

FRESHFORD PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING

HELD ON MONDAY 14TH JANUARY 2019 AT 7.00pm

MEMORIAL HALL, FRESHFORD

Present

Councillors: John Adler (Chairman), Jean Hawker (Vice Chairman), Nick Stevens, Martin Walker, Craig Underdown, Roger Paine, Peter King, Andrew Orme, and Lorraine Montacute (Clerk).

Apologies for Absence: Tom Maddicott

001/19 Declarations of Interest and Requests for Dispensations

Cllr Adler declared an interest in the High Meadow Midford Lane application.

Councillors declared their interests in the setting of the Precept and the Clerk granted the dispensation.

002/19 Minutes of Parish Council Meeting held on 10th December 2018

Draft minutes from the 10th December 2018 were approved and signed by the Chairman.

003/19 Open Forum

004/19 Planning Applications

18/05409/ FUL. High Meadow Midford Lane

Cllr. Adler left the room whilst this Application was considered.

This application is in respect of a detached house in a private road off Midford Lane. The proposal includes a new single storey side extension, changed windows with a new dormer window in the roof, the conversion of the detached garage into accommodation ancillary to the use of the house, and landscaping works. The existing drive will be closed and turfed over and a new drive created across the garden. This house is in the Green Belt and AONB, but not in the Conservation Area.

The documentation is very brief. An examination of the plans would indicate that the new side extension will not increase the volume of the property in excess of the guideline of about one third within the Green Belt. This is an approximate judgement only. The materials used are designed to be in keeping with the existing building. Some internal changes will also take place to provide modern open plan living spaces.

In this location there are a number of detached houses with large gardens, and the extent of any overlooking will be very limited. The nearest neighbour has submitted supportive comments.

The Council will want to ensure that in considering this application, the actual sizes of the proposed building developments are properly taken into account and that the proposals accord with the Guidance in the Villages Design Statement.

Subject to these comments it is recommended that the Council supports this application.

At its meeting on 14 January 2019 the Parish Council resolved to support this application emphasising the comments in the report. These were that the level of documentation was very sparse with very little written comment, meaning that the Council could only judge the plans in a superficial way. In terms of the calculation of volume changes this needs to be reviewed by Planning staff. The support was also based on an assumption that the conversion of the garage was to provide ancillary accommodation to the main residence, and not a separate dwelling.

Decision Notifications

There were no comments on the Decision Notifications listed on the Agenda.

005/19 Outstanding from previous meeting:

1. The revised quote for the SSE work on street lamp 2, Staples Hill and street lamp 20, Pipe house lane was approved. **Action: LM to progress work to completion.**
2. Curo are consistently claiming they don't own the street lights 48', '51' and '54' on The Glebe footpath and the repairs remain outstanding until ownership can be identified. **Action: LM to identify the owner for the repairs and progress to completion**
3. AGAR has confirmed that no further information is required from the PC but the Annual Audit certificate is incomplete and therefore not published at present. **Action: Cllr Adler to obtain the completed certificate then publish on the PC web-site.**

006/19 Finance

The following payments were approved:

1. Valletta	Pothole Repairs	£225.00
2. SSE	Routine Street Lighting Maintenance	£316.67
3. Lorraine Montacute	Clerk Salary	£437.28
4. PKF	Audit Services	£240.00
5. Memorial Hall	CIL Payment	£10,081.95

For clarity of the available funds in the PC bank account, it has been agreed that the January 2019 bank reconciliation, and thereafter, will show the CIL money separately.

007/19 Budget & Precept 2019

Cllr Adler provided clarity on the PC bank balance explaining that approx. £16k was CIL money, and taking into account the expenditure to the end of the year as outlined in the 2018/19 budget, the actual available balance at Year End will be approx. £7.9k. Currently there is c.£2.1k of VAT to reclaim bringing the expected current account balance at Year End to be c.£10k

The Parish Council agreed a precept of £28,860 for the 2019/2020 year. This will be an increase of approximately 11.5%. The increase in Council Tax at Band D will be about £10 for the year. This implies an approximate increase of £1 for each of the ten monthly instalments.

The Council is mindful of the need to balance the resources available to the village, against the charges for residents. It was considered that at this level, the charges are not disproportionate.

008/19 Highways and Transport

Cllr Stevens met with Stefan Chiffers of B&NES Highways Department to discuss the Church Hill/ Dark Lane traffic problems.

Stefan's view was that improved signage would help to alleviate the present difficulties and has agreed to suggestions what signs might be placed, and where. The plans will then be submitted to the Parish Council for its consideration.

The options being discussed are for Width Restriction signs to be placed at the top of The Hill/ Church Hill junction showing a 6'6" width restriction coupled with the words 'Access only' and similar signs placed at the top junction of Dark Lane/ New Road and possibly at the point by Richard Blamey's house where Dark Lane meets Church Hill and where the road is at its most narrow.

Advisory signage is estimated to be £500 or less, and the cost of putting in this additional signage will need to be met by the Parish Council

009/19 Memorial Hall

Cllr Adler has requested a statement from the Memorial Hall confirming how the £30k CIL money has been spent.

Cllr Walker expects the Community Right to Build Order will be submitted in approx. 4 - 6 weeks and once all the outstanding reports/information have been provided.

010/19 Items for Review

Month	Topic	Comment	Action
Nov	Review of Assets Register and Valuations	Is the register complete? Ensure that valuations are up to date.	Complete
Dec	Review of Insurance Policies	Are the existing insurance policies in place acceptable and value for money?	Complete
Jan	Review of Risk Assessment Review	Review the Risk Register.	Craig & Andrew
Feb	Review Register of Members' interests	Process. Clerk to co-ordinate.	Nick, Roger & Lorraine
Mar	Financial and Procedural Standing Orders	Do the existing standing orders require amendment?	Clerk, Nick, Chair

It was agreed to formally note that the PC resolved to accept the Asset Register as presented to the PC at November's meeting. A clean file copy is needed. **Action: Cllr Walker**

Insurance review - the PC have adequate cover until 1st June 2019 and the recommendation is to obtain renewal quotes from Came and Company, in the May timeframe, for Standard Cover (Annex A) along with the list of Assets at Annex B. **The PC resolved to accept the proposal as drafted.**

Risk Assessment – due to time constraints during the meeting it was agreed that the risk register review would roll over to next month.

011/19 Exchange of Information

Repairs are required to the plinth for the litter bin which is a matter for B&NES, and the repairs to the War Memorial and hand rails, which were carried out by Cotswold Voluntary Wardens last time. **Action: Cllr Hawker to investigate the current funding and repairs required.**

Westwood village are using an independent company for street cleaning which is providing a good service. **Action: Cllr Stevens to get more details to see if it would be viable for Freshford to piggyback the Westwood Scheme.**

012/19 External and other meetings

No external meetings declared.

013/19 Date of next meeting February 11th 2019