

ENGLISHCOMBE PARISH COUNCIL

DRAFT MINUTES

Meeting held Monday 14 June 2021
The Old School House, Englishcombe

Present: Cllrs Robert Law (Chairman), Tim Hancock, Will Pow. District Councillor Matt McCabe.

Clerk: Andrew Stewart

Apologies: Cllrs Teresa King, Anne Watson, Brian Huggett, Brian Scurlock. District Councillor Neil Butters.

1. Declarations of Interest and Dispensations. There were none.

2. Parishioners Matters.

2.1 Creation of Allotments. Cllr Hancock advised that he had been approached by a Parishioner asking if the Council had considered creating allotments in the Parish, potentially at the Millstream. The Council discussed the potential to do so, noting that the owner of the Millstream was the Duchy of Cornwall (and that the present use of the land was as a tenant) and also that using the land for allotment purposes would require permission and potentially a formal application for planning permission since it would be different from agricultural use. The Chair suggested another potential area of land might be the Piggeries which was also owned / rented from the Duchy. Other areas were also discussed. It was suggested that Parishioners views could be sought and it was agreed that the matter should remain on the Agenda for future discussion.

3. Approval of the Minutes of the Annual General Meeting held on 10 May 2021

Cllr Hancock noted in relation to Item 10 (Appointment of Parish Council Representatives to The Wheelwrights/Millstream Project Committee) that 3 Parish Councillors were required to be nominated as per the Terms of Reference and it should be recorded that Cllrs Hancock, Huggett and Law were re-appointed.

The Minutes were otherwise accepted as a true record.

4. Matters Arising not covered by the Agenda:

4.1 Clerk and RFO's Contract – There was a discussion regards this and the Clerk was tasked to investigate whether it would be appropriate that the new Clerk should be employed under the same (standard) contract as his predecessor.

4.2. Proposed introduction of charges to dispose of certain items of domestic waste at Recycling Centres. Following the debate at the Annual Meeting of the Council regards this and the concern that it would lead to increased fly-tipping, the Clerk was actioned to write to the District Council. A number of other Parish Councils did the same and as a result of these and District Councillors including Cllr McCabe

making representations the new District Council Leader had decided to reverse the decision and the proposed charges will not now be introduced.

The Chair noted that for example white goods such as washing machines, fridges and freezer and electrical items were also fly-tipped and yet there were no charges for these to be disposed of by householders. He noted that in other countries policies existed to encourage greater repair and re-use of such items and he hoped that this Country might in time 'catch-up'. There was a debate regards what could be done to tackle the problem of fly-tipping in the Parish including the use of CCTV to identify and prosecute and fine offenders.

4.3 Mechanical Sweeper – visits to Parish. The Clerk advised that he had written to the District Council to ask if a mechanical sweeper was supposed to visit the Parish and if so when (ie how often). The District Council had replied to say that it was, and every 4-5 weeks.

The Parish Council noted that no one in the Parish had ever seen it and therefore the Clerk was actioned to write back to explain this and ask for further details.

5. Parish Sweeper. The Clerk advised that he had emailed the Parish Sweeper to introduce himself but had not yet heard back and would follow up by telephone as necessary.

6. Planning

6.1 Results, correspondence and consideration:

6.1.1 Rectory Farm House, Englishcombe, BA2 9DU. 21/00267/CONDLB - Discharge of conditions 2, 3 and 4 of application 19/00444/LBA (Remedial repairs to the external envelope of the main house). Approved. The Council welcomed the approach taken.

6.1.2 Little Orchard, Padleigh Hill, Southdown, BA2 9DW 21/00961/FUL - Conversion of dormer window. Approved. The Parish Council noted that the application would not be visible from the Parish and therefore had no comment to make.

6.1.3 Oakwood House, Haycombe Lane, Englishcombe BA2 2FL 21/02471/FUL. Erection of outdoor office / garden shed (Retrospective). Pending Consideration. The Parish Council had no comment to make.

6.1.4 1 Woodside Cottages, Kilkenny Lane, Englishcombe BA2 2SJ 21/02034/CLPU. (Certificate of Lawfulness of Proposed Use). Erection of a single storey rear extension. Pending consideration. The Council noted that planning permission had previously been sought and noted that this application was pending consideration.

6.1.5 Land at Sulis Down, Odd Down. 21/02445/COND Discharge of conditions 3 and 11 of application 17/02588/EFUL (Full planning permission for the erection of 171 residential units, open space, green infrastructure, landscaping and associated works including provision of vehicular access from Combe Hay Lane). Pending consideration.

The Parish Council noted that it previously commented that it was concerned that the development proposed would exacerbate traffic safety concerns in the immediate and local areas, impacting upon the Parish. Noting that planning permission had already been granted and this application dealt solely with the detailed arrangements for access etc. it was felt that objection remained.

6.2 Enforcement:

6.2.1 Land at Inglescombe Farm, Haycombe Lane. 21/00026/WASTE.

The Clerk reported that following the issuing of a Planning Contravention Notice the District Council Planning Enforcement Officer visited the site to speak to the owner and provided the following response:

In regards to the opening and access into the site there is currently a pair of entrance gates these would appear to have been in position for a period of at least 10 years being shown on the google street view photos from May 2011. The land levels into the site have clearly been altered over time. The owner indicated that due to the steep nature of the site these occurred in part to safely allow farm vehicles to enter the site and the track the leads away to the west towards the farm. Aerial images indicate these changes largely took place between 2005 and 2014. Since then aside from the material that has recently been brought on and is located along the hedge line the levels of the land appear to remain largely unchanged. Regardless of whether consent was in place or would have been required for these works they would appear to have been substantially completed for a period of time as to be Lawful.

Of the material that is currently stored on the site the indication that has been given is that it is to be used for the upkeep of the farmland. The stone is for stonewalling and to top up existing farm tracks, concrete lintels to replace fence posts and gravel for concrete for fenceposts.

Some of this material has clearly been on the site for some time and some has apparently been moved recently from elsewhere on the site in preparation for use. If the material on site is to be used for fencing/walling and topping up tracks in connection with the agricultural use of the site then it's storage is not considered to amount to a breach in planning control. The Planning and Enforcement Officer advised the owner that he will re-visit later in the year provided the crates of blockwork have been removed and it is evident the remaining materials are being used for the upkeep of the farmland then it is not considered any further action will be necessary.

The Parish Council noted this and the Clerk was requested to continue to monitor the situation.

6.2.2 Padleigh Kennels. Use of Land for processing of waste. 20/00568/UNAUTH.

The Clerk advised that the matter was still being investigated by the District Council.

6.2.3 1 Rose Cottages, Kilkenny. Conversion of Garage. The Clerk advised that he had received the following response from the District Council Planning Enforcement Officer:

Following the granting of planning permission under ref: 11/04869/FUL for a two-storey side extension it was considered that the garage was considered to be permitted development. Alterations to the garage such as the removal of the garage door would also be permitted development under Schedule 2, Part 1, Class E of the General Permitted Development Order provided its use remained incidental to the enjoyment of the dwelling. From images on street view it would appear the windows and door on the side have been in position for a number of years.

In regards to the use of the building, a recent building control application suggests the garage is to be converted into a games room with w/c. Whether or not this is the case, provided its use remains ancillary to the residential use of the site then no planning permission is required. If there is evidence to suggest otherwise case then this would be a matter that can be investigated further.

6.3 Conservation Area Appraisal

Cllr Huggett advised at a previous meeting that the Appraisal document is in its agreed draft form, with the additional areas for incorporation into the Conservation Area (Busson's Field including the Mill Pond, and the Model Farm Buildings belonging to Manor Farm) provisionally agreed. Delays have been experienced due to B&NES work pressures and the requirement for additional information including Locally Listed Heritage Assets and Green Issues hence it remains in the course of preparation. Cllr Huggett will continue to press to achieve completion.

Action: Cllr Huggett to continue to liaise with the District Council.

6.4 Extension of the Cotswolds Area of Outstanding Beauty

Cllr Huggett advised at a previous meeting that the outgoing Chief Executive of the Cotswolds Conservation Board had developed a road map and this would be taken forward by his successor, Andy Parsons. Three local Parishes were involved – Combe Hay, Newton St Loe, Newbridge and Kelston.

Action: Cllr Huggett to continue to liaise with Cotswolds Conservation Board and partner Parishes.

7. Finance

7.1 Payments for Approval

7.1.1 Clerk's Salary April-June (To be Agreed) The issue of the Clerk's hours was discussed. The Clerk reported that his hours were averaging out to be manageable in 5 hours per week but this did mean that some weeks he spent more hours and others much less. He advised that he had yet to claim or be paid any salary.

7.1.2 Insurance Renewal Zurich £448.42. Approved.

7.1.3 May Standing Order Sweeper Fee March £229.78 Approved.

7.1.4 Cllr Law Expenses £59.85 Approved.

7.1.5 Cllr Hancock Englishcombe Times Printing £200.00 Approved.

7.2 Financial Report

Details of Bank Balance's from the 2021-2022 Ledgers:

The balance of funds in the Community Account as at 5 June is £10,375.57

Community Infrastructure Levy Funds Account (Business Money Manager account) is £3,188.34.

The Millstream and Wheelwrights Funds balance is £2,187.84.

(Bank statement dated 5 June 2021)

The Clerk advised that he had still not been able to resolve the issue of the Parish Sweeper payment update not being accepted by HSBC.

Action: Clerk to continue to liaise with HSBC re payment to Parish Sweeper to investigate and resolve.

7.3 Appointment of new Internal Auditor

The Council was unable to appoint an Internal Auditor owing to a successor not yet being identified.

Action: Councillors to consider anyone who might be suitable with a view to appointing someone at the next meeting (19 July).

7.4 Review and Confirm or Amend Banking Arrangements and Bank Mandate

The Clerk reported that HSBC had refused to amend the Council's Bank Account details to reflect the change in Clerk and would not accept the written letter of authority was provided by the Council to confirm his appointment. Instead the bank was insisting that a new mandate was required and this would require signatories details including proof of identities to be provided.

8. Highways, Rights of Way and other allied matters.

8.1 Update on Community Speedwatch and consideration of other ways of tackling speeding in the parish.

The Chair advised that owing to the pandemic it had not been possible to progress this with the police.

8.2 Addressing the visibility issues at the Rectory Farm Lane and Innox Grove junctions.

There was a discussion regarding what might be possible with regard to the cutting back of the hedgerow and verges. The Chair advised that action remained with the District

Council Highways Officer Stefan Chiffers.

8.3 Consideration of installation of pavement to improve post box access and junction warning signage installation.

The Chair advised that as with Item 8.2 action remained with the District Council Highways Officer Stefan Chiffers.

9. Millstream and Wheelwrights Workshop and Orchard Committee Report.

There was a discussion regards the potential to hold an event to mark the end of lock down and the practical implications of managing this within current and future potential restrictions and it was agreed to await Government announcements.

10. Parish Newsletter and Website.

Cllr Hancock reported that the latest edition of 'Englishcombe Times' had been published slightly later than planned but had been very well received.

11. District Councillors' Report.

Cllr McCabe reported that the District Council were working on a number of Active Travel Schemes and there was a discussion regards the potential implications for the Parish in terms of the potential to create cycle routes on existing roads and green lanes across the Parish. The implications of the new Clean Air Zone (CAZ) and the closure of Cleveland Bridge for repairs were also discussed.

12. Reports by Clerk/Councillors/Chairman.

12.1 The Old Nursery, Haycombe. The Chair reported that several Parishioners had contacted him regards activities taking place, raising concerns relating to access rights and vehicles, noise and disturbance, including music, overnight use of the site including camping and toilet arrangements. The Chair and Clerk met with Parishioners to discuss these matters. The Clerk advised that he had written to the District Council Environmental Health and Public Health Teams to ask what legislation and regulation might be applicable (if any) and they were investigating. Local residents had been asked to keep a diaries to record details of activities that they considered to be a nuisance.

The Parish Council noted that some of these matters had been raised before, and it had been established that such development that had taken place was likely to be covered by Permitted Development Rights.

Action: Clerk to continue to liaise with District Council.

21. Other Correspondence. There was none to report.

The Chair closed the meeting at 21:45

Andrew Stewart
Clerk to the Council