

# Pilning & Severn Beach Parish Council

## Meeting held on Monday 5<sup>th</sup> September 2016 at 7.00pm

### At Severn Beach School, Severn Beach

COUNCILLORS (8) Mrs FCA Barr MBE (Chairman), Mrs C Woodhouse, Mr T Fennell, Mrs N Chappell, Mr M Pruett, Mr N Davies, Alderman P Tyzack, Mrs H Rickards.

Also Present: - Mr & Mrs S Forgan, Mrs C Biggs, Mrs J Kirk, Mr & Mrs C Williams-Locke, Mr N Harley, Mr I Roberts & District Councillor Robert Griffin.

**The Chairman asked those present to observe a minute's silence for Shirley Nemeth of Severn Beach, Barry Scaplethorn also of Severn Beach, as a mark of respect, who had recently deceased.**

| Item Number   | Details   | Action By |
|---|---|-----------|
| <b>2016-09-1</b><br><b>Apologies for absence</b>                          | FCAB informed the meeting that she had reluctantly accepted the resignation of Mr Ian Roberts from the parish council and thanked him for his work over the years.<br>Apologies were accepted from Sue Binns.   |           |
| <b>2016-09-2</b><br><b>Declarations of Interest</b>                       | None  |           |
| <b>2016-09-3</b><br><b>Minutes of the previous Parish Council Meeting</b> | The minutes of the previous meeting held on Monday 4 <sup>th</sup> July 2016 had been previously circulated.<br>The minutes of the meeting of Monday 4 <sup>th</sup> July 2016 were agreed as a true record. Proposed by NC and seconded by HR. All in favour.  |           |
| <b>2016-09-4</b><br><b>Matters Arising</b>                                | 1. VB updated the meeting that the local resident had been contacted regarding speeding on Redwick Road, Pilning but to date no further update from them.<br>2. Response re. fence over railway siding at Pilning – post and rail<br>3. Skittles competition date Thursday 1st December 2016 Cost is based on food – buffet or a curry for £8.25pp.<br><br>PT requested a copy of the available signs for use on the sea wall. VB to forward email from S.Glos council. | VB        |
| <b>2016-09-5</b><br><b>Correspondence</b>                                 | Please see Appendix A   |           |
| <b>2016-09-6</b><br><b>Accounts for Payment</b>                           | Please see Appendix B<br>Accounts for payment, proposed by MP, seconded by ND   |           |
| <b>2016-09-7</b><br><b>Public Participation</b>                           | The meeting heard from Christina Biggs of FoSBR who detailed the challenge so far to keep Pilning Station west-bound platform open and the replacement of the footbridge. She urged members of the parish council to attend the meeting on Friday 9 <sup>th</sup> September 2016 with the West of England Partnership.<br>The meeting then heard from David Wood who echoed the view of Christina Biggs.  |           |
| <b>2016-09-8</b><br><b>Reports</b>  | Further to Appendix C (Cemetery meeting report by Sue Binns), the following was agreed;<br>1) VB to ask Tim Dark to remove the bags of rubble, concrete bench   | VB        |

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|  | <p>ends and the wire bin at Pilning cemetery.</p> <p>2) VB to ask Mr Thompson to quote for the painting of the metal fence at Pilning cemetery.</p> <p>3) VB to ask Tim Dark to paint a white line around the base of the tree on the path at Pilning cemetery to make clear the exposed roots.</p> <p>PT noted tree saplings alongside the fence line. VB to ask Tim Dark to cut back before they grow too big.</p> <p>NC questioned the use of turf instead of earth and seeding. FCAB to obtain quotes to compare turfing v earth as well as gravel.</p>   | <p>VB</p> <p>VB</p> <p>FCAB</p> |
| <p><b>2016-09-9</b><br/> <b>Ongoing</b><br/> <b>Business</b></p> | <p>1. To decide on whether the parish council would like to progress ‘Twinning’. After discussion, it was agreed that PT would facilitate a group to push forward the idea of ‘Twinning’ at no cost to the parish council at any point.</p> <p>2. To decide on landscape clearance and over hanging tree work in Severn Beach. After discussion it was agreed that VB would obtain a quote from Elm Tree Contractors to do the following work:</p> <p>a) prune tree at Memorial Garden in Severn Beach</p> <p>b) thin hedge line of brambles along the rear of the houses that are nearest the sea wall</p> <p>c) prune as necessary the trees at Pilning playing field that are overhanging into Northover Court.</p> <p>3. To agree representatives at the ALCA AGM being held on 8th October 2016, Midsomer Norton. It was agreed that PT would attend this meeting.</p> <p>4. To agree strategy for dealing with fly grazing on Parish Council land. After discussion, it was proposed by MP and seconded by ND that the gates at Pilning playing field should be removed in favour of a lockable bollard. A vote was taken 4 for and 4 against. The chair had the casting vote, not passed. It was agreed to act on a case by case basis going forward.</p> <p>5. To discuss parking in Beach Avenue, Severn Beach. FCAB advised that the issue seems to have resolved itself.</p> <p>6. To agree a strategy for Pilning Station closure of west-bound platform and removal of footbridge. FCAB advised that a letter had been sent to the Secretary of State for Transport to which no reply had been received to date. FCAB repeated the request of FoSBR to attend the meeting on Friday 9th September 2016 with the West of England Partnership and to attend the FoSBR outing on Saturday 10<sup>th</sup> September 2016.</p> <p>7. Local Major Developments<br/> FCAB advised that work on Western Approaches warehouse developments continue apace.<br/> PT advised that a Lidl warehouse under construction.</p> | <p>PT</p> <p>VB</p> <p>PT</p>   |

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|  | <p>MP advised that field works had commenced on the old brick works opposite the former Astra Zenica site were underway to prepare for another incinerator.</p> <p>FCAB advised that a formal response had been received regarding the new surface of the A403. It is called a ‘rolling crown’ and as such should drain well. VB to add to October meeting agenda for further discussion.</p> <p>8. Village Halls/Playing Fields</p> <p>VB updated the meeting that the play inspection reports had been received for both sites and the remedial work would be instructed immediately.</p> <p>a) Update regarding Severn Beach Village Hall</p> <p>PT advised that going forward he would circulate the minutes from the village hall committee meetings to the parish council.</p> <p>MP requested the removal of the defaced litter bin outside the village hall. PT to remove defaced litter bin.</p> <p>ii) to consider appointment of legal adviser for land ownership and transfer</p> <p>After discussion it was agreed that PT &amp; VB would obtain quotes from suitable solicitors to investigate the process and cost involved with transferring the ownership of the land at Severn Beach Village Hall and playing field to the parish council.</p> <p>b) Update regarding Pilning Village Hall</p> <p>Ian Roberts suggested that the skate board equipment is removed from the playing field and disposed of. FCAB asked Ian Roberts to carry out this removal as soon as possible.</p> <p>c) Update regarding the extension at Pilning Village Hall</p> <p>Ian Roberts updated that meeting that three tenders had been received all in the region of £1M. Ian Roberts now seeking grant funding.</p> <p>9. Update on allotment sites</p> <p>VB updated the meeting that the renewal of the lease agreement still being negotiated. ND &amp; PT advised that this may not be necessary and VB instructed to cease work on the lease agreement.</p> <p>10. Update on Cemeteries – See appendix C</p> <p>11. Update from councillors regarding local village matters</p> <p>TF requested VB write to S.Glos Council about the hedge on Gorse Cover Road, SB which is obstructing the pavement. VB to write to S.Glos Council.</p> <p>TF reported that the road re-surfacing work signage on Gorse Cover Road, SB is dangerous and the contractors had encountered problems due to the concrete surface underneath.</p> <p>PT reported the bin on Shaft Road, SB which is broken. VB to contact S.Glos Council to request a replacement bin.</p> <p>HR noted a pot hole by the traffic lights on the A403 cross roads.</p> <p>HR requested a decision regarding the BT phone box on Station Road, Pilning. HR to check over condition of the box and report at next meeting.</p> <p>ND requested that VB write to S.Glos Council, the police and the PCC to remind them of the need to be vigilant regarding illegal raves especially over the Halloween period. VB to write to S.Glos Council, the police and</p> | <p>VB</p> <p>VB</p> <p>PT</p> <p>PT</p> <p>PT/ VB</p> <p>IR</p> <p>VB</p> <p>VB</p> <p>HR</p> |
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|   | <p>the PCC.<br/> MP reported problems encountered by dog owners with fish hooks left on the sea wall. MP to produce some laminated signs asking the fishermen to dispose of their fish hooks safely.<br/> MP noted that some vehicles are still ‘bumping’ the curb at the bollards to access the sea wall.<br/> MP asked if the Ocean surveyors could be given a key to the EA gates on the sea wall to conduct their work. FCAB advised that the gates do not belong to the parish council.<br/> FCAB asked Robert Griffin to investigate the reason why Pilning post office continues to be closed.</p>   | <p>VB<br/><br/>MP<br/><br/>RG</p> |
| <b>2016-09-11<br/>Planning</b>                                | <p>PT16/1052/F Queens Lodge, New Passage, Pilning – Demolition of existing garage to facilitate erection of residential annex ancillary to main dwelling – Refusal<br/> PT16/3728/F 17 Denny Isle Drive, Severn Beach – Erection of first floor extension to garage – Refusal<br/> PT16/2954/F Sunnycrest, 1 Marsh Common Road, Pilning – Approve with conditions<br/> PT16/3198/F Bell House, Bell Lane, Pilning – Approve with conditions<br/> PT16/2103/F Land adjacent to Crossland Cottage, Northwick – Approve with conditions<br/> PT16/1304/F Diamond Cottage, Pilning – Approve with conditions<br/> PT16/2913/F Bert’s Burger Bar, Severn Beach – Approve with conditions<br/> PT16/2880/F Severn Beach United Church, SB – Demolition of existing chapel building to facilitate 4no dwellings – Refusal<br/> PT16/4180/F Dean Farm, New Passage – Withdrawn<br/> PT16/4343/F 59 Redwick Road, Pilning – Construction of new vehicular access and hardstanding – Approve with conditions</p> <p><u>Planning Enforcement Investigation</u><br/> COM/16/0644/OD – SITA siding next to Central Av between A403 &amp; Severn Beach branch line, Hallen – Installation of lighting</p> <p>APP/P0119/W/16/3154364 – Cloud Nine Barns, Severn Beach – prior notification of change of use from 2no. agricultural buildings to 2no. residential dwellings</p> |                                   |
| <b>2016-09-12<br/>Report from S. Glos. Council</b>            | <p>Robert Griffin reported the following;</p> <ol style="list-style-type: none"> <li>1) Many complaints about the B4055 diversion route due to the A403 works and the standard of the work on the A403.</li> <li>2) Suez incinerator commissioning going well and should be fully operational in two weeks</li> <li>3) Southmead Hospital second multi-storey car park now open</li> </ol>  |                                   |
| <b>IN CAMERA –<br/>To discuss the<br/>role of Clerk &amp;</b> | <p>It was agreed to dispose of the fax machine and lap top computer neither of which are operational.<br/> It was agreed to enter into an administration contract for the work carried</p>  |                                   |

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| <b>RFO</b>                  | out by VB and VB would continue to hold the position of Clerk and RFO if no suitable candidate found by the end of 2016.  |  |
| <b>Date of Next Meeting</b> | The date of the next Parish Council meeting will be on Monday 3 <sup>rd</sup> October 2016 starting at 7pm there being no further business the meeting closed @ 9.45pm. |  |

#### APPENDIX A – CORRESPONDENCE

| Date Received | Received by | Details   | ACTION     |
|---------------|-------------|---|------------|
| 05.07.16      | Email       | PCC Priorities Consultation   | Circulated |
| 06.07.16      | Email       | Agenda for Development Control (West) Committee, Thursday 14 <sup>th</sup> July 2016, 11am, Turnberries Community Centre                | Circulated |
| 06.07.16      | Email       | Response from EA regarding sea wall maintenance   | Circulated |
| 07.07.16      | Email       | Response from Sue Mounstevens regarding motorbikes on Western Approaches  | Circulated |
| 07.07.16      | Email       | July blog from Robert Griffin   | Circulated |
| 08.07.16      | Email       | Invitation to M49 Avonmouth Junction Information Event 21.07.16, 11am to 7pm  | Circulated |
| 08.07.16      | Post        | Clerks & Councils Direct – July 2016 Issue 106  | Circulated |
| 08.07.16      | Email       | Update from NALC – In Short 8/7/16  | Circulated |
| 11.07.16      | Post        | Response from Chief Constable regarding motorbikes on Western Approaches  | Circulated |
| 11.07.16      | Email       | Library Summer Reading Challenge  | Circulated |
| 11.07.16      | Email       | Latest news from A Forgotten Landscape  | Circulated |
| 11.07.16      | Email       | Response from S.Glos Council regarding the location of the speed reminder sign on Ableton Road, Severn Beach                            | Circulated |
| 12.07.16      | Email       | Agenda for Children, Adults and Health Committee, Wednesday 20 <sup>th</sup> July 2016, 2pm Kingswood                                   | Circulated |
| 13.07.16      | Email       | S.Glos Special Expenses Scheme 2016   | Circulated |
| 14.07.16      | Email       | A403 Road Full Road Closure Challenge Fund Plan   | Circulated |
| 14.07.16      | Email       | Devolution Consultation   | Circulated |
| 15.07.16      | Email       | National Grid Equipment delivery  | Circulated |
| 15.07.16      | Email       | Further response from EA regarding maintenance of sea wall  | Circulated |
| 18.07.16      | Email       | Latest information from NALC – Grants and Funding bulletin, July  | Circulated |
| 19.07.16      | Email       | Agenda for Policy and Resources committee, Wednesday 27 <sup>th</sup> July 2016, 10am, Kingswood  | Circulated |
| 19.07.16      | Email       | July e-bulletin from A Forgotten Landscape  | Circulated |
| 20.07.16      | Email       | Agenda for Development Control (West) Sites Inspection Sub committee, Friday 29 <sup>th</sup> July 2016, 9.30am, Turnberries, Thornbury | Circulated |
| 20.07.16      | Email       | Agenda for Oldbury Site Stakeholder Group, Wednesday 27 <sup>th</sup> July 2016, Oldbury Conference Centre                              | Circulated |
| 20.07.16      | Email       | FOSBR call for residents to take part in media photo-call for support of Pilning station  | Circulated |
| 21.07.16      | Email       | Publication of the S.Glos Local Plan proposed submission: Policies, Sites and Places Plan – Regulation 19 consultation                  | Circulated |
| 21.07.16      | Email       | Request from PT regarding fee for Paul Claydon to work on SB village hall charity status  | Circulated |
| 22.07.16      | Email       | September bus service changes   | Circulated |
| 22.07.16      | Email       | Further response from Sue Mountstevens on motorbikes at Western Approaches  | Circulated |
| 25.07.16      | Email       | NALC Anti-social behaviour and harassment revised July 2016   | Circulated |
| 25.07.16      | Email       | Consultation on abolition of the Public Works Loan Board  | Circulated |
| 25.07.16      | Email       | SGC Challenge Fund A403 Road Improvements – Full closure  | Circulated |
| 25.07.16      | Email       | NALC Anti-social behaviour and harassment – copies of planning documents  | Circulated |
| 25.07.16      | Email       | Public Health & Well-Being Review 2016  | Circulated |
| 27.07.16      | Email       | B4055 – Lorry Watch and ANPR Cameras  | Circulated |
| 28.07.16      | Email       | Briefing from GWR regarding Pilning Station   | Circulated |
| 29.07.16      | Email       | Severn Estuary Partnership News – July 2016   | Circulated |
| 29.07.16      | Email       | Further information on planning application PT16/2880/F –SB United Church site  | Circulated |
| 01.08.16      | Email       | Notification of ALCA AGM  | Circulated |
| 03.08.16      | Email       | Agenda for Development Control (West) Committee, Thursday 11 <sup>th</sup> August 2016, 11am, Turnberries Community Centre, Thornbury   | Circulated |
| 03.08.16      | Email       | Marine Planning Newsletter – Summer 2016  | Circulated |
| 04.08.16      | Email       | Healthwatch S.Glos e-bulletin for August 2016   | Circulated |
| 08.08.16      | Email       | ALCA ‘In-Short’ update 08.08.16   | Circulated |
| 08.08.16      | Email       | Update from S.Glos Planning Enforcement regarding SITA siding, SB.  | Circulated |
| 08.08.16      | Email       | A Forgotten Landscape – August E-bulletin   | Circulated |
| 09.08.16      | Email       | A Forgotten Landscape – Arts at SB update   | Circulated |
| 11.08.16      | Email       | Update from Michael Dixon on Challenge Fund project   | Circulated |
| 11.08.16      | Email       | FoSBR update on Pilning Station and West of England Partnership position  | Circulated |

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|          |       |  |            |
|----------|-------|--|------------|
| 13.08.16 | Email | August blog from Cllr Robert Griffin   | Circulated |
| 15.08.16 | Email | SLCC Grants & Funding talk – 15 <sup>th</sup> September 2016 at Highnam Community Centre, 10.15am                              | Circulated |
| 16.08.16 | Email | SevernNet travel update  | Circulated |
| 18.08.16 | Email | Update from Michael Dixon on Challenge Fund project  | Circulated |
| 18.08.16 | Email | Agenda for Development Control (West) Sites Inspection Sub-Committee, Friday 26 <sup>th</sup> August 2016, 9.30am, Turnberries | Circulated |
| 19.08.16 | Email | Notification of filming of Severn Crossings 24 <sup>th</sup> August 2016   | Circulated |
| 19.08.16 | Email | Notification of launch of Severn Beach station – Tuesday 20 <sup>th</sup> September 2016                                       | Circulated |
| 22.08.16 | Email | S.Glos Councillor Development list of events   | Circulated |
| 23.08.16 | Email | S.Glos ALCA AGM, 7pm 12 <sup>th</sup> September 2016, Town Hall, Thornbury   | Circulated |
| 25.08.16 | Email | Information on Community Engagement Forums   | Circulated |
| 26.08.16 | Email | Update from Michael Dixon on Challenge Fund project  | Circulated |
| 30.08.16 | Email | Agenda for Environment and Community Services committee, Wednesday 7 <sup>th</sup> September 2016, 2pm, Thornbury              | Circulated |
| 30.08.16 | Email | GPFA AGM, Tuesday 4 <sup>th</sup> October 2016   | Circulated |
| 30.08.16 | Email | Notification of filming in Severn Road, Severn Beach 01.09.16  | Circulated |
| 30.08.16 | Email | Notification of consultation on BT phone box removal   | Circulated |
| 30.08.16 | Email | GPFA newsletter August 2016  | Circulated |
| 30.08.16 | Email | Notification of filming on New Passage Road, Pilning 02.09.16  | Circulated |
| 31.08.16 | Email | Severn Estuary Partnership – August 2016   | Circulated |
| 31.08.16 | Email | Notification of closure of Severn Tunnel   | Circulated |
| 31.08.16 | Email | Agenda for Development Control (West) Committee, Thursday 8 <sup>th</sup> September 2016, 11am, Thornbury                      | Circulated |
| 04.09.16 | Email | ALCA County AGM on 8 <sup>th</sup> October 2016  | Circulated |
| 04.09.16 | Email | ALCA Information Services Sept 2016: Neighbourhood Planning Information  | Circulated |
| 05.09.16 | Email | FoSBR Event – 10 <sup>th</sup> September 2016  | Circulated |
| 05.09.16 | Email | Town & Parish Councils Forum Agenda 12 <sup>th</sup> September 2016  | Circulated |
| 05.09.16 | Email | Healthwatch South Glos – September 2016 e bulletin   | Circulated |

#### APPENDIX B – ACCOUNTS FOR PAYMENT

| Date     | Payee                                      | Details   | Net             | Reclaimable VAT | Total           |
|----------|--|---|-----------------|-----------------|-----------------|
| 05.09.16 | Mrs V Bywater                              | Wages + office payment & fuel allowance                               | 923.53          | 0.00            | 923.53          |
| 05.09.16 | HMRC                                       | NI & PAYE   | 88.70           | 0.00            | 88.70           |
| 05.09.16 | Mr T Dark                                  | Odd jobs  | 71.25           | 0.00            | 71.25           |
| 05.09.16 | Mr M J Fisher                              | Grass cutting & maintenace  | 870.00          | 0.00            | 870.00          |
| 05.09.16 | Mr M J Fisher                              | Cemeteries  | 600.00          | 0.00            | 600.00          |
| 05.09.16 | Mr L Liddatt                               | Quarterly payment for grass cutting at Northwick                      | 200.00          | 40.00           | 240.00          |
| 05.09.16 | Mrs V Bywater                              | Contribution to use of home computer - £4.69/ week - July - Sept 2016 | 37.52           | 0.00            | 37.52           |
| 05.09.16 | Gloucestershire Playing Fields Association | Annual Subscription   | 50.00           | 0.00            | 50.00           |
| 05.09.16 | GRC Bailiffs                               | Removal of horses from playing field                                  | 3540.00         | 708.00          | 4248.00         |
| 05.09.16 | Avon Displays Ltd                          | Update to village hall sign   | 40.00           | 8.00            | 48.00           |
| 05.09.16 | BWBSL                                      | Water at Bank Road, Pilning   | 86.12           | 0.00            | 86.12           |
| 05.09.16 | Obsidian Accountancy                       | Internal Auditor  | 50.00           | 10.00           | 60.00           |
| 05.09.16 | CFS  | Photocopying  | 10.80           | 2.16            | 12.96           |
| 05.09.16 | Grant Thornton LLP                         | External Audit fee  | 300.00          | 60.00           | 360.00          |
| 17.08.16 | BT (DD)                                    | Telephone & Broadband   | 83.78           | 16.75           | 100.53          |
|          |  | <b>TOTAL</b>  | <b>6,951.70</b> | <b>844.91</b>   | <b>7,796.61</b> |

#### APPENDIX C – Report from Cemetery Committee Meeting – 18<sup>th</sup> September 2016

Pilning and Severn Beach Parish Council  
Report of Cemetery Committee Meeting 18th August 2016

# **Pilning & Severn Beach Parish Council**

## **Meeting held on Monday 5<sup>th</sup> September 2016 at 7.00pm**

### **At Severn Beach School, Severn Beach**

Present :Frances, Carol, Sue

#### **Pilning Cemetery**

First impressions of the old cemetery were good. Grass has recently been cut though strimming still needs to be done. The clods of turf that were left when new path was laid have been removed and new paths contribute to making the cemetery look tidy. There are a few issues that need to be addressed.

- 9 of the older graves need some attention, one that of Patricia Hampson needs to be topped and turfed. 8 that are crumbling, broken and full of weeds need topping with gravel or similar these are:-

13 Smith

19 Lock

22 Lewis

30 Britton

56 Peters

151 Ball

154 Lindsay

185 Chapman

An estimate as to how much it would cost for each grave needs to be sourced so that the cost can be budgeted for.

- The gates and railings are on a list to be painted. Can we check this, who has the list, has the person due to do it been instructed and by whom?
- Some general tidying by the bin area. Some concrete and bags of rubble. Old metal mesh bin broken and useless though people are putting flowers and paper in it rather than sorting. This bin needs to be disposed of. As do the 2 concrete bench ends that are just inside main gate. Who will do this?
- A conifer tree is growing out of a grave; Frances will contact the family to remove it. 286 Griffin
- We need a copy of the contract for the cemetery gardener to check what he is contracted to do. (Especially before Victoria leaves!)

#### **New Cemetery**

The grass has been cut here but the grass cuttings are all over the grass, gravestones and path. Should the gardener keep a box on the mower to collect the cuttings? If he does where does he dispose of them now the fence has been built?

The five graves at the top end next to the allotment need to be turfed. It was expected that this would have been done. It may be that the gardener is waiting for a better time for turf to be put down, maybe the end of September. This needs to be checked. There is one grave at the opposite end that also needs to be turfed. Snell.

On leaving the cemetery the path raised a few concerns. The path is from Bank Road to Cross Hands Road. Is it the responsibility of the Parish or South Glos? As this is now a South Glos recommended walk to school perhaps we could contact the council?

A tree in the cemetery has roots that are now pushing up part of the tarmac on the path. It is suggested that a white line should be painted to highlight the danger. If this is agreed who will do it?

Also where the path crosses Chessell Pill the tarmac is dangerous at the Bank Road end of the bridge. Who is responsible for this? Who is responsible for getting rid of the weeds both sides of the path?

#### **Northwick Cemetery**

Northwick Cemetery is looking good. Today Les Liddiatt was cutting back the trees and overhanging branches.

Frances has offered to find the key for the Northwick Tower.

SB 19/08/2016