

Claverton Parish Council
Minutes of Ordinary Meeting Held on 13th September 2017 at St Mary's Church

Present

Councillors: Anna Beria, Glennis Naylor, Richard Mould
 Clerk: Lesley Watkinson
 Other: Ward Councillors Alison Millar and Geoff Ward

Open Forum - Ward Councillor Martin Veal sent his apologies. Ward Councillors Ward and Millar volunteered to report to B&NES on the dilapidated caravan that appears to have been abandoned on the lay-by on the A36 at Claverton. Ward Councillor Millar advised the Parish Council to consider making a representation to the upcoming Parish Boundary Consultation. Following this the Boundary Commission will make a proposal and then there will be another opportunity for Claverton to make a representation. Councillor Mould to re-view.

Apologies for Absence - Vi Jensen, Mark Mackintosh and Rodger Sykes

Declaration of Member Interests - None

Approve the minutes of the Ordinary Meeting of the Parish Council held on 9th August 2017.

The minutes of the Ordinary Meeting of the Parish Council held on 9th August and the minutes of the Planning Meeting of the Planning Committee held on 17th August were agreed as accurate and signed by the Chairman of Parish Council and member of Planning Committee respectively.

<p>Matters arising from the minutes</p> <p>Clerk updated the Parish website with the Claverton Parish Council mission statement adopted at August Ordinary Meeting.</p> <p>Councillor Jensen made contribution to September Newsletter to explain why the Parish Council have decided to produce a Neighbourhood Plan and promised to update Village Newsletter each month on progress. The application to designate the Parish was submitted to B&NES on 17 August 2017 and has been put on their website for the consultation period which runs from 1 September to 5pm 29th September.</p> <p>Councillor Beria followed up on proposal to put yellow lines in bus stop and will establish a new contact as S Walsh no longer responsible</p> <p>One quote received to repair bus shelter other to be chased by clerk.</p>	LW/ RM
<p>Receive and Discuss Correspondence</p> <p>All correspondence relating to Claverton has been circulated to the councillors in advance by the clerk. All matters covered on agenda.</p>	

<p>Neighbourhood Plan</p> <p>Councillor Naylor updated the Parish Council on behalf of herself and Councillor Jensen. Both attended an introductory Neighbourhood meeting run by Rosemary Naish from ALCA. A meeting with George Blanchard of B&NES has been arranged on 18th September for VJ & GN to discuss the next steps, regulations, requirements and assistance available from B&NES. It was stressed that there is a need to Minute and record NP activities in Parish Council Minutes.</p> <p>There should be a separate agenda item at each meeting. Clerk confirmed that this will happen.</p> <p>A revised timetable is in place with the aim of completing the process up to the last consultation by July 2018. It will require some urgent decisions to be made promptly.</p> <p>Website. As the current website needs upgrading there is the potential opportunity to get funding for the website as part of the NP. All councillor agreed that the clerk will manage process of updating website to appropriately for the NP project and will seek quotes for the development of the website.</p> <p>Questionnaire. There is a Statutory requirement for consultation, publicity and engagement with the community and wider stakeholders. Evidence that this has been undertaken will be examined at the end of the process by the Independent Examiner. As part of the process we need to hold a public meeting and produce a questionnaire, circulated to the whole community to ascertain their views. A draft questionnaire will be worked on during October. The PC will agree a date for holding the Public Meeting so that it can be publicised and invitations distributed.</p> <p>Neighbourhood Steering Committee. Within the Newsletter we have asked anybody who may be interested helping create the Plan to get in touch with Councillor Jensen. Once the Designation has been granted we will contact all the interested parties to establish who may wish to join such a committee. The Parish Council will need to approve the Terms of Reference for this Committee and approve members of committee. There is a suggested template which will be circulated for the October PC meeting.</p> <p>Actual Neighbourhood Plan. It is a development plan for the Parish. It is not a do-nothing plan. The resultant policies should be as result of consultation with the residents and interested parties and most importantly must be Evidence Based. For the final Plan to be approved by the Independent Examiner the policies included will be examined and could be rejected if there is insufficient evidence to support the policies. We have a lot of information and evidence relating to the parish including the Claverton Conservation Area Appraisal which is not current. As part of the process (B&NES) carry out a screening assessment to see if a Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment is required, which is consulted on with Statutory Consultees (Historic England, Natural England etc.). For the majority of Neighbourhood Plans, further work is usually not required on the SEA unless proposed development goes beyond what is proposed in the Local Plan (B&NES Core Strategy and Placemaking Plan). Although B&NES do not require other studies, such as Conservation Character Assessments they are considered important as evidence to support policies in maintaining the character of the area in the Neighbourhood Plan. We therefore need to consider commissioning chartered landscape architects to carry out a character and landscape survey. It may be possible to reduce costs by commissioning a joint survey with say Batheaston but this requires further consideration. The cost of such a commission, which may be in the order of £5,000 may be covered by a grant (see below). The Parish Council gave approval for Councillors Naylor and Jensen to seek quotes for character and landscape survey.</p> <p>Grant. Through My Community we can apply for a grant for up to £9,000 towards the cost of the producing the NP once the designation has been approved. If our preliminary application is approved we then have an urgent deadline of 30 days to complete an online grant application supported by quotations for the work. If successful the grant money is paid into the PC's bank account and the money must be spent by 31st March 2018. The grant itself can cover survey costs, cost of developing websites, cost of holding public & steering committee meetings, publishing, publicity, printing, data analysis of village questionnaire, mailing costs. Ideally, we must make our application for the grant as soon as possible to cover the majority of the costs which we can reasonably expect to incur, otherwise these will need to be covered from the PC's funds. It is proposed to bring a budget for consideration to the October PC meeting so that an application for a grant can be made as soon as possible.</p>	<p>VJ/ GN</p>
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<p>Air Quality Consultation</p> <p>Councillor Mackintosh to review and advise the Parish Councillors.</p>	MM						
<p>Financial Officer's Report</p> <p>Clerk circulated 16/17 cash book in advance of meeting. At meeting, Clerk produced a recent bank statement and the cheque book for councillors to inspect.</p> <p>Two invoices were presented at meeting and cheques signed by councillors:</p> <table border="0" data-bbox="177 571 877 631"> <tr> <td>186</td> <td>Zurich Municipal - Insurance 7/10/17 - 6/10/18</td> <td>£257.60</td> </tr> <tr> <td>187</td> <td>Clerk, printer ink and drawing pins</td> <td>£64.97</td> </tr> </table> <p>Clerk advised that 16/17 Audit document not yet signed off by Grant Thornton.</p>	186	Zurich Municipal - Insurance 7/10/17 - 6/10/18	£257.60	187	Clerk, printer ink and drawing pins	£64.97	
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<p>Receive Planning Committee Report and discuss planning matters including:</p> <p>The Planning Committee is keeping in touch with B&NES planning and enforcement departments to keep abreast of their reviews of planning issues in the village.</p> <p>Planning committee responded to the following planning application: 17/03158/FUL - Replacement of gates and placement of arch at The Vinery and decided to support the application.</p>							
<p>Broadband Project update</p> <p>Councillors expressed a desire that Broadband project is brought to conclusion and Councillor Sykes continuing to work to achieve this closure.</p>							
<p>Village Maintenance</p> <p>Clerk to submit insurance claim for repair to fire damaged bus shelter.</p>	LW						
<p>Transportation Update (inc Warleigh Weir)</p> <p>Two of the original four black and white warning posts, marking the entrance to Ferry Lane southbound on the A36, were broken or removed by people parking thoughtlessly and dangerously. Councillor Naylor to follow up with Highways because of the bend in the A36 at this point, resulting in reduced sight lines for motorists travelling at up to 50 mph, it is important to get these warning markers replaced.</p>	GN						
<p>Exchange of Information</p> <p>None</p>							

The meeting closed at 9 pm

Future Council Meetings: Wednesday 11th October 2017 - Ordinary Meeting, Wednesday 8th November 2017 - Ordinary Meeting

Signed Date

Cllr Anna Beria, Chairman, Claverton Parish Council