **Planning Applications.**

5.1. 10/P/0366/F – 17 Dennyview Road. Cllr AT reported that a number of objections had been raised by neighbouring property owners. Council noted the statement by Mr. Starzack and agreed that the proposal represented over-development of the site to the detriment both of neighbours and the road in general. Council resolved to recommend refusal of the application.

[Action. Clerk to notify NSC]

5.2. Clerk reported the status of planning applications still in progress with NSC.

- Burnt House, Sandy Lane – approved by Area Planning Committee but referred to NSC P&R.
- Leigh Court Farm – approved by Area Planning Committee but not yet notified.
- 5 Church Road – approved but without changes as recommended
- Priorsgate, Harris Lane - awaiting decision.

5.3. NSC Process. Clerk reported that other NS Parishes had raised objections to the proposed changes (withdrawal hard copy plans to parishes). The final date for consultations was 8 May.

[Action. Clerk to report further]

6. Village Issues.

6.1. Village Hall. – nothing to report.

6.2. Drainage. Revised proposal from Bell Haynes to be circulated for discussion upon receipt (cost estimated to be £10- £11k). Given the significance of proposal, there would be a briefing to the APM. It was agreed that the matter would be discussed with affected neighbours beforehand.

[Action. Clerk to circulate report and set up meeting with Mr. Mcfeat]

6.3. Skittle Alley Development. Cllr GC reported that SADG agreement on a financial model for the proposed development to replace the Skittle Alley. Assumptions within the model had been circulated for Council approval. Next project steps would be preparation of a Design Brief for appointment of Consulting Architect and submission of a pre-planning application to NSC. Clerk had attended the last SADG meeting (7 April) and had noted a number of issues concerning the project requiring professional advice (legal and financial). Council resolved to proceed with next steps as proposed and for Clerk to seek requisite assurances to safeguard the Council position. Cllr GC agreed to continue her involvement with SADG after the May elections.

[Action. Cllr GC to oversee SADG preparation of Design Brief]

[Action. Clerk to consult (Solicitors and NALC) on project issues]

6.4. Traffic and Footpath Issues.

6.4.1. **Beggar Bush Lane**. Cllr STP confirmed a meeting with J. Painter on May 4th.

[Action. NSC to progress]

6.4.2. **A369 Lay-By**. Clerk reported NSC had confirmed that a cost estimate for the lay-by had been sent to Mr Dowling and neighbours had been advised.

[Action. Clerk to report further]

6.4.3. **Dennyview Road**. Clerk reported no response to the Dennyview Road petition as yet.

[Action. District Cllr Francis-Pester and Cllr STP to chase]

6.4.4. **A369 Footpath**. Cllr STP gave a parishioner report about the footpath linking Blackmoor Road and Leigh Court. The stone wall had collapsed and was considered to be dangerous.

[Action. PLO to request NSC action]

6.4.5. **Litter Pick**. Cllr STP reported that rubbish collected in the Litter Pick was still uncollected.

[Action. PLO to request NSC action]

6.4.6. **Church Road Parking**. Cllr AT asked why proposed yellow lines outside the Village Hall had not been actioned.

[Action. PLO to request NSC action]

6.5. Playing Fields. Nothing to report.

6.6. Communications.

6.6.1. **Website**. Cllr GC reported on the meeting held on 21 March. The meeting had been constructive and reflected both praise and criticisms of the current website. It was agreed that website improvements were possible which would entail more work for the Webmaster. It was proposed to launch an electronic newsletter (with links into the existing Website) to explore the extent of interest in and requirement for interactive Village communications. There was general support for this proposal which would be explained further at the APM.

[Action. Cllr GC to report at APM]

[Action. Council to review PC responsibility for Communications after May 2011]

[Action. Council to review Webmaster Honorarium].

6.6.2. **Wildlife Project**. Clerk noted the project Lottery Funding application was unsuccessful.

7. Parish Planning and related issues.

7.1. 2005 Parish Plan. Cllr JRB tabled summaries of completed and outstanding actions to be publicised at the APM. It was intended that discussion of achievements would encourage parishioner debate on the future of the Plan.

7.2. Community Award.

[Action. To be announced at 2011 APM]

7.3. Annual Parish Meeting. Council discussed matters relating to the APM.

[Action. Clerk to brief for Chairman's report and arrange projector]

7.4. Parish Council Elections 2011. The list of nominated candidates (5) as notified meant there was no need for a Parish Council election.

8. **Financial.**

8.1. March payments (separate schedule) duly authorised.

8.2. Financial Position. Clerk reported the provisional financial position at the year end. The deficit (amount of expenditure over receipts) was £3055 (as budgeted). Clerk reported there were other expenses still outstanding for last year to be accounted for in 2011-12.

9. **Clerks Report.**

9.1. Insurance. Clerk reported that the premium on the existing insurance policy of £2337 represented an increase of 10%. Council resolved to switch insurance companies. **[Action. Clerk to instigate].**

9.2. Communities in Action Seminar. Clerk reported there was a seminar in Bristol (15th June).

[Action. Clerk to attend]

9.3. ALCA Subscription. Council agreed renewal of the 2011 subscription with affiliation to NALC.

[Action. Clerk to renew]

9.4. NSC Standards Committee. Abolishment of this committee under the Localism Bill 2011 would take effect from November 2011. Clerk reported transitional arrangements had been advised for dealing with cases still outstanding at that date.

9.5. North Somerset Flooding Register. As Lead Local Flood Authority, NSC is compiling a Flood Register of village locations susceptible to flooding. Council noted omissions from the Register to be advised, as follows:

- Blackmoor Road
- A369 near Ashgrove Avenue
- Manor Cottages, Abbots Leigh Road
- Beggar Bush Lane

[Action. Clerk to notify NSC]

9.6. Equality Act 2011. Clerk reported to Council following a recent seminar. No major actions were necessary to comply with the legislation.

9.7. CPRE Avonside Village of the Year Competition. Council decided not to apply.

9.8. Lottery Funding. Clerk noted the possibility of Lottery Funding for various projects under consideration in 2011 (Drainage improvements, SADG development, Website upgrade). Council agreed all sources of funding should be considered to minimise increase in the Precept.

There being no further business the meeting was declared closed at 10.15 p.m.

Date of next meeting: Monday 9 May 2011 at 07.30 pm.

Minutes of Meeting of Abbots Leigh Parish Council
Monday 14 March 2011 at 7.30 p.m. in the John Butler Room, Village Hall, Abbots Leigh.

Present:

Cllr D. Parkinson (Chairman), Cllr J.R. Blain, Cllr S. Talbot-Ponsonby, Cllr A. J. Telling
Mr. J. Bridge (Clerk). Apologies: Cllr G. Coleman., Mr D. Edwards (PLO)

In attendance: Mrs E. Anderson, Mrs L. Cleeve, District Cllr C. Francis-Pester (part meeting only)

1. **Declarations of Interest.** None.
2. **Police Report.** Clerk reported police statistics for January which confirmed criminal activity in the village remained at low/average level. Cllr STP reported an incident that had been notified to Police.
3. **Previous Meeting.** Minutes of meeting held on 16 February 2011 were accepted and signed.
4. **Matters arising.**
 - 4.1. Village Event Responsibilities. [Action. Cllr STP to revise Risk Assessment for publication]
5. **Planning Applications.**
 - 5.1. 10/P/0176/F – 5 Church Road. Cllr AT reported following consultations with neighbouring properties. No objections were to be lodged but there were comments on the styling of windows in the proposed design. Council resolved to recommend approval of the application subject to the proposed window changes. [Action. Clerk to notify NSC]
 - 5.2. 10/P/0243/F4 – Priorsgate, Harris Lane. Cllr AT reported application for extension of time limit of an application originally approved on appeal in 2002. Council resolved to research the original application and if appropriate to restate Council decision at that time. [Action. Clerk to research and notify NSC]
 - 5.3. 10/P/2218/F – Burnt House, Sandy Lane. Council noted this application dealt with in January had been recommended for refusal by NSC and referred to the Area Planning Committee for decision (site meeting to be held on 29th March). [Action. Cllr JRB to attend and report back]
 - 5.4. NSC Process. Cllr AT noted that from June 1 NSC were to discontinue the circulation of hard copies of planning applications to Parish Councils (soft copies still available from NSC website). Cllr AT objected to this change as the PC review of applications relied heavily on the clearer visibility of large scale plans. Council resolved to object to the proposed change but investigate whether larger than A4 plans could still be made available upon request. [Action. Clerk to take up with NSC]
 - 5.5. NSC Development Framework Core Strategy. Clerk had circulated a summary of the implications of the new Development Framework Strategy and recommended consideration of the implications of a change in village development status. Council noted the paper and confirmed its earlier decision not to apply for “infill development” categorisation. [Action. No consultation response necessary – Framework document to be held on file]
 - 5.6. Village Character Statement. Clerk confirmed that a formal complaint made to NSC as previously agreed, had been acknowledged. [Action. Deferred for consideration at next meeting]
6. **Village Issues.**
 - 6.1. Village Hall.
 - 6.1.1. **Gate.** A proposal to improve security of the memorial gate was approved. [Action. Clerk to instigate]

- 6.1.2. Electrical installation.** Clerk reported recommendations for repairs and improvements, following an electrical inspection. The work would be added to the 2011 maintenance schedule. **[Action. Clerk to obtain quotation]**
- 6.2. Drainage. Cllr STP confirmed that proposals from Bell Haynes were being updated and a site meeting with Andersons was to be held 16 March. **[Action. Clerk to notify site meeting]**
[Cllr STP and Clerk to attend meeting]
- 6.3. Skittle Alley Development. Nothing to report – deferred to next meeting.
[Action. Cllrs GC/STP to report]
- 6.4. Traffic Issues.
- 6.4.1. Beggar Bush Lane.** Cllr STP confirmed that agreement to the proposal by NSC (J. Painter) was awaiting issue of instructions. **[Action. NSC PLO to progress]**
- 6.4.2. A369 Lay-By.** Clerk confirmed that Council agreement of the proposed lay-by had been notified to NSC. Cllr STP noted NSC had not consulted on the matter with neighbouring properties likely to be affected. **[Action. Clerk to request NSC consultations]**
- 6.4.3. Ashgrove Avenue.** Cllr AT reported a parishioner request to clear adjacent verges in the interests of road safety. **[Action. Clerk to request NSC action]**
- 6.4.4. Dennyview Road.** Clerk advised receipt of a petition from Dennyview Road residents regarding the road safety dangers facing traffic exiting onto the A369. Council supported the arguments made in the petition and agreed to request discussions with NSC Highways.
[Action. District Cllr Francis-Pester to present the petition to NSC]
- 6.5. Playing Fields.
- 6.5.1. Security.** Cllr AT reported that the gate lock to the field was faulty. **[Action. Clerk to replace]**
- 6.5.2. Village Orderly.** A proposal to carry out tree pruning was agreed **[Cllr AT to instigate]**
- 6.6. Footpaths. Nothing to report.
- 6.7. Communications.
- 6.7.1. Website.** Cllr JRB confirmed that a meeting of interested parties had been arranged for 21 March (before planned discussion at the Annual Parish Meeting). Civic Society representatives had confirmed their involvement. **[Action. Clerk to publicise in APM Agenda]**
- 6.7.2. Abbots Pool.** Cllr DP reported that the security barrier at Abbots Pool was now activated. Work on Laurel clearance had been satisfactorily completed.
- 6.7.3. Litter Pick.** Cllr STP confirmed the Spring Litter Pick on 27 March 2011.
[Action. NSC to arrange rubbish clearance on 28 March]

[District Cllr C. Francis-Pester joined the meeting and was consulted on NSC issues]

7. Parish Planning and related issues..

- 7.1. Replacement Plan. Cllr JRB reported no further progress with the Parish Plan Steering Group.
- 7.2. Community Award. Nominations for the 2011 Community Award were discussed and the 2011 award was agreed. **[Action. To be announced at 2011 APM]**
- 7.3. Annual Parish Meeting. Council agreed the proposed agenda for the 2011 APM (22 April 2011).
[Action. Clerk to publicise and prepare APM reports]
- 7.4. Parish Council Elections 2011. Clerk confirmed that nomination packs for candidates were now available. **[Action. Nominations to be submitted by 4 April for Elections on 5 May 2011]**

8. Financial.

- 8.1. February payments (separate schedule) duly authorised.
- 8.2. Financial Position.** Clerk reported the financial position after 11 months. Outturn now expected to be only slightly more than the budgeted deficit of £3000. Council noted that 2011 Council Tax bills had been issued showing the increase in precept. It was agreed that the reasons should be explained at the APM and publicised in the LINK. **[Action. Clerk to report in LINK]**

8.3. Internal Auditor appointment. Council agreed that Mr. J. Walke be asked to continue as Internal Auditor. **[Action. Clerk to agree date for Internal Audit]**

9. Clerks Report.

9.1. ALCA. Clerk reported on the recent ALCA meeting held at Abbots Leigh.

9.2. Electricity. Clerk reported agreement of new supply agreements for electricity at favourable rates only slightly higher than previous agreements.

9.3. Caretaker Leave. Clerk agreed with Councillors alternative lockup arrangements for the village hall whilst the caretaker was on leave. **[Action. Clerk to notify lockup responsibilities]**

9.4. 2011 Census. Clerk advised that unless booked, available rooms in the Village Hall could be used for Census administration during April.

There being no further business the meeting was declared closed at 9.45 p.m.

Date of next meeting: Monday 11 April 2011 at 07.30 pm.

Minutes of Meeting of Abbots Leigh Parish Council
Monday 16 February 2011 at 7.30 p.m. in the John Butler Room, Village Hall, Abbots Leigh.

Present:

Cllr. S. Talbot-Ponsonby (Chairman), Cllr. J.R. Blain, Cllr. G. Coleman.

Mr. J. Bridge (Clerk).

Apologies: Cllr. D. Parkinson, Cllr A. J. Telling

In attendance: Mr D. Edwards (NSC PLO – NSC items only), Mr & Mrs Dowling (start of meeting only)

[Prior to the meeting Mr & Mrs Dowling addressed Council in support of Proposed A369 Lay-by (agenda item 4)]

1. **Declarations of Interest.** None.
2. **Police Report.** Clerk reported police advice that scrap theft incidents had been reported in the village (residents warned to be on look-out). Clerk reported communications from Police regarding Police Budget for 2011/2012 and formation of Key Individual Network for future specific communications.
[Action. Clerk to submit LINK report].
3. **Previous Meeting.** Minutes of meeting held on 10 January 2011 accepted and signed.
4. **Matters arising.**
 - 4.1. A369 Lay-By. See agenda item 6.4.3.
 - 4.2. Village Character Statement. Cllr JRB noted a response from NSC Planning that the Abbots Leigh VCS had not been adopted as a Supplementary Planning Document (SPD) and was therefore not given weight in planning decisions. This was not as advised to Abbots Leigh Civic Society (ALCS) when the VCS was submitted to NSC in 2003. Council resolved to protest this interpretation of the VCS and to request confirmation from Planning Managers still in office from 2003.
[Action. Cllr JRB to consult with ALCS for Clerk to write to NSC]
[NSC PLO to consult with Planning Management]
5. **Planning Applications.**
 - 5.1. 10/P/0102/F – Leigh Court Farm, Pill Road. Cllr STP reported that the application previously withdrawn had been resubmitted for a fixed period of 10 years or duration of the farm business if less. It was noted there was significant evidence of support for the application. Council confirmed its previous approval of the application.
[Action. Clerk to notify NSC].
 - 5.2. No other applications were submitted during the month. Clerk reported NSC decisions on previous applications in progress.
 - 5.3. NSC Development Framework Core Strategy. Clerk reported receipt of consultation copy of latest proposed Strategy document (deadline for responses 23 March 2011).
[Action. Clerk to review policy document and prepare suitable response to NSC]
6. **Village Issues.**
 - 6.1. Village Hall.
 - 6.1.1. **Village Market.** Cllr JRB advised coffee morning events in April, May and June.
 - 6.2. Drainage. Clerk circulated report with recommendations from Bell Haynes for installation of sewage treatment plant to replace the cesspit. Various issues raised for clarification by Bell Haynes.
[Action. Cllr STP to consult with advisers and report back]

6.3. Skittle Alley Development. Cllr GC reported further meetings of the SADG from which a pre-planning application was in preparation. An invoice from advising architects (£500 + VAT) was tabled and approved. Financial viability was still in doubt however as it had not been possible to complete cost estimates and there was no agreed design for Council approval of the proposal. It was unlikely these matters would be resolved before the Annual Parish Meeting. Cllr GC advised pre-application and design costs of £1200 for the proposal which estimate was accepted by Council.
[Action. Cllrs GC/STP to report]

6.4. Traffic Issues.

6.4.1. Beggar Bush Lane. Cllr STP reported a proposal to NSC (J. Painter) for action on the Footpath/ Bridleway crossing into Ashton Court on Beggar Bush Lane. A formal request from NSC was needed to authorise Ashton Court management to relocate the crossing.
[Action. NSC PLO to progress]

6.4.2. Potholes. Clerk reported NSC action to deal with potholes was still outstanding.
[Action. Clerk to resubmit request to NSC]
[Action. NSC PLO to progress]
[Cllr STP to investigate other potholes in village]

6.4.3. A369 Lay-By. Council considered the merits of the statement by Mr Dowling in support of the proposed lay-by. It was accepted that the problem would need to be resolved. Concerns remained however regarding impact on A369 traffic congestion, but it was noted that the proposal had been initiated by NSC Highways. Subject therefore to reassurances and imposition of parking restrictions, Council resolved not to object to the proposal.
[Action. Clerk to write to NSC]
[NSC PLO to seek Highways reassurances]

6.5. Playing Fields.

6.5.1. Bench. Clerk reported no further progress with the damaged bench. Council resolved to proceed with replacement if costs could be recovered.
[Action. Clerk to reissue recovery letter]

6.5.2. Events Risk Assessment.
[Action. Deferred to next meeting]

6.6. Footpaths. **Abbots Pool**. Cllr STP reported that work was proceeding with removal of laurels around Abbots Pool (work to be funded by Forestry Commission).

6.7. Communications.

6.7.1. Website. Cllr GC reported the results of a straw poll conducted in the village concerning the current website. Opinions of various internet users were that a more inter-active website would help consolidate the various interest groups in the village (Civic Society, Wildlife Group, etc). It was agreed the matter should be raised at the Annual Parish Meeting and that a working group be set up. Volunteers would be sought to help formulate recommendations and CS would be approached for funding.
[Action. Clerk to add to APM Agenda]
[Action. Cllr JRB to liaise with CS]

6.7.2. Forestry Commission Land. Cllr STP reported that significant tracts of woodland affected by the proposed Government sell-off lay within Abbots Leigh boundaries. It was agreed that Council should make a formal response to the invitation for offers.
[Action. Clerk to table discussion at March PC to agree response by 23 March 2011]

7. **Parish Plan**.

- 7.1. Replacement Plan. Cllr JRB reported no further progress with the Parish Plan Steering Group.
- 7.2. Community Award. Cllr JRB reported nominations for the 2011 Community Award (decision on the award deferred to next meeting).
[Action. Further nominations to be invited]
- 7.3. Annual Parish Meeting. Council agreed a date for the 2011 APM (22 April 2011).
[Action. Clerk to post APM Agenda and prepare APM reports]
- 7.4. Parish Council Elections 2011. Given notice of vacancies on PC at the forthcoming elections, it was agreed to publicise Councillor vacancies.
[Action. Clerk to advertise in LINK]

8. Financial Issues.

8.1. January payments (separate schedule) duly authorised.

8.2. Financial Position. Clerk reported the financial position after 10 months. Outturn now expected to be £4000 deficit (budgeted deficit of £3000). Council discussed Hall bookings which continued to be lower than previous year.

8.3. Internal Auditor appointment 2011-2012. Deferred to next meeting.

9. Clerks Report.

9.1. Village Hall Promotional Flyer. Deferred until later in the year. **[Clerk to report]**

9.2. Contingency Planning. Clerk confirmed that as he would be absent, M. Crabtree had agreed to convene the Annual Parish Council meeting (with new Councillors) following the forthcoming elections. The meeting was scheduled for May 9th (second Monday) but normal Council business (apart from urgent planning matters) would be deferred until the next PC meeting (13th June).

[Action. Clerk to revise meetings schedule]

9.3. NSC Parish Liaison Survey. Council noted a survey conducted by NSC on the role and effectiveness of PLOs. Cllr JRB observed that the survey was based on consultation responses by only 19 PLOs (out of 39) and 21 parishes (out of 39). In view of the incomplete picture, presentation of NSC conclusions as statistical percentages was misleading. Council agreed that an appropriate comment should be made to NSC.

[Action. Clerk to write to NSC]

9.4. ALCA Reorganisation. Clerk reported that to save costs ALCA was relocating to offices in Blagdon and making staff redundant. Changes to newsletter briefings were also being considered.

9.5. ALCA Meeting. Clerk confirmed the next ALCA meeting - Abbots Leigh 24th February (7.30 pm).

[Action Clerk and Council representative to attend]

9.6. Banking arrangements. Clerk advised that the Bristol branch of Bank of Scotland was to close.

[Action. No change to Bank account, lodgements to be via Lloyds Bank, Corn St]

9.7. Caretaker Leave. Clerk advised a request for leave from 19th to 26th March, which was approved.

[Action. Clerk to arrange cover for Village Hall openings/closures during the week]

9.8. Sustainable Energy Seminar. Clerk reported an NSC seminar on Sustainable Energy at Weston-super-Mare (26th March).

[Action. Clerk to be advised if Members wish to attend]

9.9. Rural Communities Seminar. Clerk reported a seminar on improving community support at Long Ashton (5th April).

[Action. Clerk to be advised if Members wish to attend]

9.10. 2011 Census. Clerk advised the 2011 Census would be carried out in April (temporary job vacancies are advertised on notice boards). A Government request had been received for temporary office space in the Village Hall.

[Action. Clerk to respond to Census co-ordinator]

There being no further business the meeting was declared closed at 10.15 p.m.

Date of next meeting: Monday 14 March 2011 at 07.30 pm.

Minutes of Meeting of Abbots Leigh Parish Council
Monday 10 January 2011 at 7.30 p.m. in the John Butler Room, Village Hall, Abbots Leigh.

Present:

Cllr. D. Parkinson (Chairman), Cllr. J.R. Blain, Cllr. S. Talbot-Ponsonby, Cllr A. J. Telling.

Mr. J. Bridge (Clerk).

Apologies: Cllr. G. Coleman

**In attendance: Mr D. Edwards (NSC PLO), Mrs A. Humphries (start of meeting only),
PC Trevor Byford (item 2 only)**

[Prior to the meeting Mrs Humphries addressed Council in support of Planning Application 10/P/2218/F (agenda item 5.4)]

1. **Declarations of Interest.** None.

2. **Police Report.** PC Byford reported crime statistics for the local beat area (including Leigh Woods) for November and December 2010. Incidents were reported as 10 and 5 respectively (of which burglaries were 5 and 1 respectively). This was half the level of equivalent incidents from 10 years ago, which was attributed to movement of individuals and police initiatives. PC Byford offered advice on precautionary measures. **[Action. Clerk to submit LINK report].**

3. **Previous Meeting.** Minutes of the meeting held on 13 December 2010 were accepted and signed subject to minor corrections.

4. **Matters arising.**
 - 4.1. Corrections to previous minutes were reported. **[Action. Clerk to reissue].**
 - 4.2. Wildlife Grant Application. No progress on application but request received from M. Stewart for initial "seed" funding as previously approved. **[Action. Clerk to request support paperwork].**

5. **Planning Applications.**
 - 5.1 10/P/2160/F – 6 Dennyview Road. Cllr AJT reported there were no local objections to the application which was consequently approved. **[Action. Clerk to notify NSC].**
 - 5.2 10/P/2178/F – Sunnyside, Blackmoor Road. Cllr AJT reported an objection from an adjacent neighbour due to the size of the extension. It was noted all other properties in Blackmoor Road were bungalows whereas the proposal was to convert into a 2 storey building. Council agreed not to approve on the grounds of over-development. **[Action. Clerk to notify NSC].**
 - 5.3 10/P/2201/F – 23 Dennyview Road. Cllr AJT reported that the proposal was for a significant expansion of the property. No objections had been received. Subject to confirmation of the views of neighbouring properties, Council approved the application. **[Action. Clerk to notify NSC].**
 - 5.4 10/P/2218/F – Burnt House, Sandy Lane. Council noted the parishioner statement and explanations in support of the application. It was noted that the property lay in an open valley and was originally of stone construction with tiled roof. The proposed replacement building would be of modern, sustainable construction with significant areas of wooden cladding. Cllr JRB noted the proposed building did not comply with the Village Character Statement. Given precedents, Cllr AJT found no grounds for rejecting the application. After discussion therefore, it was agreed that the proposal's ecological principles were worthy of support and that there were no planning grounds for rejecting the application. However, given the open rural location, the extensive cladding and non-compliance with VCS were to be regretted and these views would be passed to the Planning Authority. **[Action. Clerk to notify NSC].**

6. **Village Issues.**

6.1. Village Hall.

6.1.1. **Maintenance.** Clerk advised various Maintenance works planned in the 2011 Budget.

[Clerk to circulate Maintenance Schedule].

6.1.2. **Storage.** The new storage facilities and replacement glassware and crockery were now completed. Abbots Leigh Civic Society (ALCS) had confirmed a donation to be made towards costs incurred.

[Action. Clerk to secure donation].

6.2. Drainage. Clerk reported on proposals for replacement of the septic tank in preparation.

[Action. Clerk to circulate report when received].

6.3. Skittle Alley.

6.3.1. **Maintenance.** Clerk reported repairs to burst pipes in the Boiler House had been necessary during recent cold weather. There was no recurrence of problems in the SA roof area following the pipe-lagging. Cllr JRB clarified his comments on work needed to roof louvres.

6.3.2. **Development.** In the absence of Cllr GC, discussion of SA development was deferred. The next SADG meeting to take place on 25 January 2011.

[Action. Cllrs GC/STP to report]

6.4. Traffic Issues.

6.4.1. **NSC PLO.** Council confirmed that the traffic issues summarised in its recent letter to NSC/PLO were matters considered by ALPC to have been unresolved. It was recognized this was not necessarily the NSC view (e.g. A369 Speed Limit Review) but any resolution action on the part of the PLO would be much appreciated.

[Action. NSC/PLO to review]

[Action. Cllr STP to provide copy correspondence if necessary]

6.4.2. **Beggar Bush Lane.** Cllr STP reported further discussions on the proposal to align the footpath/bridleway junction and was awaiting confirmation of support from Ashton Court.

[Action. Cllr STP to write to NSC (F Cox)]

6.4.3. **Blackmoor Road.** Clerk reported a parishioner request for replacement of a damaged road sign. NSC had advised the parishioner to submit this request via the Parish Council

[Action. Clerk to write to NSC (F Cox)]

6.4.4. **Potholes.** Clerk reported parishioner requests for the infill of potholes (NSC initiative?). Council felt such requests should use the Council Connect facility on the NSC website.

[Action. Clerk to publicise this in LINK magazine]

6.4.5. **A369 Lay-By.** Clerk reported a request from NSC Highways for comments on a proposed lay-by between the George Inn and Sandy Lane. The lay-by would facilitate deliveries and recycling/ refuse collection and the proposer had agreed to pay for construction. The location of the lay-by was a roadside green verge which was confirmed to be currently maintained by the Village Orderly. Cllr DP regretted the loss of communal green areas within the village. It was noted there had been particular difficulty in recycling/ refuse collection at this property but other properties in the village had had similar experiences. Council felt this was a problem for NSC Environment Dept to resolve. The major concern of Council however were traffic implications of the proposal due to potential parking or other traffic hazards.

[Action. Clerk to summarise in a reply to NSC]

6.5. Playing Fields.

6.5.1. Bench. The damaged bench was still awaiting replacement.

6.5.2. Events Risk Assessment. The Risks Assessment was still to be formalised. Cllr STP confirmed there was a need to agree formal areas of responsibility within the document.

[Action. Deferred to next meeting].

6.6. Footpaths.

6.6.1. Beggar Bush Lane. See item 6.4.2 above.

6.6.2. Tanpits Lane. Cllr STP confirmed PC views on unsatisfactory work had been advised to NSC. New gates installed by NSC at Council request would be invoiced in due course.

6.7. Communications.

6.7.1. **Website.** In the absence of Cllr GC this was deferred to next meeting.

6.7.2. **Community Award.** Cllr JRB advised that nominations were invited for the Community Award to be announced at the Annual Parish Meeting.

[Action. All to publicize and invite nominations.]

6.7.3. **Litter Pick.** Cllr STP proposed the Spring Litter Pick which was agreed for 27th March.

7. **Parish Plan.**

Cllr JRB reported that the Parish Plan Steering Group had not provided the requested views on a future Parish Plan.

[Action. Cllr JRB to progress.]

8. **Financial Issues.**

8.1. December payments (separate schedule) duly authorised.

8.2. Financial Position. Clerk provided a report on the financial position after 9 months (outturn expected to be as budgeted). Village Hall bookings were slightly down following cancellations due to bad weather.

8.3. Budget 2011-2012. Clerk proposed acceptance of the Budget as circulated giving precept levels of 2011 (£21,000) and 2012 (£19,000). The Budget was formally approved.

[Action. Clerk to notify NSC precepts].

9. **Clerks Report.**

9.1. Village Hall Promotional Flyer. Ongoing.

[Clerk to report].

9.2. Budget Savings. Clerk reported that changes of insurer and electricity supplier were ongoing.

[Clerk to report]

9.3. Contingency Planning. Clerk reported on arrangements for Clerk cover in May 2011.

[Action. Clerk to give prior advice of arrangements].

9.4. Consultation – Schools Admissions. Clerk advised NSC had circulated for consultation details of strategy for 2012/2013. Council declined to participate.

9.5. Consultation – Older Peoples Strategy. Clerk advised NSP had circulated for consultation a revised strategy for 2012/2017. Council declined to participate.

9.6. Consultation – Bristol Development Framework. Clerk advised Bristol Council had circulated for consultation the latest version of the Framework Core Strategy. Council declined to participate.

9.7. Seminar – Sustainable Development. Clerk advised details of a training seminar of potential interest to Councillors (23 Feb 2011).

9.8. Poppy Party Weekend. Clerk advised Royal British Legion were publicising country-wide celebrations of its 90th Birthday on 10-12 June 2011. Council declined to participate.

9.9. 2012 Diamond Jubilee. Clerk advised advanced notification from Central Government of public holidays in recognition of the Queens Jubilee from 2nd to 5th June 2012. Community celebrations were encouraged with additional funding made available for suitable projects.

[Action. Possible implications for Abbots Leigh deferred for future consideration].

There being no further business the meeting was declared closed at 10.15 p.m.

Date of next meeting: Wednesday 16 February 2011 at 07.30 pm.

Previous Minutes