

Pilning & Severn Beach Parish Council Meeting held on Monday 2nd December 2024. Emmaus Church Centre Gorse Cover Road Severn Beach BS35 4NP 7pm

COUNCILLORS:

Ian S Roberts (ISR); Jet O'Neill (JO); Mike Pruett (MP); Nick Davies (ND); (Chairman); Olga Taylor (OT); Peter Tyzack (PT); Steve Graham (SKG) and Victoria Bywater (VB)

Also attending Jonathan Edwardes (JE) Parish Clerk and three members of the public.

DEATHS: The meeting held a silence in remembrance of those who had recently died Maurice Reynolds formerly of Pilning and latterly Severn Beach

1 Apologies for absence

Simon Johnson (SJ)

2 Declarations of Interest

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

3 Minutes of the previous Parish Council Meeting

The minutes of the previous Parish Council Meeting held on the 4th November 2024 were unanimously approved as a true record.

4 Matters arising / actions

In progress

- <u>126/226 Water trough leaning</u> Severn Beach allotment water trough is leaning, should be tackled with 151/104.
- <u>142/780 s106 money</u> On 29/07/2024 SGC were paid the following in relation to the Panitonni site: £15,000 towards sports feasibility study and £146,316.92 towards sports facilities. South Gloucestershire Council is now beginning the process of the feasibility study with 3rd party assistance. Clarification given of the 5km boundary for the distribution of the s106 money. Clerk requested an update 26/11/2024.
- <u>144/854 Broad Gauge rail display</u> Installation date unknown, Clerk to find out what is happening with the interpretation board.
- <u>146/915 Pilning shop bin</u> Clerk contacted South Gloucestershire Council again 18/09/2024, 20/09/2024 and 23/10/2024. South Gloucestershire Council's position is that they are prepared to add a bin under the Localism contract next to the existing red bin at the shop. Clerk to contact the parties involved and to check if there is enough space.
- <u>149/29 Lack of Enforcement</u> 03/09/2024 the Clerk wrote to South Gloucestershire Council explaining the disappointment the Parish Council felt over the lack of action regarding the staircase on the side of the former Pilning Post Office. Received a holding response from Nigel Riglar at South Gloucestershire Council. Clerk asked for an update 28/11/2024.
- <u>150/56 Flooding preparedness exhibition</u> Almondsbury, Aust & Oldbury on Severn are keen to make a joint approach to South Gloucestershire Council. Clerk to contact South Gloucestershire Council to start the process.

- <u>151/72 Concern over trees in the Pilning new cemetery</u> resident was referred to the tree condition report and planned works for the Autumn. Clerk to seek three quotes for tree work and write paper to present to Council. Two contractors have contacted the Clerk for further details. Clerk seeking further quotes.
- <u>151/84 Severnside Rail Conference</u> Severnside focused conference with GWR / NR / WECA and other partners in the future. Suggestion that Claire Young MP could help lead. 14/11/2024 The Clerk contacted GWR Community Engagement and Events Manager. Regrettably the proposed event had been passed to a local manager who then failed to act on it. Hopefully things will start moving again. Claire Young contacted as well, Claire is keen to take part.
- <u>151/104 Severn Beach allotment quotes</u> Clerk to investigate two more quotes for clearing the land around the allotments. Requests sent to potential two local contractors 22/10/2024 and a third 31/10/2024. Clerk meeting a contactor 04/11/2024, written quote £9600 +VAT. Third contractor interviewed 08/11/2024, quote to come. Contractor instructed as per resolution of the Council 07/10/2024. Allotment tenants have been made aware of the upcoming work. Work started 18/11/2024.
- <u>152/106 Letter to EDF re Orchard Pools</u> Both the EDF Stakeholder Relation Manager and the agent for Orchard Pools have been contacted by the Clerk. 01/11/2024 The agent has been in touch with the developers and conversations are going on between them.
- <u>152/107 Allotment noticeboards</u> Delivery has been made 26/11/2024. Pilning noticeboards expected to be put up w/c 02/12/2024. Severn Beach to follow.
- <u>152/130 CIL payment returns</u> Required by South Gloucestershire Council by 4th December.
- <u>152/138 Decoration Policy</u> Refresh and reprint the policy for public noticeboards.
- <u>154/191 Teen hut Perspex removal</u> Clerk to ask for a quote to get rid of the Perspex. Removing the Perspex is easier than disposing of it.
- <u>154/192 Pebble display</u> Clerk to get a quote for concrete screed or epoxy resin for the wall behind the Tea Cottage.
- <u>154/194 Bench repairs</u> Two benches at the Pippits Court end of Frances Barr Walk need attention, currently missing seat and back slats.
- <u>154/198 Northwick Tower roof repair</u>. Clerk to seek quotes, hopefully to be undertaken whilst the scaffolding tower is up.

Completed / Closed

- <u>108/671 Christmas tree support</u> South Gloucestershire Council prints obtained for buried services. Digging the hole for the Christmas tree support to be done w/c 12/11/2024. Tree to be put up on 1st December. **Completed**
- <u>130/371 RE Way kissing gate</u> Hedge to be cut back around the gate. Clerk to seek quotes. **Completed**
- <u>145/881 Pilning Playing Field flail</u> left hand side will be cut back week commencing 30/09/2024. Too wet currently to carry this out. Still too wet 18/10/2024. Clerk contacted again 28/10/2024. Grass levelling near the site of the old cricket club pavilion to be done at the same time. **Completed**
- <u>149/27 Terms of reference</u> The Clerk has researched and made draft terms of reference for future Parish Council sub committees. Presented to Council and agreed as a template for use in developing other Terms of Reference. **Completed**
- <u>151/86 Draft LCNAP document</u> Emerging LCNAP document sent to Linking the levels officer at South Gloucestershire Council for comment. **Closed**
- <u>151/88 Wooden Fort damage</u> report of minor damage to the wooden fort at Pilning Playing Field. Clerk to investigate. **Completed**
- <u>151/90 Memorial works at Northwick</u> Wiseman grave Plan of action agreed with the Cemetery Clerk to remove the curb stones and lay the headstone flat at the foot of the grave.

Quotes from stonemasons to be obtained. Andrew Frost - L W Clutterbuck, Simon Ashwell -Stone man, Jefferies or Summers. Clerk asked the Cemetery Clerk for an update 13/11/2024. Quotes being sought for the removal of the tree stump before the stonework can be rectified. One contractor replied no quotes yet. Further contractors contacted. **Agenda item**

- <u>151/91 Plastic sleeves trees Pilning Playing Field</u> Cllr to investigate and remove as required. Clerk asked for an update 08/11/2024. To be undertaken Spring 2025 **Closed**
- <u>152/109 Meeting with South Gloucestershire Streetcare</u> Second set of dates requested from Leigh James Head of Streetcare. 29/11/2024 selected for the meeting at midday. **Completed**
- <u>152/115 Request to LSIDB for map</u> Clerk has requested a map showing water catchment areas and outfalls to the Severn relevant to this parish. Rep from LSIDB is coming to the January Parish Council meeting to discuss **Completed**
- <u>153/146 Action plan</u> Clerk asked to annotate the Action plan for legal requirements. **Completed**
- <u>153/147 Gypsy Platt Local Green Space designation</u> Submission has been sent to Simon Johnson. **Completed**
- <u>153/167 Caravan on Beach Road</u> Reported to South Gloucestershire Council and A&S Police. Caravan and car have moved on. **Completed**
- <u>154/181 TPO on Gypsy Platt</u> South Gloucestershire Council informed of upcoming SSE clearance work. **Completed**
- <u>154/184 Further damage to Fort</u> Pilning Playing Field further damage to the fort reported. Materials purchased for making good a repair w/c 25/11/2024. **Completed**
- <u>158/168 Northwick Tower</u> South Gloucestershire Council conservation officer approves of the removal of the weathervane to effect repairs to the roof. The weathervane is to be safely stored with a view to restoration and reinstatement once the roof has been repaired. Weathervane removed 27/11/2024, now with the Clerk. **Completed**

5 Correspondence

See appendix A

6 Accounts for Payment

Revised grand total		£17321.88
Subtotal		£5193.44
Equine Paddock Maintenance	Severn Beach allotment clearing	£4800.00
Fast Skips	Severn Beach allotment clearing	£288.00
Planit Gardens	General maintenance	£105.44

Accounts were approved.

155/210 Action JE

.1 Bank reconciliation for the previous month see appendix C

To comply with Parish Council Financial Regulation 3. viii the Chairman was presented with the bank reconciliation.

Resolved that the bank reconciliation report for November 2024 be approved.

7 Neighbourhood Plan report on progress

No report given at this meeting

8a Public Participation

<u>Severn Beach allotments</u> - An allotment tenant raised concerns regarding security at the allotments now the ground has been cleared. The ground is very boggy to use part of it as an overflow car park.

Details still need to be confirmed but in principle the following will apply.

- Dedicated car parking spaces for allotment tenants
- Consideration to be given to fencing off or creating a bund around the allotments
- Overflow car parking would be at set times and not generally available. It is expected the space would be used at summer weekends and bank holidays.
- No overnight parking
- A vehicle height restrictor would be installed.
- Creation of permeable hardstanding.
- Filled in
- Setting up of an allotment committee
- ND to discuss the matter further with the allotment tenants

Concern was raised that Beach Road residents were not informed of the alterations to the allotment site.

A question was raised about the compound area, it was confirmed that this would remain fenced off and if containers are used in the future, they will be placed within it.

Plans for the proposed miniature railway were discussed with relation to the allotment site. ND was keen to point out that it could be a fair while before phase three of the project reaches the allotment site.

<u>Teen hut</u> – a resident asked when the Perspex on the teen hit would be removed. Assurances were given that the work will be completed by Christmas 2024.

<u>Mobile homes on Bank Road</u> – a question was asked regarding the matters arising on the November minutes ref 151/100. The Clerk explained that the action was showing as closed because Parish Council are waiting for further information from South Gloucestershire Council who are ultimately responsible for taking enforcement action. Arrangements are being made for a South Gloucestershire Council Enforcement Officer to have a meeting with the Parish Council about all the infringement issues in the area.

<u>Gypsies Platt</u> – A resident who is also a member of the Neighbourhood Plan Steering Group gave a detailed description of how Severn Beach and Pilning have benefited from housing development over the years. With the Neighbourhood Plan coming closer to the parish wide referendum, the resident felt that there is a danger that the single issue of Gypsies Platt may undo all the hard work that the Neighbourhood Plan Steering Group has achieved over the last three years.

8b Report from District Councillor Simon Johnson

See appendix C

9 AGENDA ITEMS

.1 To receive a report on Northwick Tower weathervane removal and roof repairs

A contractor has removed the main upright of the weathervane, which is now with the Clerk. The Clerk is in the process of contacting other contractors to assess the condition of the roof, which is much poorer than when last inspected. A repair to the roof is being sought, while the scaffolding is in place.

Resolved for the Chairman and Clerk to pay contractors up to the amount of £2500. 155/211 Action JE

.2 To decide on the tree stump removal at Northwick Churchyard

The Clerk presented a paper to Councillors detailing the contractors approached and the quotes received for this work.

Proposed OT seconded SKG unanimously approved

155/212 Action JE

10 PLANNING

.1 Items from the public relating to planning matters.

None

.2 To decide undelegated applications for consideration.

None

.3 South Gloucestershire Council planning decisions.

<u>Refusal</u>

<u>P24/02030/HH</u> Annexe Libette Church Road Severn Beach South Gloucestershire Erection of front extension to form porch, erection of a two-storey rear extension and first floor extension to form additional living accommodation.

P24/02107/HH Turville Northwick Road Pilning South Gloucestershire BS35

4HA Demolition of existing garage. Erection of detached double garage.

Approve with conditions

P23/03483/F Land Adjacent to Pilning Street Pilning South Gloucestershire BS35 4HN Erection of 1no. agricultural building to form sheep shelter and welfare room, erection of 1no. compost toilet, with associated works.

.4 To receive an update on outstanding enforcement issues.

None

.5 To decide on professional legal advice.

Environmental Law Foundation have given an opinion that the Westgate development should be subject to a Judicial Review. A barrister from Landmark Chambers has been engaged in pro-bono work. ND has been in contact with Almondsbury Parish Council (as time is pressing) with the possibility of assistance funding a judicial review. Some of their residents could be impacted just as much by flooding.

.6 Report any trading applications.

None

11 PARISH EVENTS

1. Nativity scene exhibition 7th 8th December at St Peter's Church Pilning see posters for details.

12 POLICY REVIEW

.1 Website Accessibility

Approved

155/214 Action JE

.2 Standing Orders

The Standing Orders need a wider review in conjunction with the work taking place on the "Five year Forward Plan" (formerly known as the Action Plan)

13. UPDATES & REPORTS

.1 Pilning Station

Business as usual, sadly with the continuing mess all around the station. Passenger figures remain stable despite the challenges of using the station.

.2 Severn Beach Station

None

.3 Severn Beach Village Hall

Recent minutes circulated

.4 Pilning Village Hall

Recent minutes circulated

.5 Pilning Playing Field

Refer to matters arising / actions Teen hut continues to cause concern, see public participation

.6 Severn Beach Allotments

Status of Severn Beach allotments currently, plots below noted as not being worked, unless otherwise stated.

Plots not being worked:-

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Plot 4	Plot 21	Plot 32
Plot 6	Plot 22	Plot 34
Plot 14	Plot 27	Plot 36
Plot 15	Plot 29	
Plot 18	Plot 31	

.7 Pilning Allotments

Most of the allotments are well tended.

The hedge round the kissing gate has been cut back. The true condition of the kissing gate has been revealed. This will need new woodwork in 2025.

.8 To receive a report from the Cemetery Clerk

See matters arising / actions

.9 Update on "Report it" reference numbers

None

.10 Report from external meetings

<u>Meeting with Leigh James acting head of Streetcare at South Gloucestershire Council</u>. The Councillors were given a stark reminder that South Glos Highways only have a third of the budget they need to do the jobs required. However, a list of the most urgent projects in the parish were shared.

<u>Football club</u> – VB met with a representative of Bristol Wanderers about the many and varied aspirations they have for sports in the parish. VB is going to be helping them draw together their ideas.

<u>Splott</u> – MP attended a meeting in Splott on the Welsh side of the Bristol Channel and was very taken with the similarities between our two communities and the challenges faced by both.

Date of Next Meeting

The date of the next Parish Council meeting will be on Monday 6th January 2025 at Emmaus Church Centre Gorse Cover Road Severn Beach BS35 4NP. There being no other business the meeting was closed at 20:18

Pilning & Severn Beach Parish Council – Full Council meeting 6th January 2025

Minutes approved as a true and accurate record and signed as so by the Chairman presiding.

APPENDIX A – CORRESPONDENCE

AFFENDIX A - CORRESPONDENCE					
	Date	Туре	Detail	Action	
	04/11/2024	Email	Report for PC meeting November	Noted	
	04/11/2024	Email	M49 Link Road Update	Circulated	
	04/11/2024	Email	Men's Shed	JE replied	
	04/11/2024	Email	Clearing allotments - quote	JE replied	
	04/11/2024	Email	Planning meeting with District Councillor	JE replied	
	05/11/2024	Email	Bristol Saracens RFC Junior Section Funding Application	JE replied	
	05/11/2024	Email	Litter picking, waste management	JE replied	
	05/11/2024	Email	Assistance with a planning issue	JE replied	
	05/11/2024	Email	Changes to National Insurance Payments (Employer Contributions)	Noted	
	05/11/2024	Email	Red poppies	Noted	
	05/11/2024	Email	Viridor to close £317m recycling plant in Bristol two years after opening	Noted	
	05/11/2024	Email	New copy of the definitive map	Published	
	06/11/2024	Email	Your invitation to join: NEW Cross Sector Food Partnership for South Gloucestershire	Circulated	
	06/11/2024	Email	Your SLCC Membership Renewal Notice	Noted	
	06/11/2024	Email	Annual Estimate of Rough Sleepers in South Gloucestershire	Noted	
	06/11/2024	Email	Traveller Development in Pilning	Noted	
	06/11/2024	Email	Grounds Maintenance enquiry	Noted	
	07/11/2024	Email	Thanks for Cut Back of Elder Tree	JE replied	
	08/11/2024	Email	Gypsy Platt response to LGS	JE replied	
	09/11/2024	Email	Local green space Gipsies Plat	JE replied	
	10/11/2024	Email	Concern regarding volunteer marshals	JE replied	
	11/11/2024	Email	Planning Process Training Session for Town and Parish Councils on 13 November 2024 at 1pm	Circulated	
	11/11/2024	Email	Northwick Tower	JE replied	
	12/11/2024	Email	WERN Village Agent Steering Group notes 11.11.24	Noted	
	12/11/2024	Email	Planning Service - Digital and Data Improvements Stakeholder Survey	JE replied	
	12/11/2024	Email	Possible land development - Prospect Road	JE replied	
	12/11/2024	Email	A lovely walk - BAM still have equipment on the sea wall	JE replied	
	13/11/2024		Complaint regarding a caravan being lived on a pubic road	JE replied	
	13/11/2024		Train Horn - Severn Beach	Noted	
	13/11/2024	Email	Welcome to Ambition House & engaging with the Local Industrial Decarbonisation PlanNov 28th 07:30	Circulated	
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25/11/2	024 Email 024 Email 024 Email	Storm Bert rail disruption Severn Way - lack of work completion	Noted Noted
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25/11/2024 Email 26/11/2024 Email 26/11/2024 Email 27/11/2024 Email 27/11/2024 Email 27/11/2024 Email 27/11/2024 Email 27/11/2024 Email 28/11/2024 Email 28/11/2024 Email 28/11/2024 Email	South Gloucestershire Online Consultations - You may be interested in the following consultations Caravan parked on Beach Avenue Storm Bert travel update 26 Nov Northwick wetland wild Wednesdays ELF Update and request for help Tree emergency Minutes of November Meeting Severn Beach Village Hall Cllr to speak at January Parish Council meeting Storm Bert Flood Warden Update Circulated Schedule Grant application inquiry	Circulated JE replied Noted Noted JE replied Circulated JE replied Noted Circulated
28/11/2024 Email	Grant application inquiry	JE replied

APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	LEGAL REF	NET VAT	VAT	TOTAL
04/11/2024	ELM TREE GARDEN	Grass Cutting	s111	£1,583.30	£263.88	£741.00
04/11/2024	ELM TREE GARDEN	Northwick Cemetery	s214			£231.00
04/11/2024	ELM TREE GARDEN	Pilning Cemetery	s214			£347.42
04/11/2024	MRS NICOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
05/11/2024	PLANIT GARDENS	Pilning Playing Field Litter Pick	PHA 1875 s164	£268.21		£66.50
05/11/2024	PLANIT GARDENS	General maintenance	s111			£25.00
05/11/2024	PLANIT GARDENS	Pilning Cemetery	s214			£103.26
05/11/2024	PLANIT GARDENS	Allotment strimming	s214			£73.45
05/11/2024	PETER TYZACK	Broad gauge and AFL display expenses	s111	£143.88		£143.88
05/11/2024	NOW PENSIONS	Pension Contribution	s111	£195.19		£195.19
05/11/2024	J EDWARDES	Green Bin collection fee (expenses)	s111	£60.00		£60.00
07/11/2024	GOOGLE	Email and data storage	s111	£132.00		£120.00
07/11/2024	GOOGLE	Email and data storage	LA 2011, NP 2017			£12.00
07/11/2024	GREENBARNES	Cemetery Noticeboard	s214	£1,900.01	£316.67	£1,583.34
13/11/2024	02	Mobile phone	s111	£13.86	£2.31	£11.55
14/11/2024	SEVERN BEACH VH	Room hire	s111	£10.00		£10.00
15/11/2024	SGC	Localism	s111	£2,020.03	£404.01	£1,616.02
18/11/2024	BT	Telephone	s111	£77.62	£15.52	£62.10
22/11/2024	HMRC	Tax & NI	s111	£678.40		£678.40
29/11/2024	J EDWARDES	Wages Office & Broadband	s111	£1,868.19		£1,868.19
29/11/2024	ODILE MCINTOSH	Wages	s111	£36.00		£36.00
03/12/2024	GREENBARNES	Allotment noticeboards	SHA 1908 s23, s25	£2,542.55	£423.76	£2,188.79
03/12/2024	HMRC	Tax & NI	s111	£555.54		£555.54
			Totals	£12,128.44	£1,426.15	£10,772.29

Appendix C Unitary Councillor Report

Pilning & Severn Beach Parish Council Report | Monday 2nd December 2024

- South Glos Council is now consulting on the budget for 2025/26, and we're encouraging as many people as possible to view all the information online, and feedback accordingly. We're facing some real challenges in the years' ahead and hearing from residents before decisions are taken is important. We're seeing increasing demand on our Council services, and sadly central funding isn't yet keeping pace with these increased demands. You can see the latest news item which sets the scene, and links to the consultation online Consultation underway on South Gloucestershire budget for 2025/26 and beyond
- Communication continues with Council Officers to determine the now long overdue Certificate of Lawfulness application at Salthouse Farm Park. I've remained in contact with residents to seek a conclusion to this process as soon as possible and ensure their views and feedback is taken into consideration.
- I am in the process of establishing two visits to P&SB. These relate to a planning enforcement visit to better understand the challenges and concerns of local people, and a visit relating to traffic enforcement, aiming to reduce the number of large vehicles abusing the local speed and weight limits through the ward.
- Our wider SGC Local Plan is reaching its final phase of development. The plan is being aligned to the updated NPPF which has seen significant changes with the new UK Labour Government, requiring additional housing across South Gloucestershire in the years ahead. Once a version is available, it will be shared. We are currently awaiting clarification and final decisions and timings relating to the NPPF with UK Government. I'm mindful in P&SB this will impact work on the Neighbourhood Plan, so I will ensure as much communication is available as possible. This also includes locations and policies relating to our traveller community which is equally relevant in the villages.
- Council Officers are following up on progress relating to the S.106 funds due for the Panettoni site in Pilning & Severn Beach. Officers will feed back on the timeline for drawing down funding and have not yet started feasibility work for the allocation of the funds which I updated on in the last meeting. I have added the Bristol Wanderers FC (Severn Beach based football club) to the Council email communications should S.106 be available to them to develop facilities in the ward and put them in contact with the Neighbourhood Plan team.
- Parish Councillors and residents will have seen the impact of flooding in the local area during the last 3 weeks. There has been significant disruption and destruction to homes across South Gloucestershire, primarily caused by Storm Bert. The Council provided an overview of the support and situation online this week which can be seen online A review of recent flooding in South Gloucestershire | Newsroom . I passed on positive feedback and thanks to the team at the Lower Severn Internal Drainage Board but would welcome additional feedback on flooding in the P&SB area.

• Within the wider ward, I joined Claire Young this weekend at the Hallen Christmas Fayre and will be attending a number of upcoming meetings and events, including the Severn Sirens Trust meeting, the SCG Corporate Parenting Board, and Full SGC Cabinet meetings. I've also recently attended Youth Justice meetings with young people who have been involved in the criminal justice process in South Glos and visited the Vinney Green secure children's home.

Email; Simon.Johnson@southglos.gov.uk Phone; 07399 080444