



Pilning & Severn Beach Parish Council

Meeting held on Monday 6th July 2020

Virtual Meeting via Zoom 7pm

COUNCILLORS: Mrs S Binns (SCB) (Chairman); Alderman P Tyzack (PT); Mr K Weeks (KW); Mr M Pruett (MP); Mrs O Taylor (OT); Mr I Roberts (IR); Mr A Smith (AS); Carol Woodhouse (CW)
Victoria Bywater and one member of the public

DEATHS: The meeting held a silence in remembrance of those who had recently died.
Alison Louise Scrivin formerly of Severn Beach

Item Number	Details	Action By
2020-07-1 Apologies for absence	There were apologies from Mrs H Rickards (HR) and Parish Clerk Jonathan Edwardes (JE)	
2020-07-2	Election of a new Chairman The resignation has been received and accepted of SCB In the absence of any other nomination PT was nominated by CW and seconded MP. Carried unanimously. There were no nominations for Vice Chair defer to the next meeting	
2020-07-3 Declarations of Interest	None	
2020-07-4	No nominations for the Casual vacancy, defer to the next meeting Resolved to advertise this again	JE
2020-07-4 Minutes of the previous Parish Council Meeting	The minutes of the previous Parish Council Meeting held on the 1 st June 2020 had been previously circulated and were agreed by all as a true record.	
2020-07-5 Matters arising	<u>Western Approaches</u> PT has spoken to a planning lawyer about the Delta site (Orchard Pools) and Mount Park site. In the lawyers' view work had taken place that needed planning application. South Gloucestershire Council should have acted. MP spoke to Robert Walsh who says the matter has been passed onto South Gloucestershire Council legal department. Resolved for PT to write as Chairman to enforcement for copies of the master plans under a Freedom of Information request <u>Parking next to the "Tea Cottage"</u> South Gloucestershire Council agree that the land is theirs and are preparing a scheme to get the accessway marked <u>Bridge damaged on Station Road Pilning</u> Lower Severn Internal Drainage Board contacted, they were unwilling to assist South Gloucestershire Council contacted and waiting for further information from them or the action to be completed. The bridge damage was also reported for Northwick Road (over M4) and the corner of Bilsham Lane. Still awaiting further information from South Gloucestershire Council or action to be completed.	PT

	<p><u>Planning Process</u> Correspondence from Rebecca Balfour circulated to the councillors</p> <p><u>Website Accessibility compliance & approach from WI</u> A review of the council website has been undertaken and the alterations required to make it compliant will be completed by the deadline. The working party still needs to meet regarding the issue with the approach from the WI, regrettably Covid 19 had prevented this taking place.</p> <p>Item to be carried forward</p> <p><u>Information from South Glos regarding Localism Charges</u> The Clerk has received most of the information requested defer the item to the next meeting</p> <p>JE to send out the localism information to councillors Issues to be discussed include the emptying of bins, grass cutting, the wildflower meadow and the stretch of rhine between Ableton Lane and A403. A403 at the beck of Severnwood Gardens where the new railing will prevent grass cutting and possibly drainage clearance. Gary Meddick is to meet on site with a parish resident on 17th July to discuss further.</p> <p>Resolved for PT to email Gary Meddick and cc Marcus Gill to discuss the issues more widely</p> <p><u>Sea wall signage</u> Various designs have been considered Emails have been exchanged with responsible bodies regarding what could be put on the sign. What is proposed is acceptable and there were happy for the council to go ahead, subject to appropriate standards. IR noted the suggestion of JE in painting the information on the tarmac rather than making signs. Painting on the sea wall wears off quickly so not seen as a practical solution.</p> <p>Resolved to get MP to create the final artwork for the sign Sign needs to be made of cast alloy that can be fixed to a post or wall as per standard highway signs. SCB suggested contacting Nibra Signs in Bristol</p> <p>Resolved the sign shall be either A4 or A3 size dependent on location and to put signs at all the access points to the sea wall</p>	<p>JE</p> <p>PT</p> <p>MP</p>
<p>2020-07-6 Correspondence</p>	<p>Please see Appendix A</p> <p><u>Sea wall</u> PT noted that we will see how things develop with the new signage</p> <p>Resolved PT to respond to resident regarding what is being done</p> <p><u>Flower show</u> SCB proposed that the council pay for the four prizes given as in previous years and to fund the Tallest Sunflower prize as well. Unanimously agreed. Flower show committee are to be asked to get the prizes which the council will fund.</p> <p>Resolved to PT respond to the Flower Show Committee regarding the prizes</p> <p><u>Church Road Footbridge</u> HR has circulated that the repairs to the footpath had been completed. Concern over the loss of the gate at the A403 end and the potential for fly tipping to take place.</p> <p>Resolved to get PT to write to South Gloucestershire Council Highways</p> <p><u>Code of conduct consultation</u> to be accepted as it is from South Gloucestershire Council</p> <p><u>Request for a Skate Park in Severn Beach</u> (AS and PT) have replied to the residents' request and (AS) has invited the correspondent to a future Severn Beach Village Hall Committee Meeting or Parish Council meeting. Suggestions have been made regarding funding for the project.</p> <p><u>Post Box Bank Road</u> the Royal Mail have responded to say will respond in 25 weeks</p>	<p>PT</p> <p>PT</p> <p>PT</p>

	<u>Pilning Station Memorial Plaque</u> OT explained JE has been looking at restoring the memorial plaque. Defer until JE is back	JE
2020-07-7 Accounts for Payment	Please see Appendix B <u>School prizes</u> are being given to St Peter's School and Severn Beach school, JE had contacted the schools and they wanted to carry on with this despite the lockdown. <u>Northwick tree work</u> mention was made to the cost of this work and quotes obtained <u>Wages</u> the quoted figure for JE may be revised depending on when he returns to work Accounts for payment were approved KW proposed CW seconded	
2020-07-8 Photocopier	Following the end of the contract with the photocopier the supplier has written of the machine. IR has offered to accommodate it and make it available to the parish should we have need in the future. Proposed that the photocopier to be transferred to his ownership for the sum of £1. Voted 7 for and 1 abstention	
2020-07-9.1	Internal Audit	
2020-07-9.2	Annual Governance and Accountability Return (AGAR) To note completion of AGAR forms and dates for public inspection that will be Advertised. Signed by PT and the signature shown to the meeting.	
2020-07-9.3	<u>Timeframe for Public Rights Inspection</u> Completion of the forms was noted and the dates for Public Examination are set for 30 working days 13 th July 2020 to 1 st August incl. and these will be advertised on website and local notice boards	
2020-07-8 Planning	<u>P20/07172/CLP</u> 5 Aust Road, Pilning, South Gloucestershire, BS35 4HG Installation of a hip to gable loft conversion and 1 No, rear dormer Approve with Conditions <u>P20/03632/F</u> Avondale, Church Road, Severn Beach, South Gloucestershire, BS35 4PW Demolition of existing dwelling. Erection of 2 No. semi-detached dwellings with associated works Withdrawn <u>P20/06546/F</u> Hafren, Whitehouse Lane, Pilning, South Gloucestershire, BS35 4LR Erection of a single storey rear extension to form additional living accommodation. Erection of detached double garage, installation of 1.8m high boundary fence and associated works Approve with Conditions <u>P19/18638/R3F</u> Land off A403 at Northwick, Pilning, South Gloucestershire Construction of a temporary stockpile and temporary haul road at the land off the A403 at Northwick, to be used until Summer 2022. Deemed Consent <u>P20/07215/F</u> 35 Riverside Park, Severn Beach, South Gloucestershire, BS35 4PN Erection of a first-floor side extension to provide additional living accommodation Approve with Conditions <u>P19/19068/F</u> Elm Grove, Ableton Lane, Severn Beach, South Gloucestershire Demolition of existing dwelling and erection of 4 No. dwellings with new access, parking and associated works. Refusal <u>PT18/1933/F</u> The Nurseries, New Passage, Pilning, South Gloucestershire Erection of two storey building (Class B1) with parking and associated works (retrospective). Refusal <u>P20/09588/PNA</u> Land at Rookery Farm, Rookery Lane, Pilning, South Gloucestershire, BS35 4JN Prior notification of the intention to erect 1 No. agricultural building for the storage of farm machinery. Withdrawn IR asked does the Parish Council ever notify nonconformance to planning enforcement? PT stated that parishes tend not to "police" their own parishes as we represent people both for and against. The exception is, if an issue has been reported by neighbours and there is no satisfaction then it becomes a parish matter for SGC to do something about it.	IR

	<p>10.3.3 Northwick Cemetery SCB said Northwick is looking amazing and encouraged councillors to go and look for themselves.</p> <p>10.3.4 Northwick Tower JE had forwarded the feedback from Northwick community collected by OT and their feelings of concern over the future of the tower. The community also understand that money is very tight now, however they would like the tower to be kept in public ownership. The matter will have to be decided upon at the Annual Parish Meeting whenever that takes place. Work is ongoing to establish further sources of funding and to also check what had been applied for already.</p>	
2020-07-10.4 Pilning Station	<p>In March Pilning Station Group, supported by members of the Parish Council / local community, applied for a very modest grant from GWR Customer and Communities Improvement Fund (CCIF). This was for creating promotional materials to advertise existing services and give Pilning passengers ideas for travel.</p> <p>A message was received earlier this week that due to the Emergency Measure Agreement with the DfT, the Customer and Communities Improvement Fund (CCIF) has been suspended for 2020/2021. GWR are unsure if this funding will restart after the Emergency. Whilst GWR are keen to hear ideas and keep the dialogue, any actions will be on the backburner until further notice.</p> <p>On the 19 June, an application was made for the Restoring Your Railway Fund set up by the Department for Transport with a view to hear ideas for reopening lines and stations closed by what is known as the Beeching cuts. One of the conditions for acceptance was that the application needed to be supported by the local Member of Parliament. Luckily, Jack Lopresti has been a supporter of Pilning Station since around 2016 and recently debated improvement of Pilning services in the House of Commons. The DfT acknowledged acceptance of the Pilning application and confirmed that their decision will be announced at the end of the summer. Altogether 50 applications were received, and 10 are expected to be successful.</p>	
2020-07-11 Reports from external meetings	<p><u>Low frequency noise</u> MP reported that South Gloucestershire Council believes that a piece of plant at the site will be changed at the beginning of July. If there is no satisfactory improvement South Gloucestershire Council will be taking further with their own monitoring and possibly some form of enforcement to fix it. Cllr Robert Griffin has been involved and MP also had a conversation with Jack Lopresti regarding the issue.</p> <p><u>Neighbourhood planning</u> PT forwarded the meeting slides and letter and from what was said at the Town and Parish Council Forum. In the next couple of months there will be supplemental planning documents published for which councillors will be invited to respond. The emphasis should be that it will allow the council to say what it wants for the local area in the future rather than a developer imposing a scheme on the parish. Would be useful to arrange a zoom meeting with DLP [Kirsten Ward] hear what they have to say and listen to their advice.</p> <p>Resolved PT to ask DLP for a zoom meeting with the council</p> <p>11th June <u>SouthGlos Planning</u> (or Development Management committee). I was interested to see how they dealt with 1) the Nurseries, New Passage (refused) and 2) Elmgrove, Ableton Lane (refused). On the latter I have had a letter from the late Mr& Mrs Hayman's daughter (who inherits with her brother, both of whom grew up there). They are very upset at the refusal as they see that council policy in relation to flood</p>	PT

	<p>risk has been applied inconsistently, as compared to other recently redeveloped sites (I concur). Seems likely that they will appeal, and if they do it would be useful if the Parish Council were to submit a further comment to the Inspector.</p> <p>16th June <u>Webinar with DLP</u> planning in relation to Neighbourhood Planning (please see meeting slides and letter already circulated). I feel this is something we really should do, given the changing landscape, and would propose we take them up on their offer of a meeting. (I am guessing they would be willing to do this as a Zoom 'working group' session, so we can decide whether to proceed.</p> <p>25th June <u>Town & Parish Council Forum</u>. Matters Arising: we looked back at the Green Infrastructure Strategy (Jan meeting). Patrick Conroy spoke about the Strategic Plan and the Local Plan, both at early stages, and that they are working with some parishes on their Neighbourhood Plans. He could not foretell what the government are proposing to do with planning, but was clear that at local level we need to have our own plans in place to strengthen our position in defending/ promoting the wishes of the community.. and we should reference the GIS, call for sites, landscape character etc. Consultations will be coming out this month, in which we must be clear whether we are supporting our earlier submissions. They will need community involvement in developing their documents so we will need to employ zoom to do this. There will also be some Supplementary Planning Documents coming out at the end of this month which they need us to look at and respond to.</p> <p>Several parishes asked for planning training for councillors, he promised they would 'look at it'...</p> <p>Rob Walsh spoke about the Council's future Plan and re-structuring</p> <p>Greg Evans spoke about the implications of Covid on the Council Tax base, and the loss of SG income from council tax and business rates He also spoke about CIL. something else we shall be consulted on this month.</p> <p><u>25th June SevernNet</u> - topic 'Circular Economy'. Olga also attended with her Pilning Station-masters cap on, so may like to add. I did not note much as I was having computer problems and actually left the meeting before the end. We heard from someone from 'CollectEco' who collect and re-distribute unwanted office furniture, etc(could be useful for schools and village halls) Talked about 'Build-Back-Better' not Boris's version but the UN disaster recovery one a 10 point plan, much of it useful for us now.</p> <p><u>2nd July ALCA AGM</u>. Mike Drew (Chair of Yate TC) re-elected as Chair. Long discussion about the merits of Zoom (and other providers). Resolved to respond to Govt asking for the facility to remain an option for Local Councils. Some councils to explore 'Hybrid meetings' where the committee meet face-to-face and the public can dial-in to watch/take part in the bit that interests them, saves the problem with caring responsibilities and going out on a dark night.. Bradley Stoke have bought Webcam and projector and putting a recording onto their website. Help offered by Sharon Patela and Tony Griffiths.</p> <p>Gail Boyle (Pucklechurch)also offered help and advice as she works for Bristol CC and has been arranging officers zoom meetings every day for them.</p>	
2020-07-12 To discuss Severn Beach roads	<p>This arose over the last couple of months from residents around the Island at Severn Beach with concern that the bus was not able to get round the corner at Pippits Court and damage has been caused to the pavement kerb. The cause has been due to parking opposite the affected corner. Another concern has been where vehicles have</p>	

	<p>parked wholly on the pavement. The PCSO has been able to get the vehicle registration number and taken the matter further. PT has a list of previous schemes that have been requested of South Gloucestershire Council</p> <p>Resolved PT to circulate list the Severn Beach and Pilning lists to councillors for their comments</p> <p><u>Surface issues</u> SCB is getting pictures sent to her about road surfaces, Bank Road, New Passage Road, Northwick Road and the internal path at Pilning cemetery.</p> <p>Resolved to get SCB to ask Tim Dark to fill the cemetery path</p>	<p>PT</p> <p>SCB</p>
2020-07-13 To discuss Parish Footpaths	<p>PT said previously that nine paths have been identified but are not shown on the definitive map. Work in progress to get signatures to support changing the map. Two footpaths have been identified as candidates for Sustrans to look at upgrading to cycle paths. PT MP and HR have met to discuss this the first route is the footpath from Marsh Common Road towards the Tesco distribution centre and the second is from Swanmoor Bridge at the boundary of the parish across the old sports ground to the new M49 junction. Benefits in access between Pilning station and Western Approaches.</p> <p>Resolved MP to approach Sustrans with these proposals</p> <p>IR asked who to contact regarding bridges over streams or rhines that require maintenance. The contact is Lindsay Saunders South Gloucestershire Council</p>	MP
2020-07-14 To discuss Forgotten Landscape Legacy Items	<p>SCB raised that the interpretation panels, five at Chittening and five at New Passage are not withstanding the weather.</p> <p>Resolved to ask Tim Dark to coat the stands in suitable oil</p> <p>The bench at New Passage is still awaiting repair JE had been pursuing this</p> <p>Resolved to ask Tim to check the condition of all the benches</p> <p>Resolved to get JE to write to BAM joint venture (flood defense contractor) to request assistance to fix various items</p>	<p>JE</p> <p>JE</p> <p>JE</p>
2020-07-15 Items to add to future agendas	<p>Items from previous agendas</p> <ol style="list-style-type: none"> 1. The installation of electric car charging points at both village halls (PT) 2. To discuss the installation of a cycle hire scheme (April 2020) (OT) 3. Community Land Trust (PT) 4. Speed Indicator Devices (SPIDS) 5. Unifying email addresses (OT) 6. Tabletop name plates for councillors (KW) 7. Format of the Annual Parish Meeting (SCB) <p>New items</p> <ol style="list-style-type: none"> 8. Appointing a new flood warden (SCB) 9. Council consultation (OT) <p>OT shared information and the website address regarding commenting on the consultation. Closing date for comments is 26th July 2020.</p> <ol style="list-style-type: none"> 10. Transport developments (OT) 11. Casual vacancies – advertising (SCB) 12. Homeless policy (MP) 13. Speeding on the A403 (IR – OT) 14. Review of the Localism Contract (PT) 15. Footpaths 16. Library volunteers (PT) 	
2020-07-16	<p>In view Magazine OT shared with the council the headlines on what will be written in the August magazine. MP suggested content should be added to the Parish Council Twitter, Facebook and Instagram accounts.</p>	<p>OT</p> <p>MP</p>

2020-07-17 Report from S. Glos Council	Cllr Robert Griffin was not present, a report had been submitted via the clerk, see appendix C	
Date of Next Meeting	The date of the next Parish Council meeting will be a virtual meeting on Monday 7 th September using Zoom. There being no other business the meeting was closed at 21:08	

APPENDIX A – CORRESPONDENCE

Date	Type	Detail	Action
01/06/2020	Email	Parish Meetings - covid 19 rules	Circulated
01/06/2020	Email	Enquiry regarding a new mobile food outlet	Advice PT JE replied
05/06/2020	Email	Grass Cutting Frances Barr Walk	JE replied
05/06/2020	Email	Planning Committee, parish council representation	Circulated
08/06/2020	Email	INVITE: Avonmouth RRC June CLG meeting	Circulated
09/06/2020	Email	One West Alert – COVID-19 Cyber Issues to watch out for	Circulated
09/06/2020	Email	Lower Severn Drainage reply to H & S issues in Pilning and Northwick Bridge Parapets	Circulated
10/06/2020	Email	Western Power Distribution: Have Your Say - 2020 Stakeholder Workshops	Circulated
10/06/2020	Email	Sextortion Advice - A&S	Circulated
12/06/2020	Email	Church Road Footbridge approach, pathway collapsed	Replied JE
12/06/2020	Email	Code of Conduct consultation	Circulated
12/06/2020	Email	Neighbourhood Planning webinar	Circulated
12/06/2020	Email	Website accessibility audit	Circulated
15/06/2020	Email	Complaint over bonfires taking place on Severn Beach Allotment	Advice KW JE replied
15/06/2020	Email	Town and Parish forum	JE replied
16/06/2020	Email	Closure of Church Road / Lane at A403	JE Replied Circulated
16/06/2020	Email	Northwick Tower and considerable repairs to a memorial	JE to reply
16/06/2020	Email	Avonmouth and Severnside Walking and Cycle Routes Update	Circulated
18/06/2020	Email	Re-opening after Lockdown - Village Halls and Community Buildings in B&NES, North Somerset and South Gloucestershire	Circulated including VH Chairmen
18/06/2020	Email	Public consultation on draft Council Plan	Circulated
18/06/2020	Email	Thank you for attending An Introduction to Neighbourhood Planning	Circulated
18/06/2020	Email	Car Parking by Severn Beach Tea Cottage	Circulated Replied JE
20/06/2020	Email	Severn Beach toddlers park	Circulated
22/06/2020	Email	Climate Action Planning event 30th July 2020 now open for bookings (ALCA)	Circulated
22/06/2020	Email	Car Parking by Severn Beach Tea Cottage	Circulated
22/06/2020	Email	South Gloucestershire ALCA Area Group AGM	Circulated
22/06/2020	Email	South Gloucestershire's first 'School Street' to launch in Frampton Cotterell	Circulated
22/06/2020	Email	Request for a Skate Park in Severn Beach	Circulated
23/06/2020	FB messenger	Plastic waste and dog mess on the sea wall	JE Replied Circulated
23/06/2020	Email	Pilning Station	JE replied
23/06/2020	Email	Neighbourhood Planning	Circulated
23/06/2020	Email	Pilning Station memorial plaque	JE replied July agenda
24/06/2020	Email	Traffic Calming in Pilning and Redwick	JE replied and circulated
04/07/2020	Email	Cancellation of Pilning Flower Show, support requested for some prizes	SCB circulated
04/07/2020	Letter	Complaint regarding cycling on Severn Beach Sea wall	SCB circulated

APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DETAILS	NET VAT	RECLAIMABLE VAT	TOTAL
02.06.2020	Mr T Dark	Odd Jobs	142.50		142.50
02.06.2020	HMRC - Accounts	PAYE/NI	278.81		278.81
02.06.2020	Odile F McIntosh	Wages	24.00		24.00
02.06.2020	Mr J Edwardes	Wages / Office	765.39		765.39
03.06.2020	P.S. Collins	Toilet key holder	33.33		33.33
03.06.2020	Elm Tree Garden	Grounds maintenance	463.60	92.72	556.32
09.06.2020	Branch Walkers Tree Services	Tree Works/Cherry Picker Hire	4,000.00	800.00	4,800.00
10.06.2020	Mr J Edwardes	School Prizes	100.00		100.00
17.06.2020	British Telecom	Telephone / Broadband	112.40	22.48	134.88
19.06.2020	Now Pensions	Pension contribution	80.91		80.91
22.06.2020	Water2business	SB Allotments	80.79		80.79
22.06.2020	Dunkley's Accountants	Payroll Processing	14.00	2.80	16.80
29.06.2020	Obsidian Accountancy	Accountancy Services	180.00	36.00	216.00
30.06.2020	Mr T Dark	Odd Jobs	153.50		153.50
30.06.2020	Mr J Edwardes	Wages and Office	765.39		765.39
30.06.2020	Miss O McIntosh	Wages	24.00		24.00
TOTAL			£7,218.62	£954.00	£8,172.62

APPENDIX C – REPORT FROM CLLR ROBERT GRIFFIN

A serious accident at the traffic lights on the A403 Pilning junction.

Complaints about the low frequency noise from the Sita ERP in the early hours of the morning. Environment Protection have been informed and are dealing with it.

Some more of the council officers will restart on Monday, the One Stop shop at Patchway, the Sort It centre at Little Stoke and highways staff will be resuming their normal tasks after being allocated to Urgent pedestrian/cycle lanes in high streets. Some libraries will open with a bookable service. Other staff reallocated to food delivery and social care duties will be released at the end of the month.

A Local Outbreak Management Plan has been activated with the council, local public health and the CCG. The Public Health dashboard is being checked daily for Covid19 cases to ensure we on top of the game. We do not want another Leicester creeping up on us.

UWE Nightingale Hospital is being waterproofed, and moth balled at the end of this month. It will be on standby until mid-2021. It has no staff; these are seconded from the surrounding hospitals and the military.

WECA and South Glos. have setup an office to deal with the newly redundant members of the public who need advice. The Education Team will be on hand to talk through their qualifications, training options and career changes.